



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING  
AGENDA**

Rancho Santa Fe FPD  
Board Room – 18027 Calle Ambiente, Ste. 101  
Rancho Santa Fe, California 92067

November 20, 2024  
1:00 pm PT  
Regular Meeting

**Public Comment:** To submit a comment in writing, please email [Montagne@rsf-fire.org](mailto:Montagne@rsf-fire.org) and write “Public Comment” in the subject line. In the body of the email include the item number and/or title of the item as well as your comments. If you would like the comment to be read aloud at the meeting (not to exceed five minutes), please write “Read Out Loud at Meeting” at the top of the email. All comments received by 11:00 am will be emailed to the Board of Directors and included as “Supplemental Information” on the district’s website prior to the meeting. Any comments received after 11:00 am will be added to the record and shared with the members of the Board at the meeting.

**Americans with Disabilities Act:** If you need special assistance to participate in this meeting, please contact the Board Clerk 858-756-5971 ext. 1014. Notification 48 hours prior to the meeting will enable the district to make reasonable arrangements to assure accessibility to the meeting.

**Rules for Addressing the 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 act on any matter presented during the Public Comment but can refer it to staff for review and possible discussion at a future meeting. As permitted by State Law, the Board may act on matters of an urgent nature, or which require immediate attention. The time allotted for each presentation is subject to the discretion of the board and based on the number of intended speakers. Each audience member will be allotted an equal amount of time.

**Agendas:** Agenda packets are available for public inspection 72 hours prior to scheduled meetings at the Board Clerk’s office located at 18027 Calle Ambiente, Suite 101, Rancho Santa Fe, CA during normal business hours. Packet documents are also posted online at [www.rsf-fire.org](http://www.rsf-fire.org).



# Rancho Santa Fe Fire Protection District Board of Directors

## Regular Meeting

November 20, 2024

1. Call to Order
2. Determination of a Quorum/Roll Call
3. Pledge of Allegiance
4. AB 2449 Approve Director's Request
  - If a request is submitted, consider approval of the Director's request to participate remotely and utilize Just Cause or Emergency Circumstance per AB 2449
5. Approval of Agenda
6. Public Comment

This portion of the agenda may be utilized by any person to address the Board of Directors on any matter within their jurisdiction. However, depending on the subject matter, the Board may be unable to respond at this time or until the specific item is placed on the agenda at a future meeting, as provided by The Brown Act. Comments will be limited to five (5) minutes per person.
7. Motion waiving reading in full of all Resolutions/Ordinances

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

8. Consent Calendar
    - a. Board of Directors Minutes
      - Board of Directors Minutes of October 16, 2024  
ACTION REQUESTED: **Approve**
    - b. Receive and File
      - Monthly/Quarterly Reports for October 2024
        - (1) List of Demands: Checks 38218 through 38303 and Electronic Funds Transfers (EFTs)

totaling:	\$ 763,359.67
Payroll(s) totaling:	\$ <u>900,740.45</u>
TOTAL DISTRIBUTION	\$ 1,664,100.42
        - (2) Grant Recap
        - (3) Activity Reports – October 2024
          - (a) Operations
          - (b) Training
          - (c) Fire Prevention
          - (d) Finance
- ACTION REQUESTED: **Receive and File**



# Rancho Santa Fe Fire Protection District Board of Directors

## Regular Meeting

November 20, 2024

9. Correspondence
10. Unfinished Business
11. New Business
  - a. Board of Directors Meeting Calendar  
To discuss and confirm the CY25 meeting schedule. [Staff Report 24-30](#)  
ACTION REQUESTED: **Confirm dates and/or modify schedule if necessary**
  - b. Voluntary Funding Contribution – Questhaven Residential Project  
To discuss and approve the acceptance of potential future voluntary contributions from the Questhaven Residential Project to invest in the Fire Districts’ capital projects.  
[Staff Report 24-31](#)  
ACTION REQUESTED: **Approve**
  - c. Voluntary Funding Contribution – Harmony Grove Village South (HGVS) Project  
To discuss and approve the acceptance of potential future voluntary contributions from the HGVS Project to invest in the Fire Districts’ capital projects.  
[Staff Report 24-32](#)  
ACTION REQUESTED: **Approve**
  - d. Resolution No. 2024-16  
To discuss and/or adopt a Resolution entitled A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Acknowledging Receipt of a report made by the Fire Chief regarding required inspections of certain occupancies pursuant to sections 13146.2 and 13146.3 of the California Health and Safety Code. [Staff Report 24-33](#)  
ACTION REQUESTED: **Adopt**
  - e. Resolution No. 2024-17  
To discuss and/or adopt a Resolution entitled A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Government Code section 21156. [Staff Report 24-34](#)  
ACTION REQUESTED: **Adopt**
12. Oral Reports
  - i. Fire Chief
  - ii. Operations
  - iii. Training
  - iv. Fire Prevention
  - v. Finance ManagerBoard of Directors
  - vi. North County Dispatch JPA – Update
  - vii. County Service Area – 17 – Update
  - viii. Rancho Santa Fe Fire District Foundation - Update
  - ix. Director Comments



# Rancho Santa Fe Fire Protection District Board of Directors Regular Meeting

November 20, 2024

## 13. Adjournment

The next regular Board of Directors meeting to be held on December 18, 2024, in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.

## CERTIFICATION OF POSTING

I certify that on November 15, 2024, a copy of the foregoing agenda was posted on the district's website and near the meeting place of the Board of Directors of Rancho Santa Fe Fire Protection District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Rancho Santa Fe, California on November 15, 2024:

A handwritten signature in blue ink, appearing to read "Sarah Montagne", is written over a horizontal line.

Sarah Montagne  
Board Clerk

Rancho Santa Fe Fire Protection District  
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Minutes October 16, 2024



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

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

**Determination of a Quorum**

Quorum confirmed.

**Roll Call**

Directors Present: Ashcraft, Malin, Stine, Tanner, Hillgren (Virtual)  
Directors Absent: None  
Staff Present: Fire Chief Dave McQuead; Deputy Chief Jim Mickelson; Fire Marshal Marlene Donner; Finance Manager Burgen Havens; Executive Assistant/Board Clerk Sarah Montagne; Training Chief Luke Bennett; Battalion Chief Paul Roman, Fire Captain Krueger, Fire Engineer Schmid, Firefighter Shimer  
RSF Fire District Foundation: Retired Fire Chief Frank Twohy

**Pledge of Allegiance**

Deputy Chief Mickelson led the assembly in the Pledge of Allegiance.

**AB 2449 Approve Director's Request**

Director Hillgren's request for remote participation was granted.

1. **Motion waiving reading in full of all Resolutions/Ordinances**  
MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR MALIN, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.
2. **Consent Calendar**  
MOTION BY DIRECTOR ASHCRAFT, SECOND BY DIRECTOR STINE, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the consent calendar.
3. **Public Comment**  
One member of the public commented regarding his home project.
4. **Correspondence**  
Letter from Elfin Forest Harmony Grove Town Council re: Harmony Grove Village South Recirculated EIR (SCH# 2015081071) filed.
5. **Ordinance/Resolution**
  - a. **Resolution No. 2024-15**  
To discuss and/or adopt a resolution entitled A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing the District's Goal of Creating and Maintaining Dedicated

Rancho Santa Fe Fire Protection District  
Regular Board of Directors Meeting  
Minutes October 16, 2024



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Reserves, Approving the Amount of Funds to be placed in Reserves, and Establishing Formal Criteria for the Expenditure of Such Reserves.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE. MOTION CARRIED to adopt Resolution No. 2024-15.

AYE: DIRECTOR ASHCRAFT, DIRECTOR MALIN, DIRECTOR TANNER, DIRECTOR STINE, DIRECTOR HILLGREN  
NAY: NONE

ABSENT: NONE

ABSTAIN: NONE

6. **New Business**

a. **Matter of the Appeal of the Demotion of Ray Ligtenberg**

To discuss and/or approve the Advisory Decision of the Administrative Law Judge Mary Agnes Matyszewski, In the Matter of the Appeal of the Demotion of Ray Ligtenberg (OAH No. 2024060783). A copy of the Advisory Decision is included in the Agenda package.

ACTION REQUESTED: In accordance with Government Code ("GC") §11517(c)(1), the Board of Directors may take one of the following actions:

1. *Adopt the proposed decision in its entirety, or*
2. *Reduce or otherwise mitigate the proposed penalty and adopt the balance of the proposed decision, or*
3. *Make technical or other minor changes in the proposed decision and adopt it as the decision. Action by the agency under this paragraph is limited to a clarifying change or a change of a similar nature that does not affect the factual or legal basis of the proposed decision, or*
4. *Reject the proposed decision and refer the case to the same administrative law judge if reasonably available, otherwise to another administrative law judge, to take additional evidence, or*
5. *Reject the proposed decision, and decide the case upon the record, including the transcript, or upon an agreed statement of the parties, with or without taking additional evidence, or*
6. *Take no action and the Advisory Decision will be effective 100 days from September 25, 2024.*

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE. MOTION CARRIED to approve the Advisory Decision of the Administrative Law Judge and Adopt the proposed decision in its entirety (#1).

AYE: DIRECTOR ASHCRAFT, DIRECTOR MALIN, DIRECTOR TANNER, DIRECTOR STINE, DIRECTOR HILLGREN  
NAY: NONE

ABSENT: NONE

ABSTAIN: NONE

7. **Oral Reports**

a. **Fire Chief:**

*Fire Chief McQuead reported on the Sacramento Fallen Firefighters event and Pancake Breakfast.*

b. **Operations:**

*Deputy Chief Mickelson reported on new hires and call volume for September. Chief Mickelson reported on deployments, fuel moisture, and local incidents.*

c. **Training:**

*Battalion Chief Bennett reported on the list of scheduled and ongoing trainings. Reported positive experience with First Alarm Wellness.*

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d. **Fire Prevention:**

*Fire Marshal Donner reported on various plan reviews and projects. 170 plan reviews in the queue. Conducting Fire Prevention Specialist interviews.*

e. **Finance:**

*Finance Manager Havens reported on the ongoing audit with the new team. Reported on upcoming conferences for CalPERS and Caselle.*

f. **Board of Directors:**

i. **North County Dispatch JPA:**

*Next meeting is set for December.*

ii. **County Service Area – 17:**

*Next meeting is set for Nov. 12<sup>th</sup> @ 4p.*

iii. **Rancho Santa Fe Fire District Foundation:**

*Retired Chief Twohy reported a positive experience at Station Tour with 2 new Foundation Board Members. Reported donations received at Pancake Breakfast and Jaws of Life demonstration.*

iv. Director Comments:

Malin: No comment

Ashcraft: Impressed at the turnout of families to the Pancake Breakfast.

Tanner: No comment.

Stine: Impressed with Drone display and Pancake Breakfast.

Hillgren: Reminder to fellow Board members of choking protocols.

8. **Adjournment**

*Meeting adjourned at 2:17pm*

*The next regular Board of Directors meeting is to be held on November 20, 2024, in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.*

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Sarah Montagne  
Executive Assistant/Board Clerk

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James H. Ashcraft  
President

Report Criteria:

Report type: Invoice detail

Check.Type = {<->} "Adjustment"

Check Issue Date	Check Number	Payee	Amount	Invoice GL Account Title
10/04/2024	38218	A to Z Plumbing Inc	190.00	BUILDING: RSF2
10/04/2024	38219	About Service Inc	550.00	APPARATUS/VEHICLES
10/04/2024	38220	Aicon Technologies DBA Aicon Solar	18,597.90	CAPITAL - FACILITIES
10/04/2024	38221	AT&T Calnet 2/3	30.42	UTILITIES: RSF1
10/04/2024	38221	AT&T Calnet 2/3	30.42	UTILITIES: RSF1
10/04/2024	38221	AT&T Calnet 2/3	75.98	UTILITIES: RSF3
10/04/2024	38221	AT&T Calnet 2/3	89.73	UTILITIES: RSF1
10/04/2024	38221	AT&T Calnet 2/3	152.82	UTILITIES: ADMIN
10/04/2024	38221	AT&T Calnet 2/3	34.46	UTILITIES: RSF3
10/04/2024	38221	AT&T Calnet 2/3	59.38	UTILITIES: ADMIN
10/04/2024	38222	Charter Communications Holdings LLC (Sp	1,228.92	UTILITIES: ADMIN
10/04/2024	38223	Charter Communications Holdings LLC (Sp	48.62	UTILITIES: RSF4
10/04/2024	38224	Cielo Village Partners LP	3,200.00	BUILDING: ADMIN
10/04/2024	38225	Cox Communications	590.73	UTILITIES: RSF2
10/04/2024	38226	Dish	120.80	UTILITIES: RSF6
10/04/2024	38227	EAN Services, LLC	1,314.74	DEPLOYMENT EXPENSES
10/04/2024	38228	EDCO Waste & Recycling Inc	243.72	UTILITIES: RSF5
10/04/2024	38228	EDCO Waste & Recycling Inc	213.97	UTILITIES: RSF6
10/04/2024	38229	Eide Bailly LLP	4,807.79	CONSULTING SVCS - FINANCIAL
10/04/2024	38230	Encinitas Ford	2,566.22	APPARATUS: SCHEDULED
10/04/2024	38231	Entenmann-Rovin Co Inc.	244.21	UNIFORMS
10/04/2024	38232	Gregory Johnson DBA Johnson Equipment Co	65,470.48	CAPITAL - APPARATUS
10/04/2024	38233	Griffin Ace Hardware Co.	99.09	STATION SUPPLIES
10/04/2024	38234	Industrial Commercial Systems INC.	2,523.66	BUILDING: RSF3
10/04/2024	38235	Integrity Data	258.00	MEMBERSHIPS & SUBSCRIPTIONS
10/04/2024	38236	Nationwide Medical Surgical Inc	978.60	CSA-17 CONTRACT
10/04/2024	38236	Nationwide Medical Surgical Inc	131.90	CSA-17 CONTRACT
10/04/2024	38237	Olivenhain Municipal Water District	170.10	UTILITIES: RSF2
10/04/2024	38237	Olivenhain Municipal Water District	1,045.45	UTILITIES: RSF2
10/04/2024	38237	Olivenhain Municipal Water District	465.21	UTILITIES: RSF4
10/04/2024	38238	Race Telecommunications INC	179.50	UTILITIES: RSF1
10/04/2024	38239	Rincon Del Diablo Municipal Water Distri	447.01	UTILITIES: RSF5
10/04/2024	38239	Rincon Del Diablo Municipal Water Distri	492.08	UTILITIES: RSF5
10/04/2024	38240	Robert Half International	286.26	TEMPORARY STAFF EXPENSE
10/04/2024	38241	SC Commercial LLC	1,839.89	FUEL/PROPANE
10/04/2024	38242	Streamline	497.00	WEBSITE
10/04/2024	38243	Verizon Wireless	336.27	CSA-17 CONTRACT
10/04/2024	38243	Verizon Wireless	1,888.30	CELLULAR
10/04/2024	38244	Waste Management Inc	547.23	UTILITIES: RSF1
10/04/2024	38244	Waste Management Inc	333.45	UTILITIES: RSF4
10/04/2024	38244	Waste Management Inc	333.45	UTILITIES: RSF3
10/04/2024	38244	Waste Management Inc	347.53	UTILITIES: RSF2
10/04/2024	38245	Western Fire Protection	940.00	BUILDING: RSF6
10/04/2024	38245	Western Fire Protection	1,985.00	BUILDING: RSF4
10/11/2024	38246	Accme Janitorial Service Inc	740.00	BUILDING: ADMIN
10/11/2024	38247	Alert-all Corporation	905.10	PUBLIC EDUCATION MATERIALS
10/11/2024	38247	Alert-all Corporation	2,268.14	PUBLIC EDUCATION MATERIALS
10/11/2024	38248	Caselle INC.	1,306.00	COMPUTERS & PRINTERS
10/11/2024	38249	Coast to Coast Restoration, Inc	5,675.00	BUILDING: RSF6
10/11/2024	38250	County of SD/RCS	72.50	800 MHz NETWORK FEES
10/11/2024	38250	County of SD/RCS	3,097.50	800 MHz NETWORK FEES
10/11/2024	38251	EDCO Waste & Recycling Inc	134.44	UTILITIES: RSF6
10/11/2024	38252	FedEx	9.20	CSA-17 CONTRACT
10/11/2024	38253	Fitch Law Firm Inc	3,704.01	LEGAL SERVICES



Check Issue Date	Check Number	Payee	Amount	Invoice GL Account Title
10/11/2024	38254	Griffin Ace Hardware Co.	79.26	APPARATUS/VEHICLES
10/11/2024	38254	Griffin Ace Hardware Co.	59.39	STATION SUPPLIES
10/11/2024	38255	Hanna Plumbing & Supply	2,949.26	BUILDING: RSF2
10/11/2024	38256	Home Depot INC	1,650.28	STATION SUPPLIES
10/11/2024	38257	Hume & Company	800.00	BUILDING: RSF1
10/11/2024	38258	Lincoln National Life Ins Co	300.96	LIFE INSURANCE
10/11/2024	38259	NCDJPA	54,580.25	DISPATCH SERVICES
10/11/2024	38260	Olivenhain Municipal Water District	253.98	UTILITIES: RSF3
10/11/2024	38261	Parkhouse Tire INC.	267.69	APPARATUS/VEHICLES
10/11/2024	38262	Pitney Bowes Inc	405.48	MACHINES & OFFICE EQUIPMENT
10/11/2024	38263	Quench USA, Inc.	128.01	BUILDING: ADMIN
10/11/2024	38263	Quench USA, Inc.	124.45	BUILDING: RSF6
10/11/2024	38264	R.E. Badger & Son INC.	400.00	BUILDING: RSF6
10/11/2024	38265	Rancho Santa Fe Rotary	345.00	MEMBERSHIPS & SUBSCRIPTIONS
10/11/2024	38266	Richards Performance Muffler	3,005.30	CAPITAL - APPARATUS
10/11/2024	38267	Rincon Del Diablo Municipal Water Distri	12,386.40	UTILITIES: RSF5
10/11/2024	38268	Robert Half International	292.50	TEMPORARY STAFF EXPENSE
10/11/2024	38269	RSF Mail Delivery Solutions	120.00	OFFICE EXPENSES
10/11/2024	38270	Santa Fe Irrigation District	236.51	UTILITIES: RSF1
10/11/2024	38270	Santa Fe Irrigation District	303.62	UTILITIES: RSF1
10/11/2024	38271	SC Commercial LLC	1,516.31	FUEL/PROPANE
10/11/2024	38271	SC Commercial LLC	1,950.70	FUEL/PROPANE
10/11/2024	38271	SC Commercial LLC	966.52	FUEL/PROPANE
10/11/2024	38271	SC Commercial LLC	749.14	FUEL/PROPANE
10/11/2024	38271	SC Commercial LLC	323.76	FUEL/PROPANE
10/11/2024	38271	SC Commercial LLC	2,120.20	FUEL/PROPANE
10/11/2024	38272	SDG&E	1,385.32	UTILITIES: RSF6
10/11/2024	38273	U.S. Bank Corporate Payment Systems	16,991.19	CAL-CARD PROGRAM
10/25/2024	38274	Allstar Water Systems, Inc	676.34	BUILDING: RSF4
10/25/2024	38275	AT&T	66.85	UTILITIES: RSF3
10/25/2024	38275	AT&T	70.60	UTILITIES: RSF1
10/25/2024	38275	AT&T	78.70	UTILITIES: RSF2
10/25/2024	38275	AT&T	248.86	UTILITIES: RSF5
10/25/2024	38275	AT&T	69.55	UTILITIES: RSF6
10/25/2024	38276	AT&T Calnet 2/3	129.99	UTILITIES: RSF6
10/25/2024	38276	AT&T Calnet 2/3	970.23	UTILITIES: RSF4
10/25/2024	38276	AT&T Calnet 2/3	1,207.45	UTILITIES: RSF6
10/25/2024	38276	AT&T Calnet 2/3	112.04	UTILITIES: RSF2
10/25/2024	38276	AT&T Calnet 2/3	169.62	UTILITIES: RSF4
10/25/2024	38276	AT&T Calnet 2/3	242.42	UTILITIES: ADMIN
10/25/2024	38276	AT&T Calnet 2/3	44.08	UTILITIES: ADMIN
10/25/2024	38277	C.A.P.F.	1,681.50	DISABILITY INSURANCE
10/25/2024	38278	Charter Communications Holdings LLC (Sp	277.80	UTILITIES: ADMIN
10/25/2024	38279	Coast to Coast Restoration, Inc	1,150.46	BUILDING: RSF4
10/25/2024	38280	Compressed Air Specialties Inc	1,246.34	SCBA EQUIPMENT
10/25/2024	38280	Compressed Air Specialties Inc	1,830.15	SCBA EQUIPMENT
10/25/2024	38281	Concentra	1,242.00	NEW HIRES & BACKGROUNDS
10/25/2024	38281	Concentra	1,242.00	NEW HIRES & BACKGROUNDS
10/25/2024	38282	Duthie Electric Svc Corp	543.95	GENERATORS
10/25/2024	38282	Duthie Electric Svc Corp	766.64	GENERATORS
10/25/2024	38282	Duthie Electric Svc Corp	742.74	GENERATORS
10/25/2024	38282	Duthie Electric Svc Corp	766.64	GENERATORS
10/25/2024	38282	Duthie Electric Svc Corp	801.55	GENERATORS
10/25/2024	38282	Duthie Electric Svc Corp	766.64	GENERATORS
10/25/2024	38282	Duthie Electric Svc Corp	783.95	GENERATORS
10/25/2024	38282	Duthie Electric Svc Corp	1,296.28	GENERATORS
10/25/2024	38283	E7 Systems LLC	500.00	CONSULTING SVCS - PREVENTI
10/25/2024	38284	Encinitas Ford	319.92	APPARATUS: SCHEDULED

Check Issue Date	Check Number	Payee	Amount	Invoice GL Account Title
10/25/2024	38285	Erik M. & Christina M Bessel DBA Spot On	411.17	UNIFORMS
10/25/2024	38286	Gregory Rainville	226.80	MEETINGS & SPECIAL EVENTS
10/25/2024	38287	Griffin Ace Hardware Co.	47.58	BUILDING: RSF2
10/25/2024	38287	Griffin Ace Hardware Co.	94.94	STATION SUPPLIES
10/25/2024	38288	Industrial Commercial Systems INC.	750.00	BUILDING: RSF2
10/25/2024	38289	Joe's Paving Co., Inc.	4,039.00	BUILDING: RSF2
10/25/2024	38290	Ken Grody Ford	102,992.84	CAPITAL - APPARATUS
10/25/2024	38291	Konica Minolta Business Inc	167.12	COPIER MAINTENANCE CONTRACT
10/25/2024	38292	L N Curtis & Sons Inc	1,018.24	PPE
10/25/2024	38292	L N Curtis & Sons Inc	5,193.95	HOSE & NOZZLES
10/25/2024	38292	L N Curtis & Sons Inc	5,491.92	PPE
10/25/2024	38293	Lincoln National Life Ins Co	446.64	LIFE INSURANCE
10/25/2024	38293	Lincoln National Life Ins Co	462.83	LIFE INSURANCE
10/25/2024	38294	North County EVS Inc	1,407.12	APPARATUS: SCHEDULED
10/25/2024	38294	North County EVS Inc	503.66	APPARATUS: REPAIR
10/25/2024	38294	North County EVS Inc	1,537.44	APPARATUS: REPAIR
10/25/2024	38294	North County EVS Inc	4,708.29	APPARATUS: REPAIR
10/25/2024	38294	North County EVS Inc	1,827.12	APPARATUS: SCHEDULED
10/25/2024	38294	North County EVS Inc	330.00	APPARATUS: REPAIR
10/25/2024	38295	Olivenhain Municipal Water District	218.42	UTILITIES: RSF6
10/25/2024	38296	Parkhouse Tire INC.	138.13	APPARATUS: REPAIR
10/25/2024	38296	Parkhouse Tire INC.	68.00	APPARATUS/VEHICLES
10/25/2024	38297	RSF Security Inc	50.00	UTILITIES: RSF5
10/25/2024	38298	SC Commercial LLC	2,369.62	FUEL/PROPANE
10/25/2024	38298	SC Commercial LLC	1,007.36	FUEL/PROPANE
10/25/2024	38298	SC Commercial LLC	1,004.82	FUEL/PROPANE
10/25/2024	38298	SC Commercial LLC	2,467.12	FUEL/PROPANE
10/25/2024	38299	SDG&E	4,248.16	UTILITIES: RSF4
10/25/2024	38299	SDG&E	1,280.64	UTILITIES: ADMIN
10/25/2024	38299	SDG&E	3,989.17	UTILITIES: RSF1
10/25/2024	38299	SDG&E	3,333.62	UTILITIES: RSF3
10/25/2024	38299	SDG&E	758.55	UTILITIES: ADMIN
10/25/2024	38299	SDG&E	3,608.64	UTILITIES: RSF2
10/25/2024	38299	SDG&E	84.38	UTILITIES: ADMIN
10/25/2024	38299	SDG&E	597.57	UTILITIES: RSF5
10/25/2024	38300	Shred it Stericycle	138.22	OFFICE EXPENSES
10/25/2024	38301	State of CA Dept of Justice	64.00	NEW HIRES & BACKGROUNDS
10/25/2024	38302	Uniforms Plus	422.73	UNIFORMS
10/25/2024	38302	Uniforms Plus	481.64	UNIFORMS
10/25/2024	38302	Uniforms Plus	167.01	UNIFORMS
10/25/2024	38302	Uniforms Plus	417.84	UNIFORMS
10/25/2024	38302	Uniforms Plus	178.05	UNIFORMS
10/25/2024	38303	Willdan Financial Services Inc	5,407.21	PRO SER/Benefit Assessment
10/11/2024	24101101	David C McQuead	250.00	CSA-17 CONTRACT
10/11/2024	24101102	Sandra N. Reyes	155.69	TRAINING: ADMINISTRATION
10/25/2024	24102501	Paul Roman	729.00	HIGHER EDUCATION
10/25/2024	24102502	CalPERS - Health	2,171.62	ADMINISTRATION FEES
10/25/2024	24102503	CalPERS - Health	98,578.70	ADMINISTRATION FEES
10/25/2024	24102504	CalPERS	240,718.63	PERS SURVIVOR BENEFIT
Grand Totals:			763,359.67	

Date	Amount	Purpose
10/1/24-10/31/24	<b>\$763,359.67</b>	LOD Report-October
10/15/2024	\$552,349.87	RSF Fire Payroll
10/30/2024	\$348,390.88	RSF Fire Payroll
<b>Subtotal</b>	<b>\$900,740.75</b>	
<b>TOTAL</b>	<b>\$1,664,100.42</b>	

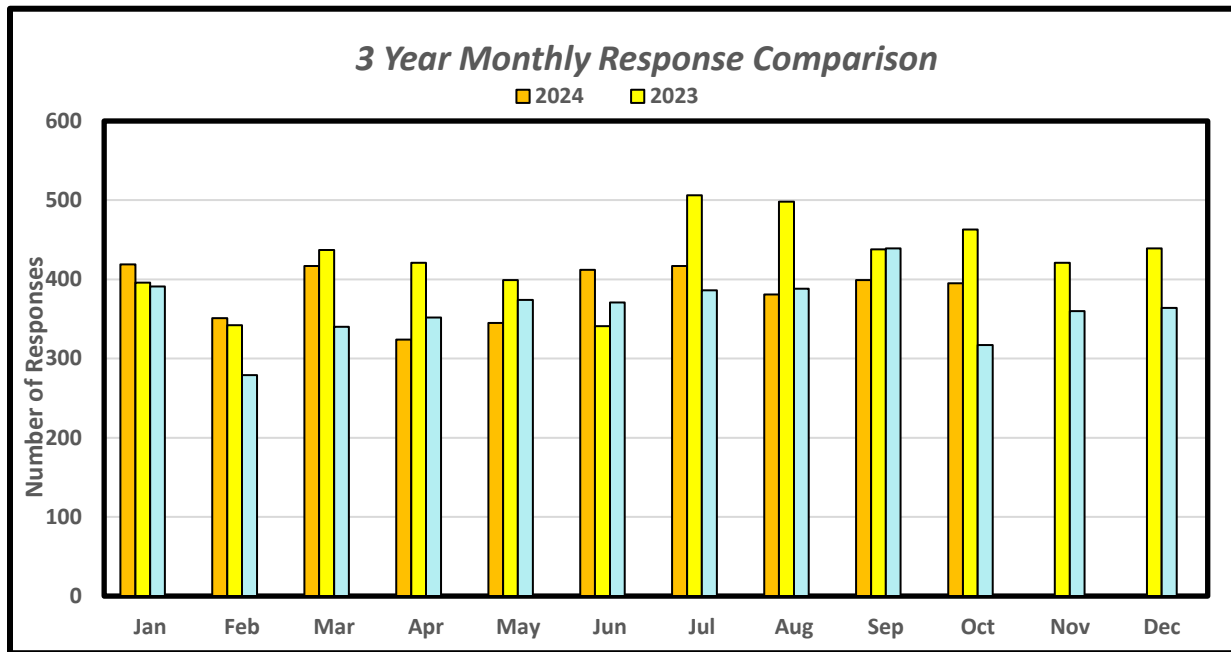
# RSF Grant Re-Cap October 2024

Status	Date Submitted	Agency/Grantor Name	Description / Items Requested	Amount Requested	Total Received	Notes:
ACTIVE	9/30/2021	FEMA	Covid Forced Labor OT	\$ 93,084.25		RFI completed 8/2022. Under eligibility review.
ACTIVE	9/7/2021	UASI FY19	Rescue Systems 1	\$ 7,705.26		Audit Feedback recieved, working on correcting issues
ACTIVE		UASI FY21	Fresno Symposium & Rescue Systems 1	\$ 20,655.00		Submitted for Reimbursement
ACTIVE		UASI FY22	Fresno Symposium	\$ 15,000.00		Not seeking Reimbursement-No Symposium in FY22
ACTIVE	9/29/2022	UASI FY23	Training Courses	\$ 89,098.86		Approved 05/16/2024, Approved amount lowered to \$52,645.00
ACTIVE	9/26/2023	UASI FY24	Fresno Symposium & Training Courses	\$ 63,620.00		Application Submitted
ACTIVE	9/12/2024	UASI FY25	Fresno Symposium & Training Courses	\$ 15,000.00		Application Submitted
						Elfin Forest/Harmony Grove Clean Up; Collaborating w/UrbanCorp, San Marcos Fire and Escondido Fire; 3 year grant - 1/2023-12/2025; Financials going through UrbanCorp. Work expected to be completed by end of February 2024.
ACTIVE	8/1/2022	Coastal Conservancy	Escondido Creek/San Marcos Space/Roadway Clearance	\$ 325,864.00		Defensible
ACTIVE		SHSGP FY22	4 Radios	\$ 20,338.00	\$20,338.00	Completed-Check received
ACTIVE		SHSGP FY23	2 Radios, MacBooks	\$ 17,080.00		All Items Received. Processing for payment.
ACTIVE		SHSGP FY24	Multigas Monitors	\$ 12,655.00		Application updated, amount reduced per County.
CLOSED	4/17/2024	SHSGP FY21	4 Radios	\$ 22,904.00	\$22,904.00	Completed-Check Recieved
CLOSED	5/15/2023	SD Regional Fire Foundation (County Supervisor)	70 Wildland Brush Jackets	\$ 7,380.00		Approved. Jackets received from Fire ETC.
		RSF Fire Protection District General Fund	70 Wildland Brush Jackets	\$ 9,286.97		
CLOSED	5/15/2023	SD Regional Fire Foundation	E-Hydraulic Extrication Tools	\$ 5,000.00		Approved. Tools received from LN Curtis.
		County Supervisor Terra Lawson-Remer	E-Hydraulic Extrication Tools	\$ 20,000.00		
		RSF Fire Protection District General Fund	E-Hydraulic Extrication Tools	\$ 20,000.00		
CLOSED	1/30/2021	OTS	Struts, Airbags, Circ. Saw (Extrication)	\$ 15,181.23	\$ 15,181.23	Check received; Final Quarterly report provided to OTS. Process is officially closed.
CLOSED	6/1/2022	SD Regional Fire Foundation	Mental Health Program Support	\$ 3,000.00	\$ 3,000.00	Check received. Presentation given at prior Board Meeting. Process is officially closed.
CLOSED	3/11/2021	DEPT OF THE TREASURY (ARPA)	COVID-19 Recovery Funds	\$ 329,000.00	\$ 329,000.00	5/12: All documentation submitted to County & approved; Check received. Process is officially closed.
CLOSED	4/21/2023	RSF Association	Firefighter of the Year Award	\$ 750.00	\$ 750.00	Scott Schieber accepted. Process is officially closed.
CLOSED	10/15/2021	CSDA (CA Special Districts)	COVID-19; Staffing and Supplies	\$ 6,163,371.00	\$ 1,154,981.00	Check received. Audit complete.
CLOSED	7/6/2022	UASI FY20	Training; L-954 Course	\$ 15,196.00	\$15,196.00	Approved 04/08/2022. Check Received 9/2023. Check received. Utilizing funds for Via Ambiente Roadway Clearance; Work completed and payment received.
CLOSED	5/12/2020	FEMA	Vegetation Management	\$ 18,000.00	\$ 17,000.00	
<b>RSF Fire District Foundation</b>						
	12/7/2021	RSF Foundation	Forcible Entry	\$ 8,905.00	\$ 8,905.00	(1) Multi-Force Door (Forcible Entry Door Simulator). 50/50 split with the District for pendants, cell guards for
	9/21/2021	RSF Foundation	GIA Wellness	\$ 8,537.50	\$ 8,537.50	Staff and harmonizers for each facility.
	8/19/2021	RSF Foundation	UVC Air Disinfecting	\$ 1,000.00	\$ 1,000.00	10 UVC LED Disinfecting Air Purifiers.
	8/19/2022	RSF Foundation (Sharon McDonald)	E-Hydraulic Extrication Tools	\$ 45,000.00	\$ 45,000.00	Completed.
	2/22/2023	RSF Foundation	Station 6 Improvements	\$ 203,000.00	\$ 203,000.00	Approved.
	4/1/2023	RSF Foundation (Sharon McDonald)	UTV/Radios	\$ 196,337.00	\$196,337.00	Approved. Items in Service.
	6/16/2023	RSF Foundation	RSF3 Barbecue	\$ 1,000.00	\$1,000.00	Approved. Items delivered.
						Approved. Item delivered. Ongoing purchases procured
	9/1/2023	RSF Foundation (Sharon McDonald)	Drone Program	\$ 50,000.00	\$50,000.00	as needed for Drone program.
	11/27/2023	RSF Foundation (Sharon McDonald)	TICs	\$ 25,000.00	\$25,000.00	Items delivered. Staff Report.
	12/18/2023	RSF Foundation	Blackstone Griddle - RSF1	\$ 399.00	\$399.00	Approved. Items received.
	5/3/2024	RSF Foundation	Specialized turf	\$ 21,849.00	\$ 21,849.00	Approved. Item received and installed
	5/3/2024	RSF Foundation	5-Decontamination units	\$ 16,501.00	\$ 16,501.00	Approved. Items recieved and Installed
	5/3/2024	RSF Foundation	RSF6 Parking lot improvement	\$ 29,551.90	\$ 29,551.90	Approved 50/50 Split with the district for Asphalt work
	5/3/2024	RSF Foundation	RSF2 Training Burn Prop Containers	\$ 12,000.00	\$ 12,000.00	Approved. Containers Installed
	5/3/2024	RSF Foundation	RSF6-50 Staking chairs for Community room	\$ 2,498.83	\$ 2,498.83	Approved

Change since previous re-cap

# Rancho Santa Fe Fire Protection District Operations Report

## November 2024



### 3 Year Call Volume Tracker:

2024		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
	Responses	419	351	417	324	345	412	417	381	399	395			
YTD	419	770	1187	1511	1856	2268	2685	3066	3465	3860				
2023		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
	Responses	396	342	437	421	399	341	506	498	438	463	421	439	5,101
YTD	396	738	1175	1596	1995	2336	2842	3340	3778	4241	4662	5101		
2022		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
	Responses	391	279	340	352	374	371	386	388	439	317	360	364	4,361
YTD	391	670	1010	1362	1736	2107	2493	2881	3320	3637	3997	4361		

### Monthly Fuel Moisture:

# Rancho Santa Fe Fire Protection District Operations Report

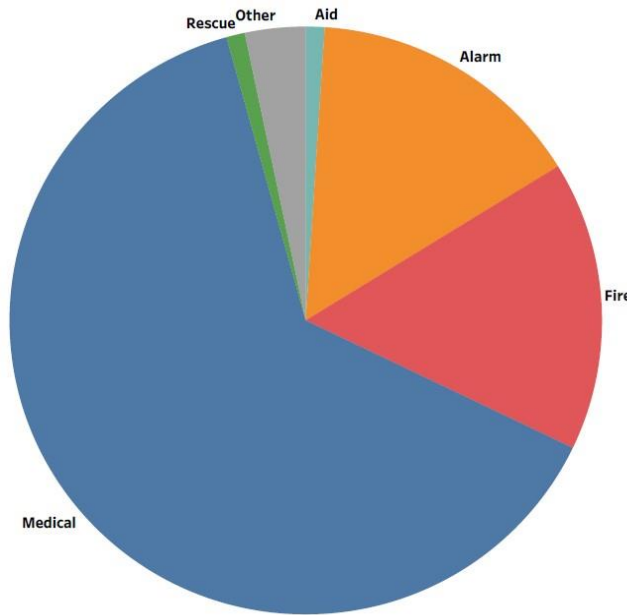
## November 2024

### Monthly Incidents

Assigned Incidents for RANCHO SANTA FE FPD  
October 2024

Agency  
RANCHO SANTA FE FPD

Month  
October 2024 to October 2024



Aid	4 incidents / 1.01%
Alarm	60 incidents / 15.19%
Fire	63 incidents / 15.95%
Medical	251 incidents / 63.54%
Rescue	4 incidents / 1.01%
Other	13 incidents / 3.29%
<b>Grand Total</b>	<b>395 incidents / 100.00%</b>

Problem Category

- Aid
- Alarm
- Fire
- Medical
- Rescue
- Other

Data Source: AgencyDashboard\_v3\_Extract\_v4  
Data Last Updated: 11/4/2024 4:55:43 PM

### Significant Incidents:

Date:	Incident:	Units Assigned:
10/20/2024	Tesla Fire	B261, E261, E263, MA237, SD HIRT
10/31/2024	Quarry Fire - Vegetation Fire Spring Valley	WT266
10/31/2024	Fairmount Fire - Vegetation Fire San Diego	E263



# Monthly Live Fuel Moisture Summary Report

October 2024

## Data Summary

created by [brice.smith@fire.ca.gov](mailto:brice.smith@fire.ca.gov)

October's sampling was taken on October 30/31. **There has been minimal change in live fuel moisture content of chamise since last months sampling. All locations are still at or below the 60% critical threshold.** Portero's new growth is drier than last month, with a 3% decrease in fuel moisture. On the other hand, Mt. Woodson's old growth's fuel moisture increased 5% compared to last month. Overall, fuel moistures are closely similar to last months, very dry.

Location	Sample	6/6/2024	7/1/2024	8/7/2024	8/29/2024	10/1/2024	10/31/2024	Date	Date	Date	Date	Date	Date
Rainbow Camp Battalion 1	New	118.24	No Data	74.70	71.09	59.92	60.10						
	Old	77.61	No Data	70.31	68.62	57.39	58.10						
	AVG	97.93	No Data	72.51	69.86	58.66	59.10						
Warner Springs Battalion 5	New	130.23	No Data	65.63	60.22	61.66	59.06						
	Old	73.59	No Data	49.21	58.92	52.39	54.94						
	AVG	101.91	No Data	57.42	59.57	57.03	57						
Mt. Woodson Battalion 8	New	No Data	No Data	70.20	59.26	57.16	56.80						
	Old	No Data	No Data	60.56	48.36	48.70	54.18						
	AVG	No Data	No Data	65.38	53.81	52.93	55.49						
White Star Battalion 4	New	100.62	No Data	62.60	60.35	56.25	54.15						
	Old	64.12	No Data	49.79	51.05	47.39	50.22						
	AVG	82.37	No Data	56.20	55.7	51.82	52.19						
Potrero Battalion 3	New	No Data	No Data	63.27	61.92	53.88	50.71						
	Old	No Data	No Data	58.08	51.58	50.18	50.27						
	AVG	No Data	No Data	60.68	56.75	52.03	50.49						

**Critical Live Fuel Moisture threshold for Chamise = 60%**  
 Sustained, fast spreading, high intensity wildfires can occur below this threshold

## Monthly/Seasonal Outlooks, Southern California: November 2024 – February 2025

### Fuels Discussion

**A Fuels and Fire Behavior Advisory is currently in effect for central and southern California for areas under 3,000ft.**

Latest USDA Drought Monitor shows an increase in Abnormally Dry (D0) to Moderate Drought (D1) conditions across California (Figure 5), with areas of severe (D2) drought in the Eastern Deserts. While the summer and early fall months are commonly dry across California, this expansion of drought and abnormal dryness is primarily a result of a weaker than average monsoon along with recent above normal temperatures.

Historically hot and dry weather brought record low dead fuel moisture and record high ERCs for the first half of October. The more variable weather since has brought periods of moderated conditions, including a cooler period that is ongoing as of the end of October and is reducing short term fire danger metrics especially in areas most prone to autumn fire activity. (Figure 7).

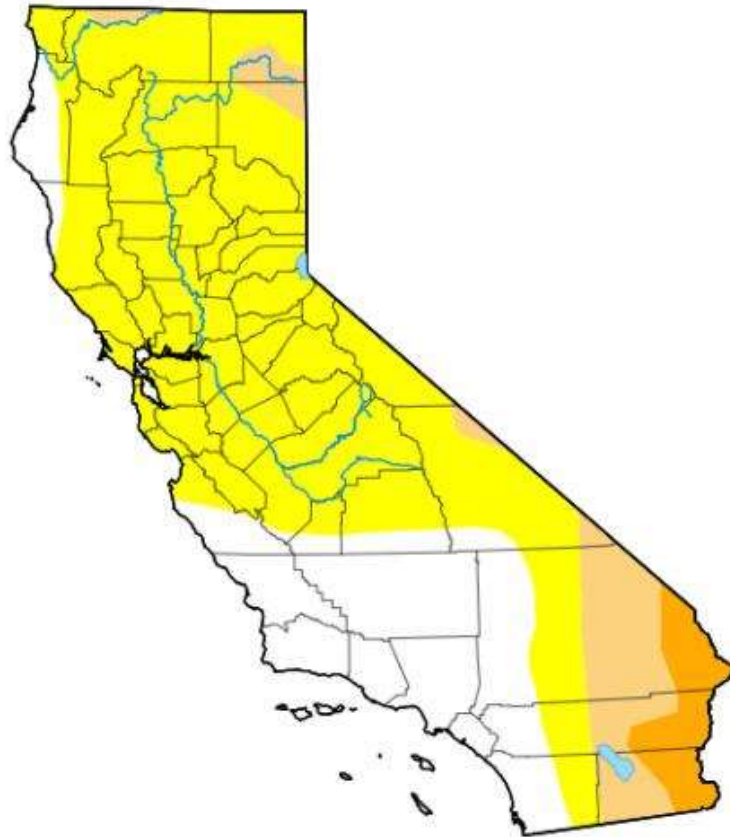
The long duration of hot and dry weather this summer and fall has driven live fuel moistures to near to below normal levels in many species, with critical values now being observed in many cases (Figure 6). This is notable as live fuel moistures have been running above to much above normal in most areas since late 2022 thanks to back-to-back very wet winters.

(See figures pages 2-4)



Map released: Thurs. October 24, 2024

Data valid: October 22, 2024 at 8 a.m. EDT



## Intensity

- None
- D0 (Abnormally Dry)
- D1 (Moderate Drought)
- D2 (Severe Drought)
- D3 (Extreme Drought)
- D4 (Exceptional Drought)
- No Data

## Authors

United States and Puerto Rico Author(s):

[Rocky Bilotta](#), NOAA/NCEI

Pacific Islands and Virgin Islands Author(s):

[Brad Rippey](#), U.S. Department of Agriculture

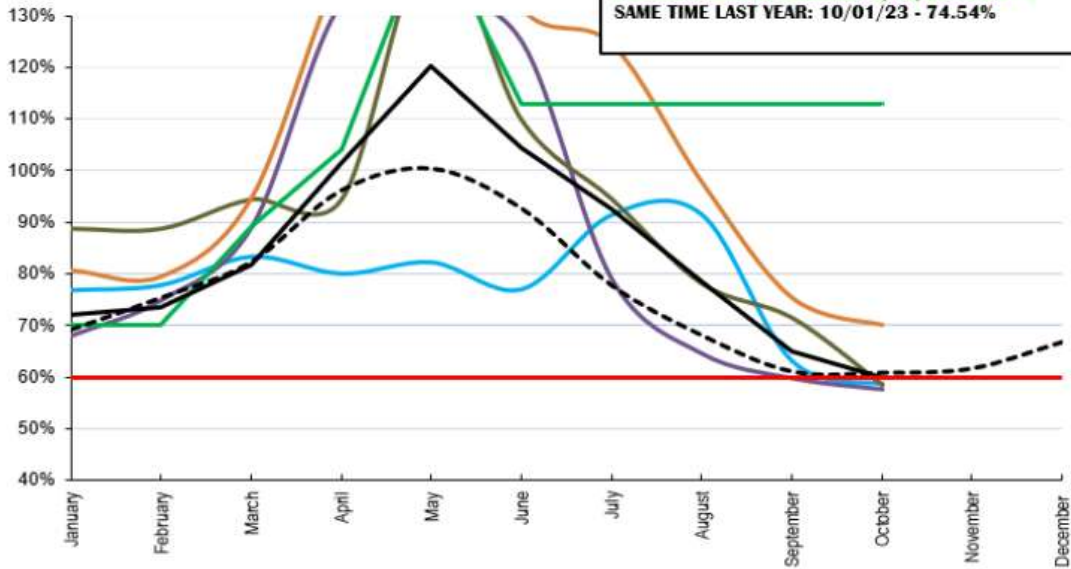
***Fig 5: USDA Drought Monitor October 24th***





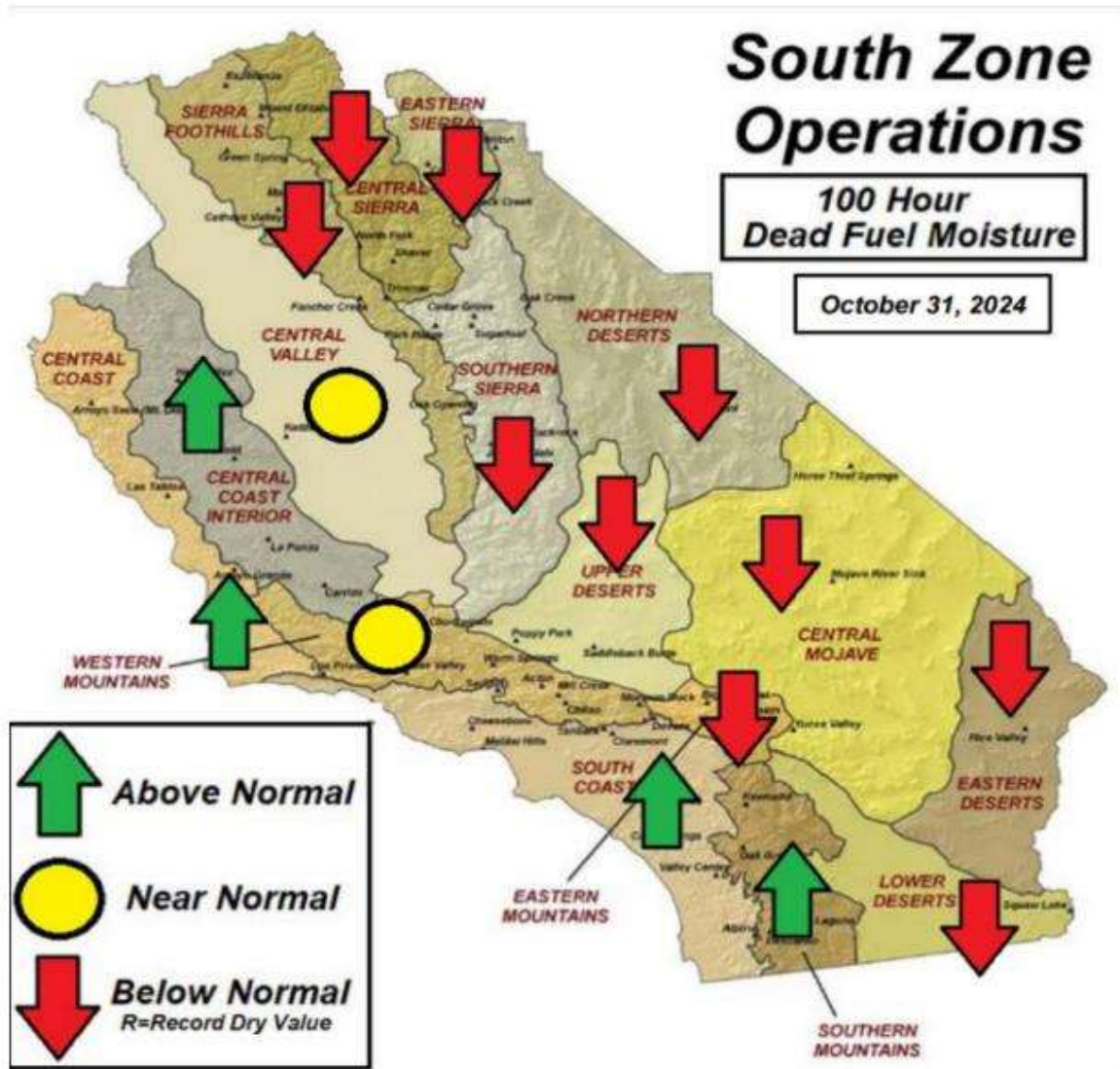
**LOS PADRES NATIONAL FOREST  
LIVE FUEL MOISTURE DATA 2024**

**FOREST FUEL MOISTURE DATA**  
**CURRENT FOREST AVERAGE: 10/01/24 - 59.88%**  
**HISTORICAL AVERAGE: (SINCE 2000) - 59.10 %**  
**PREVIOUS FOREST AVERAGE: 9/15/24 - 63.51%**  
**SAME TIME LAST YEAR: 10/01/23 - 74.54%**



— North Fork (MRD)     
 — Gifford (SLRD)     
 — San Marcos (SBRD)     
 — Oak Flat (ORD)  
— Los Alamos (MPRD)     
 — Forest Avg %     
 - - - 10 YR Avg     
 — Critical Point

**Fig 6: Los Padres NF Live Fuel Moistures from October 1st, 2024**



**Fig 7: 100 hr dead fuel moisture relative to normal by PSA as of October 31st**

(Predictive Services/Southern CA Geographic Coordination Center, Issued October 31st, 2024)

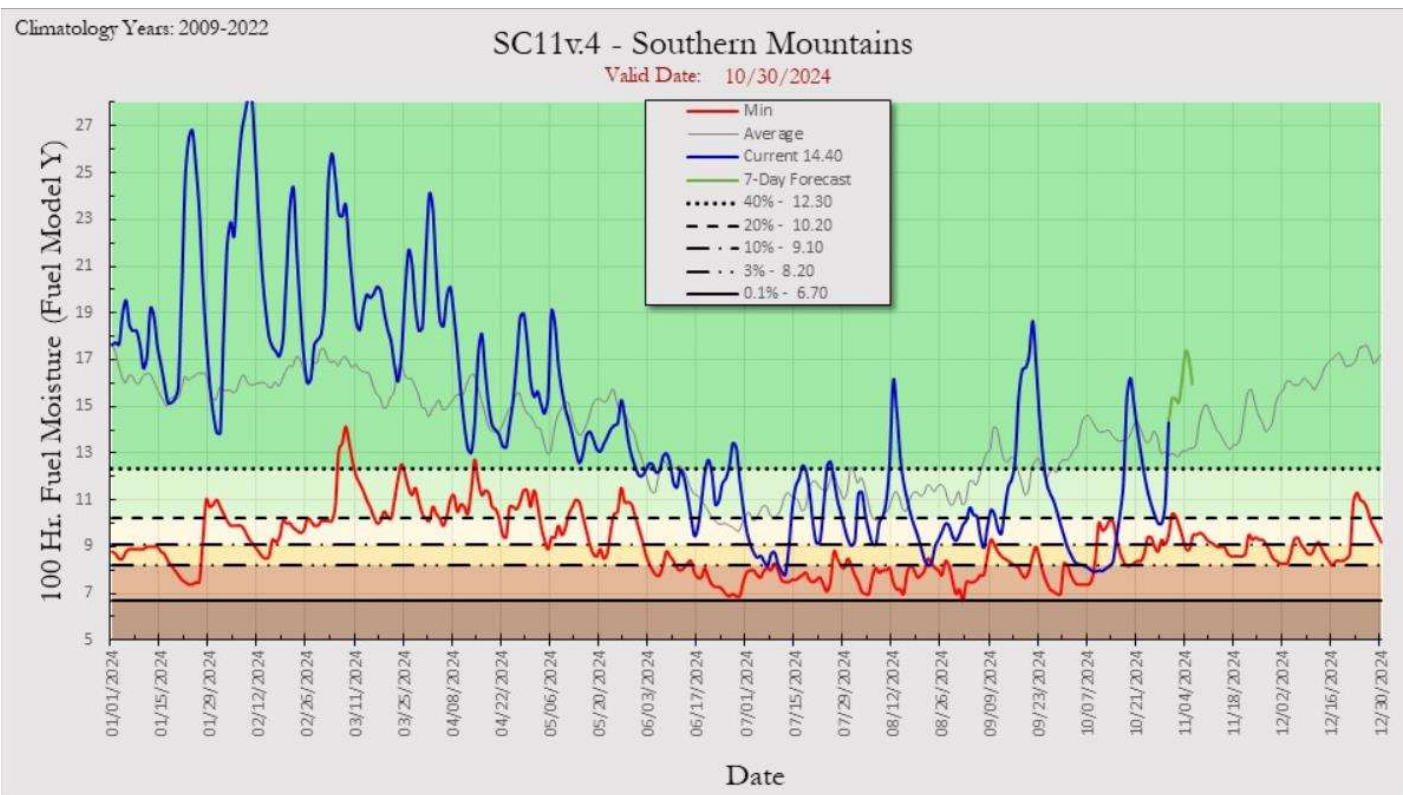
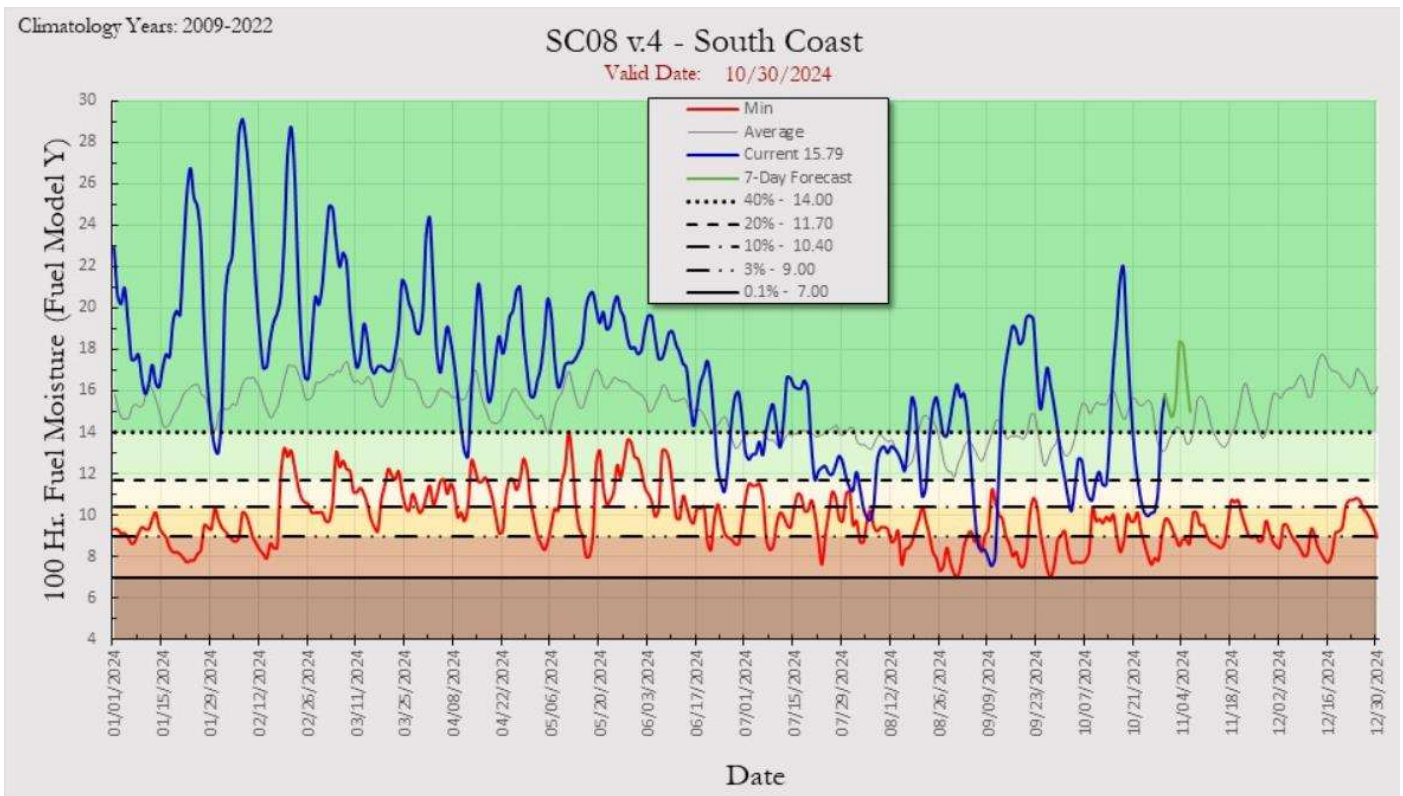
<https://gacc.nifc.gov/oscc/predictive/outlooks/myfiles/assessment.pdf>

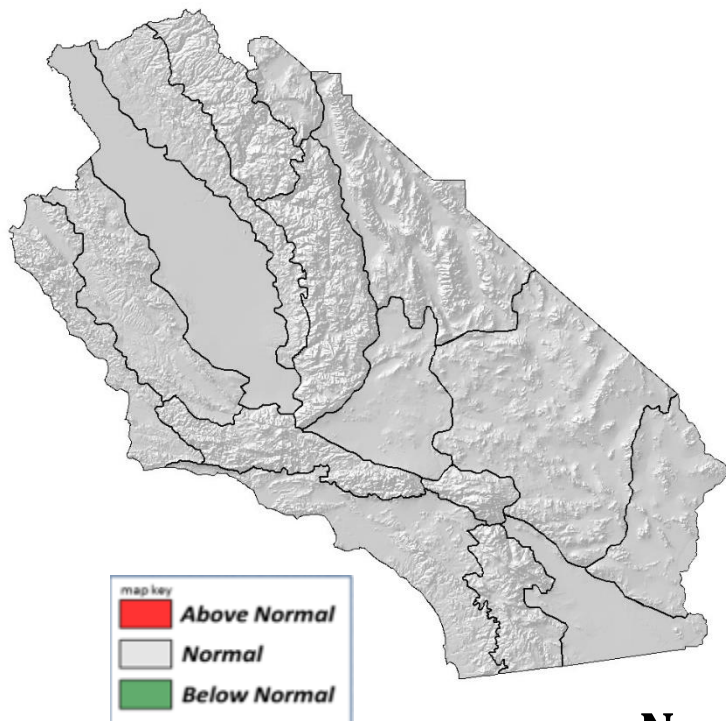


# Monthly Live Fuel Moisture Summary Report

## 100 Hr. Fuel Moisture Local Predictive Service Areas, October, 2024

October 2024





## November 2024 - February 2025 all areas normal

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

### November 2024 – February 2025 South Ops Highlights

- There is a moderate tilt in the odds towards both above normal temperatures and below normal precipitation for the next 4 months.
- There is a slight tilt in the odds towards an above normal number of offshore wind events over the next 4 months.
- Significant fire potential will be near normal with most of the region moving out of season and at little risk for significant fire but some potential remaining over Southern California



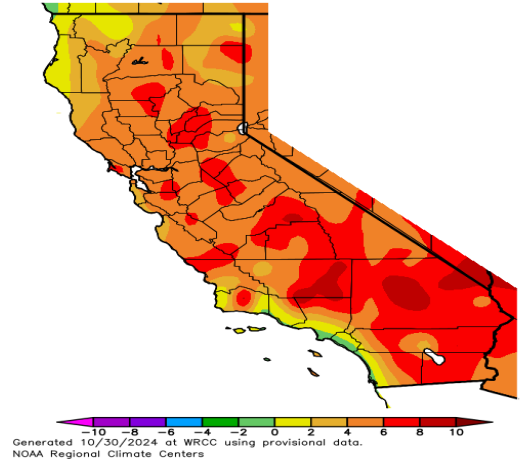
## Weather Discussion

The first half of October featured exceptional warmth across the Southwestern United States including much of Central and Southern California. The second half of the month was more variable, but for the month as a whole, temperatures still averaged an impressive 3 to 8 degrees above normal in most areas (**Figure 1**). Precipitation was limited in October. Areas from Yosemite NP northward received a quarter to half inch of rain during the middle of the month. There were also localized wetting rains over some of the Southern California mountains on October 28-29. However some portions of the region have received less than a quarter inch of rain since last spring, and precipitation for the past 3 months is well below normal (**Figure 2**).

The region experienced just one moderate Santa Ana wind event in October, on October 18 and 19, and it followed a period of cool and moist weather.

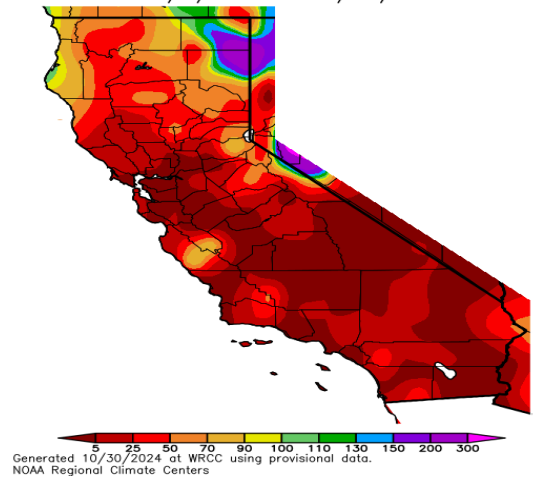
Sea surface temperature (SST) trends in the equatorial Pacific continue to consolidate around colder than normal values (**Figures 3+4**). This is a sign of the continued gradual transition towards expected La Nina conditions this winter. Other notable SST features include a strong warm pool east of Japan, and cold anomalies in the Gulf of Alaska. There also remains a persistent sliver of colder than normal waters off the California coast. This feature has been in place for many months now, and has contributed to coastal California, and particularly the South Coast, frequently experiencing the coolest temperatures relative to normal for the state, including in October (**Figure 1**).

Ave. Temperature dep from Ave (deg F)  
9/30/2024 – 10/29/2024

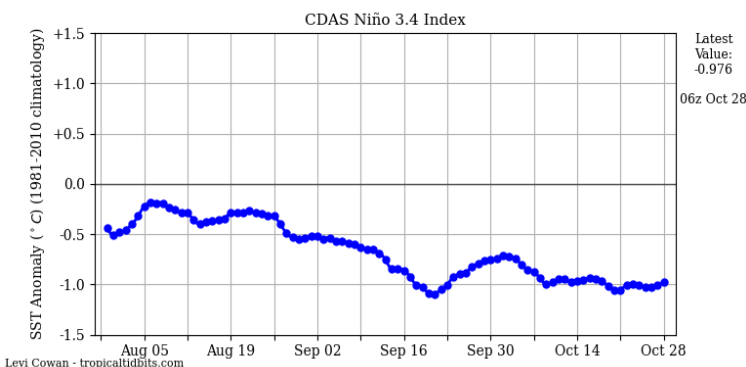


**Fig 1: September 30th – October 29th  
Temperature Departure from Average**

Percent of Average Precipitation (%)  
8/1/2024 – 10/29/2024



**Fig 2: August 1st – October 29th  
Precipitation % of Ave.**



**Fig 3: Niño 3.4 Region SST Anomaly**



**Fig 4: Niño 1+2 Region SST Anomaly**

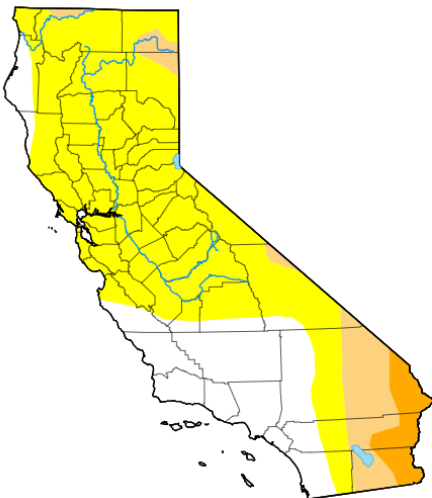


**Fuels Discussion**

Latest USDA Drought Monitor shows an increase in Abnormally Dry (D0) to Moderate Drought (D1) conditions across California (**Figure 5**), with areas of severe (D2) drought in the Eastern Deserts. While the summer and early fall months are commonly dry across California, this expansion of drought and abnormal dryness is primarily a result of a weaker than average monsoon along with recent above normal temperatures.

Historically hot and dry weather brought record low dead fuel moisture and record high ERCs for the first half of October. The more variable weather since has brought periods of moderated conditions, including a cooler period that is ongoing as of the end of October and is reducing short term fire danger metrics especially in areas most prone to autumn fire activity. (**Figure 7**).

The long duration of hot and dry weather this summer and fall has driven live fuel moistures to near to below normal levels in many species, with critical values now being observed in many cases (**Figure 6**). This is notable as live fuel moistures have been running above to much above normal in most areas since late 2022 thanks to back-to-back very wet winters.

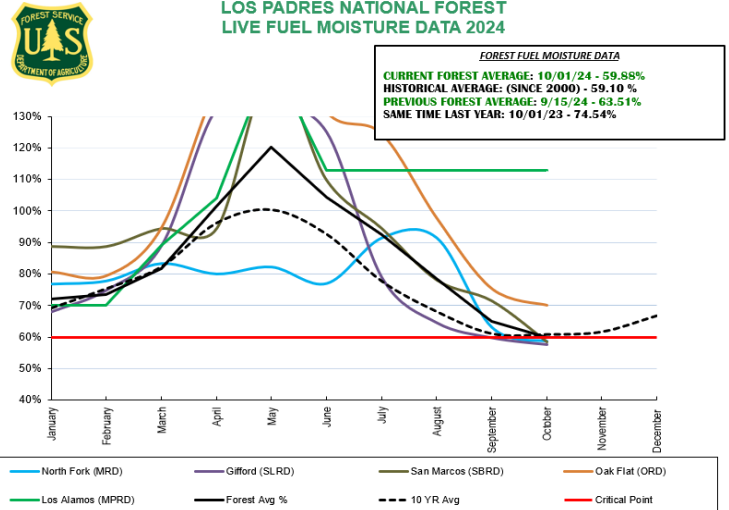


Map released: Thurs. October 24, 2024  
Data valid: October 22, 2024 at 8 a.m. EDT

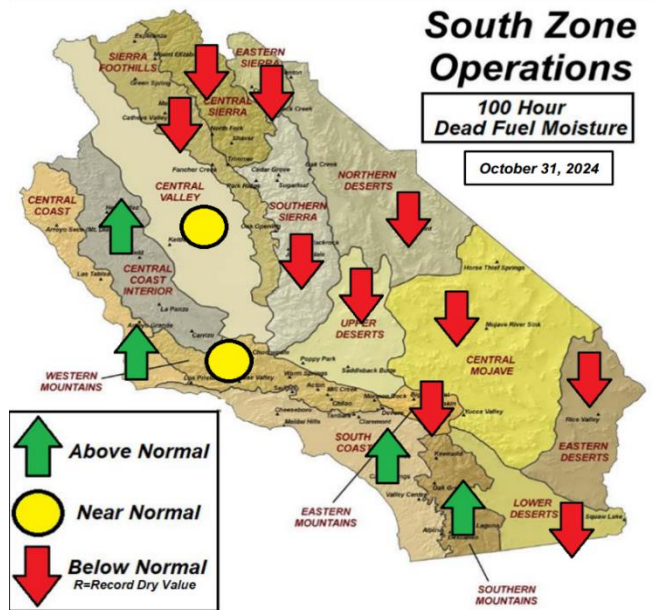
- Intensity**
- None
  - D0 (Abnormally Dry)
  - D1 (Moderate Drought)
  - D2 (Severe Drought)
  - D3 (Extreme Drought)
  - D4 (Exceptional Drought)
  - No Data

**Authors**  
United States and Puerto Rico Author(s):  
[Rocky Bilotta](#), NOAA/NCEI  
Pacific Islands and Virgin Islands Author(s):  
[Brad Rippey](#), U.S. Department of Agriculture

**Fig 5: USDA Drought Monitor October 24th**



**Fig 6: Los Padres NF Live Fuel Moistures from October 1st, 2024**



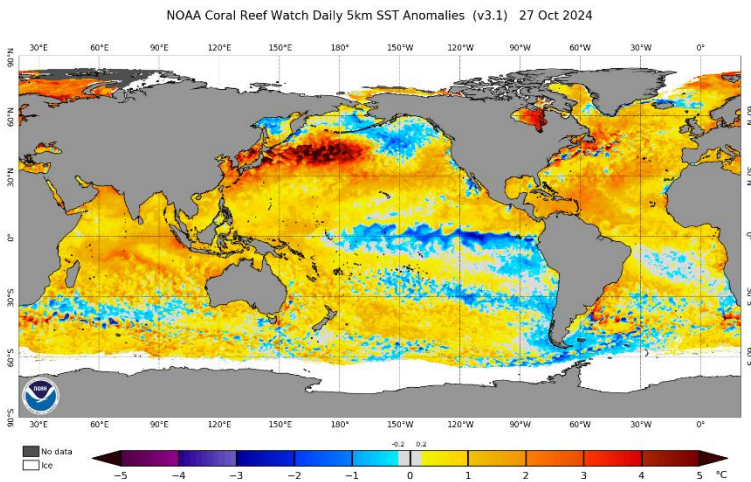
**Fig 7: 100 hr dead fuel moisture relative to normal by PSA as of October 31st**



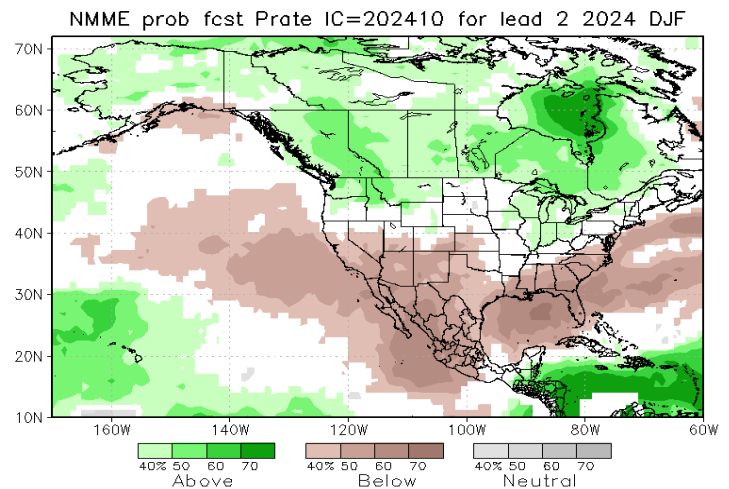
## SOUTH OPS OUTLOOK

Recent Sea Surface Temperature (SST) trends (**Figures 3, 4, 8**) and climate model projections suggest we are well on our way to the development of a La Niña event, which will likely peak at weak to at most moderate strength this winter. This in part results in a moderate tilt in the odds towards a warmer and drier than normal winter season, supported by model projections (**Figure 9**). An active Pacific jet stream pattern has been observed this fall and may continue for much of the winter, leading to regions of above normal precipitation in western North America. However, the current forecast favors these above normal areas remaining north of Central and Southern California, which is supported by most climate model projections. Nonetheless, while below normal precipitation is favored, it is not expected that this will be an exceptionally dry winter like some in the 2010s and early 2020s. Drought conditions will likely stay similar or expand slightly over the next few months, with little in the way of D2 (“Severe”) or worse drought expected.

Fire potential in the coming months will be contingent on the occurrence, or lack thereof, of offshore wind and precipitation events. Fuel loading remains above normal in the low and mid elevations, and live fuel moisture is near critical levels. Dead fuel moistures will continue to fluctuate but will likely average drier than normal overall. Given this, and trends in fire activity from this summer, there is still meaningful fire potential on the landscape as of the end of October, and the region would have a high vulnerability to any significant offshore wind events that occur before significant precipitation occurs. However, short term model guidance is in good agreement on a wetting rain event occurring in early November. There were also some locally wetting rains in the Southern California mountains in late October. As a result, above normal fire potential highlights have been removed with this outlook. Even though a warmer and drier than normal outlook period as a whole is forecast, any widespread wetting rains early in the outlook period would likely induce green-up and greatly reduce fire potential. However, should early November rainfall fail to live up to its potential, there would still be some potential for fire activity over Southern California.



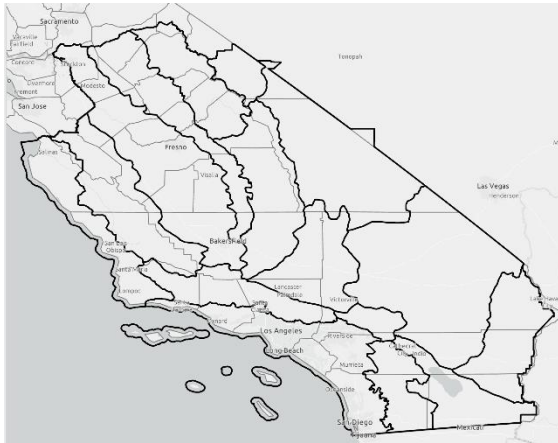
**Fig 8: Sea Surface Temperature Anomaly, October 27<sup>th</sup>, 2024**



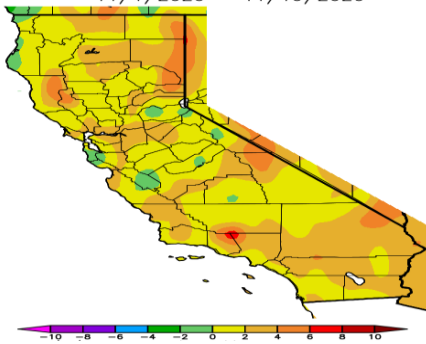
**Fig 9: NMME December 2024 – February 2025 3-month Precipitation Anomaly Forecast**



**Maps with Counties and Select Intel Links used in the forecast**



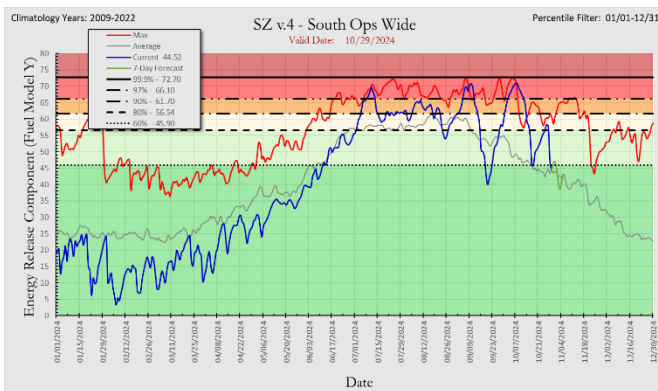
Av. Max. Temperature dep from Ave (deg F)  
11/1/2020 – 11/19/2020



Nov 2024 – Feb 2025

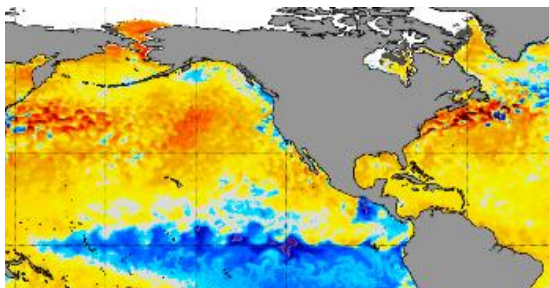
Climate

- <https://calclim.dri.edu/pages/anommaps.html>
- <https://droughtmonitor.unl.edu/>
- <https://www.cpc.ncep.noaa.gov/products/NMME/>



Fuel Moisture and ERCs

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

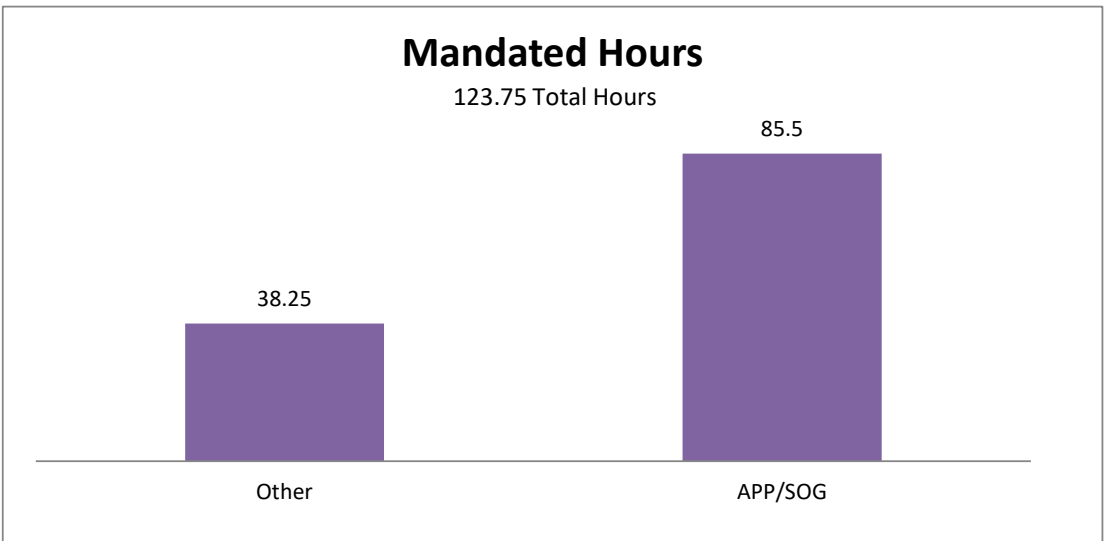
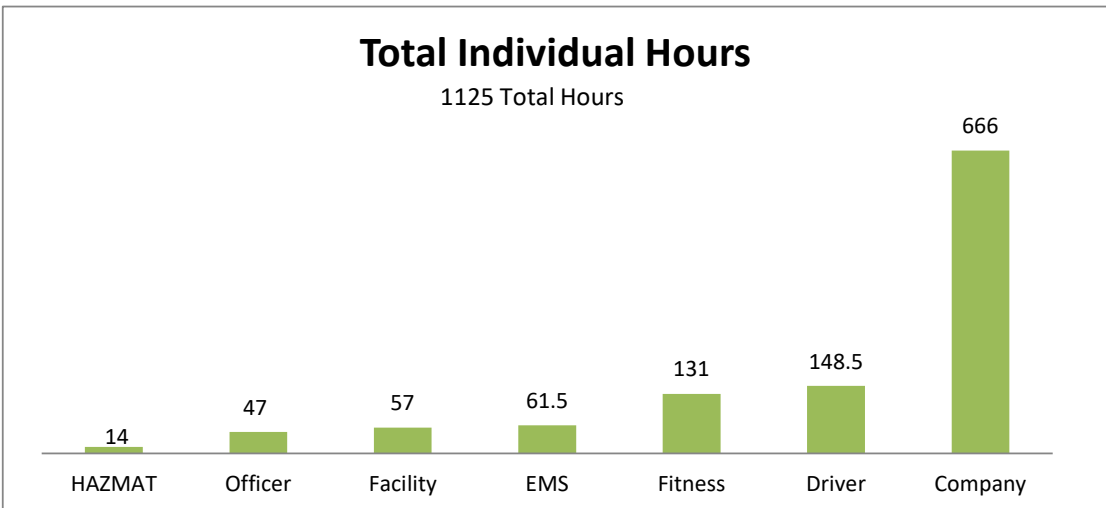
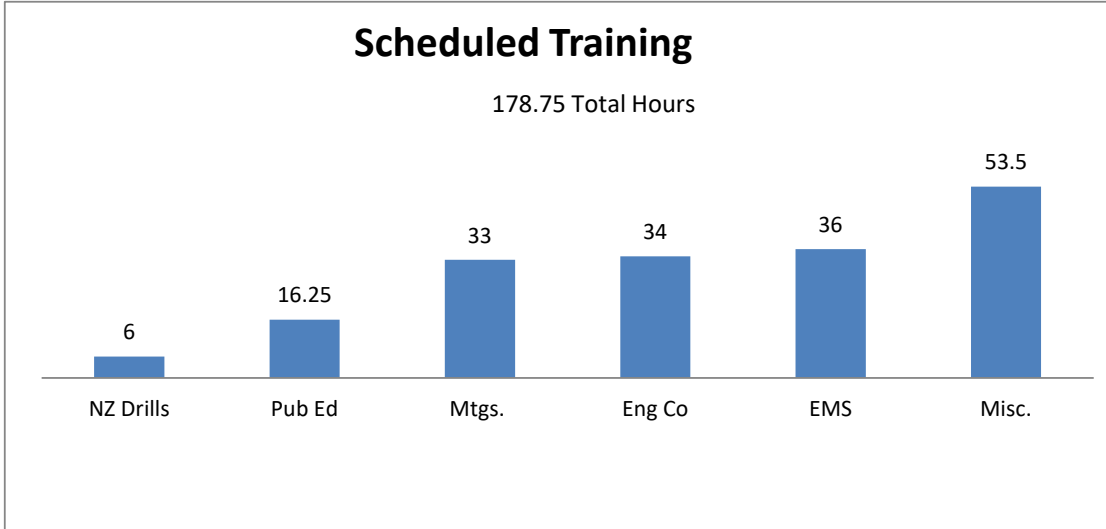


Current sea surface temperatures

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



**Training Division  
October 2024**

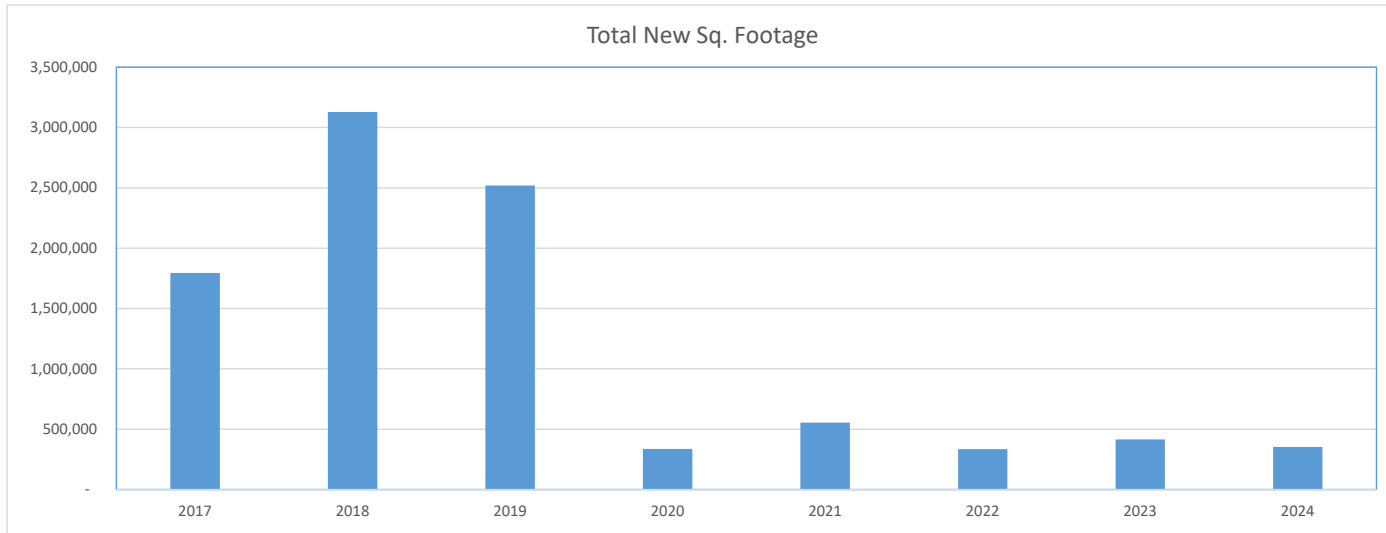


See next page for descriptions.

## Training Division - Descriptions

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

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



**Total New Square Footage (\*Reflected in Chart Above)**

Year	Total
2017	1,793,936
2018	3,128,964
2019	2,519,545
2020	336,899
2021	554,173
2022	333,814
2023	415,530
2024	352,104

**Total New Square Footage Only**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>2020</b>	29,226	41,043	38,102	25,751	38,400	7,290	16,516	15,384	77,848	15,070	22,529	9,740
<b>2021</b>	29,808	23,298	50,000	29,760	7,104	19,361	24,413	1,794	33,357	106,768	99,103	129,407
<b>2022</b>	42,895	14,666	32,871	8,805	39,325	42,871	18,679	21,916	23,981	18,782	46,658	22,365
<b>2023</b>	18,185	62,584	62,584	26,121	29,280	19,320	35,530	43,154	6,591	32,907	30,062	49,212
<b>2024</b>	34,014	12,126	27,634	32,019	47,195	12,864	21,183	124,723	32,445	7,901		

**Comparison Total Reviewed Square Footage**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>2019</b>	240,861	691,306	274,736	307,024	412,556	248,869	287,395	424,065	250,518	742,439	440,335	137,995
<b>2020</b>	40,748	86,593	145,794	76,506	54,651	42,950	47,950	91,532	163,417	127,963	59,192	47,677
<b>2021</b>	90,462	89,135	111,456	98,218	118,557	151,000	203,116	254,055	312,253	204,313	171,023	137,116
<b>2022</b>	128,254	204,226	162,816	250,473	176,018	115,972	27,777	130,623	261,094	319,242	219,859	243,944
<b>2023</b>	212,285	345,997	283,413	401,980	136,835	240,963	144,320	111,107	46,952	98,828	211,622	250,663
<b>2024</b>	188,103	90,004	176,084	148,134	110,743	49,134	130,763	210,614	286,781	106,718		

<b>Totals by Type</b>	<b>Plan Reviews</b>	<b>Inspections</b>
Remodel	1	2
Residential Construction	9	12
Addition	7	1
ADU	5	3
Commercial Construction	0	0
Commercial T.I.	1	0
Tents/Special Events	4	9
Rack Storage	0	0
Preliminary	9	1
Fire Suppression Systems	0	0
Alarms	3	3
Landscaping	20	7
Grading/Mylars/Improvement	0	0
Underground	1	8
Hood System	0	0
Tanks	0	0
Cell Sites	1	0
DPLU	1	0
ESS/Solar	7	0
High Piled Storage	0	1
High Hazard/Communications/Other	0	0
Spray Booth	0	0
FPP	0	0
Technical Reports	0	0
Gates/Knox	0	2
Site Visit	0	1
Annual Inspection	0	8
DSS Liscensing	0	1
AB38	0	17
<b>Total Plan Reviews</b>	<b>69</b>	
<b>Total Inspections</b>	<b>76</b>	
<b>SQFT Reviewed (No Mit Fees)</b>	<b>98817</b>	
<b>Approved SQFT (Mit Fees)</b>	<b>7901</b>	
<b>Total SQFT Reviewed</b>	<b>106718</b>	

**FIRE PREVENTION ACTIVITIES**

Investigations	-
Public Education/Community Outreach	-
Special Project	6
Meetings	41
Training Hours	12
<b>TOTAL</b>	<b>59</b>

**WEED ABATEMENT**

<b>Activity</b>	<b># of Inspections</b>
Weed Abatement Inspection	-
Weed Abatement Reinspection	-
1st Notice	2
Final Notice	-
Posting	5
Notices Printed	-
Abated	1
Forced Abatement	-
<b>TOTAL</b>	<b>8</b>

**OFFICE SUPPORT**

<b>Activity</b>	<b># Completed</b>
Phone Calls	721
Correspondence	5,311
Walk in/Counter	170
Knox Application Request	7
Burn Permits	1
Plans Accepted/Routed	94
Special Projects	1
Scanning Documents/Electronic Files	198
Meetings: Admin/Prevention/Admin Shift	5
Post Office Runs	-
Deposit Runs/Preparations	1
<b>TOTAL</b>	<b>6,509</b>

## Rancho Santa Fe Fire Protection District FY 25 Budget Review

	FY 25 Actuals 10/31/2024	FY 25 Final Budget	% Budget Variance	
<b>1</b>	<b>GENERAL FUND</b>			
<b>2</b>	<b>01 REVENUE</b>			
3	Property Taxes	646,909	17,086,426	4%
4	Special Tax	7,743	1,780,780	0.43%
5	Interest Income	242,068	456,965	53%
6	Tower Lease Agreements	61,983	184,347	34%
7	Fire Prevention Fees	131,057	350,000	37%
8	Grant Revenue	20,338	150,000	14%
9	Rental Income	103,680	311,969	33%
10	Other Revenues	288,331	741,100	39%
<b>11</b>	<b>TOTAL REVENUE</b>	<b>\$ 1,502,109</b>	<b>\$ 21,061,589</b>	<b>7%</b>
<b>12</b>	<b>EXPENSE</b>			
<b>13</b>	<b>Salaries and Benefits</b>			
14	Salaries	3,189,491	10,075,613	32%
15	Overtime	1,194,939	2,000,000	60%
16	Management Incentive Payment	18,010	72,393	25%
17	Annual Leave Payout	-	-	
18	Classic Safety	438,792	1,393,428	31%
19	Classic Non-Safety	14,621	44,365	33%
20	PEPRA Safety	152,025	479,180	32%
21	PEPRA Non-Safety	22,125	76,925	29%
22	Payroll Taxes	59,797	239,434	25%
23	UAL - Normal	1,116,639	1,117,000	100%
24	UAL - ADP (Additional Payment)	-	1,000,000	0%
25	Workers' Comp Insurance	280,554	500,000	56%
26	Uniforms	20,988	38,000	55%
27	Health Insurance	491,361	1,494,849	33%
28	HRA (Funded & Active)		484,400	0%
29	Retiree Health Expense	2,366	15,000	16%
<b>30</b>	<b>Total Salaries &amp; Benefits</b>	<b>\$ 7,001,707</b>	<b>\$ 19,030,587</b>	<b>37%</b>

**Rancho Santa Fe Fire Protection District  
FY 25 Budget Review**

		FY 25 Actuals 10/31/2024	FY 25 Final Budget	% Budget Variance
<b>31</b>	<b>Operations Expenses</b>			
32	Dispatch Services	148,002	220,000	67%
33	Structures & Grounds	78,116	287,200	27%
34	Fuel	35,685	116,000	31%
35	Apparatus	73,449	321,500	23%
36	Prevention Materials/Supplies	3,173	13,500	24%
37	Liability Insurance	168,732	169,000	100%
38	Utilities	125,362	389,000	32%
39	Repairs & Maintenance	14,173	25,400	56%
40	Firefighting Equipment	72,479	432,400	17%
41	Kitchen & Janitorial Supplies	7,466	38,000	20%
42	Grant Expenses	12,429	-	
43	SCBA Equipment	3,076	23,200	13%
44	Small Tools & Minor Equip	759	5,000	15%
45	Hazmat Disposal & Permits	5,691	12,000	47%
46	Deployment Expenses	15,694	30,000	52%
47	Communication	18,387	116,300	16%
<b>48</b>	<b>Total Operations Expenses</b>	<b>\$ 782,676</b>	<b>\$ 2,198,500</b>	<b>36%</b>

**Rancho Santa Fe Fire Protection District  
FY 25 Budget Review**

		FY 25 Actuals 10/31/2024	FY 25 Final Budget	% Budget Variance
49	<b>General &amp; Administration Expenses</b>			
50	County Admin Costs	25,543	290,000	9%
51	Computer Materials & Service	18,604	101,000	18%
52	Professional Services	76,717	141,100	54%
53	Legal Services	31,889	148,000	22%
54	Professional Development	19,402	80,000	24%
55	Formal Education	2,245	20,000	11%
56	Physicals & Wellness Program	5,100	115,000	4%
57	Memberships & Subscriptions	57,528	73,000	79%
58	Meetings & Travel	3,322	10,000	33%
59	Training Materials	8,502	18,000	47%
60	Office Expense	12,090	64,800	19%
61	LAFCO Assessment Fee	11,080	11,080	100%
62	Admin Fees	2,131	16,000	13%
63	Advertising & Legal Notices	5,368	5,000	107%
64	Personnel Recruitment	2,548	5,000	51%
65	Community Relations	-	-	
66	Board Election	-	95,000	0%
67	<b>Total General &amp; Admin Expenses</b>	<b>\$ 282,068</b>	<b>\$ 1,192,980</b>	<b>24%</b>
68	<b>TOTAL EXPENSE FROM OPERATIONS</b>	<b>8,066,451</b>	<b>22,422,067</b>	<b>36%</b>
69	<b>NET REVENUE / (EXPENSE) BEFORE CAPITAL</b>	<b>\$ (6,564,342)</b>	<b>\$ (1,360,479)</b>	



**Rancho Santa Fe Fire Protection District  
FY 25 Budget Review**

		FY 25 Actuals 10/31/2024	FY 25 Final Budget	% Budget Variance
70	<b>Capital</b>			
71	Capital - Facilities	63,910	381,000	17%
72	Capital - Apparatus	193,972	120,000	162%
73	Capital - Equipment	18,257	80,000	23%
74	Capital - Vehicle	-	-	0%
75	<b>Total Capital</b>	<b>276,138</b>	<b>581,000</b>	<b>48%</b>
76	<b>GENERAL FUND NET REVENUE / (EXPENSE \$ (6,840,480) \$ (1,941,479)</b>			
77	<b>FIRE MITIGATION FUND</b>			
78	<b>02 REVENUE</b>			
79	Mitigation Fees	231,767	850,000	27%
80	Interest Income MIT	15,871	22,000	72%
81	<b>Total Revenue</b>	<b>247,637</b>	<b>872,000</b>	<b>28%</b>

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# STAFF REPORT

NO. 24-30

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**TO:** BOARD OF DIRECTORS  
**FROM:** SARAH MONTAGNE, EXECUTIVE ASSISTANT/BOARD CLERK  
**SUBJECT:** CY 2025 BOARD MEETING SCHEDULE  
**DATE:** NOVEMBER 20, 2024



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## RECOMMENDATION

Review schedule and approve any changes to the meeting schedule that may be necessary.

## BACKGROUND

The Board of Directors adopted Resolution No. 2018-20 establishing the third Wednesday of each month as the regular meeting date to conduct business of the District. On occasion, it is necessary to adjust the date to accommodate holidays and scheduling conflicts.

## CURRENT SITUATION

The following table list the meeting dates for 2025, if approved; and I have included the annual (or routine) agenda topics that the Board must act upon:

Meeting Dates 2025	Annual Agenda Topic(s)
January 16	Accept: FY24 Financial Statements (if not already completed); Final audit reports must be provided to the State Controller's office no later than 1/31
February 20	Harassment Training ( <i>every two years – 2025</i> )
March 20	Budget Workshop – Finance Committee meets
April 17	
May 15	Select criteria to determine annual appropriations Gann Limit Resolution: Appropriations Limit Resolution: Setting Benefit Charges (RSF & Elfin Forest) Accept: Final chance for property owners to dispute any force abatement cost to the board before approval and district invoicing. Appreciation Dinner
June 19	Adopt: Preliminary Budget ( <i>must be adopted by June 30</i> ) Resolution: Combined FMF Program Participation and 5 Year Capital Plan. Due to County Fire Authority <b>before June 30<sup>th</sup></b> . Public Hearing: FMF Resolution notice given X 2, with at least 5 days apart, with the first 10 days prior to hearing in a newspaper of general circulation within the jurisdiction of the participating agency.
July 17	Accept: List of non-payments for forced abatement (if any) to Wildan for property tax bills. Due to Wildan <b>before August 10<sup>th</sup></b> .
August 21	COI-Biennial Review due October 1 ( <i>even numbered years</i> )
September 18	Public Hearing: Final Budget Resolution: Establishing Constrained or Committed Fund Balances Adopt: Final Budget ( <i>must be adopted by September 30</i> ) COI-Biennial Review due October 1 ( <i>even numbered years</i> )

<b>October 16</b>	
<b>November 20</b>	Accept: FY24/25 Financial Statements (if complete); final audit reports must be provided to the State Controller's office no later than 1/31/2025 Board of Directors Meeting Calendar Review (Calendar for 2026)
<b>December 18</b>	Accept: FY24/25 Financial Statements (if not completed in November); final audit reports must be provided to the State Controller's office not later than 1/31/2026 Ethics Training ( <i>every two years – 2026</i> ) Oath of Office ( <i>every election year</i> ) Election of Officers ( <i>every election year</i> )

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# STAFF REPORT

NO. 24-31

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**TO:** BOARD OF DIRECTORS  
**FROM:** DAVE MCQUEAD, FIRE CHIEF  
**SUBJECT:** APPROVAL OF VOLUNTARY FUNDING CONTRIBUTION  
**DATE:** NOVEMBER 20, 2024

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## RECOMMENDATION:

Staff recommends the Board of Directors' approval to accept a potential future Voluntary Contribution in the amount of \$126,000.00 from the Questhaven Residential Project to invest in the Fire District's capital project(s). Pursuant to the Health and Safety Code 13898, the Board of Directors must consider the acceptance of donated funds (voluntary funding contribution) or items with a value greater than \$500.00.

## BACKGROUND:

The "Voluntary Contribution Agreement" provides a mutual funding agreement between the developer and the Fire District. The agreement allows the developer to provide a onetime funding investment to the Fire District. With the board of directors' approval to accept the potential future voluntary funding contribution, staff will work with legal to develop the voluntary contribution agreement between the Fire District and developer when the request is submitted.

Formula:

$(\text{Ave. Cost of a Housing Unit}) \times (\text{Number of Units}) \times .002 = \text{Voluntary Funding Contribution.}$

## CURRENT SITUATION:

The Questhaven Residential Project is in the Rancho Santa Fe Fire Station #6 service area.

The Fire District appreciates the applicant's interest in investing in the community and local Fire District for the Questhaven Residential Project. The voluntary funding contribution amount would be \$126,000.00 using a calculation of \$1,000,000 (residential home unit) multiplied by 63 units (General Plan density of project site) multiplied by .002.

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# STAFF REPORT

NO. 24-32

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**TO:** BOARD OF DIRECTORS  
**FROM:** DAVE MCQUEAD, FIRE CHIEF  
**SUBJECT:** APPROVAL OF VOLUNTARY FUNDING CONTRIBUTION  
**DATE:** NOVEMBER 20, 2024



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## RECOMMENDATION:

Staff recommends the Board of Directors' approval to accept a potential future Voluntary Contribution in the amount of \$849,375 from the Harmony Grove Village South (HGVS) Project to invest in the Fire District's capital project(s). Pursuant to the Health and Safety Code 13898, the Board of Directors must consider the acceptance of donated funds (voluntary funding contribution) or items with a value greater than \$500.00.

## BACKGROUND:

The "Voluntary Contribution Agreement" provides a mutual funding agreement between the developer and the Fire District. The agreement allows the developer to provide a onetime funding investment to the Fire District. With the board of directors' approval to accept the potential future voluntary funding contribution, staff will work with legal to develop the voluntary contribution agreement between the Fire District and developer when the request is submitted.

Formula:

$(\text{Ave. Cost of a Housing Unit}) \times (\text{Number of Units}) \times .002 = \text{Voluntary Funding Contribution.}$

## CURRENT SITUATION:

The Harmony Grove Village South Project is in the Rancho Santa Fe Fire Station #5 service area.

The Fire District appreciates the applicant's interest in investing in the community and local Fire District for the Harmony Grove Village South Residential Project. The voluntary funding contribution amount would be \$849,375 using a calculation of \$937,500 (residential home unit) multiplied by 453 units multiplied by .002.

## RESOLUTION No. 2024-16

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ACKNOWLEDGING RECEIPT OF A REPORT MADE BY THE FIRE CHIEF REGARDING REQUIRED INSPECTIONS OF CERTAIN OCCUPANCIES PURSUANT TO SECTIONS 13146.2 AND 13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE.

**WHEREAS**, California Health & Safety Code Section 13146.4 was added in 2018, and became effective on September 27, 2018; and,

**WHEREAS**, California Health & Safety Code Sections 13146.2 and 13146.3 requires all fire departments, including the Rancho Santa Fe Fire Protection District, that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain residential care facilities for compliance with building standards, as provided and,

**WHEREAS**, California Health & Safety Code Section 13146.4 requires all fire departments, including the Rancho Santa Fe Fire Protection District, that provide fire protection services to report annually to its administering authority on its compliance with Sections 13146.2 and 13146.3 and,

**WHEREAS**, the Board of Directors of the Rancho Santa Fe Fire Protection District intends this Resolution to fulfill the requirements of the California Health & Safety Code regarding acknowledgment of the District's compliance with California Health and Sections 13146.2 and 13146.3.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of the Rancho Santa Fe Fire Protection District expressly acknowledges the measure of compliance of the District with California Health and Safety Code Sections 13146.2 and 13146.3 in the area encompassed by the District Boundaries, as follows:

**A. EDUCATIONAL GROUP E OCCUPANCIES:**

Educational Group E occupancies are generally public and private schools, used by more than six persons at any one time for educational purposes through the 12th grade. Within the District, there are fifteen (15) Group E occupancies, buildings, structures and/or facilities.

During calendar year 2024, the District completed the annual inspection of fifteen (15) Group E occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period.

**B. RESIDENTIAL GROUP R OCCUPANCIES:**

Residential Group R occupancies, for the purposes of this resolution, are generally those occupancies containing sleeping units, and include hotels, motels, condominiums, apartments (three units or more), etc. as well as other residential occupancies (including residential care facilities). These residential care facilities have a number of different sub-classifications, and they may contain residents or clients that have a range of needs, including those related to custodial care, mobility impairments, cognitive disabilities, etc. The residents may also be ambulatory, non-

ambulatory or bedridden. Within the District there are eight (8) Group R (and their associated sub-categories) occupancies of this nature.

During calendar year 2024, the District completed the annual inspection of eight (8) Group R occupancies, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period.

C. INSTITUTIONAL GROUP I OCCUPANCIES: includes, among others, the use of a building or structure, or a portion thereof, in which care or supervision is provided to persons who are or are not capable of self-preservation without physical assistance or in which persons are detained for penal or correctional purposes or in which the liberty of the occupants is restricted.

During calendar year 2024, the District completed the annual inspection of one (1) Group I occupancy, buildings, structures and/or facilities. This is a compliance rate of 100% for this reporting period.

Additional items of note regarding this compliance rate can be found in the accompanying staff report for this resolution.

**PASSED AND ADOPTED** at the regularly scheduled meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on November 20, 2024, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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James H. Ashcraft  
Board President

ATTEST:

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Sarah Montagne  
Board Clerk

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**STAFF REPORT**

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**NO. 24-33**

TO: BOARD OF DIRECTORS  
DAVE MCQUEAD, FIRE CHIEF

FROM: MARLENE DONNER, FIRE MARSHAL

SUBJECT: SENATE BILL 1205

DATE: NOVEMBER 20, 2024

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**RECOMMENDATION:**

Staff recommends the Board of Directors review, approve, and adopt Resolution No. 2024-16 entitled A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Acknowledging Receipt of a report made by the Fire Chief regarding required inspections of certain occupancies pursuant to sections 13146.2 and 13146.3 of the California Health and Safety Code. Reporting is mandated by Senate Bill 1205.

**BACKGROUND:**

Existing law requires the Fire Chief of any district providing fire protection services and their authorized representatives to inspect every educational building used as a public or private school within their jurisdiction, for the purpose of enforcing specified building standards, not less than once each year, as provided.

Existing law also requires every district providing fire protection services that is required to enforce specified building standards to annually inspect every Group R occupancy including hotels, motels, lodging houses, apartment houses, and residential care facilities for compliance with building standards, as provided.

Existing law further requires every district providing fire protection services that is required to enforce specified building standards to annually inspect every Group I occupancy including those in which care or supervision is provided to persons who are or are not capable of self-preservation without physical assistance or in which persons are detained for penal or correctional purposes or in which the liberty of the occupants is restricted.

Senate Bill 1205 requires every district to perform the inspections described above and to report annual compliance with the above-described inspection requirements as provided. The bill requires the governing authority to acknowledge receipt of the report in a resolution or a similar formal document.



## RESOLUTION No. 2024-17

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT (Government Code section 21156)

**WHEREAS**, the Rancho Santa Fe Fire Protection District (hereinafter referred to as District) is a contracting agency of the California Public Employees' Retirement System (CalPERS);

**WHEREAS**, the California Public Employees' Retirement Law requires that a contracting agency determine whether an employee of such agency in employment in which he/she is classified as a local safety member is disabled for purpose of the California Public Employees' Retirement Law and whether such disability is "industrial" within the meaning of such law;

**WHEREAS**, an application for service-pending-disability/industrial disability retirement from Marshall Jordan employed by the Agency in the position of Fire Captain has been filed with CalPERS; and

**WHEREAS**, the District has reviewed the medical and other evidence relevant to such alleged disability.

**NOW. THEREFORE. BE IT RESOLVED** by the Board of Directors as follows:

- 1) That the Board of Directors, under penalty of perjury and on the basis of competent medical evidence, find and determine that Marshal Jordan is substantially incapacitated within the meaning of the Public Employees' Retirement Law for performance of his usual and customary duties in the position of Fire Captain on a permanent basis and was substantially incapacitated at the time of his separation from employment; and
- 2) That the Board of Directors does hereby find and determine that such disability is a result of injury or disease arising out of and in the course of employment; and
- 3) The Board of Directors certify under penalty of perjury that the determination is not used as a substitute for the disciplinary process; and
- 4) That Marshall Jordan filed a workers' compensation claim for the disabling condition which was accepted by the District and neither Marshal Jordan nor the District has applied to the Workers' Compensation Appeals Board for a determination pursuant to Section 21166 whether such disability is industrial; and
- 5) That the member has separated from his employment in the position of Fire Captain effective November 21, 2024, and that there is no dispute pertaining to his leave rights under Section 21164 of the Government Code. His last day on pay status was November 20, 2024; and
- 6) There is not a possibility of third-party liability; and
- 7) Advanced Disability Pension payments will not be made; and
- 8) The primary disabling condition is orthopedic (left knee) and cardiological.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on November 20, 2024, the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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James H. Ashcraft  
President

ATTEST:

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Sarah Montagne  
Board Clerk

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# STAFF REPORT

NO. 24-34

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**TO:** BOARD OF DIRECTORS  
**FROM:** DAVE MCQUEAD, FIRE CHIEF  
**SUBJECT:** RESOLUTION DETERMINATION OF INDUSTRIAL DISABILITY  
RETIREMENT APPLICATION – CAPTAIN MARSHALL JORDAN  
**DATE:** NOVEMBER 20, 2024



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## RECOMMENDATION:

Staff recommends the Board of Directors review, approve, and adopt Resolution No. 2024-17, authorizing an Industrial Disability Retirement for Fire Captain Marshall Jordan.

## BACKGROUND:

The district was notified via letter from CalPERS on October 23, 2024, that Mr. Marshall Jordan had applied for an Industrial Disability Retirement. For purposes of the District's contract with CalPERS, the position of Fire Captain is classified as safety. CalPERS requires that the determination whether a safety employee is/was incapacitated from performing the duties of his/her position be made by the governing body of the employing agency.

Mr. Marshall Jordan has a Workers' Compensation claim and he is currently represented by legal counsel for this claim. Adminsure, Inc. is handling the workers' compensation claim on behalf of the Rancho Santa Fe Fire Protection District.

Mr. Marshall Jordan was examined by an Internist on November 1, 2023, and by an Orthopedic Surgeon on September 17, 2024, both *Agreed Medical Examiners* relating to his specific injuries. The district received a copy of the report noting that Mr. Marshall Jordan is substantially incapacitated for the performance of the duties required of a Fire Captain. According to Dr. Daniel Bressler and Dr. Peter B. Hanson, the causation of the diagnosis has been deemed work-related based on the medical reports in accordance with state law. District staff forwarded all information to legal counsel for review. It is their opinion there is competent medical and factual evidence that supports a finding that Mr. Marshall Jordan is substantially incapacitated from the performance of his usual and customary duties as a Fire Captain for a permanent duration and the cause of incapacitation is industrial.

Therefore, legal counsel recommends the district accept and approve Mr. Marshall Jordan's application for an Industrial Disability Retirement.