



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

December 10, 2014
Regular Meeting
1:00 pm PT

SPECIAL AGENDA (9:30 am – 12:00 pm)

ETHICS TRAINING (Workshop) – The Fire District will conduct the mandatory two (2) hours ethics 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.

APPEAL PROCESS TRAINING FOR AN INDEPENDENT BOARD – following the ethics training, training will occur for the Board of Directors. Stephen J. Fitch, Fitch & Associates, will conduct the training. No action will be taken and members of the public are welcome to attend.

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.

Closed Session (12:15 pm)

1. Potential Litigation (1) Case – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: *one potential (1) case*

REGULAR AGENDA (1:00 pm)

Pledge of Allegiance

1. Oath of Allegiance – New Elected Board Members
Administration of the *Oath of Allegiance* to Board Members-Elect Tucker Stine and John Tanner. A Notary Public will administer the Oath of Allegiance.
2. Election of Officers
Pursuant to the Fire Protection District Law 1987, Section 13853, effective January 1, 1988, the district board shall elect a president, vice-president and a secretary or clerk.
3. Roll Call
4. Public Comment
5. Motion waiving reading in full of all Resolutions/Ordinances

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, please contact the Secretary at 858-756-5971. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.

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.

6. Consent Calendar

a. Board of Directors Minutes

- i) Board of Directors minutes of November 12, 2014

ACTION REQUESTED: **Approve**

b. Receive and File

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

- List of Demands Check 25652 thru 25735 for the period November 1 – November 30, 2014 totaling:

\$ 368,622.39

Payroll for the period November 1 – November 30, 2014

\$ 610,673.57

TOTAL DISTRIBUTION

\$ 979,295.96

- Activity Reports – November 2014

- Operations
- Training
- Fire Prevention

- District Articles

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

- None

7. Old Business

a. LAFCO Application – Update

To discuss the status of application for proposed “Rancho Santa Fe Fire Protection District Reorganization”: Dissolution of County Service Area No. 107 (Elfin Forest/Harmony Grove) and annexation to Rancho Santa Fe Fire Protection District

ACTION REQUESTED: **Information**

8. Resolution/Ordinance

a. Resolution No. 2014-15

To discuss and/or approve a resolution *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**

b. Resolution No. 2014-16

To discuss and/or approve a resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5 **Staff Report 14-32**

ACTION REQUESTED: **Adopt**

9. New Business

a. District Representation and Ad Hoc Committee Assignments

To appoint representatives to standing and ad hoc committees representing the Fire District. **Staff Report 14-33**

ACTION REQUESTED: **Assign and Appoint District Representatives and Committee Assignments**

10. Oral Report

- a. Fire Chief – Michel
 - i) CSA 107 Elfin Forest/Harmony Grove – Update
 - ii) ISO Rating – Final Report
 - iii) District Activities
 - RSF Holiday Party
 - RSF Kids Holiday Party with special guest Santa
 - FDAC New Board Member Training at RSF4 – Date TBD
- b. Operations – Deputy Chief
- c. Training – Battalion Chief
- d. Fire Prevention – Fire Marshal
- e. Administrative Manager
- f. Board of Directors
 - i) North County Dispatch JPA – Update
 - ii) County Service Area – 17 – Update
 - iii) Comments

11. Closed Session Report – Board President

12. Adjournment

The next regular Board of Directors meeting to be January 14, 2015 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, December 10, 2014 1:00 pm PT

CERTIFICATION OF POSTING

I certify that on December 4, 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 December 4, 2014

A handwritten signature in black ink, appearing to read "Karlana Rannals", written over a horizontal line.

Karlana Rannals
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – November 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

Chief Frank Twohy, Elfin Forest-Harmony Grove Fire Department 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; Chris Galindo, Battalion Chief; Bret Davidson, Battalion Chief; Renee Hill, Fire Marshal; and Karlana Rannals, Board Clerk

2. Public Comment

President Ashcraft congratulated Directors Stine and Tanner on their successful reelection to the Board of Directors.

3. Consent Calendar

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT to approve the Consent Calendar as submitted.

a. Board of Directors Minutes

i) Board of Directors minutes of October 8, 2014

b. Receive and File

i) Monthly/Quarterly Reports – ACTION REQUESTED: [Information](#)

1) List of Demands Check 255771 thru 25650 for the period October 1 – October 31, 2014 totaling:	\$ 378,117.38
Payroll for the period October 1 – October 31, 2014	\$ 553,555.36
TOTAL DISTRIBUTION	\$ 931,672.71

2) Budget Review – July 1, 2014 – September 30, 2014

3) Statement of Cash Assets – September 30, 2014

4) Activity Reports – October 2014

- Operations
- Training
- Fire Prevention

5) District Articles

6) Correspondence - letters/cards were received from the following members of the public

- Grateful residents

7) Travel Report

- Michel – Cal Chiefs Conference – Long Beach (*September 30 – October 2*)
- Ashcraft – CalPERS Conference – Riverside (*October 26-28*)
- Michel – CalPERS Conference – Riverside (*October 26-28*)

4. Old Business

a. LAFCO Application – Update

Chief Michel reported that the 30-day period for comments ended November 3 for all affected agencies. He submitted comments from the District, and he requested additional information from LAFCO conditions, which amended the District's application. He met with the LAFCO Executive Director on November 4 to discuss the amended application to that the application can move to the assessor's office. He was informed that two agencies (Rincon Del Diablo Water District and City of San Diego) asked for an additional 30-day period for review. Mr. Ott was able to respond to some District questions at the same meeting.

Chief Michel met again with Mr. Ott on November 6 and this meeting resulted with the two mutually agreeing to serve area 2, and area 5, which will amend the District's sphere of influence. Mr. Ott also determined in the best interest of the application to remove the condition of annexation of CSA-17. He also met with the County Assessor regarding the conditions and the next step is negotiation of property tax transfer. He responded to questions from the board.

5. New Business

a. Independent Auditor's Report FY2013-2014

Director Malin reported that the Finance ad hoc committee (Directors' Malin and Tanner, Chief Michel and Karlana Rannals) met with Paul Kaymark CPA to review the draft audit report for FY14.

He reminded his board colleagues of new financial statements reporting requirements (GASB 68) that is phased in over five years, the full pension liability beginning in 2015. Director Malin informed the Board that the ad hoc committee was satisfied with the discussion in the meeting and recommended that the Board accept the report as presented. The ad hoc committee responded to questions from the Board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the FY 2013/2014 independent audit prepared by Charles Z. Fedak CPA & Company as presented.

b. Budget Authorization

Chief Gibbs summarized the staff report and noted that the current camera is failing. He reviewed the two options available, fix or replace. Staff recommended replacing the thermal imaging camera, although it was not included in the FY15 capital budget, the funding is available in the replacement fund for capital equipment.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the purchase of replacement thermal imaging camera (TIC) w/accessories to replace the malfunctioning unit quoted for \$10,119.

c. Budget Authorization

Chief Davidson summarized the staff report. He reported that the District submitted a grant request on behalf of the San Diego County Fire Chiefs Association. The District took the lead on the purchase of four portable strategic fire simulators, which are to be distributed by operational zones countywide. The funding needed is \$115,842, however will be 100% reimbursable through the Urban Area Security Initiative (UASI) grant. In addition, staff requested an exemption from the District's capitalization policy, as it is likely that with the change in technology the equipment would not be replace. The District's proportionate share of the equipment is \$28,960. Staff responded to questions from the board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to:

- 1) Authorize the district to serve as the purchasing agent for the grant;
- 2) Authorize the purchase of four ((4)) portable Strategic Fire Simulators that were submitted and approved as part of a Countywide Urban Area Security Initiative (UASI) grant project; and
- 3) Exempt the equipment from the District's capitalization policy and expense the cost in FY15.

d. Board of Directors Meeting Calendar

Ms. Rannals reviewed the staff report provided. She included routine matters that are considered by the Board with specific deadlines to assist should it be necessary to reschedule a meeting. After review of the calendar, it was determined to change the following regular meetings:

Regular Meeting Date – 2015	Rescheduled Meeting Date – 2015
June 10	June 24
July 8	**Cancelled**
November 11	November 18

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to move and calendar the 2015 year regular meeting schedule as agreed.

6. Oral Report

a. Fire Chief – Michel

- i) CSA 107 – Elfin Forest/Harmony Grove – Update: he informed the Board that the next step is to wait on the LAFCO process. He noted that the County of San Diego sought comments from him for the construction of the fire station.
- ii) CalPERS Conference – Update: he and other attendees summarized the conference information obtained. The board members requested a presentation on the benefit of paying the unfunded liability at the January meeting.
- iii) District Activities:
 - None

b. Operations – Deputy Chief

Chief Gibbs summarized the previous month activity. He distributed the seasonal outlook report and reported that fuel moistures did increase from the previous month. He reported that the significant activity included: 1) Vegetation fire (Camino de la Mitra) and 2) structure fire (Purple Leaf), sprinkler activated – loss estimate - \$30,000. He also provided an update on the relocation of a helicopter three days a week to the water treatment plant.

c. Training – Battalion Chief

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

- i) Fire prevention education events – at elementary schools throughout the Fire District
- ii) Hose lays
- iii) Zone-wide RIC
- iv) Pump Testing
- v) Driver/Operator class (Carlsbad)
- vi) Completion of the probationary academy

d. Fire Prevention – Fire Marshal

Fire Marshal Hill summarized the activity for the previous month. The District's prevention staff participated at the pancake breakfast at RSF1 and Open House RSF2. There were several press releases the previous month and an overall increase in new construction. Interviews are scheduled November 17 for the *Office Support Coordinator* position.

e. Administrative Manager

- i) AB1234 Mandatory Compliance (Ethics Training) will be conducted December 10, 2014 starting at 9:30 am.
- ii) Appeal process training for an independent board is also planned following the ethics training on December 10.

f. Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft – no report. The next meeting is scheduled for December 4, 2014.
- ii) County Service Area – 17 – Update: Stine (Alternate) – he summarized the meeting he attended and the topics covered included:
 - Ebola testing – three cases, an exercise is planned for hospitals countywide November 20
 - Community para-medicine program – this is a two paramedic pilot project
 - Annexation to CSA-17 the underserved areas with Elfin Forest-Harmony Grove
- iii) Comments
 - Stine – expressed his appreciation for the opportunity to serve the fire district
 - Tanner – expressed his appreciation for the opportunity to serve the fire district
 - Hillgren – stated the article in the publication “92067” was well done.

7. Closed Session

Pursuant to section 54957.6, the board met in closed session from 3:09 – 3:44 pm to discuss the following:

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

CONFERENCE WITH LABOR NEGOTIATORS

Agency Negotiators: Jim Ashcraft, Randy Malin, and assigned Staff

Unrepresented Employees: Fire Chief, Deputy Chief, Battalion Chief (4), Fire Marshal, and

Administrative Manager

Under Negotiation: Successor resolution for salary compensation and benefits

All board members listed and Chief Michel attended the closed session.

Upon reconvening to open session, President Ashcraft reported that Director Hillgren departed the meeting at 3:30 pm and that the Board of Directors provided direction to staff on the matter listed and took no action.

8. Adjournment

Meeting adjourned at 3:45 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
25652	\$23.98	4S Ranch Gasoline & Carwash LP	Car Wash
25653	\$354.00	Accme Janitorial Service Inc	Building ADMIN
25654	\$309.08	Advanced Communications Systems Inc	Radio Equipment Replacement
25655	\$150.83	AT&T	Telephone RSF1/2/3
25656	\$1,308.55	AT&T Calnet 2	Telephone ADMIN/RSF2/3
25657	\$646.71	Blend	Outside Printing & Binding
25658	\$975.00	C.A.P.F.	Disability/Life Insurance
25659	\$284.25	Complete Office of California Inc	Office Supplies
25660	\$278.93	COR Security Inc	Omnilock Supplies
25661	\$2,587.50	County of SD/RCS	CAP Code Paging Service-Monthly Service & 800 MHz Network Admin Fees
25662	\$61.99	Cox Communications	Telephone RSF3
25663	\$5,691.00	CSDA	Association Dues
25664	\$450.76	Dept of Forestry & Fire Protection	Station Maintenance - RSF 2 Hand Crews
25665	\$2,700.00	FireStats	GIS Services/Response Criteria Services
25666	\$60.00	Jack E. Enter and Associates, Inc.	Books - Training
25667	\$45.00	Jobs Available Inc.	Advertising
25668	\$1,807.00	Liebert Cassidy Whitmore	Legal Services
25669	\$241.88	Life-Assist Inc	CSA-17 Contract
25670	\$1,398.22	Ready America, Inc	CERT Program
25671	\$70.00	RSF Mail Delivery Solutions, Inc.	Mail Delivery Service
25672	\$994.08	Sam's Boot and Shoe Repair	Boots Safety
25673	\$382.50	Scott Davis Consulting	Programming - Computer & Software FP/PR
25674	\$5,371.26	SoCo Group Inc	Gasoline & Diesel Fuel
25675	\$90.00	State Fire Training	Certification
25676	\$2,370.00	Symphony Asset Pool XVII LLC	Cielo HOA Fees
25677	\$282.00	Terminix International	Building ADMIN/RSF1/2/3/4 & NCDJPA Rebill
25678	\$24.60	U P S	Shipping Service
25679	\$12,278.99	U S Bank Corporate Payment System	Cal-Card./IMPAC program
25680	\$1,422.09	Verizon Wireless	Telephone - Cellular, Cellular parts/supplies & MDT Broadband + ATN Line
25681	\$1,609.00	Waste Management Inc	Trash RSF1/2/3/4, NCDJPA Rebill & RSF Assn - Patrol

Rancho Santa Fe Fire Protection District

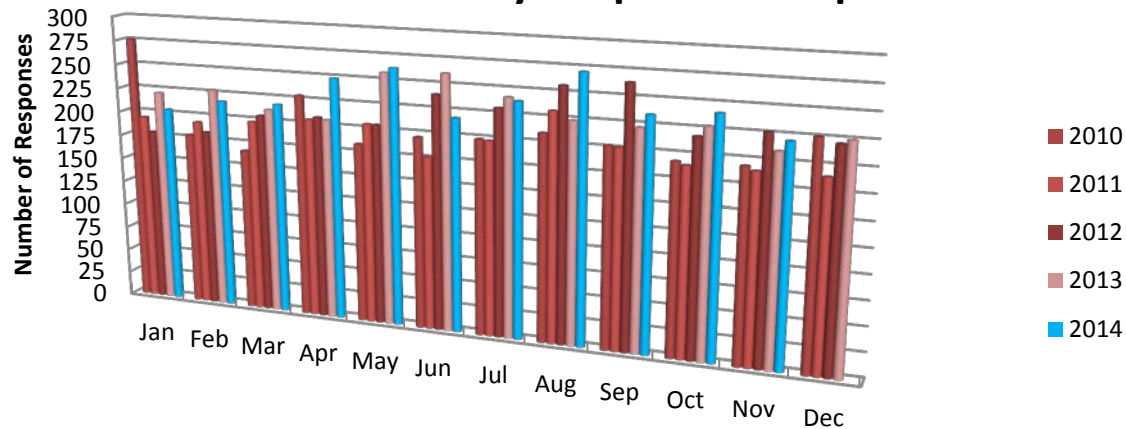
List of Demands ~ November 2014

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
25682	\$5,500.00	WinTech Computer Services	Consulting Services
25683	\$541.00	A to Z Plumbing Inc	Building RSF3
25684	\$141.94	All Star Fire Equipment, Inc.	SCBA Maint & Repair/ Flow Test/ Hydro Test
25685	\$3,753.00	Armanino LLP	Consulting Services
25686	\$299.18	AT&T Calnet 2	Telephone ADMIN/RSF1/3 & NCDJPA Rebill
25687	\$2,076.00	Charles Z Fedak & Company	Accounting-Audit Services
25688	\$840.00	Fitch Law Firm Inc	Legal Services
25689	\$457.49	Home Depot, Inc	Station Maintenance - RSF1/2/3/4, Station Replacement Items - RSF1, Janitorial Supplies, Audio/Visual Supplies, Hydrant Maintenance, Battery's - Engine Battery, Apparatus - Miscellaneous & Apparatus Equipment
25691	\$22,950.24	North County EVS Inc	Scheduled - ID 1411/0211/ 0561/0811, Repair - ID 0211/0311/0561, Generator RSF1/2/3/4- Maintenance & Service & Fleet Equip Maintenance/Repair-Port Gen
25692	\$1,530.83	Olivenhain Municipal Water District	Water RSF1/3/4
25693	\$35.16	San Diego Cnty Vector Control Program	Taxes & Assessments
25694	\$10,159.07	San Diego Gas & Electric	Elec/Gas/Propane ADMIN, RSF1/2/3/4 & NCDJPA Rebill
25695	\$700.00	Santa Fe Irrigation District	NCDJPA Rebill Parking
25696	\$3,584.93	SoCo Group Inc	Gasoline & Diesel Fuel
25697	\$1,492.00	ThyssenKrupp Elevator Inc	Elevator Service & NCDJPA Rebill
25698	\$83.59	Time Warner Cable	Cable Service - Admin
25699	\$12.30	U P S	Shipping Service
25700	\$543.86	Waste Management Inc	Trash RSF2
25701	\$3,615.58	Willdan Financial Services Inc	Benefit Assessment
25702	\$73.98	4S Ranch Gasoline & Carwash LP	Car Wash
25703	\$105.00	Aair Purification Systems	Building RSF2
25704	\$204.75	Armanino LLP	Consulting Services
25705	\$342.16	AT&T Calnet 2	Telephone ADMIN, RSF1/2/4 & NCDJPA Rebill
25706	\$643.25	Brand Ink Inc.	Uniform - Safety Personnel
25707	\$152,079.79	CalPERS	PERS (Employer Paid)
25708	\$20.91	Complete Office of California Inc	Office Supplies

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
25709	\$162.95	Daniels Tire Service Inc	Scheduled - ID 1381/0981
25710	\$2,666.72	Engineered Mechanical Services Inc	Building ADMIN, RSF1/2/3/4
25711	\$3,888.34	Guardian Life Insurance Co	Medical Insurance
25712	\$53,474.66	Health Net	Medical Insurance
25713	\$22,619.88	Kaiser Permanente	Medical Insurance
25714	\$586.87	Lincoln National Life Ins Co	Disability/Life Insurance
25715	\$70.15	Metro Fire & Safety Inc	Extinguishers - Service & Purchase
25716	\$1,483.80	Motorola Solutions Inc	Pager Repair/Replacement
25717	\$1.61	Napa Auto Parts Inc	Apparatus Parts & Supplies
25718	\$103.50	Olson's Hand Car Wash Inc	Car Wash
25719	\$125.00	Printer Repair Depot	Repair Machines & Office Equipment
25720	\$39.00	San Diego Chapter CSDA	Meetings/M meal Expenses
25721	\$250.00	SDCFCA	Meetings/M meal Expenses
25722	\$466.18	TelePacific Communications	Telephone ADMIN
25724	\$12.30	U P S	Shipping Service
25725	\$40.00	AAA Live Scan	CERT Program
25726	\$65.00	AT&T	Telephone ADMIN
25727	\$71.02	Complete Office of California Inc	Office Supplies
25728	\$61.99	Cox Communications	Telephone RSF3
25729	\$420.00	Dependable Alarm Systems Inc	Alarm System Monitoring RSF2
25730	\$1,807.10	Direct Energy Business - Dallas	Elec/Gas/Propane RSF1
25731	\$4,450.00	Engineered Mechanical Services Inc	Building RSF1
25732	\$2,602.86	SoCo Group Inc	Gasoline & Diesel Fuel
25733	\$2,370.00	Symphony Asset Pool XVII LLC	Cielo HOA Fees
25734	\$106.37	United Imaging	Office Supplies
25735	\$12,827.51	FEMA	PY Expenses
EFT97	\$644.46	Rannals, Karlana	Admin - Meal/Lodging/Travel Reimbursement
EFT99	\$361.94	Rannals, Karlana	Station Replacement Items - ADMIN & Awards/Proclamations Reimbursement
EFT100	\$30.00	Davidson, Bret A	Admin - Meal/Lodging/Travel Reimbursement

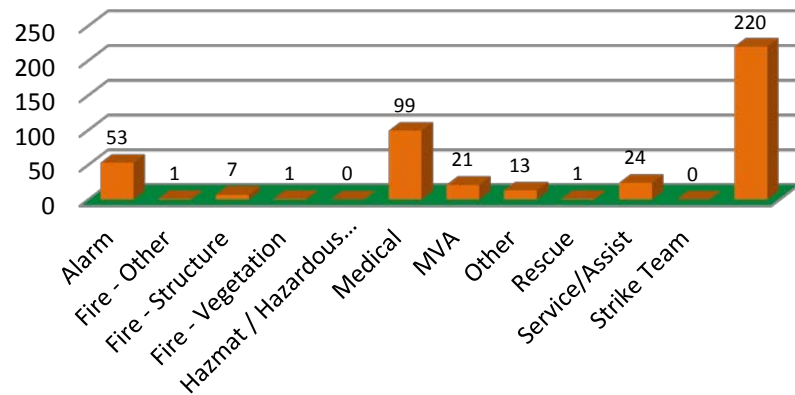
<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
EFT101	\$757.97	Rannals, Karlana	Meetings/Meal Expenses & Awards/Proclamations Reimbursement
Various	\$7,707.71	Medical Reimbursements	Various
Subtotal	\$368,622.39		
15-Nov-14	\$254,938.58	RSF Payroll	
27-Nov-14	\$154,410.36	RSF Payroll	
30-Nov-14	\$201,324.63	RSF Payroll	
Subtotal	\$610,673.57		
Grand Total	\$979,295.96		

Five Year Monthly Response Comparison

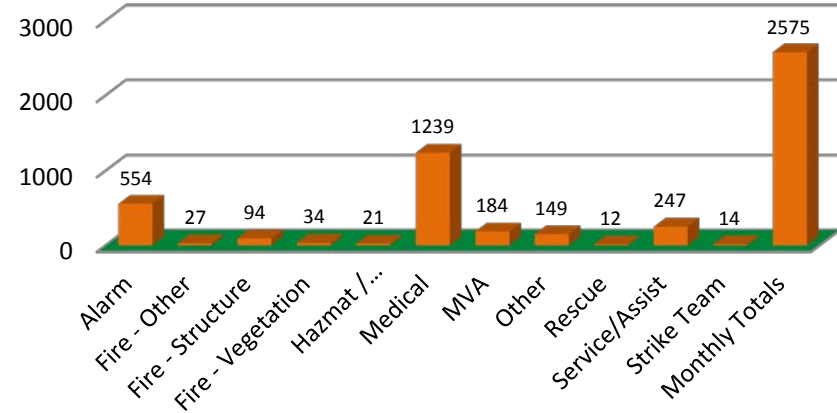


2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	204	217	218	249	263	218	239	271	235	241	220		2,575
YTD	204	421	639	888	1,151	1,369	1,608	1,879	2,114	2,355	2575		2%
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	221	228	212	206	258	261	242	224	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%

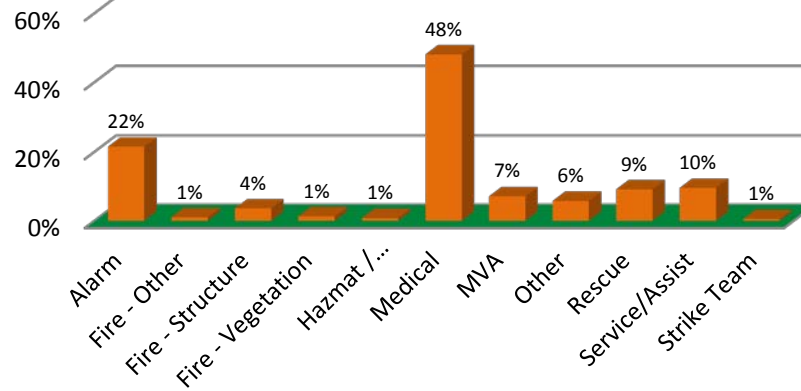
Call Volume By Incident Type November 2014

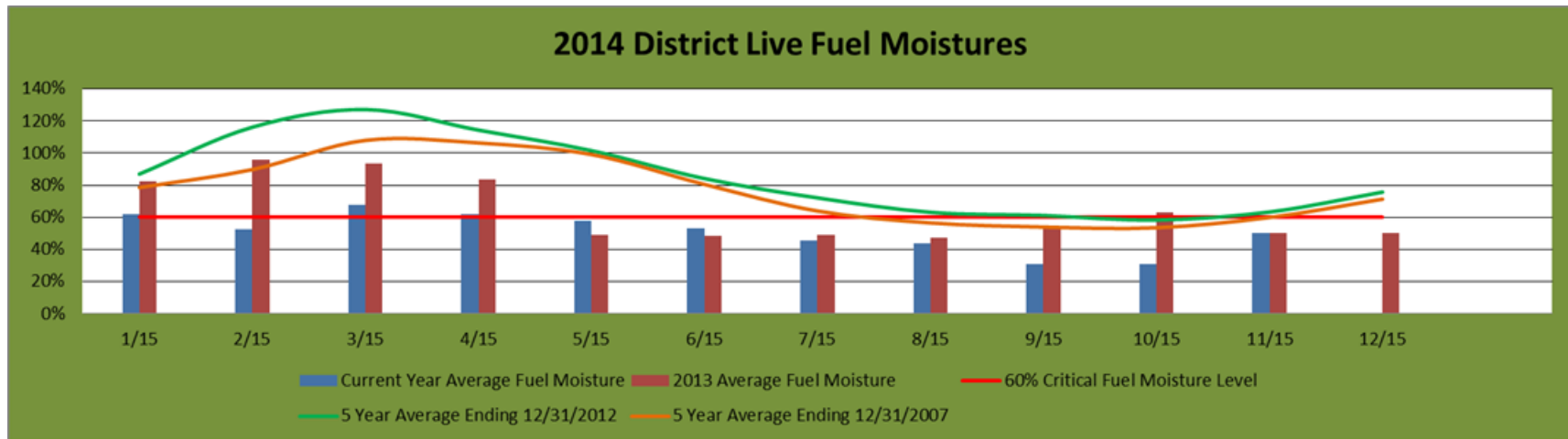


Call Volume By Incident Type YTD 2014



Call Volume By Incident Type As A Percent YTD 2014





Significant Incidents/Overhead Assignments

DATE	Incident/ Location	TYPE	UNIT/PERSON	MISC

November 2014

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Oct 26	27	28	29	30	31	Nov 1
10/26 - 31							A Shift
11/2 - 7	2 B Shift	3 8:00am 8:30am Hose Lays (RSF Sta 2 Tower) 9:00am 12:00pm Pre Plans and Building F 4:00pm 5:00pm Cub Sc	4 8:00am 8:30am Hose Lays (RSF Sta 2 Tower)	5 9:00am 12:00pm Fire Simulations - Multi Residential (RSF Sta 1)	6 9:00am 12:00pm Fire Simulations - Multi Residential (RSF Sta 1)	7 9:00am 12:00pm Fire Simulations - Multi Residential (RSF Sta 1)	8 9:00am 12:00pm Pre Plans and Building F 9:00am 11:00am Secret Car Club (Cor 1:00pm 2:00pm CSA-17)
11/9 - 14	9 C Shift	10 9:00am 12:00pm EMS CE (PALS Renewal) (E) 1:30pm 4:30pm EMS CE (PALS Renewal) (E) 1:30pm 3:30pm Fire Ins	11 9:00am 12:00pm EMS CE (PALS Renewal) (ENC 5/RSF 1) - Activ 1:30pm 4:30pm EMS CE (PALS Renewal) (E)	12 9:00am 12:00pm Ventilation Training (1:45pm 2:45pm Girl Scouts Station Tour (5:00pm 9:30pm RIC Ni	13 Driver Operator Exam 8:00am 8:30am Hose Lays (RSF Sta 2 Tower) 9:00am 11:00am EVG Truck Q&A (RSF 1)	14 A Shift 4:00pm 5:00pm Canceled: Station T 5:00pm 9:30pm RIC Night Drill (ROAM S	15 B Shift
11/16 - 21	16 A Shift 11:00am 12:00pm Brownie Troop Tour (Station 2) - Julie E. Taber	17 9:00am 12:00pm EMS CE (PALS Renewal) (ENC 5/RSF 1) - Activ 1:30pm 4:30pm EMS CE (PALS Renewal) (E)	18 5:00pm 9:30pm RIC Night Drill (ROAM Skills) (RSF 2)	19 8:30am 1:30pm Pump Testing (Station 2) 5:00pm 9:30pm RIC Night Drill (ROAM Skills) (RSF 2)	20 5:00pm 9:30pm RIC Night Drill (ROAM Skills) (RSF 2)	21 8:00am 4:30pm High Angle Rescue ENC Lifegaurds (Tower O) 5:00pm 9:30pm RIC Night Drill (ROAM S	22 8:00am 3:30pm CERT Final and Graduation (Station 2) - Activity 10:00am 12:00pm Multi Family Sims (RSF 1)
11/23 - 28	23 A Shift	24 C Shift 9:00am 12:00pm Pre Plans and Building F 9:00am 11:30am Fire Inspections (RSF1) -	25 A Shift 8:00am 12:00pm Fire In 8:30am 10:00am Eng C 9:00am 10:30am Ladde 10:30am 12:00pm Lad	26 B Shift	27 A Shift 8:00am 8:30am Thanksgiving Day 9:00am 12:00pm Thank You Run and	28 B Shift	29 A Shift 8:00am 8:30am 8:30am 12:00pm 2312 at Tower (RSF-2)
11/30 - 12/5	30 B Shift	Dec 1	2	3	4	5	6

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

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	1	2,870
	Fire Inspector	1	4,289
	Fire Inspector/Forester	0	0
TOTAL		2	7,159
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
	Fire Marshal	0	0
	Fire Inspector	9,366	1,447
	Fire Inspector/Forester	0	0
TOTAL		9,366	1,447
COMMERCIAL PLAN REVIEWS		Number of Structures	Sq Footage
	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	8,606
FIRE SPRINKLER REVIEWS		Commercial	Residential
	Fire Marshal	0	1
	Fire Inspector	0	6
	Fire Inspector/Forester	3	0
TOTAL		3	7
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
	Fire Marshal	1	3,495
	Fire Inspector	0	0
	Fire Inspector/Forester	2	0
TOTAL		3	3,495
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
	Fire Marshal	0	0.00
	Fire Inspector	0	0.00
	Fire Inspector/Forester	23	10.75
TOTAL		23	10.75

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

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Project Availability Forms	2	2.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	3	3.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	0	0.00
TOTAL	5	5.00
INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	7	4.00
Hydros (Fire Sprinklers)	14	12.00
Finals (Structures)	18	17.00
Landscape	7	3.50
Reinspections	0	0.00
Tents/Canopy	0	0.00
Burn Permits	0	0.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	0	0.00
Code Enforcement	0	0.00
Engine Company Follow Up	0	0.00
Misc.	0	0.00
TOTAL	46	36.50
HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	0	0.00
Weed Abatement Reinspection	22	4.50
1st Notice	0	0.00
2nd Notice	0	0.00
Final Notice	0	0.00
Forced Abatement	0	0.00
Postings	0	0.00
Annual Mailers	0	0.00
Homeowner Meeting	11	9.00
WUI	0	0.00
TOTAL	33	13.50
GRADING -All Staff	Number of Inspections	Staff Hours
Plan Review	4	4.00
TOTAL	4	4.00

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
November 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	4	38.00
Conferences	0	0.00
Meetings	19	55.00
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
TOTAL	23	93.00
FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	844	83.65
Correspondence	305	76.25
Consultations	48	39.00
Plan Review	55	28.75
Scanning	0	0.00
General Office	56	74.00
TOTAL	1,308	301.65

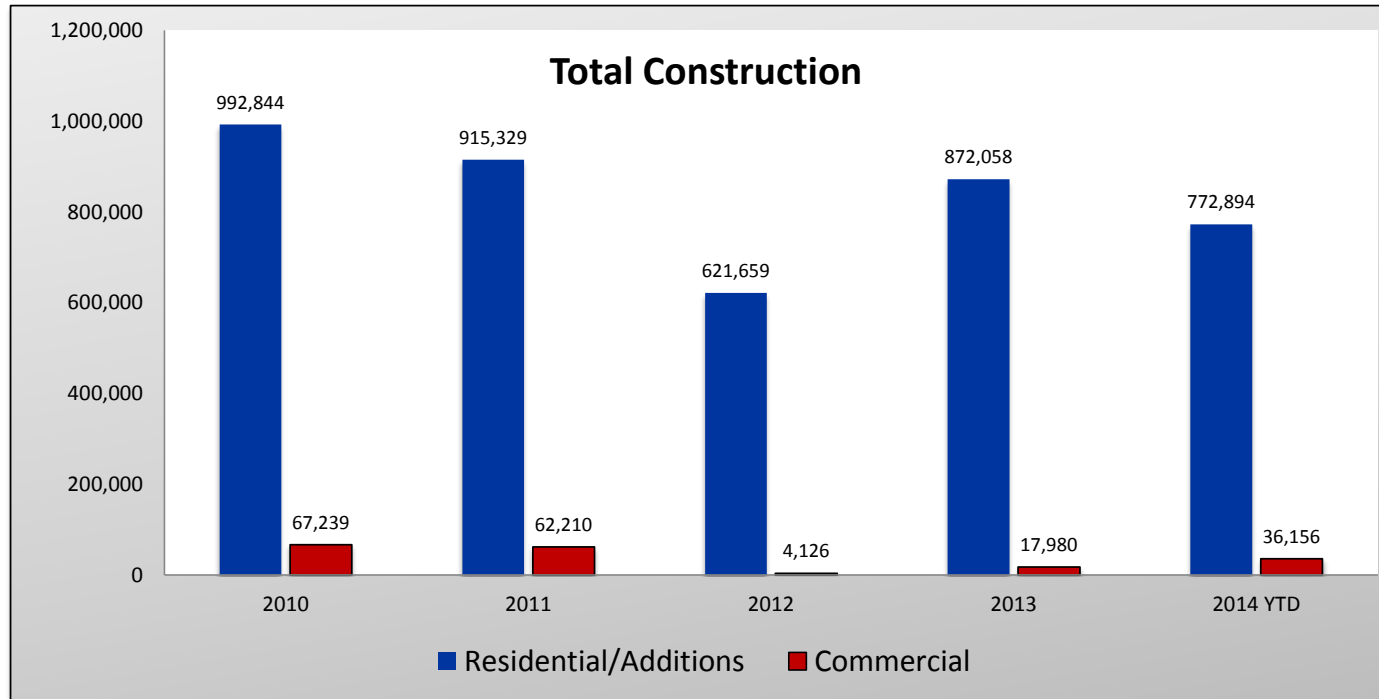
ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff) Internal & External	508	25.40
Correspondence	150	37.50
Walk in/Counter (All Administrative Staff)	229	19.08
Knox Application Request		0.00
UPS Outgoing Shipments		0.00
Plan Accepted/Routed		0.00
Special Projects	77	77.00
Scanning Documents/Electronic Files		0.00
Meetings: Admin/Prevention/Admin Shift	2	2.00
Post Office Runs	0	0.00
Deposit runs and preparations	3	3.00
TOTAL	969	163.98

Rancho Santa Fe Fire Protection District

Fire Prevention Bureau -Construction

November 2014

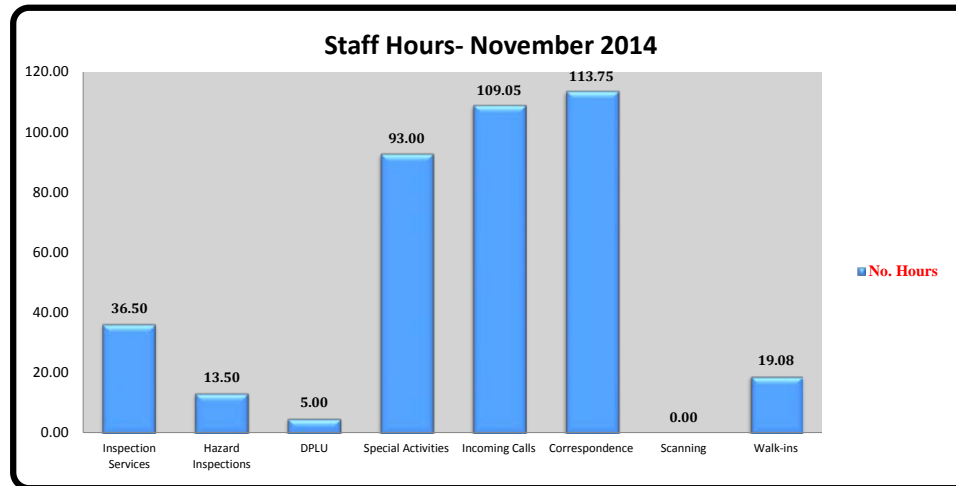
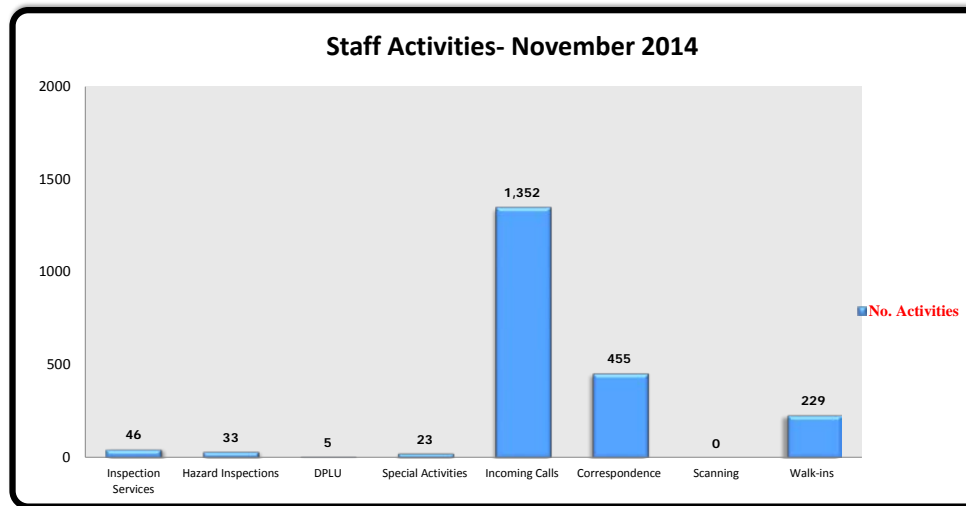


Year	Res/Add	Comm	Total
2010	992,844	67,239	1,060,083
2011	915,329	62,210	977,539
2012	621,659	4,126	625,785
2013	872,058	17,980	890,038
2013 YTD	845,452	17,980	863,432
2014 YTD	772,894	36,156	809,050

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	52,601	77,293	157,035	19,168	55,817	111,794	57,680	189,713	8,606	

**Fire Prevention Monthly Staff Report
November 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	1776	1958	2653	3649	5058	3997	1952	1844	2143	
Hours	269.25	325.08	334.35	334.05	433.25	536.95	668.32	667.33	404.8	413.03	389.88	

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

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

WEBSITE/INTERNET		Staff Hours
Update existing info & documents: <i>Updated home page, news, etc</i>		3.0
		3.0
Compile & write new information: <i>Research potential design options</i>		2.0
		2.0
Social Media <i>Facebook "Fans" - 528</i> <i>Twitter "Followers" - 1655</i>		5.0
		3.0
		2.0
TOTAL		10.0
PUBLICATIONS		Staff Hours
Design/write brochures, flyers, etc: <i>Hands-only CPR</i>		2.0
		2.0
TOTAL		2.0
MEDIA RELATIONS		Staff Hours
On-scene Public Information Officer:		0.0
Press Releases: <i>Winter Safety</i>		4.0
		4.0
Other Articles/Stories/Interviews:		0.0
TOTAL		4.0
EDUCATIONAL PROGRAMS/PRESENTATIONS		Staff Hours
Children's Programs <i>Station Tour - 4</i> <i>Birthday Parties- 0</i> <i>CPR at MCS Prep</i> <i>Coloring Contest</i>		12.0
		1.0
		0.0
		10.0
		1.0
Adult Programs: <i>PulsePoint/AED upkeep</i>		1.0
		1.0
		0.0
TOTAL		13.0

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

EVENTS		Staff Hours
External/Community Events:		2.0
<i>Toy Drive</i>		1.0
<i>Thanksgiving Run</i>		1.0
Internal Events:		0.0
TOTAL		2.0
CONTINUING EDUCATION		Staff Hours
Training Classes:		8.0
<i>So Cal FPOs</i>		8.0
Conferences:		0.0
Meetings:		2.0
<i>Toy Drive</i>		1.0
<i>Thanksgiving Run</i>		1.0
TOTAL		10.0
CLERICAL		Staff Hours
Prevention-related:		36.0
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		30.0
<i>Phone Calls</i>		6.0
Non-prevention/non-minute related:		24.0
TOTAL		60.0
TOTAL HOURS		101.0

RESOLUTION No. 2014-15

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, 2015.

I. SALARIES (FLSA Exempt)

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

<i>Position</i>	<i>Range/Annual Salary</i>	
Fire Chief	\$158,669	\$198,337
Deputy Chief	\$131,701	\$164,627
Battalion Chief	\$114,204	\$142,755
Fire Marshal	\$114,619	\$139,320
Administrative Manager	\$ 94,543	\$118,179

II. RETIREMENT

2.1 Retirement (Safety): the District shall retain a retirement plan with the Public Employees Retirement System (PERS) 3% @ 50 plan for all 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 employees enrolled in the CalPERS 3% @ 50 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.

2.3 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. 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.

2.9 All 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.

2.10 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:

- 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.

2.11 All 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.

2.12 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.

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

III. CLOTHING ALLOWANCE

3.01	Position	Annual Allowance
	Administrative Manager	\$150

Upon termination of any personnel in the above listed positions, the allowance shall then become \$0.

IV. SICK LEAVE

4.1 Shift Employees

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

4.1.2 At retirement, unused sick leave credit for shift employees shall be converted to one of the following:

1. All unused sick leave hours may be reported to CalPERS for additional service credit. Conversion of a shift employee's sick leave bank to equivalent sick days as required by PERS will be computed by dividing the total number of unused sick leave hours by eight (8); or
2. The employee may choose to convert unused sick leave hours to an employee's RHSA at a ratio of 3:1. A minimum of 960 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; or
3. A combination of both options, if the remaining unused sick leave hours not used for additional service credit, exceeds 960 hours.

4.2 Non-shift employees

4.2.1 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.

4.2.2 At retirement, unused sick leave credit for non-shift employees shall be converted to one of the following:

- a. All unused sick leave hours may be reported to CalPERS for additional service credit.
 1. Conversion of a non-shift employee's sick leave bank to equivalent sick days as required by PERS will be computed by dividing the total number of unused sick leave hours by eight (8); or
 2. The employee may choose to convert unused sick leave hours to an employee's RHSA at a ratio of 3:1. A minimum of 685 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 685 hours ; or

3. A combination of both options, if the remaining unused sick leave hours not used for additional service credit, exceeds 685 hours.

4.3 *Management Employees*

4.3.1 The accrual rate shall apply to the employee's permanent work schedule and not be changed for temporary or short-term assignments.

4.3.2 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.

4.03.4 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.

4.03.4 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.

V. INSURANCE

5.1 Medical-Dental: The District shall remit insurance premiums for HMO medical and HMO dental insurance for employees, their dependents, and the Board of Directors in an amount equal to the premium cost of the family rate, up to \$1,000 per month.

5.2 If the premiums for medical and dental insurance exceed \$1,000 per month, the employee and District agree to share the cost difference 50/50. The District shall establish a capped rate equal to the cost of Health Net HMO (family rate) and HMO dental (family rate) of \$1,000, plus the shared cost difference 50/50 that exceeds \$1,000.

5.3 Any unused premium may be used for medical/dental expenses as defined by the Administrative Policy for a maximum period of 24 months. After the 24-month period expires, or at retirement, 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.

5.4 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 employees medical reimbursement account. Unused premiums shall be transferred to the employees HRSA per the provisions in 6.01.

5.5 Employees, upon retirement, at no additional cost to active employees or to the District shall be allowed to remain on the group medical plan. 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. The employee understands that the premium for a retired employee may be higher than that of an active employee. At age 65, the retiree may have additional options available.

5.6 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.

5.7 Long-Term Disability: The District shall provide a Long-Term Disability plan.

5.8 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.

VI. HEALTH RETIREMENT SAVINGS ACCOUNT

6.1 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 the 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 (134.4 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.

VII. MANAGEMENT SUPPLEMENTAL BENEFIT PLAN

7.1 The Management Supplemental Benefit Plan 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. Managers covered by this resolution 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. Medical Reimbursement: this option is considered a non-taxable benefit, which may be used for additional medical/dental expenses. Please note that unused monies in this account are not eligible for transfer to the District's Health Retirement Savings Account.

- d. Combination of Option a, b, or c: this option may not exceed the maximum benefit.

VIII. HOLIDAYS

8.1 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

8.2 All Chief Officers shall receive holiday payment equal to one-half month's salary, payable at the end of November. Rotating schedules to assure availability during holidays will be required.

IX. USE OF DISTRICT VEHICLES

9.1 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

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

9.3 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.

X. VACATION ACCRUAL

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

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

10.02 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.

10.03 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 10.02.

10.04 A written request to sell back accrued vacation must be submitted in writing within 30 days after the work period ends that include June 30 and December 31.

10.05 Payment of accrued vacation sold back to the District will be remitted by separate check, and will not be reported as "reportable compensation" for retirement purposes.

XI. EMERGENCY RESPONSE COMPENSATION

11.1 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.

11.2 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.

11.3 Battalion Chief Extended 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 December 10, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

[Signatures next page]

James H Ashcraft
President

ATTEST:

Karlana Rannals
Secretary

STAFF REPORT

NO. 14-32

TO: BOARD OF DIRECTORS
TONY MICHEL, FIRE CHIEF

FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER

SUBJECT: DISTRICT PAY SCHEDULE

DATE: DECEMBER 4, 2014



RECOMMENDATION

The Administrative Manager recommends the Board of Directors adopt, by Resolution the District Pay Schedule in accordance with California Code of Regulations Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule.

STAFF ANALYSIS

The CalPERS Board of Administration adopted an amendment to California Code of Regulations Section 570.5 (effective August 10, 2011) to require that a pay schedule is available publicly. The regulation specifies that compensation earnable is defined in statute and further clarified by California Code of Regulations (CCR) Section 570.5, and that salaries shall be “duly approved and adopted by the employer’s governing body in accordance with requirements of applicable public meetings laws.” Therefore, only those pay amounts that meet the definition of compensation earnable can be used when calculating retirement benefits. This regulation applies to all employers reporting compensation to CalPERS.

The pay schedule “Attachment A” to Resolution 2014-16 reflects all salaries currently in place and previously agreed to by the District Board of Directors or Fire Chief.

RESOLUTION No. 2014-16

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 and adopted.
- 2) That the pay schedule 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 December 10, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES H ASHCRAFT
President

ATTEST:

Karlena Rannals
Secretary

Rancho Santa Fe Fire Protection District Resolution 2014-16 Exhibit "A"

Effective Date - January 1, 2015

Memorandum of Understanding Positions - Administration

	Steps or Range				
Deputy Fire Marshal	A	B	C	D	E
Hourly	\$41,077	\$43,131	\$45,287	\$47,551	\$49,929
Monthly	\$7,120	\$7,476	\$7,850	\$8,242	\$8,654
Annual	\$85,440	\$89,712	\$94,197	\$98,907	\$103,852
Fire Prevention Specialist	A	B	C	D	E
Hourly	\$31,189	\$32,748	\$34,385	\$36,105	\$37,910
Monthly	\$5,406	\$5,676	\$5,960	\$6,258	\$6,571
Annual	\$64,872	\$68,116	\$71,522	\$75,098	\$78,853
Fire Prevention Specialist II/Forester	A	B	C	D	E
Hourly	\$34,308	\$36,024	\$37,825	\$39,716	\$41,702
Monthly	\$5,947	\$6,244	\$6,556	\$6,884	\$7,228
Annual	\$71,361	\$74,929	\$78,676	\$82,610	\$86,740
Public Education Coordinator	A	B	C	D	E
Hourly	\$31,976	\$33,575	\$35,254	\$37,016	\$38,867
Monthly	\$5,543	\$5,820	\$6,111	\$6,416	\$6,737
Annual	\$66,510	\$69,836	\$73,327	\$76,994	\$80,843
Office Support Coordinator - FP	A	B	C	D	E
Hourly	\$22,540	\$23,667	\$24,851	\$26,093	\$27,398
Semi Monthly	\$3,907	\$4,102	\$4,307	\$4,523	\$4,749
Annual	\$46,884	\$49,228	\$51,690	\$54,274	\$56,988
Accounting Specialist	A	B	C	D	E
Hourly	\$27,531	\$28,907	\$30,353	\$31,870	\$33,464
Monthly	\$4,772	\$5,011	\$5,261	\$5,524	\$5,800
Annual	\$57,264	\$60,128	\$63,134	\$66,291	\$69,605
Staff Assistant - ADMIN	A	B	C	D	E
Hourly	\$24,296	\$25,511	\$26,786	\$28,126	\$29,532
Monthly	\$4,211	\$4,422	\$4,643	\$4,875	\$5,119
Annual	\$50,536	\$53,063	\$55,716	\$58,501	\$61,427

Memorandum of Understanding Positions - Safety

Firefighter/Paramedic	A	B	C	D	E
Hourly	\$24,165	\$25,374	\$26,642	\$27,975	\$29,373
OT Rate	\$36,248	\$38,061	\$39,964	\$41,962	\$44,060
Semi Monthly	\$3,011	\$3,161	\$3,319	\$3,485	\$3,659
Monthly (Includes FLSA)	\$6,021	\$6,322	\$6,638	\$6,970	\$7,319
Annual (Includes FLSA)	\$72,255	\$75,868	\$79,661	\$83,644	\$87,826
Engineer	A	B	C	D	E
Hourly	\$25,117	\$26,373	\$27,692	\$29,077	\$30,530
Monthly (Includes FLSA)	\$6,258	\$6,571	\$6,900	\$7,245	\$7,607
Annual (Includes FLSA)	\$75,101	\$78,856	\$82,799	\$86,939	\$91,286
Engineer/Paramedic	A	B	C	D	E
Hourly	\$25,792	\$27,08	\$28,435	\$29,857	\$31,350
Monthly (Includes FLSA)	\$6,426	\$6,748	\$7,085	\$7,439	\$7,811
Annual (Includes FLSA)	\$77,118	\$80,973	\$85,022	\$89,273	\$93,737
Captain	A	B	C	D	E
Hourly	\$29,468	\$30,94	\$32,488	\$34,113	\$35,818
Monthly (Includes FLSA)	\$7,342	\$7,710	\$8,095	\$8,500	\$8,925
Annual (Includes FLSA)	\$88,109	\$92,514	\$97,140	\$101,997	\$107,097

Board Resolution Positions - Exempt

Emergency Medical Services Coordinator	Range	
Monthly	\$7,070	\$8,593
Annual	\$84,837	\$103,119
Fire Chief	Range	
Monthly	\$13,222	\$16,528
Annual	\$158,669	\$198,337
Deputy Chief	Range	
Monthly	\$10,975	\$13,719
Annual	\$131,701	\$164,627
Battalion Chief	Range	
Monthly	\$9,517	\$11,896
Annual	\$114,204	\$142,755
Fire Marshal	Range	
Monthly	\$9,552	\$11,610
Annual	\$114,619	\$139,320
Administrative Manager	Range	
Monthly	\$7,879	\$9,848
Annual	\$94,543	\$118,179

STAFF REPORT

NO. 14-33

TO: BOARD OF DIRECTORS
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER
SUBJECT: DISTRICT REPRESENTATIVE; APPOINTMENTS
DATE: DECEMBER 4, 2014



BACKGROUND

After each general election, the District must select its officers (President, Vice president, and Secretary/Clerk). At the same meeting, the Board of Directors typically reviews their committee assignments.

CURRENT SITUATION

The following Board members are assigned currently to the following boards or committees:

Board of Directors

North County Dispatch JPA – Jim Ashcraft (primary); Nancy C. Hillgren (alternate)

Advisory Board

County Service Area (CSA) – 17 – Nancy C. Hillgren (primary); Tucker Stine (alternate)

Ad Hoc Committee

Finance/Audit – Randy Malin, John Tanner

Staff Assigned: Karlena Rannals

Negotiations – Jim Ashcraft, Randy Malin

Staff Assigned: Mike Gibbs, Karlena Rannals

RECOMMENDATION

Review Board and committee assignments, select and appoint board members as appropriate.