



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

March 12, 2014
Regular Meeting

RULES FOR ADDRESSING BOARD OF DIRECTORS

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

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

Pledge of Allegiance

1. **Roll Call**
2. **Public Comment**
3. **Motion waiving reading in full of all Resolutions/Ordinances**

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

4. **Consent Calendar**

a. Board of Directors Minutes

- i) Board of Directors minutes of February 12, 2014
- ii) Board of Directors minutes of February 25, 2014 (*special meeting*)

ACTION REQUESTED: **Approve**

b. Receive and File

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

1) List of Demands Check 24822 thru 24905 for the period February 1 – 28, 2014 totaling:	
	\$ 344,246.15
Payroll for the period February 1 – 28, 2014	\$ 442,420.16
TOTAL DISTRIBUTION	\$ 786,666.31

- 2) Activity Reports –February 2014
 - Operations
 - Training
 - Fire Prevention
- 3) District Articles
- 4) Correspondence - letters/cards were received from the following members of the public:
 - None

5. Old Business

- a. None

6. New Business

- a. Surplus of Equipment
To discuss and/or authorize the disposal of a scanner/printer/plotter via sale, recycle or donation.
[Staff Report 14-07](#)
ACTION REQUESTED: Authorize donation of equipment
- b. Ad hoc Committee Appointment
To discuss and/or appoint representative(s) from the Board to serve on the District's Strategic Plan Committee
ACTION REQUESTED: **Appoint board member(s)**
- c. Board Meeting Schedule – April 9, 2014
To discuss a possible change in the meeting date for the regular Board of Directors meeting schedule due to a potential conflict
ACTION REQUESTED: **Reschedule, if necessary**

7. Resolution/Ordinance

- a. Resolution 2014-01
To adopt Resolution No. 2014-01 *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to participate in the San Diego County Fire Mitigation Fee Program
ACTION REQUESTED: **Adopt**

8. Oral Report

- a. Fire Chief – Michel
 - i) CSA 107 Elfin Forest/Harmony Grove - Update
 - ii) District Activities
 - CSDA Legislative Days – May 20-21, 2014 (*Sacramento*)
 - Fire Mitigation Fee Program Annual Committee Meeting
 - Firehouse World
 - San Diego County Fire Chiefs' Annual Wildland Training Drill – April 3,4 and 7
- b. Operations – Deputy Chief
- c. Training – Battalion Chief
- d. Fire Prevention – Deputy Fire Marshal
- e. Administrative Manager
- f. Board of Directors
 - i) North County Dispatch JPA – Update
 - ii) County Service Area – 17 – Update
 - iii) Comments

9. Closed Session

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54957
Public Employee Performance Evaluation
Title: Fire Chief

10. Adjournment

The next regular Board of Directors meeting to be held April 9, 2014 in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting Agenda
Wednesday, March 12, 2014 1:00 pm PT

CERTIFICATION OF POSTING

I certify that on March 7, 2014 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 March 7, 2014

Karlana Rannals
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – February 12, 2014**

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:00 pm.

Pledge of Allegiance

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

1. Roll Call

Directors Present: Ashcraft, Hillgren (*arrived at 1:24 pm*), Malin, Stine, Tanner
Directors Absent: None
Staff Present: Tony Michel, Fire Chief; Mike Gibbs, Deputy Chief; Bret Davidson, Battalion Chief; Chris Galindo, Battalion Chief; Jim Sturtevant, Battalion Chief; Renee Hill, Deputy Fire Marshal; and Karlena Rannals, Board Clerk

2. Public Comment

No one requested to speak to the board.

3. Consent Calendar

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve:

i) Board of Directors minutes of January 8, 2014

b. Receive and File

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to receive and file:

i) Monthly/Quarterly Reports

1) List of Demands

Check 24728 thru 24821 the period January 1 – 31, 2014 totaling:	\$ 325,123.80
Payroll for the period January 1– 31, 2014	<u>\$ 487,632.14</u>
TOTAL DISTRIBUTION	\$ 812,744.94

2) Budget Review – July 1 – December 31, 2013

3) Statement of Cash Assets – December 31, 2013

4) Activity Reports – January 2014

- Operations
- Training (*December 2013 & January 2014*)
- Fire Prevention (*December 2013 & January 2014*)

5) District Articles

6) Correspondence

- County of Tuolumne

4. Old Business

- a. None

5. New Business

- a. Contract

Chief Michel reminded the board that they agreed to establish a reserve account two years ago in anticipation of this expense. The current amount reserved is \$750,000.

Chief Gibbs summarized the staff report provided. The funding for the district's portion of the "NextGen RSC Agreement" estimated at \$567,000, plus 10% contingency, and is expected to be in service 2018. He reported that the County of San Diego seeks a commitment from all agencies before determining the vendor and the financing mechanisms. He noted that the County of San Diego and CalFire are the largest investors in the cost of the new system.

He also informed the board that because of the magnitude of the project, there will be parallel systems until before discontinuing the current radio system. The new generation will bring better radio coverage and capacity, which is significant to the system. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, 4 AYES; 0 NOES; 1 ABSENT to approve an *Agreement Between and Among the County of San Diego and Participating Cities and Jurisdictions Regarding the Next Generation Regional Communication System Providing Communication Services to Public Safety and Public Service Agencies Operating in San Diego County and Imperial County ("NextGen RCS Agreement")* and authorize the Fire Chief to execute the contract.

- b. Budget Authorization

Chief Michel reported that he authorized the services of an outside investigator to determine if the joint testing process for new hires was free of discrimination. The district recently paid the final bill for the investigator's services and report for \$15,600. He stated that the outcome of the report was unsubstantiated; however, the investigator recommended that the district seek the services of a human resource consultant to validate the district's testing processes and position descriptions. He assigned the task of researching firms to Chief Davidson.

Chief Davidson summarized the staff report provided. He reviewed the services and quotes of several companies from firms that he has worked with through the cooperative efforts and other municipalities. In discussions with the consultants, all validated examinations begin with a "job analysis" which is used to develop the job description, which in turn is used to establish the testing dimensions in each portion of the promotional process. Utilizing a consultant, the District will ensure that future testing processes are validated and legal. Staff would also work with the consulting firm to provide fire simulations, local policy and procedure, test development and the acquisition of evaluators for upcoming entry level and promotional examination processes. He also reported that the district has not created an analysis for the position of battalion chief. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, 5 AYES; 0 NOES; 0 ABSENT to authorize the \$15,000 expenditure for the services of a human resource consultant for a thorough evaluation of the districts' testing processes.

c. Budget Authorization

Chief Sturtevant reported that he successfully applied for monies from the State Homeland Security Grant Program to purchase a towable emergency generator and related equipment for the Admin building and staff is requesting authorization to proceed with the expenditure of \$38,900. This regional asset will enable the District to provide emergency backup power during extended outages to administration building for the computer servers that operates the computer network and station alerting.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR STINE, 5 AYES; 0 NOES; 0 ABSENT to authorize the expenditure of \$38,900 for the purchase of a TS35 Baldor towable generator and related equipment.

d. Budget Authorization

Chief Galindo reported that staff seeks authorization to proceed with the \$53,287 expenditure to purchase and installation of ten (10) 800 MHz radios utilizing both funds allocated from the District's FY14 budget and reallocated State Homeland Security Grant Program funds. The radios currently owned and operated are not P25 compliant, which is a digital radio communications standard applicable to federal, state and local public agencies in North America. This standard allows each public agency to communicate with other agencies including automatic and mutual aid first responders. Staff is striving to use grant funding available for the purchase and replacement of mobile radios. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, 5 AYES; 0 NOES; 0 ABSENT to authorize the expenditure of 53,287 for the purchase and installation of ten (10) 800 MHz radios.

e. Acceptance of Donation

Karlana Rannals summarized the staff report provided. In accordance with the applicable codes, the district must consider the acceptance of donated items with a value greater than \$500. The donation of \$10,000 for the purchase of equipment was a gift from the property and estate of Stan & Phyllis Aylmer Family Trust. She also reported that staff is discussing the appropriate equipment to purchase.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, 5 AYES; 0 NOES; 0 ABSENT to accept the gift of \$10,000 for the purchase of equipment and report at a future meeting as to what was purchased.

6. Oral Report

a. Fire Chief – Michel

- i) CSA 107 – Elfin Forest/Harmony Grove – Update: he informed the board that a planned meeting on February 18 with representatives from the Fire District, Elfin Forest, County Fire Authority and

developer to discuss the status of the fire station location. He has had numerous conversations with staff from the Fire Authority regarding the finances and required response times. He has not received any information regarding funding should the Fire District pursue a reorganization with CSA-107.

ii) District Activities:

- 1) San Diego Rural Fire Protection District Dissolution: he received a copy of a notice sent to the residents of San Diego Rural Fire Protection District dissolution. The District was notified by the County Authority that if Rural does not dissolve, they would no longer receive 3.1 million. He attended the board meeting and the consensus of those attending was to maintain the level of service they are currently receiving and supported direction of dissolving.
- 2) Love Your Heart Day – February 14, 2014: this is a program proposed by County of San Diego in an effort to conduct blood pressure checks. The District is participating in the program and will have personnel in two locations, RSF Senior Center and a location in 4S Ranch location.
- 3) Firehouse World: he invited the board members to attend the exposition at the San Diego Convention Center. The date selected is February 19. Three board members planned to attend.
- 4) CSDA Legislative Days – May 20-21, 2014 (*Sacramento*): extended an invitation for two board members to attend this planned event coordinated by California Special District's Association. If any board member is interested in participating, to contact him directly for planning purposes.

b. Operations – Deputy Chief

Chief Gibbs summarized the monthly report, noting that the calls were normal for January. The fuel moisture is trending upward and he distributed a seasonal weather outlook report for information. He reported of one significant call, a double fatality on Del Dios Highway.

c. Training – Battalion Chief

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

- 1) Hose lays
- 2) Low angle rescue
- 3) Blood borne pathogens

He also reported that the repairs to the training tower were complete.

d. Fire Prevention – Deputy Fire Marshal

DFM Hill summarized the activity for the previous month. She reported that the "new construction" square footage for January 2014 totaled 66,000. Staff continues to work with the City of San Diego regarding the "dead trees." She also informed the board of a grammatical error in the fee schedule ordinance. The explanation reference number 2.7 was corrected; however, the fee remained the same. Staff is also monitoring two controversial projects, 1) Chinese Bible Church; and 2) Lusardi project in Rancho Cielo.

e. Administrative Manager

- i) Form 700 – she requested that all board members forward their original forms to her for filing prior to the April 1st deadline.
- ii) California Taxpayer Association – she informed the board that she had responded to a request from the California Taxpayer Association on the District's voter approved special tax in April 1981. She provided all requested and the requestor was satisfied with the material and the fast response.

f. Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft - no report. The next meeting is scheduled for February 27.
- ii) County Service Area – 17 – Update: Hillgren – she attended the meeting held February 4 and reported the following:
 - 1) A new chair and vice chair was selected
 - 2) The contract awarded to AMR will cost \$3,356 million the first year
 - 3) The compensation for the EMS coordinator was discussed and there is a desire to get a long-term solution about this position's compensation. Board direction was given and there will be further discussion on the matter at the next meeting on May 6.
- iii) Comments
 - 1) Malin – asked about growth of tax revenue for FY14.
 - 2) Stine – asked about the new school Design 39. He encouraged staff to look at the design of the building.

7. Closed Session (Time Certain – 3:00 pm)

President Ashcraft informed the board members that he agreed to defer this topic due to the inability for the employee to attend. He recommended a special meeting for this topic. At the conclusion of the discussion, they agreed to schedule a special meeting for February 25, 2014 commencing at 2 pm. President Ashcraft requested the board clerk properly notice the meeting and notify all appropriate individuals involved with the matter.

8. Adjournment

Meeting adjourned at 3:15 pm.

Karlana Rannals
Secretary

James H Ashcraft
President



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
SPECIAL BOARD OF DIRECTORS MEETING
MINUTES – February 25, 2014**

President Ashcraft called to order the special meeting of the Rancho Santa Fe Fire Protection District Board of Directors at 2:01 pm.

Pledge of Allegiance

Director Malin led the assembly in the *Pledge of Allegiance*.

1. Roll Call

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

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Mike Gibbs, Deputy Chief; one (1) Firefighter/Paramedic and Karlana Rannals, Board Clerk.

By Invitation: Stefanie K. Vaudreuil, Esq., District Legal Counsel
Robert L. Baumann, Esq., Employee Legal Counsel
Stephen J. Fitch, Esq., Board Legal Counsel (available via conference call)

2. Public Comment

No one requested to speak to the Board.

3. Closed Session

Pursuant to section 54957, the Board met in closed session from 2:03 to 3:20 to discuss the following:

a. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE (one case)

Upon reconvening, President Ashcraft reported the following:

- i. The board heard the appeal for discipline from a public employee. *All board members and staff listed and public by invitation attended a portion of the closed session.*
- ii. During deliberations, only board members attended with consult from Board Legal Counsel via conference call.
- iii. The Board of Directors upheld the District's prior disciplinary recommendation of a suspension; however, the notice of suspension will be removed from the personnel record of the affected employee after twelve months if no further disciplinary action occurs with this particular employee.

4. Adjournment

Meeting adjourned at 3:25 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

Rancho Santa Fe Fire Protection District

List of Demands ~ February 2014

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
24822	\$6.99	4S Ranch Gasoline & Carwash LP	Car Wash
24823	\$118.00	A to Z Plumbing Inc	Station Maintenance - RSF-1
24824	\$354.00	Accme Janitorial Service Inc	Building ADMIN
24825	\$500.00	AFSS Conference	Admin - Overnight Conf/Seminars Registration - Rannals & Caccavo
24826	\$1,598.37	AT&T Calnet 2	Telephone RSF1/RSF2/RSF3/RSF4/ADMIN & NCDJPA
24827	\$128.67	Complete Office of California Inc	Office Supplies
24828	\$160.00	Government Finance Officers Association	Association Dues - Rannals
24829	\$15,659.95	MJS Investigative Services	Human Resource Services
24830	\$9.70	Napa Auto Parts Inc	Apparatus Parts & Supplies
24831	\$55.02	North County Dispatch JPA	Telephone ADMIN
24832	\$1,271.47	Santa Fe Irrigation District	Water RSF1 & NCDJPA
24833	\$4,740.00	Symphony Asset Pool XVII LLC	Cielo HOA Fees - Jan/ Feb 2014
24834	\$59.00	Terminix International	Building RSF2
24835	\$3,498.50	The SoCo Group Inc	Gasoline & Diesel Fuel
24836	\$12.30	U P S	Shipping Service
24837	\$9,736.33	U S Bank Corporate Payment System	Cal-Card./IMPAC program
24838	\$1,076.71	United Imaging	Office Supplies - Ink/Toner
24839	\$538.00	Vinyard Doors Inc	Station Maintenance - RSF 2
24840	\$118.00	A to Z Plumbing Inc	Building RSF4
24841	\$105.00	Aair Purification Systems	Building RSF1
24842	\$1,960.04	All Star Fire Equipment, Inc.	Safety Clothing (Protective)
24843	\$328.70	AT&T Calnet 2	Telephone RSF1/RSF2/RSF4/ADMIN & NCDJPA
24844	\$700.00	Catherine Butler Counseling Services	CSA-17 Contract
24845	\$117.05	Complete Office of California Inc	Office Supplies
24846	\$57.00	Dependable Alarm Systems Inc	Building RSF4
24847	\$60.00	Elliott, Troy D.	Accounting-Audit Services Reimbursement
24848	\$600.66	Engineered Mechanical Services Inc	Building RSF1
24849	\$180.00	Fitch Law Firm Inc	Legal Services
24850	\$6,925.35	MES California	Safety Equipment
24851	\$9.70	Napa Auto Parts Inc	Apparatus Parts & Supplies
24852	\$26,299.08	North County EVS Inc	Scheduled - ID 0211 & Repair - ID 0211
24853	\$2,318.69	Olivenhain Municipal Water District	Water RSF2/RSF3/RSF4
24854	\$26.99	Olson's Hand Car Wash Inc	Car Wash

Rancho Santa Fe Fire Protection District

List of Demands ~ February 2014

24855	\$141,860.26	PERS	PERS (Employer Paid)
24856	\$4,775.42	San Diego Gas & Electric	Elec/Gas/Propane RSF1/RSF3/RSF4
24857	\$53.70	Savmart Pharmaceutical Service	CSA-17 Contract
24858	\$45.85	Staples Advantage	Office Supplies
24859	\$32.00	State of CA Dept of Justice	Background Investigation
24860	\$868.72	TelePacific Communications	Telephone ADMIN
24861	\$81.58	Time Warner Cable	Cable Service - Admin
24862	\$22.04	U P S	Shipping Service
24863	\$30.00	Uniforms Plus	Uniform - Safety Personnel
24864	\$5,500.00	WinTech Computer Services	Consulting Services
24865	\$10,173.03	Yale/Chase Equipment and Services, Inc.	Homeland Security Grant 2012 - Admin Generator
24866	\$17.00	Bennett, Luke D.	CSA-17 Contract Reimbursement
24867	\$849.95	Blend	Outside Printing & Binding
24868	\$109.29	Complete Office of California Inc	Office Supplies
			CAP Code Paging Service-Monthly Service & 800 MHz Network Admin Fees
24869	\$2,481.50	County of SD/RCS	Fitness Equipment Maintenance
24870	\$110.00	Fitness Warehouse USA & SD Fitness Repair	Medical Insurance
24871	\$3,414.45	Guardian Life Insurance Co	Medical Insurance
24872	\$55,082.84	Health Net	Apparatus Equipment/Miscellaneous/Tool/Equipment Replacement, Battery's - Engine Battery, Radio Batteries-Motorolla, Dble AA for C, Propane (Cooking), Station Maintenance - RSF1/RSF2/RSF3/RSF4, Station Replacement Items - RSF4, Janitorial Supplies, Tools - Maintenance & Construction, Landscape Maintenance Supply & Hydrant Maintenance
24873	\$916.67	Home Depot, Inc	Medical Insurance
24874	\$15,300.97	Kaiser Permanente	Legal Services
24875	\$1,881.50	Liebert Cassidy Whitmore	3 C's Project w/City of San Diego
24876	\$1,500.00	North County Dispatch JPA	Generator RSF2 - Maintenance & Service
24877	\$340.42	North County EVS Inc	Elec/Gas/Propane ADMIN & RSF2
24878	\$2,407.52	San Diego Gas & Electric	Office Supplies
24879	\$9.17	Staples Advantage	Disability/Life Insurance
24880	\$581.05	The Lincoln National Life Ins Co	Shipping Service
24881	\$12.30	U P S	Uniform - Safety Personnel
24882	\$172.42	Uniforms Plus	

Rancho Santa Fe Fire Protection District

List of Demands ~ February 2014

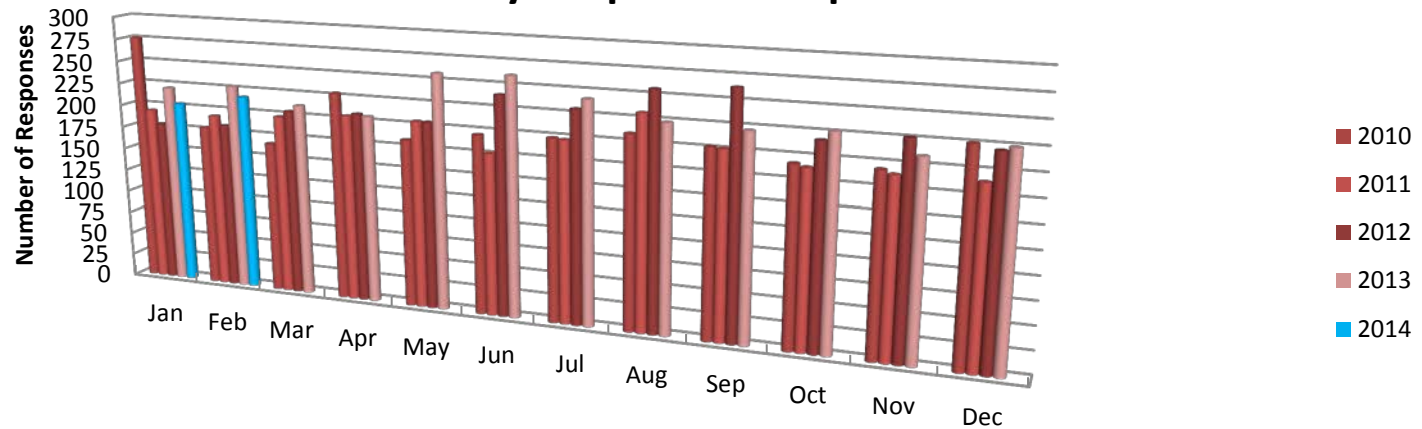
24883	\$2,524.78	Waste Management Inc
24884	\$373.80	American Medical Response Inc
24885	\$350.00	Armanino LLP
24886	\$140.91	AT&T
24887	\$1,416.00	Bay City Electric Works Inc
24889	\$61.99	Cox Communications
24890	\$1,893.73	Direct Energy Business - Dallas
24891	\$465.00	Engineered Mechanical Services Inc
24893	\$17.90	Savmart Pharmaceutical Service
24894	\$620.00	Smith, Grant
24895	\$58.00	Terminix International
24896	\$157.00	Terminix International
24897	\$550.16	The SoCo Group Inc
24898	\$12.30	U P S
24899	\$220.00	U S Postal Service
24900	\$1,206.26	Verizon Wireless
24901	\$405.00	Vinyard Doors Inc
24902	\$213.01	Western Pump, Inc.
EFT41	\$233.43	Caccavo, Alicea I.
EFT42	\$250.00	Shore, Stuart W.
Various	\$5,117.96	Medical Reimbursements
subtotal	\$344,246.15	

15-Feb-14	192,155.15	Payroll
18-Feb-14	5,093.20	Payroll
28-Feb-14	245,171.81	Payroll
subtotal	\$442,420.16	

Trash RSF1/RSF2/RSF3/RSF4, NCDJPA & RSF Assn - Patrol
 CSA-17 Contract
 Consulting Services
 Telephone RSF1/RSF2/RSF3
 Generator RSF3 - Maintenance & Service
 Telephone RSF3
 Elec/Gas/Propane RSF1
 Building RSF3
 CSA-17 Contract
 Education/Training Reimbursement
 Building RSF1 & NCDJPA
 Building RSF1/RSF3/RSF4/ADMIN
 Gasoline & Diesel Fuel
 Shipping Service
 Bulk Rate/Business Reply Permit
 MDT Broadband + ATN Line & Telephone - Cellular
 Building RSF1
 Refuel Facility Repair
 Meetings/Meal Expenses, Admin - Meal/Lodging/Travel, Mileage
 Reimbursement & Office Supplies Reimbursement
 Education/Training Reimbursement
 Various

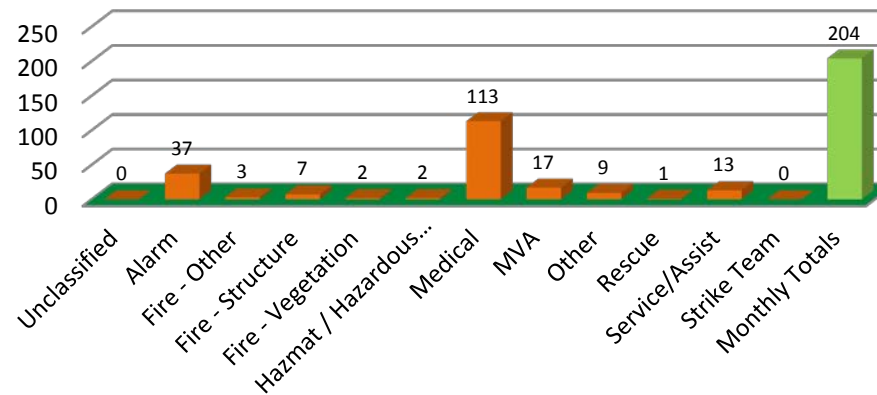
GRAND \$786,666.31

Five Year Monthly Response Comparison

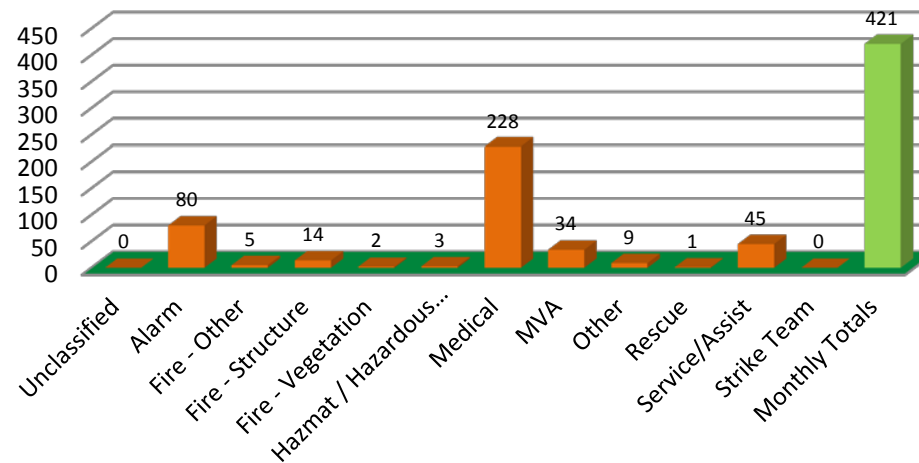


2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	204	217											421
YTD	204	421											-6%
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	221	228	212	206	258	261	242	224	222	228	210	225	2,737
YTD	221	449	661	867	1,125	1,386	1,628	1,852	2,074	2,302	2,512	2,737	4%
2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	179	183	205	208	205	240	231	257	264	218	227	221	2,638
YTD	179	362	567	775	980	1,220	1,451	1,708	1,972	2,190	2,417	2,638	11.12%
2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	194	193	198	205	205	177	198	232	202	190	190	190	2,374
YTD	194	387	585	790	995	1,172	1,370	1,602	1,804	1,994	2,184	2,374	-3%
2010	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	276	179	167	229	184	196	199	210	203	193	194	226	2,456
YTD	276	455	622	851	1,035	1,231	1,430	1,640	1,843	2,036	2,230	2,456	4.7%

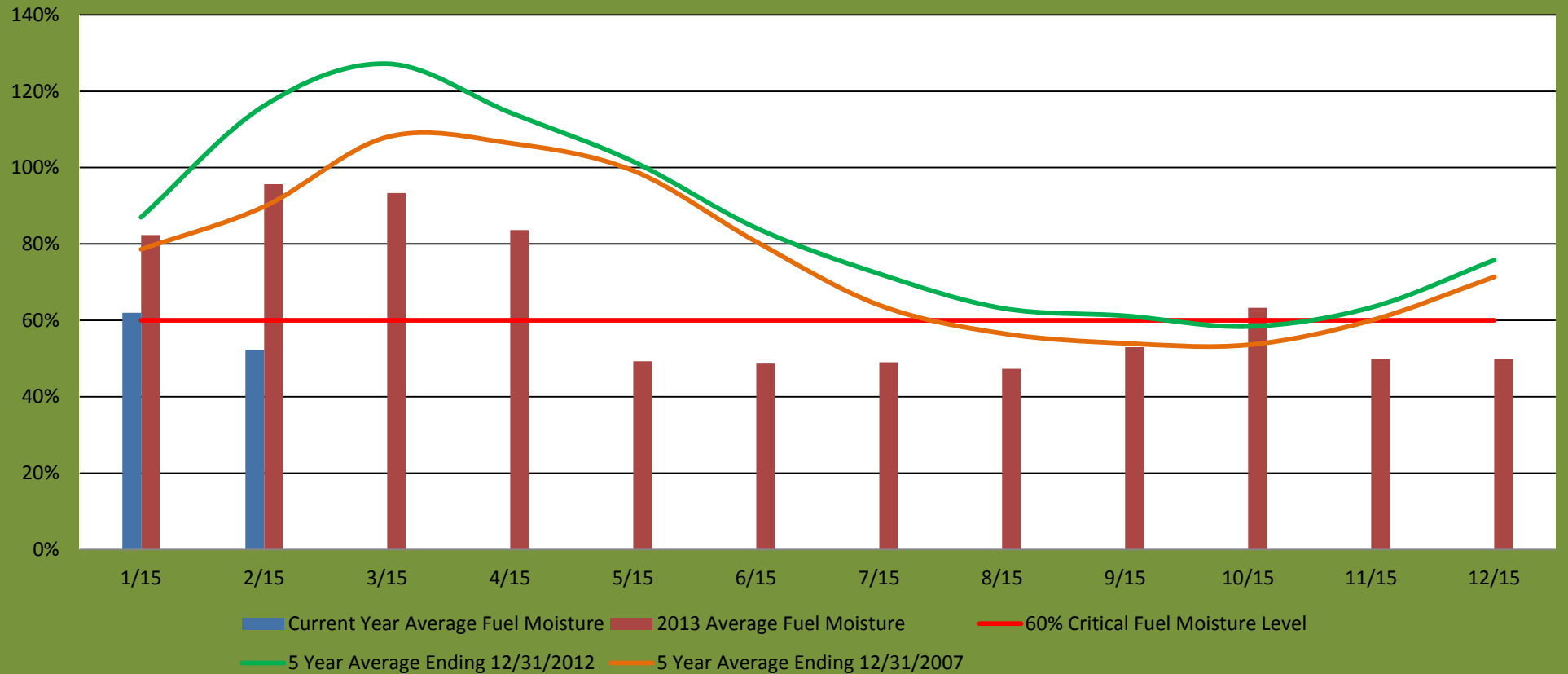
Call Volume By Incident Type January
2014



Call Volume By Incident Type YTD 2014



2014 District Live Fuel Moistures



Significant Incidents/Overhead Assignments

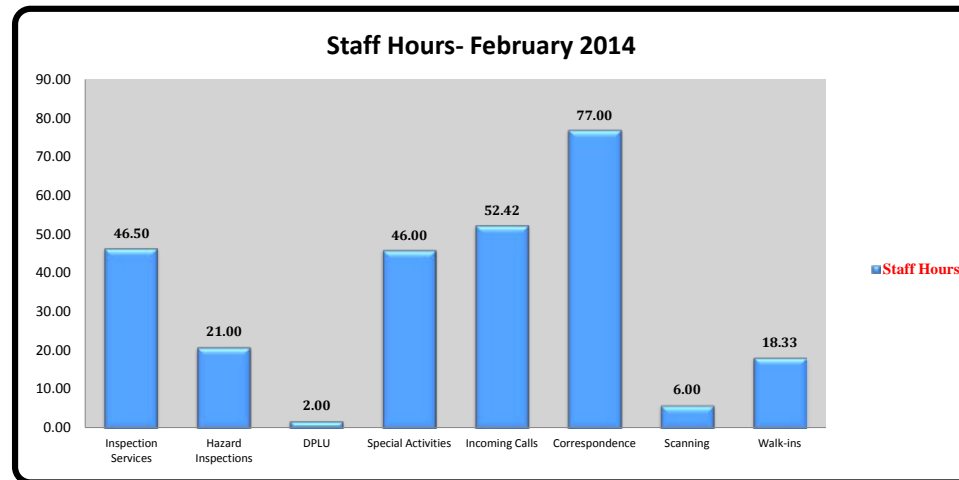
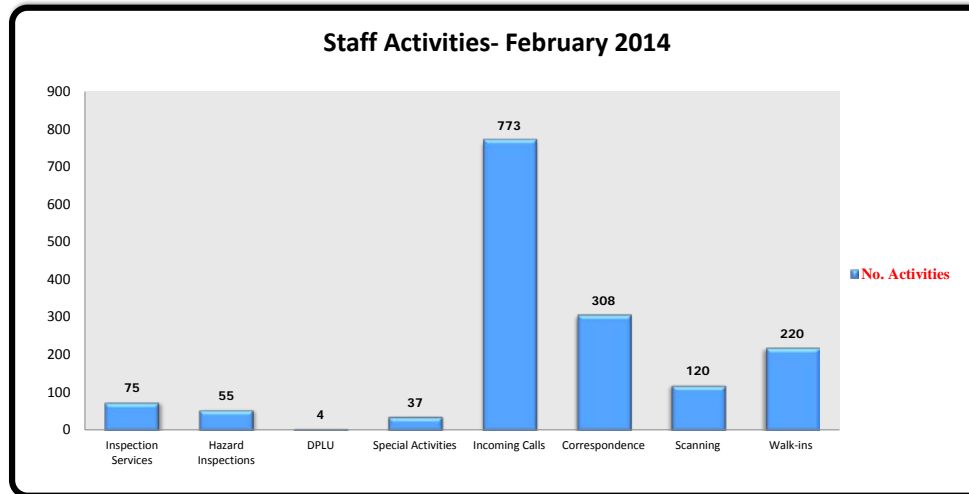
DATE	Incident/ Location	TYPE	UNIT/PERSON	DOLLAR LOSS
	No Incidents To Report			

February 2014

February 2014							March 2014						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28		23	24	25	26	27	28	29
							30	31					

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Jan 26	27	28	29	30	31	Feb 1
Jan 26 - Feb 1							Hose Testing 2:00pm 3:30pm Girl Scouts (RSF3) - Greg D. Rainville 2:00pm 3:30pm Station Tour - Girl Scouts (St
	2	3	4	5	6	7	8
Feb 2 - 8	Hose Testing	9:00am 12:00pm ENC Proby Tower Trainin 9:00am 12:00pm Pre Plans and Building F 9:00am 11:30am EMS Committee Meeting	B Shift	9:00am 12:00pm Engineer Training (Sta 2) - Activity Calendar	9:00am 12:00pm EMS CE Focused Psy Services/CISD (ENC 1:30pm 4:30pm EMS CE Focused Psy Services/CISD (ENC	9:00am 12:00pm EMS CE Focused Psy Servi 9:00am 12:00pm ENC Proby Tower Trainin 1:30pm 4:30pm EMS CE Focused Psy Servi	9:00am 12:00pm Fire Simulations - Commercial Strip malls (RSF Sta 1)
	9	10	11	12	13	14	15
Feb 9 - 15	Hose Testing 8:00am 12:00pm Live fire Training (Station #2) - David C. McQuead	9:00am 12:00pm EMS CE Focused Psy Services/CISD (ENC 1:30pm 4:30pm EMS CE Focused Psy Services/CISD (ENC	9:00am 12:00pm Pre Plans and Building Familiarization (All Stations within first i 12:00pm 12:30pm Fire Academy (Palomar)	9:00am 12:00pm Pre Plans and Building F 9:00am 11:00am Hose Testing (RSF3) - Gre 1:00pm 3:00pm Hose Testing (RSF2) - Mar	12:00pm 1:00pm Pizza Party (Maranatha Christian School) - Ju 5:30pm 9:00pm Large Area Search/ROAM (Carlsbad Safety Cen	9:00am 11:00am Hose Testing (RSF3) - Greg D. Rainville 5:30pm 9:00pm Large Area Search/ROAM (Carlsbad Safety Cen	9:00am 12:00pm Fire Simulations - Commercial Strip malls (RSF Sta 1)
	16	17	18	19	20	21	22
Feb 16 - 22	Hose Testing	Fire House World				9:00am 12:00pm Engineer Prep Training (RSF Sta 2) - 4:00pm 5:00pm Station Tour (Station 2) - Julie E. Taber	9:00am 12:00pm ENC Probationary Testing (RSF Sta 2) 9:00am 12:00pm Fire Simulations - Commercial Strip ma
	23	24	25	26	27	28	Mar 1
Feb 23 - Mar 1	Hose Testing 9:00am 12:00pm Simulations (RSF-1 Training and Telecon 1:30pm 4:30pm Hose Testing (Sta. 1) - Mi	B Shift Inspection 0930 10710	8:00am 8:30am Hose Lays (RSF Sta 2 Tower) 11:45am 12:45pm Pizza Party (Nativity School) - Julie E. Ta	8:00am 8:30am Hose Lays (RSF Sta 2 Tower)	8:00am 8:30am Hose Lays (RSF Sta 2 Tower) 8:30am 10:30am Safety Meeting (Station 1) - Nichol	9:00am 12:00pm Engineer Prep Traini 9:30am 10:30am Fire Inspection (San Mori 12:15pm 1:15pm Pizza 1:30pm 2:00pm Photo	

Fire Prevention Monthly Staff Report February 2014



Comparison 2013/2014 Total Monthly Hours/Activities

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1487	1658	2077	2150	2217	2677	2981	2772	2007	2375	1710	1503
Hours	241.40	230.15	385.33	329.17	347.97	388.33	736.1	516.18	434.48	446.22	283.17	253.95

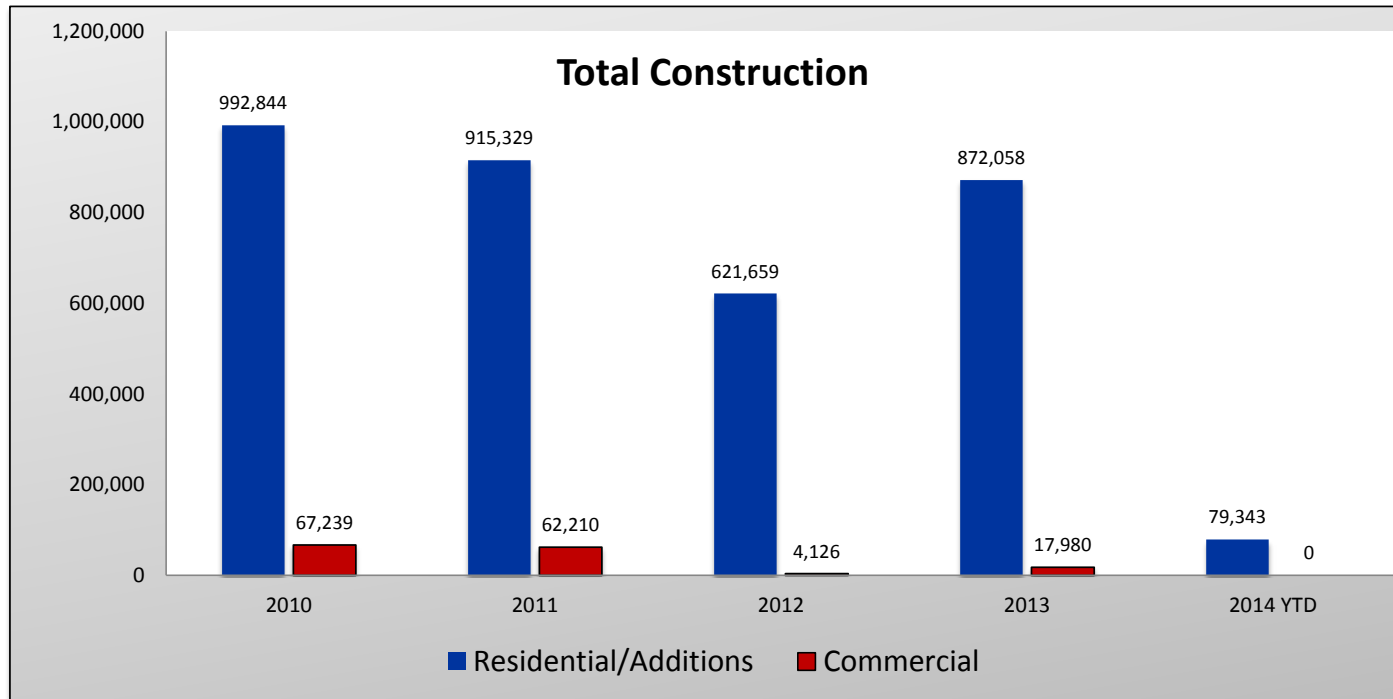
2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1592	1662										
Hours	269.25	325.08										

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

Rancho Santa Fe Fire Protection District

Fire Prevention Bureau -Construction

February 2014



Year	Res/Add	Comm	Total
2010	992,844	67,239	1,060,083
2011	915,329	62,210	977,539
2012	621,659	4,126	625,785
2013	872,058	17,980	890,038
2013 YTD	117,395	0	117,395
2014 YTD	79,343	0	79,343

Comparison 2013/2014 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	47,186	70,209	30,161	133,234	23,840	175,693	47,280	117,083	47,197	56,405	115,144	26,606
2014	66,782	12,561										

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
February 2014

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Deputy Fire Marshal	6	3,188
	Fire Inspector	2	8,432
	Fire Inspector/Forester	0	0
TOTAL		8	11,620
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
	Deputy Fire Marshal	7,800	941
	Fire Inspector	0	0
	Fire Inspector/Forester	0	0
TOTAL		7,800	941
COMMERCIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Deputy Fire Marshal	0	0
	Fire Inspector	0	0
	Fire Inspector/Forester	0	0
TOTAL		0	0
TOTAL NEW CONSTRUCTION			Sq Footage
Based on permitted Sq footage		Total Added	12,561
FIRE SPRINKLER REVIEWS		Commercial	Residential
	Deputy Fire Marshal	3	0
	Fire Inspector	0	6
	Fire Inspector/Forester	4	0
TOTAL		7	6
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
	Deputy Fire Marshal	2	1,181
	Fire Inspector	0	0
	Fire Inspector/Forester	0	0
TOTAL		2	1,181
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
	Deputy Fire Marshal	0	0.00
	Fire Inspector	0	0.00
	Fire Inspector/Forester	30	12.25
TOTAL		30	12.25

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
February 2014

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Project Availability Forms	4	4.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	0	0.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	0	0.00
TOTAL	4	4.00
INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	1	1.00
Hydros (Fire Sprinklers)	20	16.00
Finals (Structures)	20	19.00
Landscape	4	2.00
Reinspections	2	1.50
Tents/Canopy	0	0.00
Burn Permits	1	0.25
Department of Social Service Licensing	0	0.00
Knox/Strobe	3	2.00
Code Enforcement	0	0.00
Engine Company Follow Up	0	0.00
Misc.	0	0.00
TOTAL	51	41.75
HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	26	2.50
Weed Abatement Reinspection	2	1.00
1st Notice	5	1.00
2nd Notice	2	0.00
Final Notice	0	0.00
Forced Abatement	0	0.00
Postings	0	0.00
Annual Mailers	1	20.00
Homeowner Meeting	5	2.50
WUI	0	0.00
TOTAL	41	27.00
GRADING -All Staff	Number of Inspections	Staff Hours
Plan Review	9	9.00
TOTAL	9	9.00

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
February 2014

ADMINISTRATIVE SERVICES- FIRE PREVENTION

SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	0	0.00
Training Classes	9	48.00
Conferences	1	5.00
Meetings	24	38.50
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
TOTAL	34	91.50
FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	906	61.50
Correspondence	308	77.00
Consultations	51	39.00
Plan Review	69	49.50
Scanning	125	6.25
General Office	54	66.00
TOTAL	1,513	299.25

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff) Internal & External	650	32.50
Correspondence	149	37.25
Walk in/Counter (All Administrative Staff)	193	16.08
Knox Application Request	4	0.33
UPS Outgoing Shipments	2	0.17
Plan Accepted/Routed	69	11.50
Special Projects	20	40.00
Scanning Documents/Electronic Files	125	6.25
Meetings: Admin/Prevention/Admin Shift	6	6.00
Post Office Runs	20	16.00
Deposit runs and preparations	4	6.00
TOTAL	1,242	172

Rancho Santa Fe Fire District
Public Education Coordinator - Monthly Report
February 2014

WEBSITE/INTERNET		Staff Hours
Update existing info & documents: <i>Updated home page, news, etc</i>		3.0
		3.0
		0.0
		0.0
Compile & write new information: <i>Weather</i>		3.0
		3.0
		0.0
Social Media <i>Facebook "Fans" - 283</i> <i>Twitter "Follower" - 990</i>		3.0
		2.0
		1.0
TOTAL		9.0
PUBLICATIONS		Staff Hours
Design/write brochures, flyers, etc:		0.0
		0.0
TOTAL		0.0
MEDIA RELATIONS		Staff Hours
On-scene Public Information Officer: Press Releases: <i>Boot Drive (draft)</i>		0.0
		1.0
Other Articles/Stories/Interviews: <i>Cielo News Letter</i>		1.0
		0.0
		3.0
TOTAL		4.0
EDUCATIONAL PROGRAMS/PRESENTATIONS		Staff Hours
Children's Programs <i>Station Tour - 3</i> <i>FPW Pizza Parties - 3</i>		17.0
		3.0
		14.0
Adult Programs: <i>Love Your Heart</i>		10.0
		10.0
TOTAL		27.0

Rancho Santa Fe Fire District
Public Education Coordinator - Monthly Report
February 2014

EVENTS		Staff Hours
External/Community Events:		6.0
<i>Fire House World</i>		6.0
Internal Events:		0.0
TOTAL		6.0
CONTINUING EDUCATION		Staff Hours
Training Classes:		1.0
<i>Target Safety - 1</i>		1.0
Conferences:		0.0
Meetings:		3.0
<i>Staff meetings</i>		3.0
<i>Shift Meeting</i>		0.0
		0.0
TOTAL		4.0
CLERICAL		Staff Hours
Prevention-related:		56.0
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		49.0
<i>Phone Calls - 4</i>		7.0
Non-prevention/non-minute related:		21.0
TOTAL		77.0
TOTAL HOURS		127.0

STAFF REPORT

NO. 14-07

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: SURPLUS EQUIPMENT
DATE: MARCH 7, 2014



RECOMMENDATION

Authorize the Fire Chief to enter into an agreement to donate this surplus equipment to San Diego Mesa College.

BACKGROUND

In November 2013, the District received approval to purchase a new printer/plotter/scanner utilizing State Homeland Security Grant Program (SHSGP) FY 13 money. The printer/plotter/scanner purchased in January 2007 is now surplus equipment.

The District has the options to sell, donate, or recycle surplus equipment. The sale of equipment can be done by sending it to the county auction, or by a sealed public bid. The donation of equipment can be accomplished by donating it to another governmental or public agency. To recycle the equipment we would send it to an electronic recycle center.

Staff recommends this surplus equipment be donated to San Diego Mesa College. Mesa College has a well-established Geographical Information Systems (GIS) program that not only trains our personnel in GIS, but personnel from other Zone fire agencies. Additionally, the Mesa College GIS program has provided the District with interns to assist with our GIS needs.

RESOLUTION No. 2014-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT TO PARTICIPATE IN THE SAN DIEGO COUNTY FIRE MITIGATION FEE PROGRAM

WHEREAS, the Rancho Santa Fe Fire Protection District is anticipating that new development will occur within the district which will cause the need for the expansion of existing fire protection facilities; and

WHEREAS, the Rancho Santa Fe Fire Protection District is currently participating in the San Diego County's Fire Mitigation Program; and

WHEREAS, the County of San Diego is empowered to collect mitigation fees from applicants for new development for the purpose of the expansion of fire protection and firefighting facilities and equipment; and

WHEREAS, the County of San Diego has established fee ceilings for types of construction by Chapter 3 of Division 10 of Title 8 (commencing with § 810.301) of the San Diego County Code; and

WHEREAS, the County of San Diego has amended Chapter 3, Division 10 of Title 8 of the San Diego County Code of Regulatory Ordinances relating to fire mitigation fees; and

WHEREAS, the Rancho Santa Fe Fire Protection District intend hereby to comply with said amendments to continue to participate in the fire mitigation fee program.

IT IS HEREBY FOUND THAT:

- (1) The Rancho Santa Fe Fire Protection District does not have existing facilities which could be used to provide an adequate level of service to new development within the district's boundaries; and
- (2) The Rancho Santa Fe Fire Protection District does not have sufficient funds available to construct additional facilities from fund balances, capital facility funds, property tax sources, or any other appropriate sources; and
- (3) The lack of fire protection facilities and equipment to serve new development would create a situation perilous to the public health and safety if fire mitigation fees are not levied within the district; and

(4) The annexation fees and plan check fees charged by the Rancho Santa Fe Fire Protection District do not include a payment toward the costs of capital facility and equipment expansion as a component of the fee.

NOW, THEREFORE, BE IT RESOLVED THAT:

(1) The Rancho Santa Fe Fire Protection District requests the County to collect 100% of the ceiling amount of the fire mitigation fee on the district's behalf from applicants for building permits. This percentage of the ceiling fee is equal to or less than the capital facility expansion needs caused by new development.

(2) The fee amounts do not exceed the ceiling for fire mitigation fees established by the San Diego County Board of Supervisors.

(3) Mitigation fees paid under this program will be used to expand the availability of capital facilities and equipment to serve new development.

(4) The district shall place all funds received by the County under this program, and all interest subsequently accrued by the district on these funds, in a separate budget accounting category to be known as the "San Diego County Fire Mitigation Fee."

(5) The district shall expend funds from said "San Diego County Fire Mitigation Fee" budget accounting category only for the purposes of providing capital facilities and equipment to serve new development.

(6) The district shall submit a Fire Mitigation Fee Annual Report, not later than August 29 of each year, to the Director of the Office of Disaster Preparedness specifying the amount of funds collected and the expenditures by category. In addition, the report shall specify the actions the district plans to take to alleviate the facility and equipment needs caused by new development in a Multi-Year Facilities and Equipment Plan adopted at a noticed public hearing. The district shall make available, upon request by the Director, a copy of its annual audit report.

(7) The district shall make its records available to the public on request, which justify the basis for the fee amount.

(8) The district shall hold San Diego County harmless for any errors made by the County in collecting and/or transmitting these fees to the district.

(9) The district agrees to a review of revenues and expenditures collected and dispensed pursuant to this resolution each fiscal year by a committee established by the County Board of Supervisors.

(10) The district shall make findings, with respect to any portion of the fee remaining unexpended or uncommitted in its account five or more years after deposit of the fee, to identify the purpose to which the fee is to be put and to demonstrate a reasonable relationship between the fee and the purpose for which it was charged. The agency shall refund to the then current record owner or owners of the development project or projects on a prorated basis the unexpended or uncommitted portion of the fee, and any interest accrued thereon, for which need cannot be demonstrated.

(11) By April 16 of each year following the year of original adoption of this District's resolution, the Rancho Santa Fe Fire Protection District shall submit a copy of a new resolution adopted by the Board of Directors making the required findings and setting the percentage of the fire mitigation ceiling requested by the District.

(12) All fees collected pursuant to the San Diego County Fire Mitigation Fee Ordinance shall be used by the District for providing for capital facilities and equipment.

(13) "Facilities and Equipment" means any long-term capital facilities and equipment used by the Rancho Santa Fe Fire Protection District for suppression or emergency medical services, including station construction, station expansion and fire or emergency medical apparatus.

BE IT FURTHER RESOLVED that this resolution supersedes Resolution No. 2013-05 to participate in the Fire Mitigation Fee Program adopted March 12, 2013.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on March 12, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES H ASHCRAFT
President

ATTEST:

Karlana Rannals
Secretary