



**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 17, 2021
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, but can refer it to staff for review and possible discussion at a future meeting. As permitted by State Law, the Board may take action on matters of an urgent nature or which require immediate attention. The maximum time allotted for each presentation is FIVE (5) MINUTES.

Agendas: Agenda packets are available for public inspection 72 hours prior to scheduled meetings at the 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.rsf-fire.org



Rancho Santa Fe Fire Protection District Board of Directors

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SPECIAL AGENDA (10:00 am – 12:00 pm)

HARASSMENT TRAINING (Workshop) – The Fire District will conduct the mandatory two (2) hours harassment training for the Board of Directors and senior management staff. Stephen J. Fitch, Fitch & Associates, will conduct the training. No action will be taken and members of the public are welcome to attend.

REGULAR AGENDA (1:00 pm)

Call to Order

1. Pledge of Allegiance
2. Roll Call
3. Special Presentations
 - a. Helmet Presentation
Presentation of Fire District to Chaplain Mike MacIntosh by Fire Chief Cox
 - b. Video Presentation in Memory of Fire Captain W. Chris Mertz
4. Public Comment
5. 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.

6. Consent Calendar
 - a. Board of Directors Minutes
Board of Directors minutes of January 20, 2021
ACTION REQUESTED: **Approve**
 - b. Receive and File
Monthly/Quarterly Reports for the period of: **January 1-31, 2021**
 - 1) List of Demands Check 33545 thru 33651, Electronic File Transfers (EFT), and Wire Transfer(s)
totaling: \$ 324,566.12
Wire Transfer(s) expenditures: \$ 71,410.64
Payroll expenditures: \$ 623,707.98
TOTAL DISTRIBUTION \$ 1,019,684.74
 - 2) RSFFPD Profit & Loss Summary - **December 31, 2020**
 - 3) RSFFPD Combined (GF & FMF) Balance Sheet – **December 31, 2020**
 - 4) Investment Summary – **December 31, 2020**



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5) Activity Reports – January 2020

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

ACTION REQUESTED: [Information](#)

7. Old Business - None

8. Resolution/Ordinance

a. Resolution No. 2021-06

To adopt Resolution No. 2021-06 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Employees Association

ACTION REQUESTED: [Adopt](#)

b. Resolution No. 2021-07

To adopt Resolution No. 2021-07 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District establishing Salaries and Benefits for Management Personnel

ACTION REQUESTED: [Adopt](#)

c. Resolution No. 2021-08

To discuss and/or adopt Resolution No. 2021-08 *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](#)

9. New Business

a. Acceptance of Donation

To acknowledge and accept receipt of the \$10,000 donation from the Rancho Santa Fe Fire District Foundation for funeral expenses for fallen Fire Captain W. Chris Mertz. [Staff Report 21-07](#)

ACTION REQUESTED: [Acknowledge receipt of the donation and proceed with expenditures](#)

10. Oral Report

a. Fire Chief – Cox

- i. Mertz Service
- ii. COVID-19 – Update
- iii. District Activities

b. Operations – Deputy Chief

c. Volunteer – Volunteer Recruitment & Retention Coordinator

d. Training – Battalion Chief

e. Fire Prevention – Fire Marshal

f. Manager, Finance & Administration

- i. Form 700 – reminder



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- g. Board of Directors
 - i. North County Dispatch JPA – Update
 - ii. County Service Area – 17 – Update
 - iii. Comments

11. Closed Session - None

12. Adjournment

The next regular meeting Board of Directors meeting to be March 17, 2021 in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.



Rancho Santa Fe Fire Protection District Board of Directors Regular Meeting

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CERTIFICATION OF POSTING

I certify that on February 11, 2021 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, 2021

A handwritten signature in blue ink, appearing to read "Alicea Caccavo", written over a horizontal line.

Alicea Caccavo
Board Clerk

Rancho Santa Fe Fire Protection District
Regular Board of Directors Meeting
Minutes January 20, 2021



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

REGULAR AGENDA

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:05 pm.

Pledge of Allegiance

Director John Tanner led the assembly in the Pledge of Allegiance.

Roll Call

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

Directors Absent: None

Staff Present: Fire Chief Fred Cox; Deputy Chief Dave McQuead; Fire Marshal Marlene Donner; Volunteer Recruitment & Retention Coordinator Frank Twohy; and Manager, Finance & Administration/ Board Clerk Alicea Caccavo.

1. **Public Comment**

No one requested to speak to the board.

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

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

3. **Consent Calendar**

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

a. *Board of Directors Minutes*

i. Board of Directors minutes of December 16, 2020

b. Receive and File

Monthly/Quarterly Reports

1) List of Demands Check 33452 thru 33544, Electronic File Transfers (EFT), and Wire Transfer(s) for the period December 1 – 31, 2020 totaling:	\$ 142,942.52
Wire Transfer(s) period December 1 – 31, 2020	\$1,240,266.31
Payroll for the period December 1 – 31, 2020	\$ 711,430.69
TOTAL DISTRIBUTION	\$2,094,639.52

2) Activity Reports – December 2020

a. Operations

b. Training

c. Fire Prevention

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

- None

4. **Old Business**

None

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5. **Resolution/Ordinance**

a. *Resolution No. 2021-01*

Manager, Finance & Administration Caccavo summarized the staff report provided. She reported that the resolution serves to provide the ability of the Administration staff to deduct the classic safety member's contribution as agreed upon in the MOU on a pretax basis. Provided Resolution 2021-02 is adopted this will be a pretax deduction of 1% for 2021; 2% for 2022; and 3% in 2023.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and APPROVED to adopt Resolution No. 2021-01 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Employer Pick-up of Employee Contribution towards Employer Pension Costs on a roll call vote:

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

b. *Resolution No. 2021-02*

Director Ashcraft informed the Board that the resolution presented to adopt will confirm the recently negotiated Memorandum of Understanding (MOU) between the District and the Local 4349. Manager Caccavo requested that the dates on the Resolution, sixth paragraph, should be revised to the dates January 1, 2021 to December 31, 2023.

Director Malin reported that the negotiations, while taking some time, were agreed upon for a three (3) year agreement. The negotiating committees worked together to discuss the long range plan for the District and its importance for the future of the District.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and APPROVED to adopt Resolution No. 2021-02 *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Memorandum of Understanding between the Rancho Santa Fe Fire Protection District and the Rancho Santa Fe Professional Firefighters Association – Local 4349 on a roll call vote:

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

c. *Resolution No. 2021-03*

Chief Cox reported to the board that, per the terms of the SAFER grant, there is 2% cost increase for the Volunteer Coordinator which is fully grant funded. The grant ends November 24, 2021; the District plans on applying again for the grant once it is open.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, and APPROVED to adopt Resolution No. 2021-03 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Salaries and Benefits for Volunteer Recruitment and Retention Coordinator on a roll call vote:

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

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d. *Resolution No. 2021-04*

Manager Caccavo reported that this is an annual item per the CalPERS requirements that agencies maintain a publicly available pay schedule.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER, and APPROVED to adopt Resolution No. 2021-04 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2; Section 570.5 on a roll call vote:

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

6. **New Business**

a. *Suspension of False Alarm Fines*

Fire Marshal Donner reported that due to the Covid pandemic, staff would like to temporarily suspend fining business and home owners for false alarms. She indicated that there have 28 since January 1st that the staff were dispatched to. Chief Cox summarized that it would be a good gesture to the community. Finance impact would be the dispatch fee and the cost of sending personnel.

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR TANNER, and APPROVED to authorize the temporary suspension of fine assessment for nuisance alarms until June 1, 2021 CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN

7. **Oral Report**

a. Fire Chief – Cox

- i. ***RSF-5 Update*** – Chief Cox reported concrete work is done and the project is under budget by \$28,480.00, with the final review of the expenses to be done. The solar project to begin and is 85/15 split with Fire Mitigation funds and the general fund fees.
- ii. ***COVID-19*** – Cases are very high. 56% of safety staff are vaccinated. 6 personnel have had Covid cases starting last March 2020. There is an agreement with the County similar to a strike team assignment for vaccinations. Required Covid leave expired on December 31, 2021, however the District is extending the leave temporarily. There may be opportunity for Covid relief funds to assist with the financial impact. Double layered masks are required to be worn by personnel to prevent the spread of Covid.
- iii. ***North County Dispatch JPA/ Patrol Remodel*** – Chief Wellhouser of RSF Patrol is looking at modular designs and Fire Marshal Donner is ready with the county official to sign off on the stairway modification. Verizon has agreed to install a van accessible ADA compliant space. North County Dispatch is planning on staying for 5-8 years or more with renovations.
- iv. ***Staffing Update*** – Down 3 Captains – 1 from injury and 2 due to Covid; 1 Engineer; 3 Firefighters; one new hire coming on February 1, 2021.

b. Operations – Deputy Chief

Chief McQuead reported that the San Diego County Health and Human Services is working as an incident command for the vaccination pods. Currently working on vaccinating licensed paramedic, EMT, long term healthcare patients and healthcare staff using Moderna vials that contain 10 vaccinations. Training began at the end of December for vaccinators.

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Finished 2020 with 100 extra calls that included brush fires and false alarms. In December the Celebration of Life for Captain Dale E. Mosby took place. The District had one structure fire and sent two strike teams to the Creek Fire in De Luz, California.

He reviewed the previous month's statistics and the seasonal outlook.

c. Volunteer – Volunteer Recruitment & Retention Coordinator

Chief Twohy reported that the reserve shifts are suspended due to the two week rolling average of Covid cases; with a threshold of 6% or less to bring the reserves back. Funded 2 of the reserves through medic school and 1 through the fire academy through grants.

d. Training – Battalion Chief

Chief McQuead reported that there is an added 5 year benchmark to the training reports which will help with the ISO rating.

e. Fire Prevention – Fire Marshal

Fire Marshal reported that the large animal evacuation report was published in the RSF Review on January 14, 2021. Staff has reached out the County to find out why some plans are not being submitted for fire review before County approval; codes are not being enforced. This impacts the fuel reduction efforts of staff and the mitigation fee revenue.

She summarized current projects in the jurisdiction. Plan review and construction has slowed down.

f. Manager, Finance & Administration

Manager Caccavo reported -

Board Clerk: Reminder that there will be harassment training from 10-12pm before the next regularly scheduled meeting on February 17, 2021.

Human Resources: Vanessa Schrandt, the Accounting Technician, resigned effective February 6, 2021. Offer letter was sent to Gabriel Saldaña for the position of Firefighter/Paramedic with a tentative start date of February 16, 2021; he was previously with the reserve program.

Finance: In reference to going out for RFP for a new auditor per CA AB 1345; determined that District would continue with Pun Group for an additional year. Summarized the calendar year items that need attending to annually.

g. Board of Directors

i. North County Dispatch JPA: No report – next meeting February 24, 2021.

ii. County Service Area – 17: No report – meeting early February.

iii. Comments-

- 1) Tanner: Conveyed appreciation to Chief McQuead and Chief Davidson for the communication of personnel and how they are doing. Welcome to the new Clerk of the Board.
- 2) Hillgren: Spoke of her appreciation of the communication also and welcome to the new Clerk as well.
- 3) Ashcraft: Conveyed the difficulties the agency has had and how terrific the staff has been; the board is there for staff in any way for support.

10-minute Recess

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8. **Closed Session**

Pursuant to the following section, the board met in closed session from 2:23 – 3:47pm, and discussed the following:

With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiators: Jim Ashcraft, Randy Malin and assigned Staff

Represented Employees: Rancho Santa Fe Miscellaneous Employees

Under Negotiation: Successor Memorandum of Understanding

All board members listed and Chief Cox, Deputy Chief McQuead, Manager, Finance & Administration Caccavo attended and participated in this discussion.

With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiators: Jim Ashcraft, Randy Malin and assigned Staff

Unrepresented Employees: Fire Chief, Deputy Chief, Battalion Chiefs (4), Fire Marshal, and Manager, Finance & Administration

Under Negotiation: Compensation Resolution

All board members listed and Chief Cox attended and participated in this discussion.

Upon reconvening to open session, President Ashcraft announced that direction was given to the District's Agency Negotiators regarding the Represented Employees and that terms were made for Fire Chief Cox.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN for the following agreed terms for Fire Chief Fred Cox effective January 1, 2021:

- One-time \$5,000 stipend
- 3% Salary Increase
- 1% CalPERS additional employee contribution as a classic member to the UAL.

9. **Adjournment**

Meeting adjourned at 3:57pm.

Alicea Caccavo
Board Clerk

James H. Ashcraft
President

<i>Check No.</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
33545	\$671.00	A to Z Plumbing Inc	Building RSF3, ADMIN
33546	\$3,214.91	About Service Inc	Repair - ID 1281, 1282
33548	\$109.91	Allstar Water Systems Inc	Building ADMIN
33549	\$373.88	AT&T Calnet 2/3	Telephone RSF
33550	\$225.00	Cantrell, Chase	CSA-17 Contract Reimb
33551	\$2,370.00	Cielo Village Partners LP	Cielo HOA Fees
33552	\$3,179.00	County of SD/RCS	800 MHz Network Admin Fees
33553	\$119.99	Cox Communications	Telephone RSF3
33554	\$1,073.04	CrewSense, LLC	Scheduling (Crewsense) Maintenance
33555	\$1,732.51	Direct Energy Business-Dallas	Elec/Gas/Propane RSF1
33556	\$115.83	Dish	Cable RSF6
33557	\$357.82	EDCO Waste & Recycling Inc	Trash RSF5
33558	\$225.00	Elkins, Jacob	CSA-17 Contract
33559	\$3,525.00	Engineered Mechanical Services Inc	Building RSF
33560	\$506.43	Fire ETC Inc	Safety Clothing (Protective)
33561	\$1,327.50	Global Door & Gate Inc.	Building RSF2
33562	\$51.32	Griffin Hardware Co.	Station Maintenance - RSF2
33563	\$434.39	Home Depot, Inc	Tools: Maintenance & Construction
33564	\$5,103.75	Liebert Cassidy Whitmore	Legal Services
33565	\$13,058.07	North County EVS Inc	Repair - ID Apparatus
33566	\$220.00	Power Plus!	Elec/Gas/Propane RSF5
33567	\$18,675.00	R.E. Badger & Son, Inc.	Forced Weed Abatement
33568	\$179.50	Race Telecommunications, Inc	Telephone RSF1
33569	\$1,537.12	SC Commercial LLC	Fuel: Gasoline & Diesel
33570	\$846.93	SDG&E	Elec/Gas/Propane RSF6
33571	\$92.31	Stericycle, Inc.(Shred-It)	Shredding Services
33572	\$219.00	Terminix International	Building RSF
33573	\$34.90	U P S	Shipping Service
33574	\$8,942.02	U S Bank Corporate Payment System	Cal-Card./IMPAC program
33575	\$543.92	United Site Services	Sewer RSF6
33576	\$1,870.67	Verizon Wireless	Cellular - Telephone
33577	\$2,871.68	Waste Management Inc	Trash RSF
33578	\$720.48	Wise Company Inc	Food for Major Emergencies

33579	\$600.00	Accme Janitorial Service Inc	Building ADMIN
33580	\$106.67	Allstar Water Systems Inc	Building RSF6
33581	\$151.51	Aair Purification Systems	Building RSF4
33582	\$123.38	Armanino Solutions, LLC	Consulting Services
33583	\$2,381.92	AT&T Calnet 2/3	Telephone RSF
33584	\$826.00	Business Owner's Ins Agency	Commercial - Liability - Auto Coverage
33585	\$225.00	Chapin, Nicholas	CSA-17 Contract Reimb
33586	\$36.36	Charter Communications Holdings, LLC	Cable RSF4
33587	\$88.62	Complete Office of California Inc	Office Supplies
33588	\$383.00	County of San Diego, DEH	Permit: County/City
33589	\$3,432.00	D&W Consulting, Inc.	Consulting Services - Prevention
33590	\$37.57	EDCO Waste & Recycling Inc	Trash RSF6
33591	\$80.62	Fire ETC Inc	Safety Equipment
33592	\$2,324.95	Fitch Law Firm Inc	Legal Services
33593	\$192.00	Garrett Electric Inc	Building RSF2
33594	\$16.16	Griffin Hardware Co.	Station Maintenance - RSF1
33595	\$494.27	Home Depot, Inc	Station Maintenance - RSF
33597	\$1,770.37	Olivenhain Municipal Water District	Water RSF
33598	\$6,500.00	Palomar College	SAFER VRRRC-Tuition Costs
33599	\$292.26	Pitney Bowes Inc	Equipment Rental
33600	\$1,333.15	Rincon Del Diablo Municipal Water Di	Water RSF5
33601	\$90.00	RSF Mail Delivery Solutions	Mail Delivery Service
33602	\$1,457.68	SC Commercial LLC	Fuel: Gasoline & Diesel
33603	\$225.00	Schmid, Brian	CSA-17 Contract Reimb
33604	\$3,087.97	SDG&E	Elec/Gas/Propane RSF5
33605	\$9,032.47	Teleflex LLC	CSA-17 Contract
33606	\$18.45	U P S	Shipping Service
33607	\$6,950.00	WinTech Computer Services	Consulting Services
33608	\$225.00	Young, Scott	CSA-17 Contract reimb
33609	\$22.99	4S Ranch Gasoline & Carwash LP	Apparatus: Car Wash
33610	\$650.00	A to Z Plumbing Inc	Building RSF
33611	\$157.61	Airgas Inc	Safety: Breathing Air
33612	\$74.19	AT&T	Telephone RSF6
33613	\$1,681.50	C.A.P.F.	Disability Ins Short & Long

33614	\$436.91	Charter Communications Holdings, LLC	Cable, Telephone ADMIN
33615	\$235.91	Cox Communications	Cable, Telephone RSF2
33616	\$4,365.38	Endeavor Bank	RSF5 Station Design/Build
33617	\$106,919.33	Erickson-Hall Const Co Inc	RSF5 Station Design/Build
33618	\$4,200.05	Golden Telecom Inc	Telephone Repair
33619	\$441.39	Konica Minolta Business Inc	Copier Maintenance Contract
33620	\$835.65	Lincoln National Life Ins Co	Life Insurance/EAP
33621	\$1,681.74	SC Commercial LLC	Fuel: Gasoline & Diesel
33622	\$8,879.18	SDG&E	Elec/Gas/Propane RSF
33623	\$79.00	Terminix International	Building RSF6
33624	\$550.79	TPX	Telephone ADMIN
33625	\$18.45	U P S	Shipping Service
33626	\$189.50	Western State Design Inc	Station Maintenance - RSF3
33627	\$230.00	A to Z Plumbing Inc	Building RSF6
33628	\$1,396.00	APCD	Permit: County/City
33629	\$4,200.00	Armanino Solutions, LLC	Consulting Services
33630	\$69.13	AT&T	Telephone RSF2
33631	\$62.31	AT&T	Telephone RSF3
33632	\$60.47	AT&T	Telephone RSF1
33633	\$1,622.50	C.A.P.F.	Disability Ins Short & Long
33634	\$588.92	California Health & Safety Inc	SCBA Maint & Repair/ Flow Test
33635	\$53.89	Complete Office of California Inc	Office Supplies
33636	\$330.91	Corporate Clothiers Inc	Uniforms: Safety Personnel
33637	\$169.99	Cox Communications	Telephone RSF3
33638	\$1,783.72	Direct Energy Business-Dallas	Elec/Gas/Propane RSF1
33639	\$120.84	Dish	Cable RSF6
33640	\$38,470.17	Downtown Ford Sales, Inc.	2020 Ford F250
33641	\$932.23	Fire ETC Inc	Safety Clothing (Protective)
33642	\$2,696.74	Gregory Johnson DBA Johnson Equipment	2021 OES Engine Type3 Equip #2181
33643	\$240.00	Gregory L. Kaczur dba Pacific Sun Devmpnt	Station Maintenance - RSF3
33644	\$5,191.41	Guardian Life Insurance Co	Medical Insurance
33645	\$330.36	Jon's Flags & Poles Inc.	Flags (State, USA)
33646	\$50.00	RSF Security Inc	Alarm System Monitoring RSF5
33647	\$1,477.27	SC Commercial LLC	Fuel: Gasoline & Diesel

Rancho Santa Fe Fire Protection District

List of Demands- Jan 2021

33648	\$32.00	State of CA Dept of Justice
33649	\$399.00	Terminix International
33650	\$18.45	U P S
33651	\$1,797.79	Verizon Wireless
EFT000000000676	\$225.00	Sanford, Nathan
MISC	\$13,587.19	Various
Subtotal	\$324,566.12	

ACH Transfer	\$71,410.64	CalPERS
Subtotal	\$71,410.64	

1/15/2021	345,949.68	RSFFPD
1/19/2021	908.12	RSFFPD
1/31/2021	276,850.18	RSFFPD
Subtotal	\$623,707.98	

Total \$1,019,684.74

Background Investigation
 Building RSF, ADMIN
 Shipping Service
 Cellular - Telephone
 CSA-17 Contract Reimb
 Medical Reimbursement

CALPERS- Feb 2021 Health

Payroll
 Payroll- D. Schaffer final
 Payroll

**RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2021**

FY21Q2

PERSONNEL COSTS	BUDGET		ESTIMATED		% OF BUDGET
	EXPENDITURES		EXPENDITURES		
	FY21		FY21		
Salaries/Wages - Staff	\$	7,451,818	\$	3,865,582	52%
Overtime	\$	1,561,410	\$	1,271,363	81%
Holiday Pay	\$	252,262	\$	180,489	72%
Labor (Temporary)	\$	89,779	\$	69,956	78%
Retirement	\$	2,176,438	\$	1,464,012	67%
CalPERS UAL - Accelerated Payment	\$	689,322	\$	1,000,000	145%
Health Insurance + HRSA	\$	1,635,531	\$	702,505	43%
Life Insurance/Long Term Disability	\$	42,057	\$	15,993	38%
Social Security Tax	\$	6,000	\$	3,505	58%
Medicare Tax	\$	135,651	\$	78,014	58%
Unemployment Insurance	\$	13,346	\$	611	5%
Workers' Compensation/Wellness	\$	448,820	\$	475,138	106%
PERSONNEL (Subtotal)	\$	14,502,435	\$	9,127,169	63%

**RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2021**

CONTRACTURAL	BUDGET		ESTIMATED		% OF BUDGET
	EXPENDITURES	FY21	EXPENDITURES	FY21	
Administrative Fees	\$	223,405	\$	44,946	20%
Advertising	\$	1,186	\$	1,781	150%
Association Dues	\$	13,154	\$	11,882	90%
Building/Facility Lease	\$	29,862	\$	14,220	48%
Dispatching	\$	215,039	\$	136,185	63%
Equipment Rental	\$	1,227	\$	292	24%
Equipment Repair	\$	32,031	\$	3,459	11%
Insurance	\$	130,203	\$	128,032	98%
Laundry Service	\$	350	\$	-	0%
Legal Services	\$	54,142	\$	38,566	71%
Local Meeting/Meal Expense	\$	6,542	\$	836	13%
Mileage Reimbursement	\$	700	\$	-	0%
Other Contractual Services	\$	200,114	\$	94,278	47%
Other Professional Services	\$	208,240	\$	94,106	45%
Permits	\$	20,138	\$	3,290	16%
Service Agreements	\$	48,280	\$	11,294	23%
Soil Contamination Cleanup	\$	-	\$	-	0%
Subscriptions	\$	6,286	\$	4,857	77%
Training	\$	141,236	\$	25,226	18%
Utility-Cable	\$	5,849	\$	3,024	52%
Utility-Electricity	\$	192,378	\$	78,350	41%
Utility-Sewer	\$	26,924	\$	15,235	57%
Utility-Telephone/ Internet	\$	75,005	\$	31,464	42%
Utility-Trash	\$	32,622	\$	12,848	39%
Utility-Water	\$	41,834	\$	14,960	36%
Vehicle Maintenance (Scheduled)	\$	91,500	\$	26,182	29%
Vehicle Repair	\$	153,950	\$	30,228	20%
Contractual Services (Subtotal)	\$	1,952,197	\$	825,541	42%

**RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2021**

MATERIALS & SUPPLY	BUDGET		ESTIMATED		% OF BUDGET
	EXPENDITURES	FY21	EXPENDITURES	FY21	
Apparatus	\$	40,404	\$	21,974	54%
Apparatus - Computers	\$	6,250	\$	-	0%
Audio Visual	\$	7,600	\$	-	0%
Books	\$	6,864	\$	382	6%
Cellular	\$	1,837	\$	118	6%
Computer	\$	62,950	\$	12,773	20%
Electrical Supplies	\$	200	\$	-	0%
Fire Hose, Nozzles & Supply	\$	12,000	\$	11,993	100%
Firefighting Foam	\$	3,000	\$	4,123	0%
Food for Major Emergencies	\$	2,000	\$	-	0%
Fuel	\$	75,029	\$	28,118	37%
Furnishings/Equipment	\$	18,500	\$	1,117	6%
Grants	\$	10,500	\$	-	0%
Hydrant Maintenance	\$	1,373	\$	977	71%
Janitorial	\$	14,962	\$	7,357	49%
Knox Replacement	\$	5,000	\$	3,908	78%
Landscape	\$	60	\$	-	0%
Lumber/Screws/Nails	\$	200	\$	-	0%
Maps	\$	2,146	\$	-	0%
Medical Supplies	\$	142,352	\$	33,905	24%
Miscellaneous	\$	5,250	\$	23,498	448%
Office - General	\$	49,678	\$	15,743	32%
Paint	\$	100	\$	-	0%
Program - Supplies (CERT)	\$	2,500	\$	-	0%
Public Education	\$	16,000	\$	3,634	23%
Radio	\$	23,309	\$	12,904	55%
Rock, Sand, Gravel	\$	1,000	\$	-	0%
Safety	\$	111,962	\$	15,595	14%
Special Events & Awards	\$	4,181	\$	2,537	61%
Station Maintenance	\$	47,500	\$	13,655	29%
Station Supplies/Replacements	\$	8,000	\$	1,510	19%
Street Signs & Markers	\$	750	\$	-	0%
Tools	\$	2,606	\$	54	2%
Training (Expendable Supplies)	\$	8,827	\$	805	9%
Uniforms	\$	45,123	\$	13,154	29%
Material & Supplies (Subtotal)	\$	740,012	\$	229,834	31%

**RANCHO SANTA FE FIRE PROTECTION DISTRICT
OPERATING EXPENDITURES FOR FISCAL YEAR 2021**

OPERATING COST SUMMARY	BUDGET EXPENDITURES FY21	ESTIMATED EXPENDITURES FY21	% OF BUDGET
Personnel	\$ 14,502,435	\$ 9,127,169	63%
Contractual	\$ 1,952,197	\$ 825,541	42%
Material & Supply	\$ 740,012	\$ 229,834	31%
Prior Year Expense	\$ -	\$ 11,372	
Depreciation	\$ 936,100	\$ 468,050	50%
TOTAL COSTS	\$ 18,130,743	\$ 10,661,966	59%
Other Expense			
SAFER VRRRC-Tuition	\$ 25,019	\$ 9,807	
SAFER VRRRC-Entry Level Physicals	\$ 16,064	\$ 98	
SAFER VRRRC- Basic Firefighter Training	\$ 9,193	\$ -	
TOTAL COSTS	\$ 50,276	\$ 9,905	
CAPITAL and PLANNED PROJECTS-Cash Expenses			
	Additional Cash		% OF BUDGET
RSF5 Station Design/Build- Permits	\$ -	\$ 27,963	
RSF5 Station Construction-Furnishings & Equipment	\$ -	\$ 33,706	
	\$ -	\$ -	
Total Capital and Planned Projects	\$ -	\$ 61,670	0%

Statement of Cash Assets

Rancho Santa Fe Fire Protection District
FY21

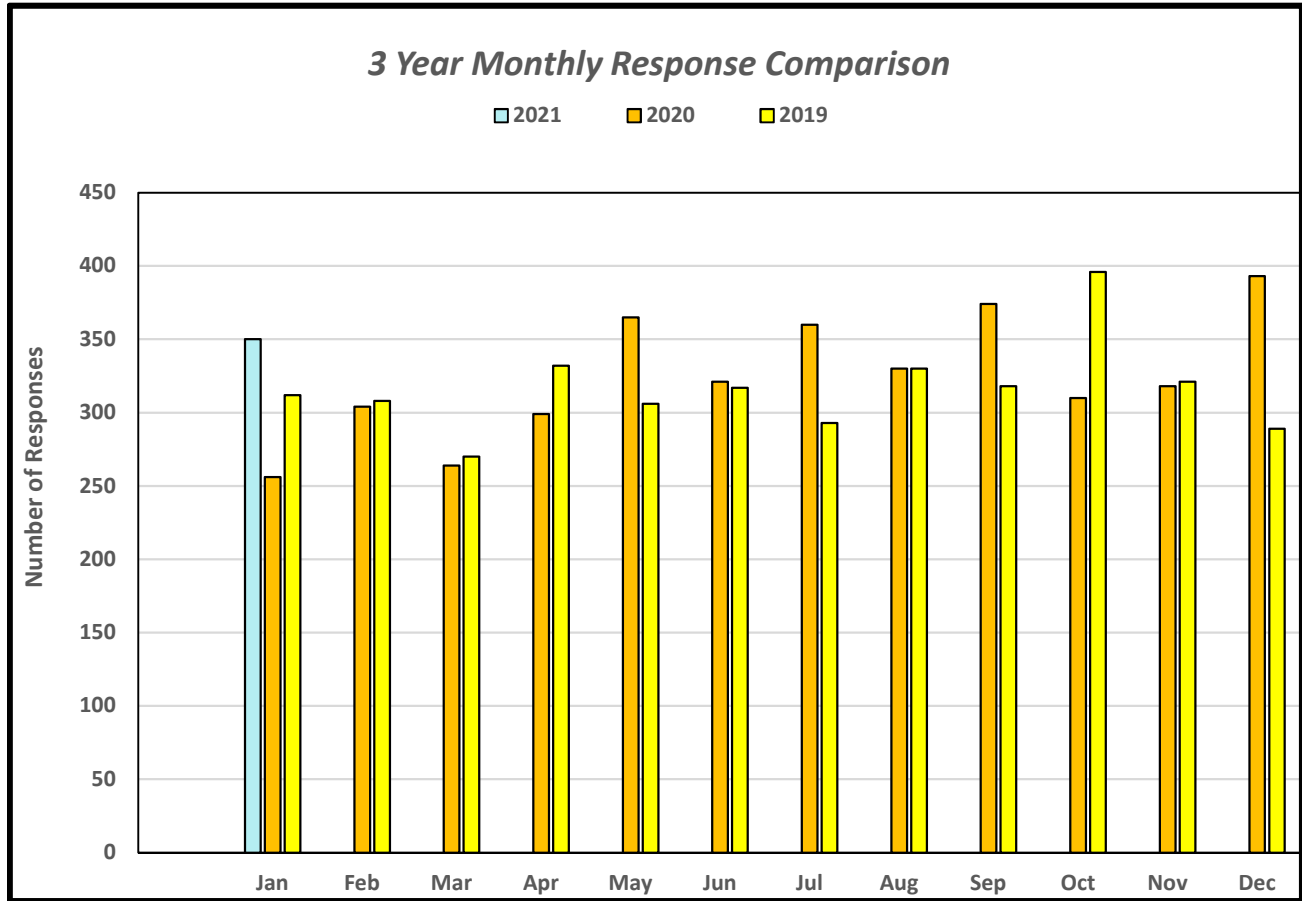
	6/30/2020	9/30/2020	12/31/2020
Assets			
Total Cash	\$ 9,872,119	5,995,775	\$ 6,712,271
Short-Term Investments			
Total Short-Term Investments	\$ 7,703,687	7,727,810	\$ 7,738,797
Current Cash & Investments	\$ 17,575,806	13,723,585	\$ 14,451,068
Accounts Receivable	\$ 1,531,660	306,348	\$ 563,377
ALS Receivable	\$ 67,486	432	\$ -
Accounts Receivable	\$ -	-	\$ -
Tax or/and Interest Receivable	\$ 114,336	28,956	\$ 16,068
Accounts Receivable	\$ 1,713,482	335,736	\$ 579,446
Current Assets Total	\$ 19,289,288	14,059,321	\$ 15,030,513
Reserved Funds with Restrictions	\$ 736,921	879,407	\$ 818,915
Current Cash Assets Total	<u>\$ 20,026,208</u>	<u>14,938,727</u>	<u>\$ 15,849,428</u>
Liabilities			
Current & Accrued Liabilities			
Current Liabilities	\$ 2,192,916	949,629	\$ 1,096,303
Employee Liability Payable			
Accrued Liability Payable	\$ 1,863,555	1,685,332	\$ 1,824,601
Other Liabilities			
Net Pension Liabilities (GASB 68)	\$ 10,922,290	10,922,290	\$ 10,922,290
Total Current Liabilities	<u>\$ 14,978,762</u>	<u>13,557,251</u>	<u>\$ 13,843,194</u>
Current Liabilities Total	<u>\$ 14,978,762</u>	<u>13,557,251</u>	<u>\$ 13,843,194</u>
ESTIMATED Cash Available	<u>\$ 5,047,446</u>	<u>1,381,476</u>	<u>\$ 2,006,234</u>
Additional Information - Reserve Allocation			
Reserve - Specified			
MDC Equipment Reserves (NCDJPA)	\$ 16,407	16,407	\$ 16,407
ALS Equipment Reserve	\$ 107,940	175,426	\$ 176,277
HGEF Caltrust Reserve	\$ 4,940,770	4,940,770	\$ 4,960,380
Environmental Initiative for Sustainability	\$ 228,770	228,770	\$ 228,770
CERT (EFF/HG) Reserve	\$ 11,388	11,388	\$ 11,388
PASIS Reserve	\$ (40,395)	(40,395)	\$ (246,349)
Total Reserve - Specified	\$ 5,264,880	5,332,366	\$ 5,146,872
Reserve - Unspecified			
General Operating Reserve	\$ 5,500,000	2,500,000	\$ 3,500,000
Unspecified Capital Reserves	\$ 8,206,899	8,440,924	\$ 8,534,534
Undesignated Reserves	\$ (10,183,145)	(7,568,368)	\$ (8,008,434)
Total Reserve - Unspecified	\$ 8,788,634	3,372,556	\$ 4,026,100
Cash Reserves (Deficit) Subtotal	\$ (3,741,188)	(1,991,080)	\$ (2,019,867)
Profit & Loss Net - FY21	\$ (150,928)	(3,899,995)	\$ (3,508,844)
Cash Reserves (Deficit) - Total	\$ (3,892,116)	(5,891,075)	\$ (5,528,711)
Net Pension Liability - added back in	\$ 10,922,290	10,922,290	\$ 10,922,290
Cash Reserves (Deficit)	\$ 7,030,174	5,031,215	\$ 5,393,578.9
MIT Fund	\$ 3,130,335	1,942,242	\$ 1,988,696.2

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												
6/30/2021												
	Avg Annual Rate	0.2874296	\$ 35,046.91	Avg Annual Rate	0.7350	\$ 9,977.24	Avg Annual Rate	0.000200	\$ 3.44	Avg Share Value	10.295000	\$ 24,430.69

Rancho Santa Fe Fire Protection Operations Report

January 2021 Incident Count



3 Year Call Volume Tracker:

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
2021	Responses	350												350
	YTD	350												36.72%
2020	Responses	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	2.69%
2019	Responses	312	308	270	332	306	317	293	330	318	396	321	289	3,792
	YTD	312	620	890	1222	1528	1845	2138	2468	2786	3182	3503	3792	

Rancho Santa Fe Fire Protection Operations Report

January 2021 Incident Count

Incident Problem Type

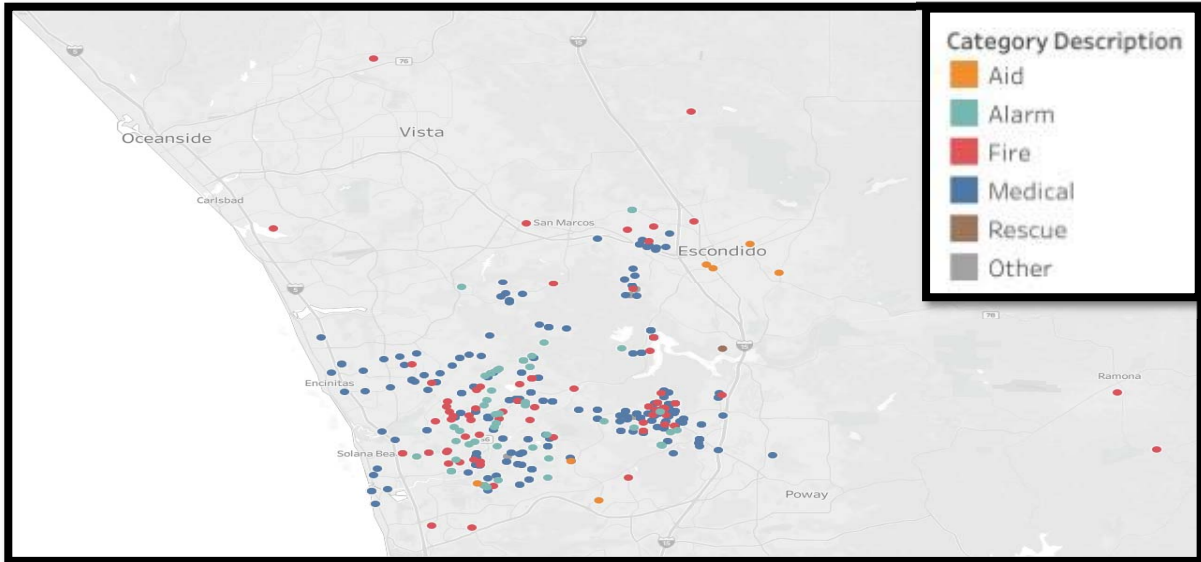
Summary: Number of Incidents by Problem for:
RANCHO SANTA FE FPD

Problem Codes	Category ..	Time Assigned		
		Incidents/R..	% of Total I..	% Differenc..
		2021	2021	2021
A/R - MEDICAL AID	Aid	4.0	1.14%	0.00%
A/R - OTHER	Aid	1.0	0.29%	0.00%
A/R - TRAF COLLISION	Aid	2.0	0.57%	0.00%
ABDOMINAL PAIN	Medical	4.0	1.14%	0.00%
ALLERGIES (REACTIONS)	Medical	1.0	0.29%	0.00%
ASSAULT	Medical	2.0	0.57%	0.00%
BACK PAIN (NON-TRAUM..	Medical	3.0	0.86%	0.00%
BIKE ACC	Medical	1.0	0.29%	0.00%
BREATHING PROBLEMS	Medical	20.0	5.71%	0.00%
C2C - CHECK COMMENTS (.	Other	1.0	0.29%	0.00%
CARBON MONIX ALARM	Fire	1.0	0.29%	0.00%
CARDIAC ARREST	Medical	1.0	0.29%	0.00%
CHEST PAIN	Medical	12.0	3.43%	0.00%
CHILDBIRTH	Medical	2.0	0.57%	0.00%
CHOKING	Medical	2.0	0.57%	0.00%
CPR	Medical	2.0	0.57%	0.00%
DIABETIC PROBLEMS	Medical	1.0	0.29%	0.00%
FAINTING SPELLS	Medical	9.0	2.57%	0.00%
FALL - FROM HEIGHT	Medical	1.0	0.29%	0.00%
FALL - NOT HEIGHT	Medical	20.0	5.71%	0.00%
FIRE - OTHER	Fire	1.0	0.29%	0.00%
FIRE ALARM - APT / CONDO	Alarm	3.0	0.86%	0.00%
FIRE ALARM - COMM	Alarm	8.0	2.29%	0.00%
FIRE ALARM - MULTI-OCC..	Alarm	1.0	0.29%	0.00%
FIRE ALARM - RES	Alarm	41.0	11.71%	0.00%
FIRE ALARM PROBLEM	Fire	1.0	0.29%	0.00%
FLOODING PROB - FD	Fire	1.0	0.29%	0.00%
HAZMAT - INVESTIGATION	Fire	1.0	0.29%	0.00%
HEADACHE	Medical	2.0	0.57%	0.00%
HEART PROBLEMS	Medical	8.0	2.29%	0.00%
HEMORRHAGE	Medical	4.0	1.14%	0.00%
ILLEGAL BURNING	Fire	1.0	0.29%	0.00%
INVESTIGATION - FD	Fire	9.0	2.57%	0.00%
LACERATION	Medical	3.0	0.86%	0.00%
LIFT ASSIST	Fire	5.0	1.43%	0.00%
LOCKOUT - STRUCTURE	Fire	2.0	0.57%	0.00%
MEDICAL AID	Medical	32.0	9.14%	0.00%
MEDICAL ALARM	Alarm	3.0	0.86%	0.00%
NAT GAS LN BRK - INSIDE ..	Fire	1.0	0.29%	0.00%
NAT GAS ODOR	Fire	1.0	0.29%	0.00%
NON-BREATHER	Medical	1.0	0.29%	0.00%
OVERDOSE	Medical	1.0	0.29%	0.00%
PERSON DOWN	Medical	6.0	1.71%	0.00%
PSYCHIATRIC / ABNORM ..	Medical	1.0	0.29%	0.00%
PUBLIC SERVICE	Fire	1.0	0.29%	0.00%
RESCUE - OTHER	Rescue	1.0	0.29%	0.00%
RESCUE - TC	Medical	3.0	0.86%	0.00%
RESCUE - TC EXPANDED	Other	3.0	0.86%	0.00%
SEIZURE	Medical	2.0	0.57%	0.00%
SICK PERSON (SPEC DIAG)	Medical	29.0	8.29%	0.00%
SMOKE CHECK	Fire	3.0	0.86%	0.00%
SNAKE REMOVAL	Fire	3.0	0.86%	0.00%
STROKE (CVA)	Medical	4.0	1.14%	0.00%
STRUCTURE FIRE - COMM	Fire	2.0	0.57%	0.00%
STRUCTURE FIRE - RES	Fire	8.0	2.29%	0.00%
SUICIDE ATTEMPT	Medical	3.0	0.86%	0.00%
TC	Medical	22.0	6.29%	0.00%
TC - VEH VS PED	Medical	3.0	0.86%	0.00%
TRAUMATIC INJURIES	Medical	6.0	1.71%	0.00%
TREE DOWN	Fire	10.0	2.86%	0.00%
UNCONSCIOUS	Medical	3.0	0.86%	0.00%
VEGETATION FIRE	Fire	7.0	2.00%	0.00%
VEHICLE FIRE	Other	1.0	0.29%	0.00%
VEHICLE FIRE - LARGE	Fire	1.0	0.29%	0.00%
WATER PROB - FD	Fire	7.0	2.00%	0.00%
WIRES DOWN	Fire	1.0	0.29%	0.00%
Grand Total		350.0	100.00%	0.00%

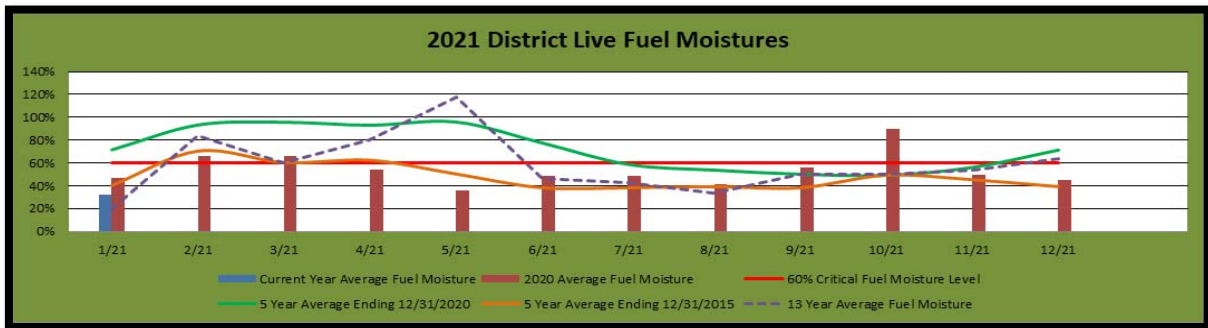
Rancho Santa Fe Fire Protection Operations Report

January 2021 Incident Count

Monthly Incident Map

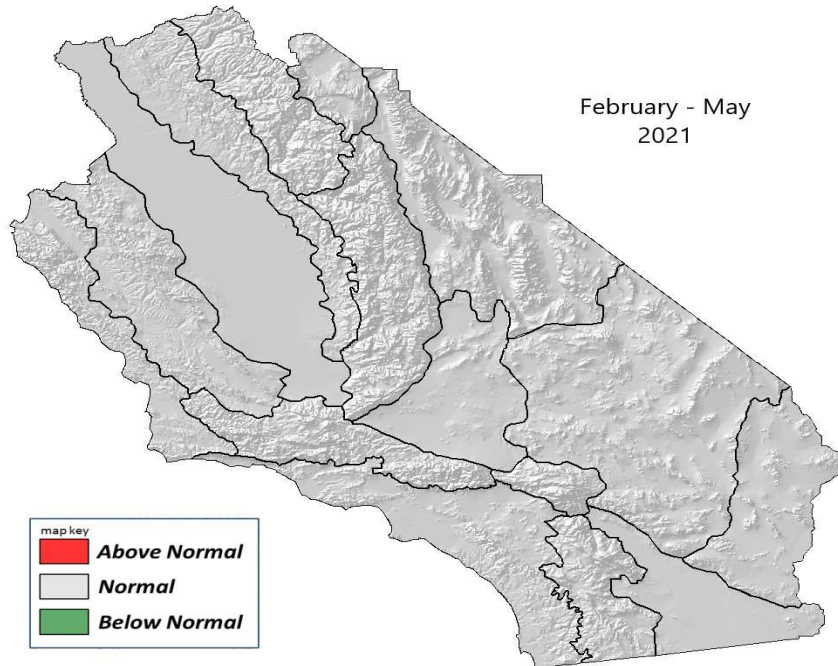


Monthly Fuel Moisture:



Significant Incidents:

Date	Incident Type	Units Assigned:
------	---------------	-----------------



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

February - May 2021 South Ops Highlights

- Near normal amount of offshore wind events through the period.
- Rainfall will be a little below normal through the period.
- Temperatures will be near to a little below normal through the period.
- The marine layer will be deeper than normal across the coastal areas during the spring months.



Weather Discussion

Zonal flow brought temperatures that were within 5 degrees of normal to most of the region January 1st – January 12th. Strong high pressure set up just off the California Coast January 13th– January 18th causing temperatures to be 10 to 25 degrees above normal. Widespread record maximum temperatures occurred January 14th – January 17th when the warmer coastal valleys reached the low to mid 90s. Temperatures cooled back to near normal January 18th – January 21st as the strong area of high pressure moved off to the west and a deep low developed off the Northern Baja Coast. A big pattern change occurred January 22nd through the end of the month as Pacific troughs moved down the West Coast and inland over California bringing well below normal temperatures to the region. Scattered showers with light rainfall totals occurred from a Monterey/Fresno County line northward as a storm moved inland across Northern California January 2nd – January 3rd. Scattered showers with light rainfall totals occurred over the mountains and deserts of Southern California January 19th – January 20th due to the deep low-pressure area off the Northern Baja Coast. Periods of rain moved across the entire region as the storm track moved into California from the north January 22nd – January 29th. Very heavy rain and mountain snow, due to an atmospheric river, moved across Central California January 26th – January 28th. The snow level was mainly between 4,000 and 5,000 feet the last week of the month but dropped down to 2,000 feet January 25th. For the entire month, temperatures averaged out to above normal (**Fig 1**). Rainfall averaged out to near to above normal across Central California and below normal across Southern California (**Fig 2**). The snowpack in the Sierra remains below normal, but due to the recent storms it is much closer to normal (**Fig 3**). There was one strong offshore wind event that affected the entire area from the evening of January 18th through January 20th. Winds across the mountains and below the canyons and passes reached 20 to 50 mph with gusts to 70 mph on average. The windiest locations had wind gusts to 100 mph. Two prolonged moderate Santa Ana winds events affected Southern California from January 8th – January 17th. Onshore winds prevailed across the region January 21st through the end of the month.

Av. Max. Temperature dep from Ave (deg F)
1/1/2021 – 1/30/2021

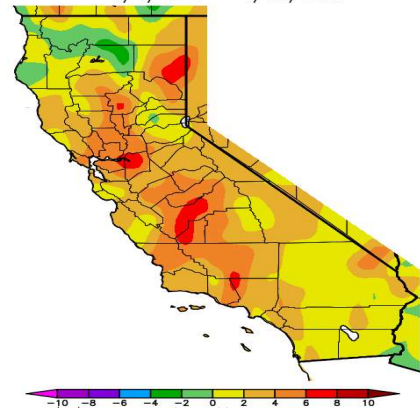


Fig 1: January 1st - January 30th Temperature (% of Ave.)

Percent of Average Precipitation (%)
1/1/2021 – 1/30/2021

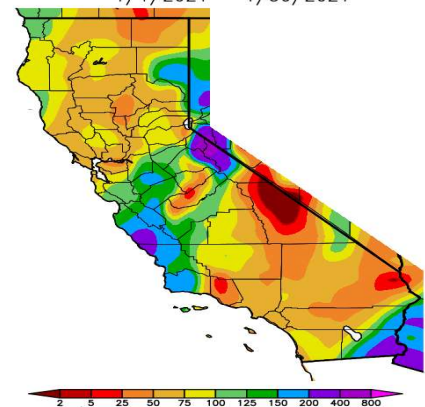


Fig 2: January 1st - January 30th Precipitation (% of Ave.)

Data For: 29-Jan-2021

% Apr 1 Avg. / % Normal for this Date

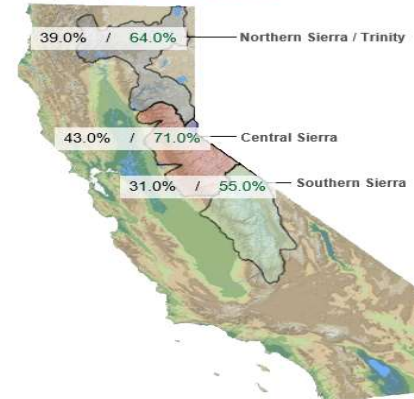


Fig 3: Snow pack as of Jan 29th, 2021



Fuels Discussion

There was little change in drought conditions from December into January. However, the extreme drought over the desert pushed into the southeastern parts of the Sierra (**Fig 4**). The 1000-hour dead fuel moisture increased to between normal and the 10th percentile at the start of the month due to the big storm just after Christmas. This fuel moisture decreased for the first few weeks of the month due to a lack of significant rainfall and then significant rainfall caused it to increase to a little below normal by the end of the month (**Fig 5**). The very warm and dry conditions during the middle of the month caused the 100-hour dead fuel moisture to drop regionwide and it fell below the 3rd percentile across Southern California (**Fig 6**). Periods of rain, heavy at times, caused the 100-hour dead fuel moisture to climb to well above normal by the end of the month (**Fig 7**). The live fuel moisture increased from mainly 50% to 70% in December to mainly between 60% and 80% in January. The warm temperatures during the middle of January allowed for a new thin grass crop to develop across the lower elevations.

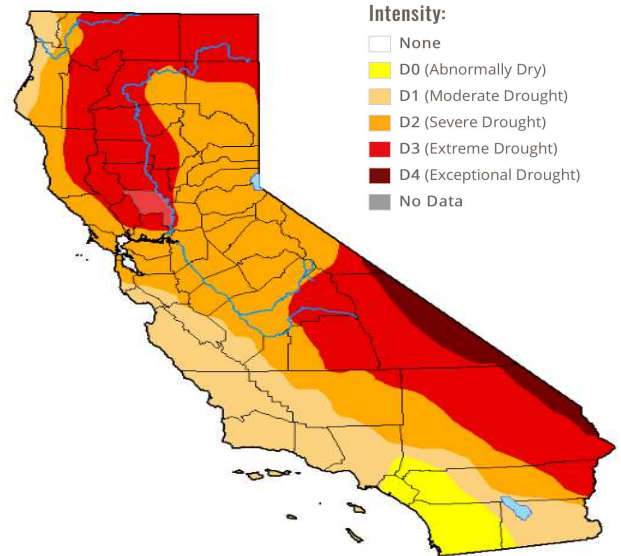


Fig 4: Drought Monitor January 28th, 2021

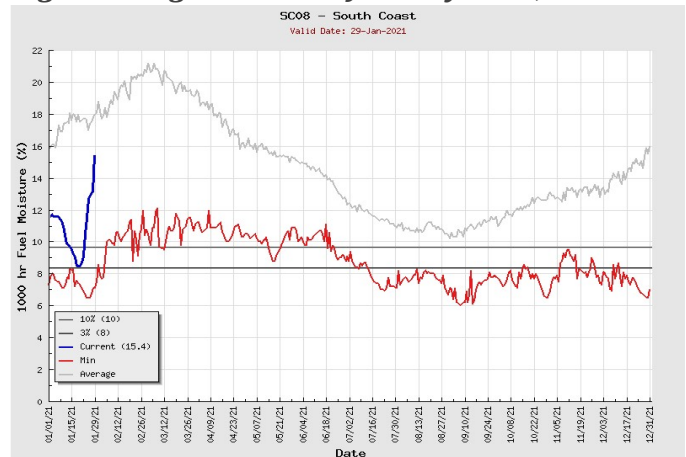


Fig 5: South Coast 1000 hr Dead fuel moisture January 29th

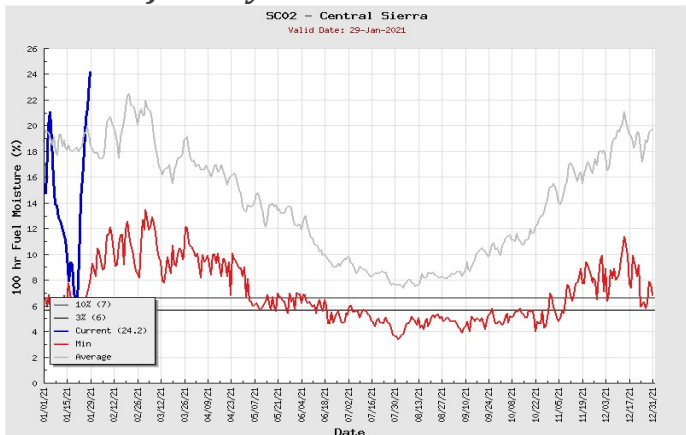


Fig 7: Central Sierra 100 hr Dead fuel moisture January 29th

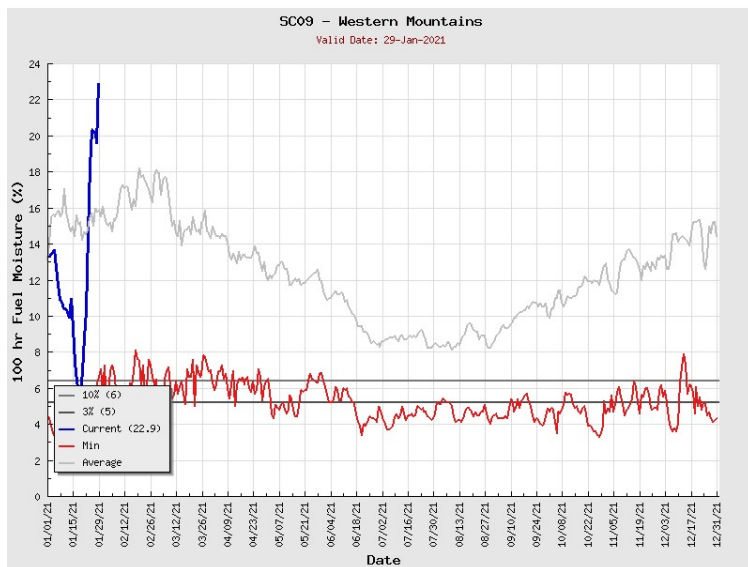


Fig 6: Western Mountains 100 hr Dead fuel moisture January 29th

SOUTH OPS OUTLOOK

Sea surface temperatures in the Gulf of Alaska have cooled to a little below normal in January (**Fig 8**) and long-term computer models project these sea surface temperatures to remain a little below normal into the spring (**Fig 9**). This will allow storms to drop into California from time to time as the dominant high stays further to the west. When the high pressure shifts briefly to the east, troughs that move inland into the Pacific Northwest will drop into the Great Basin and Desert Southwest causing a near normal amount of offshore wind events through the early spring. There has been little change to the below normal sea surface temperatures across the Equatorial Pacific and this will likely continue to limit the amount of subtropical moisture that gets entrained into the troughs moving into California (**Fig 8**). Even though a normal number of troughs are expected to move into California during the rest of winter and early spring, rainfall will be a little below normal due to the lack of subtropical moisture. Temperatures will likely be near to a little below normal through the spring months as computer models indicate sea surface temperatures off the West Coast to remain a little below normal (**Fig 9**). The below normal sea surface temperatures will also cause the marine layer to be deeper than normal along the coast in the spring. All of this equates to near normal large fire potential for Central and Southern California from February through May. Normally, there are a few large grass fires across the lower elevations of the Central Coast and South Coast during the second half of April through May as the grass crop cures.

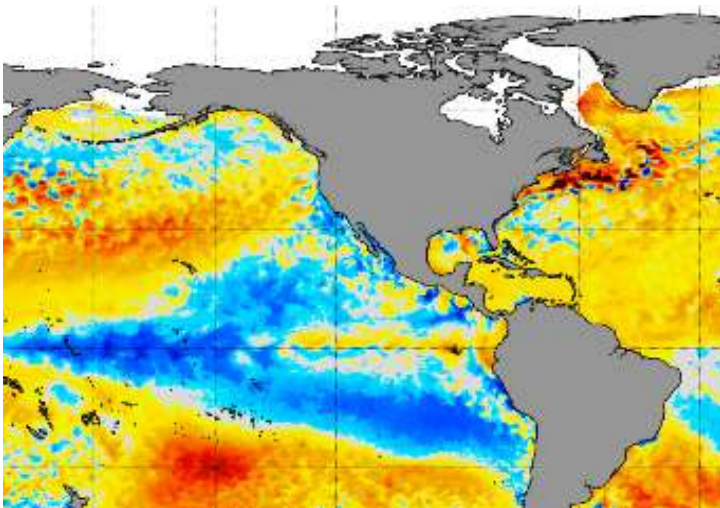


Fig 8: Sea Surface Temperature Anomaly, January 31st, 2021

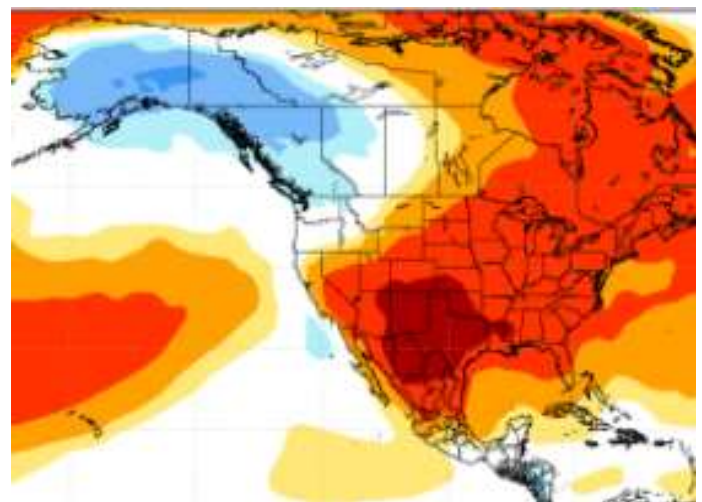
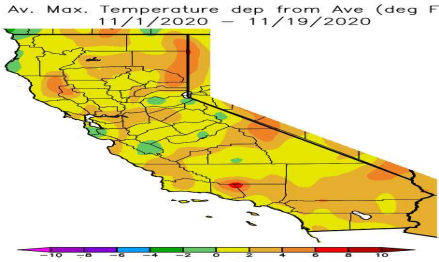


Fig 9: Forecast Temperature Anomalies for February through May, January 31st, 2021

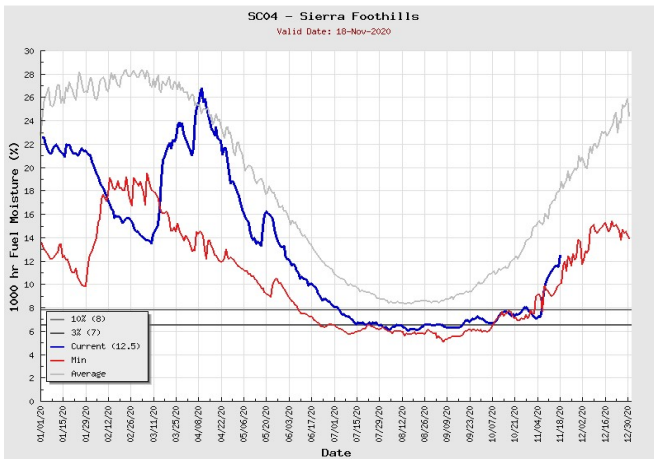


Select Intel Links used in the forecast



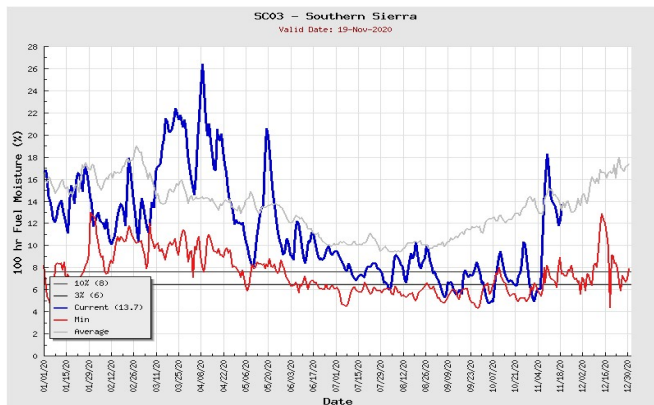
Climate

- <https://calclim.dri.edu/pages/anommaps.htm>
1



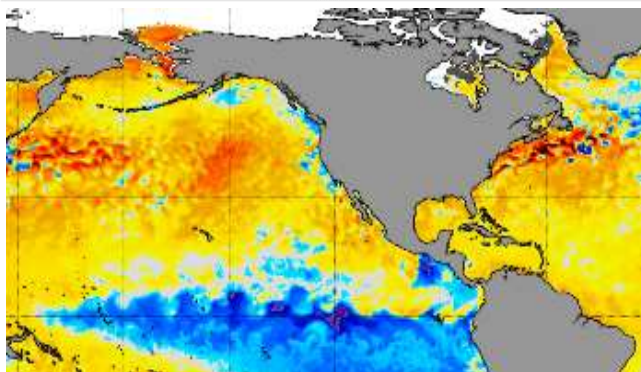
1000 hr dead fuel moisture

- <https://gacc.nifc.gov/oscc/fuelsFireDangerThousand.php>



100 hr dead fuel moisture

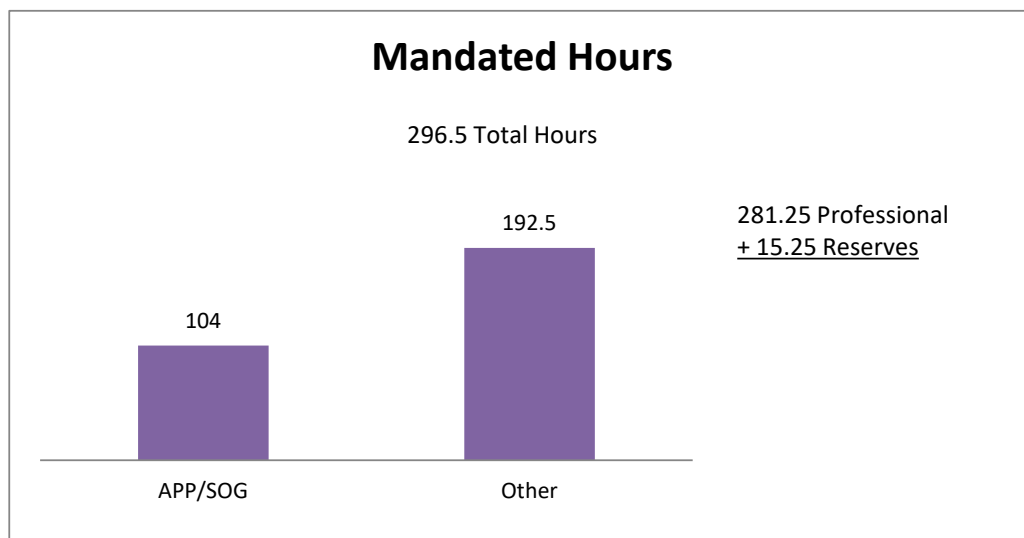
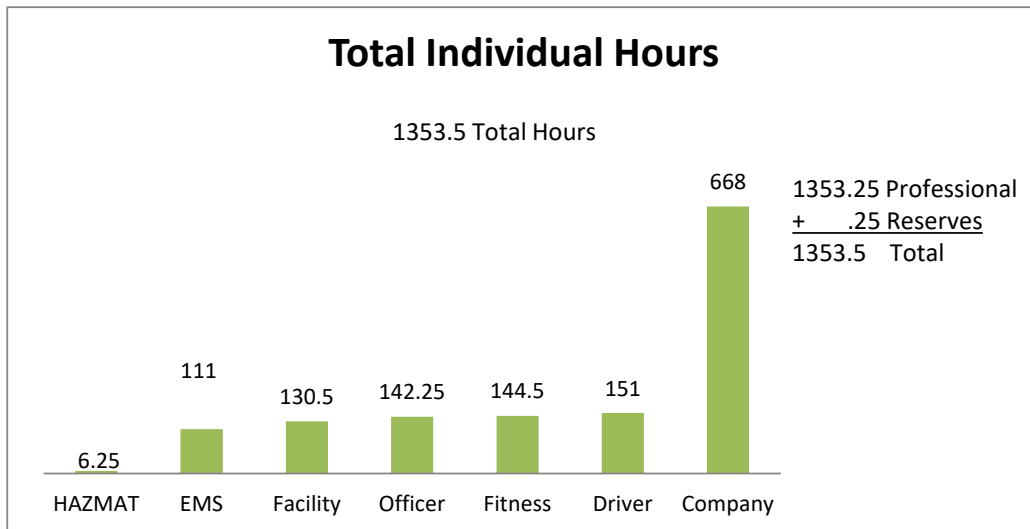
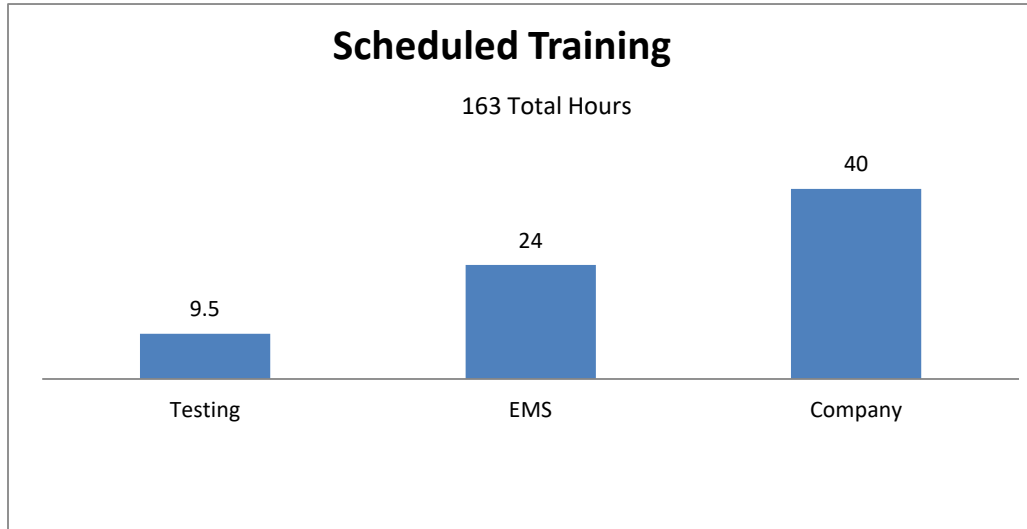
- <https://gacc.nifc.gov/oscc/fuelsFireDangerHundred.php>



Current sea surface temperatures

- https://www.ospo.noaa.gov/Products/ocean/ss_t/anomaly/

**Training Division
January 2021**



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	SQFT Reviewed (No Mit Fees)	Total SQFT Reviewed	Mitigation \$ Assessed
New Residential	7	3	21558	7095	28,653	\$12,503.64
Residential Additions/Remodels	13	3	8250	10870	19,120	\$4,785.00
New Commercial	0	0	0	0	0	\$0.00
Commercial T.I.	3	1	0	28185	28,185	\$0.00
Tents/Special Events	0	0	0	0	0	
Rack Storage	0	0	0	0	0	
Preliminary	5	2	0	14504	14,504	
Fire Suppression Systems	8	1	0	0	0	
Alarms	4	2	0	0	0	
Landscaping	19	1	0	0	0	
Grading/Mylars/Improvement Plans	0	1	0	0	0	
Underground	3	1	0	0	0	
Hood System	0	0	0	0	0	
Tanks	0	0	0	0	0	
Cell Sites	0	0	0	0	0	
DSS/CCL	0	0	0	0	0	
DPLU	0	0	0	0	0	
Solar Panels	2	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	64	15	29808	60654	90,462	\$17,288.64

INSPECTIONS	
Inspection Type	# of Inspections
Alarms	4
Fire Supression Systems	24
Building Construction	15
Landscaping	7
Tent/Special Event	-
Gates/Knox	1
Site Visit	6
Technical Report/FPP	-
Underground	2
Annual Inspection	2
DSS Licensing	1
Other	-
TOTAL	62

SPECIAL PROJECTS	
Project Type	# of Projects
Grants	1
GIS	1
Forms (Updates/New)	4
Project Research	7
Computer Programming/I.T.	-
Emergency Response Support	-
Annual Mailer (Weed Abatement)	-
Board Report Formatting/ Design	1
Other	3
TOTAL	17

MEETINGS	
Meeting Type	# of Meetings
H.O.A	-
Staff	18
Board	1
On-Site Project Meetings	11
In-Office Project Meetings	5
Shift	-
Captain's	-
Weed Abatement	-
County	2
Code Development	-
Support/I.T. Development	1
San Diego County FPO's	3
Community Stakeholder Meetings	1
Other	1
Other	3
TOTAL	45

TRAINING/EDUCATION	
Class Name	Dates
2019 CFC/CBC Fire Protection Systems	1/26/2020
2019 CFC/CBC/NFPA 72 Fire Alarm Provisions	1/27/2020
Target Solutions	1/11/2021
FEMA Assistance to Firefighters Grant	
Application Walkthrough	1/12/2021
Fire Investigation 1A	1/25-1/29
Target Solutions	1/15/2021
TOTAL	

PREVENTION / PUB ED	
Activity	Number
Phone Calls	301
Emails	3,029
TOTAL	3,330

WEED ABATEMENT	
Activity	# of Inspections
Weed Abatement Inspection	6
Weed Abatement Reinspection	14
1st Notice	
Final Notice	
Posting	
Notices Printed	
Forced Abatement	4
TOTAL	24

ADMINISTRATIVE SERVICES/OFFICE SUPPORT	
Activity	# Completed
Phone Calls	547
Correspondence	2,029
Walk in/Counter	200
Knox Application Request	1
Burn Permits	2
Plan Accepted/Routed	70
Special Projects	3
Scanning Documents/Electronic Files	100
Meetings: Admin/Prevention/Admin Shift	5
Post Office Runs	-
Deposit Runs/Preparations	4
TOTAL	2,961

RESOLUTION 2021-06

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

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

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

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

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

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

NOW THEREFORE, the District and the Association agree to MOU (Exhibit A1-A3) for a term January 1, 2021 through December 31, 2023.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on February 17, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES H ASHCRAFT
President

ATTEST:

Alicea Caccavo
Board Secretary



Memorandum of Understanding

Between
Rancho Santa Fe Fire Protection District
and
Rancho Santa Fe Fire Protection District
Employees Association

Effective January 1, 2021
Expires December 31, 2023

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MEMORANDUM OF UNDERSTANDING

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

ARTICLE I – PREAMBLE

- 01.01 This Memorandum of Understanding (MOU) is made and entered into this 1st day of January 2021 by and between the Rancho Santa Fe Fire Protection District (hereinafter referred to as the "DISTRICT") and the Rancho Santa Fe Fire Protection District Employee Association (hereinafter referred to as "Association").
- 01.02 This MOU is entered into pursuant to the Meyers-Milias-Brown (MMB) Act (Government Code Section 3500-3511) and has been prepared jointly by the District and Association.
- 01.03 It is the purpose of this Agreement to achieve and maintain harmonious relations between the District and the Association to provide for equitable and peaceful adjustment of differences, which may arise, and to establish proper standards of wages, hours, and other conditions of employment.
- 01.04 Representatives of the District and the Association have met and conferred in good faith regarding wages, hours, and other terms and conditions of employment and have exchanged freely information, opinions and proposals in a sincere effort to reach agreement on all matters relating to the employment conditions and employer-employee relations of such employees.
- 01.05 This MOU is the sole and exclusive document for classifications identified in this Agreement between the District and the Association. This MOU shall supersede all previous agreements and resolutions.

ARTICLE II – RECOGNITION

- 02.01 The District recognizes the Association as the official representative for all positions listed below.
- 02.02 Current classifications assigned to the bargaining unit are:
- Accounting Specialist
 - Accounting Technician
 - Deputy Fire Marshal
 - Fire Prevention Specialist
 - Fire Prevention Specialist II/Forester
 - Public Education Coordinator
 - Office Support Coordinator

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

02.04 Position Reclassification. The District reserves the right to reclassify positions/titles, which is allocated to the same range of the basic salary schedule, as is the class of the position before it was reclassified or retitled.

ARTICLE III – IMPLEMENTATION

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

ARTICLE IV – TERM

04.01 The term of this MOU shall commence on the date when the terms and conditions for its effectiveness, as set forth in Article III: Implementation, are fully met; but in no event shall said MOU become effective prior to 12:01 am on January 1, 20~~21~~. MOU shall expire and otherwise be fully terminated at 12:00 midnight on December 31, 20~~23~~. Unless otherwise indicated in the agreement, all terms of employment and benefits shall be in full force and effect for the term of the agreement, circumstances beyond the control of the employer accepted.

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ARTICLE V – RENEGOTIATION

05.01 Renegotiation: In the event the Association or the District desires to meet and confer on the provisions of a successor MOU, the requesting entity shall serve upon the other party its written request to commence meeting and conferring for such successor MOU. Should the meet and confer process for a successor MOU exceed the term of this Agreement, all terms and conditions of this MOU shall be continued until an agreement is reached.

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

05.03 It is agreed that under special circumstances, and with the approval of the Association, employee, and District, each employee will have the right to negotiate individually with the Rancho Santa Fe Fire Protection District ~~their~~ work hours and number of days of work each week, and the duration of the request. An employee may choose to use an authorized Association representative to negotiate those hours and days of employment.

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ARTICLE VI – MANAGEMENT RIGHTS

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

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

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

ARTICLE VII – EMPLOYEE RIGHTS

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

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ARTICLE VIII – ASSOCIATION ACCESS

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

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08.03 It is agreed that the Association may use District facilities to conduct general meetings when such facilities are available and with the approval of the Fire Chief.

08.04 Bulletin Board: It is agreed that the District will allow bulletin boards in agreed upon places, including e-mail, for the use of the Association in posting appropriate notices and announcements of meetings, elections, social activities, and any other Association official business.

ARTICLE IX – GENERAL PROVISIONS

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

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

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

09.04 Negotiating Team Rights: The District agrees to provide reasonable time off without loss of pay, during scheduled work hours, for up to two (2) representatives of the Association when said representatives are meeting and conferring on matters within the scope of representation.

09.05 Association Business: The District agrees to provide reasonable time off without loss of pay for up to two (2) representatives of the Association when such representatives are on scheduled work time and when such representatives are meeting with the District on matters within the scope of representation, including grievances, appeals of performance evaluations, and other matters. A representative of the Association shall be allowed to be present at the request of any employee, at any meeting with management involving grievance, appeals of employee performance evaluations, and any pre-disciplinary matters. The representative shall not interfere with normal work operations of the District. Employees not scheduled for duty will receive no additional compensation for conducting Association business.

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

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ARTICLE X – HOURS OF EMPLOYMENT

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

ARTICLE XI – WAGES

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

11.02 Wage Schedule: Hourly Wage Schedules for January 1, 2021 through December 31, 2023 for all positions covered by this MOU are shown in Appendix A.

1. Effective January 1, 2021, the classification salary schedules (base salary) listed in the Appendix shall be increased by three percent (3%).

2. Effective January 1, 2022, the classification salary schedules (base salary) listed in the Appendix shall be increased by three percent (3%), if applicable.

3. Effective January 1, 2023, the classification salary schedules (base salary) listed in the Appendix shall be increased by three percent (3%), if applicable.

a. Exception: If the FY21/22 expected assessed valuation exceeds an increase of 4.5%, then a one-time stipend of 1% of annual base wages will be paid to each full-time employee by January 31, 2022 based on the December 31, 2021 compensation rates.

b. Exception: If the FY22/23 expected assessed valuation exceeds an increase of 4.5%, then a one-time stipend of 1% of annual base wages will be paid to each full-time employee by January 31, 2023 based on the December 31, 2022 compensation rates.

11.03 Overtime Compensation Rate: Compensation rate shall be paid in accordance with Article XII of this MOU.

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

ARTICLE XII – OVERTIME COMPENSATION

12.01 Overtime work shall include only that time worked by employees at the request of management that is in excess of the established day and/or work week for that class. This overtime shall be compensated by cash payment under the provisions below. Paid leave shall be considered time worked for the purposes of calculating overtime.

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Deleted: Salary adjustment agreed for January 1, 2018 and/or January 1, 2019 will not become effective if either (a) the Fiscal Year Assessed Valuation increase (excluding tax rate areas identified within the Elfin Forest/Harmony Grove reorganization) is less than 3%; or (b) PERS Miscellaneous Tier 1 employer cost (normal and unfunded accrued liability) exceeds two percentage points.

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12.02 In accordance with the Fair Labor Standards Act, non-exempt employees will receive time and one-half for all hours in excess of 40 hours in any workweek.

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

12.04 All employees covered by this MOU are subject to be recalled to work in the event of emergencies or unusual conditions as determined by the Fire Chief or designee. Recalled may be defined as an employee that is requested to return to the workplace from home or another location. Employees who are called back shall receive a minimum of ~~four (4)~~ hours compensation. Hours worked shall be calculated beginning at the time the call back is received and acknowledged by the employee and ending when the employee is relieved from duty.

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12.05 The employee may elect to receive authorized Compensatory Time Off (CTO) in lieu of overtime pay. CTO shall be credited at a rate of one and one half hours earned to one overtime hour worked. A maximum of 80 hours may be accumulated, after which said employee must accept overtime pay in lieu of accruing additional compensatory time. Upon request, an employee may elect to cash out unused Compensatory Time Off once a year. Each employee must notify the payroll office prior to November 1 each year if this option is to be selected. This will be paid separately at the hourly rate that is in effect October 31 and paid with the November 15 paycheck.

ARTICLE XIII – WORK OUT-OF-CLASS

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

13.02 If a vacancy exists and if an employee is required to work out-of-class to fill such vacancy for more than thirty days, the employee shall be compensated for such out-of-class assignment.

13.03 An employee eligible for out-of-class pay shall be granted a ten percent (10%) increase above ~~their~~ current base salary.

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ARTICLE XIV – FIRE INVESTIGATION DUTY

14.01 Fire Investigation Duty Standby Pay. Any Fire Prevention Officer that is a District certified fire investigation and willing to cover Fire Investigation Duty in a scheduled duty rotation would receive an addition \$0.70 to their hourly rate. The Fire Investigation Duty certification requirements is outlined in Appendix B

ARTICLE XV – RETIREMENT

15.01 Retirement: The District shall retain a retirement plan with the Public Employees Retirement System (PERS) 2.7% @ 55 plan for all employees hired before April 1, 2012. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefits:

- a. One-Year Final Compensation
- b. 1959 Survivor Benefit - Fourth Level

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Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.

15.02 All employees enrolled in the CalPERS 2.7% @ 55 plan will contribute 100% of the employee's contribution for all reportable wages. The employee will contribute \$2 per month towards the cost of the 1959 Survivor Benefit - Fourth Level.

15.03 For employees hired after April 1, 2012 the District shall retain a retirement plan with the Public Employee Retirement System (CalPERS) 2.5% @ 55 plan. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefit:

a. 1959 Survivor Benefit – Fourth Level

Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.

15.04 All employees enrolled in the PERS 2.5% @ 55 plan will contribute 100% of the employee's contribution toward the employee contribution for all reportable wages. The employee will also contribute \$2 per month toward the cost of the 1959 Survivor Benefit – Fourth level.

15.05 Employee contributions for employees entering membership on or after January 1, 2013 and subject to the California Public Employees' Pension Reform Act of 2013 (PEPRA) will be determined by CalPERS.

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

ARTICLE XVI – VACATION ACCRUAL

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

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

16.02 All new employees are eligible to use any accrued vacation upon completion of ~~six (6)~~ months of service.

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- 16.03 All employees shall have the option to sell the excess of 80 hours of accrued vacation at straight time, not more than twice a year, after the work period ends that include June 30 and December 31.
- 16.04 An employee may only sell a maximum of 200 hours of accrued vacation per calendar year. Minimum vacation accrual balances are required as identified in 16.03.
- 16.05 An employee's vacation hours may not exceed two years of accrual, without the approval of the Fire Chief.
- 16.06 A written request received by December 31 for payment of accrued vacation sold back to the District, which will be remitted by separate check on January 15. A written request received by June 30 for payment of vacation sold back to the District, which will be remitted by separate check on July 15. No payments under this section will be reported as "reportable compensation" for retirement purposes.

ARTICLE XVII – HOLIDAYS

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

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

ARTICLE XVIII – SICK LEAVE

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

18.02 Sick leave shall be available for personal illness or injury, emergency medical or dental appointments and for reasonable travel time to and from health care facilities. Sick leave shall also be available to an employee for the purpose of caring for a member of their immediate family who is ill or injured, emergency medical or dental appointments, and for reasonable travel time to and from health care facilities.

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

18.04 At retirement, all unused sick leave shall be converted as follows:

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- a. All unused sick leave hours will be reported to CalPERS for additional service credit, if applicable; and
- b. Convert unused sick leave hours to an employee’s RHSAs at a ratio of 2:1. A minimum of 357 sick leave hours is required to be eligible for this option. The RHSAs contribution shall be calculated at the straight time rate, and shall not exceed the value of 685 hours.

ARTICLE XIX – COURT LEAVE (JURY DUTY)

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

ARTICLE XX – BEREAVEMENT LEAVE

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

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

ARTICLE XXI – LEAVE OF ABSENCE WITHOUT PAY

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

ARTICLE XXII – HEALTH INSURANCE

- 22.01 The District shall contract with a provider(s) for medical and dental benefits for the purpose of providing employees and their eligible dependents with insurance benefits. The District agrees to contribute 80% of the average of Region 2 (or any subsequent region designated by CalPERS as the region in which the District is located) CalPERS HMO medical plans and 100% of an HMO dental plan(s) offered (at the family rate), per month toward medical and dental insurance. This calculated dollar amount shall be inclusive of any mandatory contributions that may be required by the provider. However, if the monthly premiums for medical and dental insurance exceed 80% of the average HMO

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medical/dental plans offered per month, the affected employee will be responsible for the difference.

- 22.02 Any unused premium may be used for medical/dental expenses as defined by Administrative Policy for a maximum period of 18 months. After the 18-month period expires, 100% of any unused premium shall be transferred to the employee's Retirement Health Savings Account. NOTE: If an employee separates from employment, the unused premium shall be forfeited.
- 22.03 Eligible full-time employees may elect to opt out of only the medical insurance, if proof of coverage can be provided to the District. If no medical options are selected, the District shall place a capped rate of \$1,000 per month (\$12,000 annually) in the employee's medical reimbursement account. Unused premiums shall be transferred to the employees HRSA per the provisions in 20.03.
- 22.04 District employees, upon retirement, at no additional cost to active employees or to the District, shall be allowed to remain on the group dental plan until age 65. The retiree will be required to have the same plan as active employees. The retiree will be responsible for payment of entire premium and a two percent (2%) administrative cost.

ARTICLE XXIII – RETIREMENT HEALTH SAVINGS ACCOUNT

- 23.01 All Employees covered by this agreement shall be required to participate in a District administered Retirement Health Savings Account (RHSA). The following terms apply:
 - a. A monetary contribution will be made by the District in an amount of \$100 per employee per month.
 - b. The value of any unused medical reimbursement shall be transferred at the end of each calendar and fiscal year to the employee's RHSA (contributed twice a year).
 - c. If the employee has 480 hours of unused sick leave, then at the end of each calendar year 50 percent of the unused sick leave, (96 minus sick leave used) will be contributed to the RHSA at hourly rate.

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ARTICLE XIV – LIFE INSURANCE

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

ARTICLE XXV – LONG-TERM DISABILITY INSURANCE

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

ARTICLE XXVI – UNIFORMS

- 26.01 District shall provide uniforms to employees for certain positions as identified by the Fire Chief. The District retains the right to monitor the condition of uniforms and the discretion to replace or not to replace worn and damaged clothing depending upon the reasonableness of the wear and/or damage. The District will provide other protective clothing and gear as required by law, commensurate with the duties to be performed.

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ARTICLE XXVII – TUITION REIMBURSEMENT

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

ARTICLE XXVIII – GRIEVANCES

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

28.02 General Provisions

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

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28.03 Procedures

- a. The parties shall attempt to resolve all grievances on an informal basis between the employee and/or their designated representative and a supervisor in the employee's chain of command, up to and including the Fire Chief, within 15 calendar days of the occurrence-giving rise to the grievance.
- b. If the parties are unable to resolve the grievance on an informal basis, the grievant shall file the grievance in writing with their immediate supervisor within 15 calendar days after last discussing the grievance with their immediate supervisor. The Fire Chief shall be served with a copy of the written grievance at the time such grievance is filed with the grievant’s immediate supervisor. A grievance filed with the Chief shall be for informational purposes only; they shall not discuss it with the supervisor unless

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consulted by that person or with the grievant until and unless the grievant files it with the Chief. Only those issues unresolved by the supervisor shall be discussed with the employee at the Chief's level.

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

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ARTICLE XXIX – DISCHARGE OR OTHER DISCIPLINARY ACTION

- 29.01 It is agreed that the District shall advise the employee of their right to representation and a written statement of the reason or reasons for any disciplinary action against him/her. All documentation upon which the charges are based shall be made available to the employee at the time such action is taken.
- 29.02 It is agreed that all appeals relating to any disciplinary action shall be submitted in writing to the District in accordance with Article XXIX – GRIEVANCES, following a hearing before the Chief or their designated representative.

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ARTICLE XXX – SEVERABILITY

- 30.01 This MOU is subject to all current and future applicable Federal, State, and local laws. All ordinances, rules, regulations, and policies shall be subject to the appropriate revisions, amendments, and deletions necessary to conform to the purpose, intent, and application of the provision of this MOU.
- 30.02 If any article or section of this MOU is in conflict or inconsistent with such applicable provisions of Federal, State, or local laws, the parties shall, where applicable, meet and

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confer or meet and consult for the purpose of arriving at a mutually agreeable replacement for such article or section. The validity of the remainder of this Memorandum shall not be affected thereby.

ARTICLE XXXI – SENIORITY PROVISIONS

31.01 Seniority Defined:

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

31.02 Seniority Credit:

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

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31.03 Other Seniority Credit Provisions:

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

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ARTICLE XXXII – REDUCTION IN FORCE

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

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

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on February ~~17, 2021~~.

TEAM MEMBERS
RANCHO SANTA FE
FIRE PROTECTION DISTRICT

TEAM MEMBERS
RANCHO SANTA FE FPD
EMPLOYEES ASSOCIATION

James H. Ashcraft, President
Board of Directors

~~Conor Lenehan, Deputy Fire Marshal
RSFFPD Employees Association~~

Randall Malin, Member
Board of Directors

~~Burgen Havens, Accounting Specialist,
RSFFPD Employees Association~~

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Deleted: Dina Bussey, Accounting Specialist
RSFFPD Employees Association

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APPENDIX A1

The following wage schedule becomes effective *January 1, 2021*

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Effective Date - January 1, 2021		Steps or Range				
Position		Step A	Step B	Step C	Step D	Step E
Fire Prevention Specialist	Hourly	35.113	36.869	38.712	40.648	42.680
	OT Rate	52.67	55.30	58.07	60.97	64.02
	Semi Mon	3,043	3,195	3,355	3,523	3,699
	Monthly	6,086	6,391	6,710	7,046	7,398
	Annual	73,036	76,687	80,522	84,548	88,775
Public Education Coordinator	Hourly	36.000	37.800	39.690	41.674	43.758
	OT Rate	54.00	56.70	59.53	62.51	65.64
	Semi Mon	3,120	3,276	3,440	3,612	3,792
	Monthly	6,240	6,552	6,880	7,224	7,585
	Annual	74,879	78,623	82,554	86,682	91,016
Office Support Coordinator	Hourly	25.377	26.646	27.978	29.377	30.846
	OT Rate	38.07	39.97	41.97	44.07	46.27
	Semi Mon	2,199	2,309	2,425	2,546	2,673
	Monthly	4,399	4,619	4,850	5,092	5,347
	Annual	52,784	55,423	58,194	61,104	64,159
Accounting Specialist	Hourly	30.995	32.545	34.172	35.881	37.675
	OT Rate	46.49	48.82	51.26	53.82	56.51
	Semi Mon	2,686	2,821	2,962	3,110	3,265
	Monthly	5,373	5,641	5,923	6,219	6,530
	Annual	64,470	67,694	71,078	74,632	78,364
Accounting Technician	Hourly	27.353	28.721	30.157	31.665	33.248
	OT Rate	41.03	43.08	45.24	47.50	49.87
	Semi Mon	2,371	2,489	2,614	2,744.29	2,882
	Monthly	4,741	4,978	5,227	5,489	5,763
	Annual	56,895	59,740	62,727	65,863	69,156
Fire Prevention Specialist II/Forester	Hourly	39.219	41.180	43.239	45.401	47.671
	OT Rate	58.83	61.77	64.86	68.10	71.51
	Semi Mon	3,399	3,569	3,747	3,935	4,131
	Monthly	6,798	7,138	7,495	7,869	8,263
	Annual	81,575	85,654	89,936	94,433	99,155
Deputy Fire Marshal	Hourly	46.881	49.225	51.686	53.535	56.212
	OT Rate	70.32	73.84	77.53	80.30	84.32
	Semi Mon	4,008	4,208	4,419	4,640	4,872
	Monthly	8,016	8,417	8,838	9,279	9,743
	Annual	96,191	101,000	106,050	111,353	116,921

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APPENDIX A2

The following wage schedule becomes effective *January 1, 2022, if applicable*

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Effective Date - January 1, 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 Mon	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 Mon	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 Mon	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
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 Mon	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 Mon	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 Mon	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	55.141	57.898
	OT Rate	72.40	76.02	79.82	82.71	86.85
	Semi Mon	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

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APPENDIX A3

The following wage schedule becomes effective *January 1, 2023, if applicable*

Effective Date - January 1, 2023		Steps or Range				
Position		Step A	Step B	Step C	Step D	Step E
Fire Prevention Specialist	Hourly	37.252	39.114	41.070	43.123	45.280
	OT Rate	55.88	58.67	61.60	64.69	67.92
	Semi Mon	3,228	3,390	3,559	3,737	3,924
	Monthly	6,457	6,780	7,119	7,475	7,848
	Annual	77,484	81,358	85,426	89,697	94,182
Public Education Coordinator	Hourly	38.192	40.102	42.107	44.212	46.423
	OT Rate	57.29	60.15	63.16	66.32	69.63
	Semi Mon	3,310	3,475	3,649	3,832	4,023
	Monthly	6,620	6,951	7,299	7,663	8,047
	Annual	79,440	83,411	87,582	91,961	96,559
Office Support Coordinator	Hourly	26.922	28.268	29.682	31.166	32.724
	OT Rate	40.38	42.40	44.52	46.75	49.09
	Semi Mon	2,333	2,450	2,572	2,701	2,836
	Monthly	4,667	4,900	5,145	5,402	5,672
	Annual	55,998	58,798	61,738	64,825	68,066
Accounting Specialist	Hourly	32.883	34.527	36.253	38.066	39.969
	OT Rate	49.32	51.79	54.38	57.10	59.95
	Semi Mon	2,850	2,992	3,142	3,299	3,464
	Monthly	5,700	5,985	6,284	6,598	6,928
	Annual	68,396	71,816	75,407	79,177	83,136
Accounting Technician	Hourly	29.019	30.470	31.994	33.593	35.273
	OT Rate	43.53	45.71	47.99	50.39	52.91
	Semi Mon	2,515	2,641	2,773	2,911	3,057
	Monthly	5,030	5,281	5,546	5,823	6,114
	Annual	60,360	63,378	66,547	69,874	73,368
Fire Prevention Specialist II/Forester	Hourly	41.607	43.687	45.872	48.165	50.574
	OT Rate	62.41	65.53	68.81	72.25	75.86
	Semi Mon	3,606	3,786	3,976	4,174	4,383
	Monthly	7,212	7,572	7,951	8,349	8,766
	Annual	86,543	90,870	95,413	100,184	105,193
Deputy Fire Marshal	Hourly	49.697	52.182	54.791	56.795	59.635
	OT Rate	74.55	78.27	82.19	85.19	89.45
	Semi Mon	4,252	4,465	4,688	4,922	5,168
	Monthly	8,504	8,929	9,376	9,845	10,337
	Annual	102,049	107,151	112,509	118,134	124,041

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APPENDIX B

Fire Investigator Standby Duty

Purpose

The scope of this policy is to establish a dependable means of assuring an Incident Commander (IC) that a Fire District Fire Investigator is available to respond to conduct an investigation as to the origin and cause of such fire incident.

Definitions

- A. Fire Investigation Stand-by Duty Investigator: Any Fire Prevention Officer that is a District certified fire investigator and willing to cover Fire Investigation Duty in a scheduled duty rotation.
- B. Incident Commander(IC): A Chief Officer or Company Officer that is in-charge of a fire incident
- C. Fire Investigation Stand-by Duty minimum requirements/qualifications:
 - 1. PC832 –Arrest Only; No Firearms
 - 2. Fire Investigation 1A & 1B (OSFM)
 - 3. Minimum of five (5) fire investigations with a qualified fire investigator
 - 4. Fire Investigation 2A within one year of first duty day
 - 5. Fire Investigation 2B within two year of first duty day
- D. Notice to Respond: receipt of fire investigation assignment and duty to respond
- E. Enroute Status: in service and responding to the fire scene in a district vehicle.

Section I. Schedule

- A. The Stand-By Assignment shall commence at 0730 hours.
- B. The Fire Marshal shall develop a schedule of Fire Investigation Stand-By Duty. This shall be done to facilitate vacation selections that will not coincide with standby periods. Investigators are not to pick vacation time during their respective standby period unless the investigators scheduled for the Stand-by Assignment covers his/or her assignment with a Stand-By trade.

Section II. Operations

- A. Authorization Procedure
 - 1. The Incident Commander(IC) (Chief Officer or Company Officer), may request a Fire Investigator for investigation purposes to determine origin and cause of a fire incident.
 - 2. The IC may contact the Stand-by Fire Investigator in order to obtain clarification and guidance. Hourly overtime compensation will be authorized to the Standby Fire Investigator for providing the IC or designee for the needed information.
 - 3. Notification shall be made through the Dispatch/Communications Center and follow the Fire Investigator notification procedure.
- B. Notification Procedure
 - 1. Upon request by the IC, Dispatch shall notify the Fire Investigator assigned the Stand-By duty Assignment via alpha pager and cell phone of the Notice to respond for

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investigation duty. The Fire Investigator on Stand-By duty shall contact the Dispatch/Communications Center as outlined under Section III, Investigator Responsibilities.

Section III Fire Investigator Responsibility

A. Response

1. Fire Investigators, when on assigned Stand-By duty, shall maintain radio, cell phone, or alpha pager contact with the Dispatch/Communications Center. Fire Investigators, when on Stand-By duty, shall not be more than 45 minutes from the District boundary. Stand-by duty Fire Investigators shall respond enroute to the fire scene within 10 minutes of notification. Fire Investigators shall notify Dispatch of their estimated time of arrival as soon as they are enroute to the fire scene in a district vehicle.
2. Fire Investigators shall maintain the serviceability of all issued communications and safety equipment and wear the level of protection designated by the IC.
3. No alcohol or any other substance that would impair a person's ability to assume the duties of a fire investigator may be consumed during the stand-by operational period.
4. All investigations shall be handled in an expedient a manner as possible. The Fire Investigator shall retain the service of suppression personnel as needed to assist in the removal of debris or other activities associated with scene investigation. The Fire Investigator shall interact with the Incident Commander or fire watch to facilitate his/or her needs to complete the investigation.
5. It is the responsibility of the employee to notify his or her immediate supervisor upon the occurrence of an illness creating an inability to perform their Stand-By Assignment or portion thereof during regular business hours. During after hours, weekends, and holidays, the employee assigned the Stand-By Assignment shall notify the Dispatch/Communications Center.

B. Fire Investigation Stand-by Overtime

1. All overtime shall be on an hour-for-hour basis, with a minimum of two (2) hours for emergency overtime. All overtime to be paid or compensatory time accrued at the rate of time and one-half (1-1/2).
2. Overtime compensation begins upon confirmation of receipt of call by the responding Investigator via telephone, cell phone, or radio.
3. Compensatory time may be accumulated to a maximum accrual of eighty-hours (80).

C. Stand-by Duty Trades

1. The District agrees that employees who are assigned to fire investigative Stand-By duties may, with approval of the Fire Marshal or designated management official in each instance, trade Stand-By Duty Assignments, with qualified employees.
2. For occurrences, necessitating Stand-By Duty Assignment trades after hours, weekends and on holidays, the employee accepting the responsibility for the trade (Stand-By Assignment) shall notify the Dispatch/Communications Center of their responsibility for the Stand-By Assignment.

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D. Sick Leave Coverage

To establish a mechanism to back-fill Stand-By Assignments upon the occurrence of an Investigator on sick leave with the expectation that someone will be available, and respond, the following provisions shall apply:

1. During regular business hours Monday-Friday 0730-1730 hours the person scheduled for the next Stand-By Assignment period, and on duty, shall be responsible for fire investigation requests. During the hours of 1730-0730, Dispatch shall refer to the monthly Stand-By schedule and attempt to recall a Fire Investigator by going through the list.
2. During weekends and holidays, Dispatch shall refer to the monthly Stand-By schedule and attempt to recall a Fire Investigator by going through the list beginning with the Fire Investigator assigned the next Stand-by period.

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RESOLUTION No. 2021-07

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ESTABLISHING SALARIES AND BENEFITS FOR MANAGEMENT PERSONNEL

BE IT RESOLVED that the Board of Directors of the Rancho Santa Fe Fire Protection District does hereby authorize the following salary ranges and benefits for management personnel effective January 1, 2021.

1. SALARIES (FLSA Exempt)

1.1 The following salary range for the positions identified is as follows:

<i>Position</i>	<i>Range/Annual Salary</i>	
Fire Chief	\$183,398	\$229,892
Deputy Chief	\$152,537	\$194,485
Battalion Chief	\$124,737	\$159,097
Fire Marshal	\$117,099	\$149,301
Manager, Finance & Administration	\$105,287	\$134,241

1.2 **Stipend:** By separate check, a \$5,000 stipend, less applicable state and federal withholdings, will be paid to the Fire Chief represented within this resolution. This one-time stipend is not reportable compensation to CalPERS.

2. RETIREMENT

2.1 Retirement (Safety): the District shall retain a retirement plan with the Public Employees Retirement System (PERS) 3% @ 50 plan for all safety employees hired before March 31, 2012. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefits:

- a. One-Year Final Compensation
- b. 1959 Survivor Benefit – Fourth Level

Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.

2.2 All safety employees enrolled in the CalPERS 3% @ 50 plan, the employee will contribute 100% of the employee's contribution for all reportable wages, plus an additional 1% employee contribution applied towards the District's UAL. The employee will contribute \$2 per month towards the cost of the 1959 Survivor Benefit - Fourth Level.

2.3 All safety employees hired after July 1, 2012 the District shall retain a retirement plan with the Public Employee Retirement System (PERS) 3% @ 55 plan. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefit:

- a. 1959 Survivor Benefit – Fourth Level
Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.
- 2.4 All employees enrolled in the PERS 3% @ 55 plan, the employee will contribute 100% of the employee's contribution for all reportable wages, **plus an additional 1% employee contribution applied towards the District's UAL**. The employee will contribute \$2 per month toward the cost of the 1959 Survivor Benefit – Fourth Level.
- 2.5 Employee contributions for employees entering membership on or after January 1, 2013 and subject to the California Public Employees' Pension Reform Act of 2013 (PEPRA) will be determined by CalPERS.
- 2.6 The District agrees to report member contributions as taxed deferred for all employees enrolled in the CalPERS plans.
- 2.7 Retirement (Non-safety): the District shall retain a retirement plan with the Public Employees Retirement System (PERS) 2.7% @ 55 plan for all employees hired before April 1, 2012. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefits:
 - a. One-Year Final Compensation
 - b. 1959 Survivor Benefit - Fourth Level
Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at **their** own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.
- 2.8 All non-safety employees enrolled in the PERS 2.7% @ 55 plan, the employee will contribute 100% of the employee's contribution for all reportable wages. The employee will contribute \$2 per month towards the cost of the 1959 Survivor Benefit - Fourth Level.
- 2.9 All non-safety employees hired after July 1, 2012 the District shall retain a retirement plan with the Public Employee Retirement System (CalPERS) 2.5% @ 55 plan. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefit:
1959 Survivor Benefit – Fourth Level
Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at **their** own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.
- 2.10 All non-safety employees enrolled in the PERS 2.5% @ 55 plan, the employee will contribute 100% of the employee's contribution toward the employee contribution for all reportable wages. The employee will also contribute \$2 per month toward the cost of the 1959 Survivor Benefit – Fourth level.
- 2.11 Employee contributions for employees entering membership on or after January 1, 2013 and subject to the California Public Employees' Pension Reform Act of 2013 (PEPRA) will be determined by CalPERS.
- 2.12 The District agrees to report member contributions as taxed deferred for all employees enrolled in CalPERS.

3. SICK LEAVE

3.1 *Shift Employees*

- 3.1.1 Accrual: Shift employees shall accrue sick leave at the rate of 12 hours per month. Sick leave shall be accumulated with no maximum accrual.

- 3.1.2 At retirement, unused sick leave credit for shift employees shall be converted as follows:
- a. All unused sick leave hours will may be reported to CalPERS for additional service credit, if applicable
 - b. The employee must choose to convert unused sick leave hours to an employee's RHSA at a ratio of 2:1. A minimum of 500 sick leave hours is required to be eligible for this option. The RHSA contribution shall be calculated at the straight time rate and shall not exceed the value of 40 shifts.

3.2 *Non-shift employees*

- 3.2.1 Accrual: Non-shift employees shall accrue sick leave at the rate of 8 hours per month. Sick leave shall be accumulated with no maximum accrual.
- 3.2.2 At retirement, unused sick leave credit for non-shift employees shall be converted as follows:
- a. All unused sick leave hours will be reported to CalPERS for additional service credit, if applicable; and
 - b. The employee must convert unused sick leave hours to be an employee's RHSA at a ratio of 2:1. A minimum of 357 hours is required to be eligible for this option. The RHSA shall be calculated at the straight time rate and shall not exceed the value of 685 hours.

3.3 *Management Employees*

- 3.3.1 The accrual rate shall apply to the employee's permanent work schedule and not be changed for temporary or short-term assignments.
- 3.3.2 When an employee changes from one work schedule to another work schedule as a permanent assignment, accumulated leave shall be adjusted in accordance to the ratio of one work schedule to the other. Example: factor from 56-hour workweek to 40-hour workweek is .714; the factor from 40-hour workweek to 56-hour workweek is 1.4.
- 3.3.3 Sick leave shall be available for personal illness or injury, emergency medical or dental appointments and for reasonable travel time to and from health care facilities. Sick leave shall also be available to an employee for caring for a member of his/her immediate family who is ill or injured, emergency medical or dental appointments, and for reasonable travel time to and from health care facilities.
- 3.3.4 Definition of Immediate Family - Immediate family shall include: husband, wife, child, stepchild, brother, stepbrother, sister, stepsister, parent, stepparent, grandparent, grandchild, or any legal dependent residing in same household.

4. INSURANCE

- 4.1 The District shall contract with a provider(s) for medical and dental benefits for providing employees and their eligible dependents with insurance benefits. The District agrees to contribute 80% of the average CalPERS HMO medical plans listed by the CalPERS in Region 2 or any subsequent region designated by CalPERS as the region in which the District is located; and 100% of the HMO dental plan(s) offered (at the family rate), per month toward medical and dental insurance. This calculated dollar amount shall be inclusive of any mandatory contributions that may be required by the provider. However, if the monthly premiums for medical and dental insurance exceed 80% of the average HMO medical/dental plans offered per month, the affected employee will be responsible for the difference.
- 4.2 Any unused premium may be used for medical/dental expenses as defined by the Administrative Policy for a maximum period of 18 months. After the 18-month period expires, at retirement, or if an employee is of retirement age and separation occurs due to disability or death, 100% of any unused premium shall be transferred to the employee's Retirement Health Savings Account. NOTE: If an employee separates from employment for any other reason, the unused premium shall be forfeited.
- 4.3 Eligible full-time employees may elect to opt out of only the medical insurance, if proof of coverage can be provided to the District. If no medical options are selected, the District shall place a capped rate of \$1,000 per month (\$12,000 annually) in the employee's medical reimbursement account. Unused premiums shall be transferred to the employees HRSA per the provisions in 6.01.

- 4.4 Employees, upon retirement, at no additional cost to active employees or to the District shall be allowed to remain on the group dental plan until age 65. The retiree will be required to have the same plan as active employees. The retiree will be responsible for payment of entire premium and a two percent (2%) administrative cost.
- 4.5 Life: The District shall provide a \$50,000 life insurance policy for the employee and the Board of Directors, and \$1,000 life insurance policy for employee's dependents. The policy shall include accidental death and dismemberment coverage.
- 4.6 Long-Term Disability: The District shall provide a Long-Term Disability plan.
- 4.7 In the event the Board of Directors modifies the insurance benefit (increase or decrease) in any other labor contract, this insurance benefit shall be adjusted per said resolution or contract for all positions identified in this Resolution.

5. HEALTH RETIREMENT SAVINGS ACCOUNT

- 5.1 Employees shall be required to participate in a District administered Retirement Health Savings Account (RHSA). The following terms apply:
 - a. Effective July 1, 2006 a monetary contribution will be made by the District in an amount of \$100 per employee per month.
 - b. The value of any unused medical reimbursement shall be transferred at the end of each calendar and fiscal year to the employee's RHSA (contributed twice a year).
 - c. If the shift employee has an excess of 480 hours of unused sick leave, then at the end of each calendar year 50% of the unused sick leave (144 minus sick leave used) will be contributed to the RHSA at the employee's hourly rate.
 - d. If the non-shift employee has an excess of 343 hours of unused sick leave, then at the end of each calendar year 50% of the unused sick leave (96 minus sick leave used) will be contributed to the RHSA at the employee's hourly rate.

6. MANAGEMENT SUPPLEMENTAL BENEFIT PLANS

- 6.1 Management Supplemental Benefit: All Managers represented in this resolution will receive a Management Supplemental Benefit (MSB) of 5% of their annual base salary as of July 1. The MSB provides for additional compensation and/or non-taxable benefit equal to 5.00% of annual base salary as of July 1, and paid once per calendar year on the July 31 pay date. The MSB of 5% of the annual base salary shall only to be used once in a twelve (12) month period for the calculation of reportable compensation. Managers covered by this benefit may choose one of the following options:
 - a. Direct Payment – Cash: this option is considered additional income and is subject to federal and state withholding taxes.
 - b. Direct Payment – Deferred Compensation 457 Plan: this option is considered additional income and is subject to the maximum deferral allowed by the IRS.
 - c. Combination of Option a, or b: this option may not exceed the maximum benefit.
- 6.2 Medical Reimbursement: this option is considered a non-taxable benefit, which may be used for additional medical/dental expenses, and this option is not considered as reportable compensation to CalPERS. Note that unused monies in this account are not eligible for transfer to the District's Health Retirement Savings Account
- 6.3 Staff Management Supplemental Benefit: Beginning July 1, 2017, all Managers represented in this resolution and who are assigned to a 40-hour or 9/80 workweek, will receive an additional Staff Management Supplemental Benefit (SMSB) of 5% of their annual base salary. To be eligible for the SMSB, the manager must have been assigned to a 40-hour or 9/80 workweek for a minimum of 65% of the previous fiscal year. The SMSB provides for additional compensation and/or non-taxable benefit equal to 5.00% of annual base salary as of July 1 and paid once per year on the August 15 pay date, or at retirement if employee retires prior to this pay date. This SMSB of 5% of annual base salary shall only to be used once in a twelve (12) month period for the calculation of reportable compensation.

Managers covered by this benefit may choose one of the options described in 6.1 a – c.

7. HOLIDAYS

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

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

7.2 All Chief Officers shall receive holiday payment equal to one-half month’s salary, payable on November 15. Rotating schedules to assure availability during holidays will be required.

8. USE OF DISTRICT VEHICLES

8.1 The District will assign a vehicle to the following positions for commuting to/from work and all business purposes to insure availability for immediate emergency response:

- a. Fire Chief
- b. Deputy Chief
- c. Fire Marshal
- d. Battalion Chief – Administrative/Training

8.2 Personnel assigned to a take home vehicle must meet a 45-minute response time to District from their place of residence.

8.3 Battalion Chief – Shift: while on duty, shift Battalion Chiefs are provided an emergency vehicle to assist in the performance of their duties.

8.4 The value for all personal use may be reported as a taxable fringe benefit as established by IRS Regulations and the District’s Administrative policy.

9. VACATION ACCRUAL

9.1 Annual vacation accrual hours shall be based upon years of service in accordance with the following:

Years of Service	Based on 40 hour work week	Based on 56 hour work week
0 – 5 years	80 hours	112 hours
6 – 10 years	120 hours	168 hours
11 – 15 years	136 hours	190 hours
16 – 20 years	160 hours	224 hours
21+ years	200 hours	280 hours

Note: The Fire Chief is authorized to negotiate the starting vacation accumulation different from shown above for management staff members new to the District.

- 9.2 All management employees shall have the option to sell the excess of 80 hours (non-shift), or the excess of 112 hours (shift) accrued vacation at straight time, not more than twice a year, after the work period ends that include June 30 and December 31.
- 9.3 An employee may only sell a maximum of 200 hours of accrued vacation per calendar year. Minimum vacation accrual balances are required as identified in 9.2.
- 9.4 A written request received by December 31 for payment of accrued vacation sold back to the District, which will be remitted by separate check on January 15. A written request received by June 30 for payment of vacation sold back to the District, which will be remitted by separate check on July 15. No payments under this section will be reported as "reportable compensation" for retirement purposes.

10. EMERGENCY RESPONSE COMPENSATION

- 10.1 The District will compensate employees at the straight-time hourly rate for all time worked greater than their daily rate for responses for which the District is reimbursed. The District will pay compensation upon receipt of monies from agencies requesting services. Maximum compensation will not exceed any reimbursement amount received by the District. This provision does not apply to any Battalion Chief position.
- 10.2 Battalion Chief Emergency Callback: *Battalion Chief Emergency Callback* is defined as a call back to work for emergency coverage exceeding three (3) hours; or when on an emergency assignment that does not extend into the next 24-hour operational period shall be paid at their straight time hourly rate.
- 10.3 Battalion Chief Extended Overhead Assignment: *Battalion Chief Extended Assignment* is defined as an emergency assignment that extends into the next 24-hour operational period. The employee shall be paid an hourly rate of time and one-half.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on **February 17, 2021** by the following vote:

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

James H. Ashcraft
President

ATTEST:

Alicea Caccavo
Board Clerk

RESOLUTION No. 2021-08

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”) recently 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 January 1, 2021 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 17, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES H ASHCRAFT
President

ATTEST:

Alicea Caccavo
Board Secretary

Rancho Santa Fe Fire Protection District Resolution 2021-08 Exhibit A

Effective Date - January 1, 2021

		Steps or Range				
Position		Step A	Step B	Step C	Step D	Step E
Fire Prevention Specialist	Hourly	35,113	36,869	38,712	40,648	42,680
	Monthly	6,086	6,391	6,710	7,046	7,398
	Annual	73,036	76,687	80,522	84,548	88,775
Public Education Coordinator	Hourly	36,000	37,800	39,690	41,674	43,758
	Monthly	6,240	6,552	6,880	7,224	7,585
	Annual	74,879	78,623	82,554	86,682	91,016
Office Support Coordinator	Hourly	25,377	26,646	27,978	29,377	30,846
	Monthly	4,399	4,619	4,850	5,092	5,347
	Annual	52,784	55,423	58,194	61,104	64,159
Accounting Specialist	Hourly	30,995	32,545	34,172	35,881	37,675
	Monthly	5,373	5,641	5,923	6,219	6,530
	Annual	64,470	67,694	71,078	74,632	78,364
Accounting Technician	Hourly	27,353	28,721	30,157	31,665	33,248
	Monthly	4,741	4,978	5,227	5,489	5,763
	Annual	56,895	59,740	62,727	65,863	69,156
Fire Prevention Specialist II/Forester	Hourly	39,219	41,180	43,239	45,401	47,671
	Monthly	6,798	7,138	7,495	7,869	8,263
	Annual	81,575	85,654	89,936	94,433	99,155
Deputy Fire Marshal	Hourly	46,881	49,225	51,686	53,535	56,212
	Monthly	8,016	8,417	8,838	9,279	9,743
	Annual	96,191	101,000	106,050	111,353	116,921

Position		Step A	Step B	Step C	Step D	Step E
Firefighter/Paramedic	Hourly	26,942	28,289	29,704	31,189	32,748
	Monthly <i>(Includes FLSA)</i>	6,713.11	7,048.76	7,401	7,771	8,160
	Annual <i>(Includes FLSA)</i>	80,557	84,585	88,814	93,255	97,918
Engineer/Paramedic	Hourly	29,037	30,489	32,014	33,614	35,295
	Monthly <i>(Includes FLSA)</i>	7,235	7,597	7,977	8,376	8,794
	Annual <i>(Includes FLSA)</i>	86,822	91,163	95,721	100,507	105,532
Captain	Hourly	33,498	35,173	36,932	38,778	40,717
	Monthly <i>(Includes FLSA)</i>	8,347	8,764	9,202	9,662	10,145
	Annual <i>(Includes FLSA)</i>	100,159	105,167	110,426	115,947	121,744

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	6,171	→ 8,103
	Monthly	12,341	16,206.08
	Annual	148,094	194,485
Battalion Chief	Semi Monthly	5,046	→ 6,629
	Monthly	10,092	13,258
	Annual	121,104	159,097
Fire Marshal	Semi Monthly	4,737	→ 6,040
	Monthly	9,474	12,079
	Annual	113,688	144,952
Manager, Finance & Administration	Semi Monthly	4,259	→ 5,430.48
	Monthly	8,518	10,861
	Annual	102,220	130,332

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

Positions - Temporary <i>(as needed and determined by the Fire Chief)</i>		Range	
Temporary - Non-exempt	Hourly	California Minimum Wage	→ 76.49

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.

STAFF REPORT

21-04

TO: BOARD OF DIRECTORS
FRED COX, FIRE CHIEF

FROM: ALICEA CACCAVO, MANAGER, FINANCE & ADMINISTRATION

SUBJECT: ACCEPTANCE OF DONATION FOR W. CHRIS MERTZ

DATE: FEBRUARY 02, 2021



CURRENT SITUATION

On January 20, 2021, veteran and respected Fire Captain W. Chris Mertz lost his life in a Line of Duty Death due to complications from Covid – 19.

Pursuant to the Health & Safety Code 13898, the Board of Directors must consider the acceptance of donated items with a value greater the \$500. This donation listed is a donation from the *Rancho Santa Fe Fire Protection Foundation* and was donated to the assist with the expenses for W. Chris Mertz.

For the Family of:	RSF Fire District Foundation
W. Chris Mertz	\$10,000.00

RECOMMENDATION

Accept the grant in the amount of \$10,000.00 from the Rancho Santa Fe Fire District Foundation for the funeral expenses.