



**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

September 16, 2020
1:00 pm PT
Regular Meeting

THIS BOARD OF DIRECTORS MEETING WILL BE CONDUCTED VIA TELECONFERENCE

Pursuant to Governor Newsom’s [Executive Orders N-25-30](#), issued on March 12, 2020 and [N-33-20](#) issued on March 19, 2020: members of the Rancho Santa Fe Fire Protection District Board of Directors and staff may participate in this meeting via teleconference. In the interest of reducing the spread of COVID 19, members of the public are encouraged, but not required, to submit comments via email. Those attending the meeting in person will be required to maintain appropriate social distancing.

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

Americans with Disabilities Act: If you need special assistance to participate in this meeting, please contact the Board Clerk 858-756-5971 ext. 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 Board of Directors: Members of the audience who wish to address the Board of Directors are requested to complete a form near the entrance of the meeting room and submit it to the Board Clerk. Any person may address the Board on any item of Board business or Board concern. The Board cannot take action on any matter presented during Public Comment, but can refer it to staff for review and possible discussion at a future meeting. As permitted by State Law, the Board may take action on matters of an urgent nature or which require immediate attention. The maximum time allotted for each presentation is FIVE (5) MINUTES.

Agendas: Agenda packets are available for public inspection 72 hours prior to scheduled meetings at the Administrative Manager’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.rsfire.org



Rancho Santa Fe Fire Protection District Board of Directors Regular Meeting

September 16, 2020

Call to Order

Pledge of Allegiance

Roll Call

1. 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.

2. Consent Calendar

a. Board of Directors Minutes

- Board of Directors minutes of August 16, 2020

ACTION REQUESTED: **Approve**

b. Receive and File

- Monthly/Quarterly Reports

(1) List of Demands Check 33012 thru 33115, Electronic File Transfers (EFT), and Wire Transfer(s) for the period July 1 – 31, 2020 totaling:	\$ 280,845.40
Wire Transfer(s) period July 1 – 31, 2020	\$ 258,951.19
Payroll for the period July 1 – 31, 2020	<u>\$ 760,475.51</u>
TOTAL DISTRIBUTION	\$1,300,272.10

- (2) RSFFPD Profit & Loss Summary – June 30, 2020
- (3) RSFFPD Combined (GF & FMF) Balance Sheet – June 30, 2020
- (4) Investment Summary – June 30, 2020
- (5) Activity Reports – July 2020
 - (a) Operations
 - (b) Training
 - (c) Fire Prevention
 - (d) Correspondence - letters/cards were received from the following members of the public:
 - (i) None

ACTION REQUESTED: **Information**

c. Policy Consent

- Administrative Policy A200.05 0 Harassment, Discrimination & Retaliation

To discuss and/or ratify the District policy updating the District’s commitment to provide a professional work environment free from discrimination, harassment and retaliation. [Staff Report 20-18](#)

ACTION REQUESTED: **Ratify amended administrative policy**

3. Public Comment



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting

September 16, 2020

4. Old Business
 - a. None

5. Public Hearing
 - a. Final Budget Fiscal Year 2020/2021
To call for any taxpayer to appear and be heard regarding the increase, decrease or omission of any budget item, or for the inclusion of additional items prior to adoption by the Board of Directors
ACTION REQUESTED: [Public input - a call for public comment \(oral or written\)](#)
 - b. Ordinance No. 2020-02
Entitled an Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting an Administrative Citation Program
ACTION REQUESTED: [Public input - a call for public comment \(oral or written\)](#)

6. Resolution/Ordinance
 - a. Ordinance 2020-02
To conduct the second and final reading for Ordinance 2020-02 *entitled* An Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting an Administrative Citation Program.
ACTION REQUESTED: **Adopt**
 - b. Resolution No. 2020-12
To discuss and/or adopt Resolution No. 2020-12 – *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Setting Forth the Administrative Citation Schedule of Fines for Certain Violations of the Rancho Santa Fe Fire Code And Ordinances
ACTION REQUESTED: **Adopt**
 - c. Resolution No. 2020-13
To discuss and/or adopt Resolution No. 2020-13 – *entitled* a Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Establishing Committed and/or Constrained Fund Balances for FY20
ACTION REQUESTED: **Adopt**

7. New Business
 - a. Solar for RSF5
To award the bid for solar installation at RSF5 from Baker Electric, and authorize the Fire Chief to execute all documents. [Staff Report 20-19](#)
ACTION REQUESTED: **Approve**
 - b. Acceptance of Fire Prevention Grant
To accept a Fire Prevention Grant of \$17,142.86 from FEMA or a fuels reduction project in Escondido Creek. [Staff Report 20-20](#)
ACTION REQUESTED: **Approve**
 - c. Successor Memorandum of Understanding(s)
To discuss and appoint an ad hoc committee to participate in the meet and confer process for a successor MOU for all bargaining groups expiring December 31, 2020.
ACTION REQUESTED: **Appoint agency negotiators**
 - d. Final Budget FY 2019/20
To discuss and/or approve Final Budget for FY20.
ACTION REQUESTED: **Approve**



Rancho Santa Fe Fire Protection District Board of Directors

Regular Meeting

September 16, 2020

8. Oral Report
 - a. Fire Chief – Cox
 - i. Potential Legislative Impacts
 - ii. RSF5 Update
 - iii. District Activities
 - b. Operations – Deputy Chief
 - c. Volunteer – Volunteer Recruitment & Retention Coordinator
 - d. Training – Battalion Chief
 - e. Fire Prevention – Fire Marshal
 - f. Administrative Manager/Manager, Finance & Administration
 - d. Board of Directors
 - North County Dispatch JPA – Update
 - County Service Area – 17 – Update
 - Comments
9. Closed Session
 - a. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:
CONFERENCE WITH LABOR NEGOTIATORS
Agency Negotiators: TBD, and assigned Staff
Represented Employees: Rancho Santa Fe Professional Firefighters Association – Local 4349
Represented Employees: Rancho Santa Fe Miscellaneous Employees
Under Negotiation: Successor Memorandum of Understanding
10. Adjournment

The next regular meeting Board of Directors meeting to be October 21, 2020 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

September 16, 2020

CERTIFICATION OF POSTING

I certify that on September 10, 2020 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 September 10, 2020

A handwritten signature in black ink that reads "Karlana Rannals".

Karlana Rannals
Board Clerk



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – August 19, 2020

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

REGULAR AGENDA

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

Pledge of Allegiance

Ms. Alicea Caccavo (Manager, Finance & Administration) lead the assembly in the Pledge of Allegiance.

Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Stine

Directors Absent: Tanner

Staff Present: Fred Cox, Fire Chief; Dave McQuead, Deputy Chief; Bruce Sherwood, Battalion Chief; Frank Twohy, Volunteer Recruitment & Retention Coordinator; Conor Lenehan, Deputy Fire Marshal; Alicea Caccavo, Manager, Finance & Administration; and Karlana Rannals, Board Clerk.

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

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

2. Consent Calendar

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted.

a. *Board of Directors Minutes*

i. Board of Directors minutes of July 15, 2020

b. Receive and File

i. *Monthly/Quarterly Reports*

- List of Demands Check 32879 thru 33011, Electronic File Transfers (EFT) and Wire Transfer(s) for the period July 1 – 31, 2020 totaling: \$1,258,840.65
- Wire Transfer(s) for the period July 1 – 31, 2020 \$ 872,277.81
- Payroll for the period July 1 – 31, 2020 \$1,026,188.64
- TOTAL DISTRIBUTION \$3,157,307.10

ii. Reports – July 2020

- Operations
- Training
- Fire Prevention

- Correspondence – letters/cards were received from the following members of the public:
 - a. None
 - c. Acceptance of Grant

MOTION BY DIRECTOR STINE, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept a grant of \$26,639.50 from FEMA 2020 Assistance for Firefighters Grant – COVID 19 Supplement Program for reimbursement of personal protective equipment during the COVID 19 pandemic.

3. Public Comment

No one requested to speak to the Board.

4. Old Business

- a. None

5. New Business

a. Budget Authorization

Chief Cox summarized the staff report provided. The staff proposed to convert a planned utility vehicle to a command vehicle. He noted that with the reorganization of Elfin Forest/Harmony Grove along with the growth of the district, it has become necessary for an additional utility vehicle. Also with this growth, the potential for a major incident, or multiple incidents at the same time has also increased. The availability of multiple Command Vehicles is essential. This purchase qualifies for funds from Fire Mitigation at 85%. He responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize the purchase of (1) Utility/Command Vehicle with Shell, Command Module, Radios and Emergency Lighting Package for a cost not to exceed \$74,335.43.

The meeting recessed from 1:08 to 1:21 due to technical issues with video conferencing.

b. Board Policy: 3045 Allowance for Bad Debts and Write Offs Policy

Ms. Rannals summarized the purpose of the policy, recognizing that on occasion there is a need to recognize a bad debt when a receivable is no longer collectible, while the District retains the right to collect funds should the circumstances change. Currently, the District has one outstanding receivable that this proposed policy could affect; however, there are no plans to write off any receivable for the FY20. This policy would be necessary going forward, should the Finance Manager, in concurrence with the Fire Chief, deem that a bad debt transaction is necessary. She also spoke of a correction necessary within the policy correcting the text in removing a term referenced. She responded to questions from the Board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR STINE, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to adopt Board Policy: 3045 Allowance for Bad Debts and Write Offs Policy as amended.

6. Resolution/Ordinance

a. Ordinance No. 2020-02

Chief Cox complimented the Fire Prevention staff on the research and work performed in the preparation of this ordinance. He reported that this ordinance allows for an administrative process, that includes fines when property owners choose not to comply with the fire code. District personnel will be able gain compliance thru enforcement by issuing an administrative citation, which does not go down the criminal path. This ordinance and all supporting documents applicable to the Administrative Citation Program has been approved by legal counsel. The staff responded to questions from the Board.

The Board agreed to schedule the public hearing and ordinance adoption for September 16, 2020; and requested that the board clerk notice the meeting for the scheduled actions pursuant to all applicable codes.

7. Oral Report

a. Fire Chief

- i. Introduction: Manager, Finance & Administration: he introduced and welcomed Alicea Caccavo to her new role with the District.
- ii. 2020 Enhanced Fire Response Plan: Chief McQuead sent to the Board the latest seasonal outlook document. Chief Cox distributed to the Board, prior to the meeting, a document prepared by staff outlining a response plan and the tasks that may be associated with the emergency. Although the document is a guideline, he noted that there may be a need to spend extra money to be better prepared. He responded to questions from the Board. The Board asked for an update on the status of large animal evacuations. He and the prevention staff will follow-up.
- iii. RSF5 Update: Chief Sherwood reported that the building is 98.8% complete. The final inspection is planned for August 20. Erickson Hall has been very responsive to all follow-up requests.
- iv. District activities:
 - SB 474 – this bill was pulled.
 - COVID Testing – the District has a contract with a company in Carlsbad for COVID 19 testing.
 - Interviews for Office Support Coordinator – an offer is pending.
 - The Board requested that a “cheat sheet” be prepared listing the various websites that would be useful for referrals or information when emergencies occur.
- b. Operations – Deputy Chief – Chief McQuead reported 1) personnel were deployed on a strike team to the Apple Fire; 2) personnel are assigned as single resources on fires in northern California; 3) the fuel moisture report is back; 4) significant incident – vegetation fire, that may have been arson with juveniles.
- c. Volunteer Recruitment Retention Coordinator – Chief Twohy reported that the reserve program is back to staffing all open stations, and the Reserves donate 886 volunteer hours this reporting period.

Due to a closed session matter scheduled for 2:00 pm, the board suspended the open session and agreed to reconvene after closed session.

8. Closed Session **Time Certain, 2:00 pm**

Pursuant to the following section, the board met in closed session from 2:05 – 2:52 pm, and discussed the following:

Pursuant to Consideration of personnel matter (complaint against employee)

With respect to every item of business to be discussed in closed session pursuant to Section 54957
All board members listed and Ms. Stefanie Vaudreuil, Attorney, Liebert, Cassidy & Whitmore attended and participated in this discussion.

Upon reconvening to open session, President Ashcraft announced that direction was given to the District’s legal counsel and no action was taken.

10-minute recess

The Board of Directors reconvened to open session at 3:00 pm

7. Oral Report (Cont.)

- d. Training – Battalion Chief – Sherwood reported the District personnel completed all training needed to prepare for wildland season. PIO training is planned for September 14 for all Chief Officers. Also planned is Command and Control classes scheduled for September 28.
- e. Fire Prevention – Fire Marshal – Deputy Fire Marshal Lenehan reviewed the previous month’s statistics; and discussed various projects that are currently being developed.
- f. Administrative Manager – Ms. Rannals reported that she received the CalPERS valuation reports dated June 30, 2019. Employer rates are on the rise. She also reminded the Board that the annual Ethics training will be conducted, tentatively in person, on December 16, 2020
- g. Board of Directors
 - i. North County Dispatch JPA – Update: Director Ashcraft: No report, the next meeting is planned for August 26, 2020.
 - ii. County Service Area 17 – Update: Director Hillgren: No report, the next meeting is planned for September 15, 2020.
 - iii. Comments
 - 1. None
 - 2.

9. Adjournment

Meeting adjourned at 3:28 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

33012	\$590.00	A to Z Plumbing Inc	Building RSF
33013	\$223.25	AT&T	Telephone RSF5
33014	\$358.29	AT&T Calnet 2/3	Telephone RSF, ADMIN
33015	\$814.38	CDW Government Inc.	RSF5 Station Construction-Furnishings
33016	\$212.25	Complete Office of California Inc	Office Supplies
33017	\$3,179.00	County of SD/RCS	800 MHz Network Admin Fees, CAP Code Paging Service-Monthly Service
33018	\$99.99	CrewSense, LLC	Scheduling (Crewsense) Maintenance
33019	\$220.97	Griffin Hardware Co.	Station Maintenance - RSF
33020	\$49.41	Henley Pacific LA LLC (Valvoline)	Scheduled - ID 1181
33022	\$796.86	Rincon Del Diablo Municipal Water Di	Water RSF5, 6
33023	\$1,270.40	Robert Half International	Temporary Labor
33024	\$90.00	RSF Mail Delivery Solutions	Mail Delivery Service
33025	\$636.02	Santa Fe Irrigation District	Water RSF1
33026	\$3,200.11	SC Commercial LLC	Fuel: Gasoline & Diesel
33027	\$1,917.94	SDG&E	Elec/Gas/Propane RSF
33028	\$291.50	Stanley N Parfrey DBA 3 Volt Electri	Building ADMIN
33029	\$86.27	Stericycle, Inc.(Shred-It)	Shredding Services
33030	\$75.00	Terminix International	Building RSF2
33031	\$2,097.77	ThyssenKrupp Elevator Inc	Elevator Service
33032	\$17.45	U P S	Shipping Service
33033	\$9,499.11	U S Bank Corporate Payment System	Cal-Card./IMPAC program
33034	\$135.81	Willis, Erwin L.	RSF5 Station Construction-Furnishings
33035	\$23,248.65	Kimberly DeAvila	Salary
33036	\$15,499.10	Law Offices of Jerry D. Underwood	Salary
33037	\$4,990.77	U S Bank Corporate Payment System	Cal-Card./IMPAC program
33038	\$1,150.00	Accme Janitorial Service Inc	Building ADMIN
33039	\$157.61	Airgas Inc	Safety: Breathing Air
33040	\$446.00	APCD	Permit: County/City
33041	\$1,974.21	AT&T Calnet 2/3	Telephone RSF
33042	\$418.66	California Health & Safety Inc	COVID 19 Expense
33043	\$32.96	Charter Communications Holdings, LLC	Cable RSF4
33044	\$702.80	Cintas Corporation No 2	Safety: Extinguishers
33045	\$8.08	Complete Office of California Inc	Office Supplies
33046	\$448.31	COR Security Inc	Building RSF, ADMIN
33047	\$1,991.70	Dion International, Inc.	Scheduled - ID 0561
33048	\$386.66	EDCO Waste & Recycling Inc	Trash RSF5

33049	\$4,350.00	Fitch Law Firm Inc	Legal Services
33050	\$18.27	Griffin Hardware Co.	Station Maintenance - RSF2
33051	\$1,503.47	Olivenhain Municipal Water District	Water RSF
33052	\$1,921.75	Parkhouse Tire, Inc.	Apparatus: Tires & Tubes
33053	\$950.00	R.E. Badger & Son, Inc.	Forced Weed Abatement
33054	\$1,222.76	Robert Half International	Temporary Labor
33055	\$294.12	San Diego Union-Tribune, LLC	Advertising
33056	\$1,471.40	SC Commercial LLC	Fuel: Gasoline & Diesel
33057	\$12,196.72	SDG&E	Elec/Gas/Propane RSF
33058	\$477.29	Stanley N Parfrey DBA 3 Volt Electri	Building RSF6
33059	\$550.77	TPX	Telephone ADMIN
33060	\$17.45	U P S	Shipping Service
33061	\$2,657.76	Waste Management Inc	Trash RSF3
33062	\$6,950.00	WinTech Computer Services	Consulting Services
33063	\$155.20	Dalrada Health Products	COVID 19 Expense
33064	\$2,509.83	Parkhouse Tire, Inc.	Apparatus: Tires & Tubes
33065	\$581.00	A to Z Plumbing Inc	Building RSF1
33066	\$64.20	AT&T	Telephone RSF6
33067	\$324.98	Charter Communications Holdings, LLC	Telephone ADMIN
33068	\$132.50	Dependable Alarm Systems Inc	Alarm System Monitoring RSF2
33069	\$1,989.63	Duthie Electric Svc Corp	Generator RSF- Maintenance & Service
33071	\$33.35	Griffin Hardware Co.	Station Maintenance - RSF2
33072	\$4,463.13	Guardian Life Insurance Co	Medical Insurance
33073	\$1,684.71	Home Depot, Inc	Station Maintenance - RSF
33074	\$127.00	Justin Hill DBA FailSafe Testing LLC	Ladder Testing
33075	\$185.81	Konica Minolta Business Inc	Copier Maintenance Contract
33076	\$86,900.97	NCDJPA	Dispatching
33077	\$14,192.13	North County EVS Inc	Scheduled & Repairs
33078	\$312.97	Pacific Coast Flag	Flags (State, USA)
33079	\$1,270.40	Robert Half International	Temporary Labor
33080	\$73.80	RSF Security Inc	Alarm System Monitoring RSF5
33081	\$671.42	SC Commercial LLC	Fuel: Gasoline & Diesel
33082	\$32.00	State of CA Dept of Justice	Background Investigation
33083	\$17.45	U P S	Shipping Service

33084	\$213.97	4S Ranch Gasoline & Carwash LP	Apparatus: Car Wash
33085	\$2,002.20	ABM Industries	Building RSF
33086	\$223.25	AT&T	Telephone RSF1
33087	\$50.94	AT&T	Telephone RSF3
33088	\$54.36	AT&T	Telephone RSF1
33089	\$62.94	AT&T	Telephone RSF2
33090	\$108.95	Charter Communications Holdings, LLC	Cable - Admin
33091	\$348.15	Complete Office of California Inc	Office Supplies
33092	\$20,779.70	Coulter Ventures DBA Rogue Fitness	RSF5 Station Construction-Furnishings &
33093	\$235.91	Cox Communications	Telephone RSF2
33094	\$119.99	Cox Communications	Telephone RSF3
33095	\$483.19	Cox Communications	Telephone RSF5
33096	\$1,472.62	Direct Energy Business-Dallas	Elec/Gas/Propane RSF1
33097	\$1,092.92	Duthie Electric Svc Corp	Generator Repair RSF
33098	\$47.50	Eide Bailly LLP	Consulting Services- Financial (Platinum
33099	\$2,587.58	Fire Facilities, Inc.	Building Training Facility
33100	\$183.25	Global Door & Gate Inc.	Building RSF1
33101	\$884.50	Grafix Systems	Apparatus: Miscellaneous
33102	\$49.41	Henley Pacific LA LLC (Valvoline)	Scheduled - ID 1581
33103	\$2,014.93	Jauregui & Culver Inc	Refuel Facility Repair
33104	\$3,412.50	Liebert Cassidy Whitmore	Legal Services
33105	\$757.56	Lincoln National Life Ins Co	Life Insurance/EAP
33106	\$45.76	Napa Auto Parts Inc	Apparatus: Parts & Supplies
33107	\$730.00	Power Plus!	Elec/Gas/Propane RSF5
33108	\$1,270.40	Robert Half International	Temporary Labor
33109	\$1,895.04	SC Commercial LLC	Fuel: Gasoline & Diesel
33110	\$108.00	Terminix International	Building RSF1
33111	\$17.45	U P S	Shipping Service
33112	\$1,772.62	Verizon Wireless	Cellular - Telephone
33113	\$20.44	Willis, Erwin L.	Computer Equipment/Parts
33114	\$800.00	Fairbanks Ranch Com. Serv. Dis	Sewer RSF3
33115	\$2,375.00	RSF Community Services District	Sewer RSF
EFT000000000647	\$1,215.00	Berry, Nicole	Education/Training Reimbursement
EFT000000000648	\$328.47	Reyes, Sandra N.	Janitorial Supplies
MISC	\$5,459.37	Various	Medical Reimbursement
Subtotal	\$280,845.40		

Rancho Santa Fe Fire Protection District

List of Demands- August 2020

ACH Transfer	\$185,578.23	CalPERS
ACH Transfer	\$424.13	CalPERS
ACH Transfer	\$2,100.00	CalPERS
ACH Transfer	\$70,848.83	CalPERS
Subtotal	<u>\$258,951.19</u>	

8/3/2020	8,198.66	RSFFPD
8/15/2020	264,414.05	RSFFPD
8/14/2020	30,433.59	RSFFPD
8/31/2020	457,429.21	RSFFPD
Subtotal	<u>\$760,475.51</u>	

Total	<u><u>\$1,300,272.10</u></u>	
--------------	------------------------------	--

CALPERS- July 2020 Ret
CALPERS- Haskin Retro 2020
CALPERS- GASB-68 AUG 2020
CALPERS- SEPT 2020 Health

Special Payroll
Payroll
Mgmt PR
Payroll

P&L - Unaudited June 30, 2020

REVENUE

For 7/1/2019 To 6/30/20

YTD BAL

Tax Revenue

Gross Tax Revenue 14,515,513.55

Sale of Assets

Total Asset Revenue 5,400.00

Other Revenue

Total Other Revenue 3,640,977.42

Total Gross Revenue 18,161,890.97

OPERATING EXPENSE

Total Salaries 9,097,723.88

Total Employee Benefits 7,297,590.71

Total Contractual Services 1,667,055.04

Total Material & Supplies 965,066.11

OTHER EXPENSES

Total Other Expenses (318,200.02)

Total Depreciation 829,954.48

INTERFUND TRANSFER (1,188,092.91)

Total Operating Expense 18,351,097.29

Net Change (FY20) (189,206.32)

Other Expenses + Capital (Nondepreciated) 1,480,922.73

Net Income (1,670,129.05)

Assets		General Fund	FMF	TOTAL
Current Assets				
Cash				
Total Cash		9,872,119.17	3,032,900.65	12,905,019.82
Short-Term Investments				
Total Short-Term Investments		7,703,686.75	-	7,703,686.75
Accounts Receivable				
Total Accounts Receivable		1,645,995.86	97,434.42	1,743,430.28
Long Term Liability				
		-	-	-
Prepaid Expenses				
Total Prepaid Expense		-	-	-
Total Current Assets		19,221,801.78	3,130,335.07	22,352,136.85
Restricted Cash Assets				
Total Restricted Cash Assets		804,406.57		804,406.57
Property, Plant and Equipment				
Capital Assets - Property, Plant and Equipment		34,703,031.97		34,703,031.97
Accumulated Depreciation				
Total Accumulated Depreciation		(11,724,142.12)	-	(11,724,142.12)
Capital Assets - Property, Plant and Equipment				
Deferred Outflow of Resources				
Total Deferred Outflow		2,868,470.00		2,868,470.00
Total Assets		<u>45,873,568.20</u>	<u>3,130,335.07</u>	<u>49,003,903.27</u>
Liabilities and Equity				
Current Liabilities				
Total Accounts Payable		2,192,916.49	1,188,092.91	3,381,009.40
Employee Liability Payable				
		1,863,555.48	-	1,863,555.48
Other Liabilities (Pension)				
Total Other Liabilites		10,922,290.00	-	10,922,290.00
Long Term Debt				
Total Other Current Liabilities		<u>730,195.00</u>	<u>-</u>	<u>730,195.00</u>
Total Current Liabilities		15,708,956.97	1,188,092.91	16,897,049.88
Equity				
Reserve - Capital (Specified)				
Capital Replacement Reserves				
NCDJPA (MDC)	16,407.02			
ALS Equipment Reserve	175,426.26			
HGEF CalTrust Reserve	4,940,769.87			
Environmental Initiative for Sustainability	228,769.88			
CERT (EFF/HG Reserve	11,387.98			
PASIS Reserve	(40,394.91)			
RCS Radio Infrastructure	-			
		5,332,366.10	-	5,332,366.10
Reserve - General				
Operating Reserve	5,500,000.00			
Unspecified Capital Reserve	8,206,899.48			
Undesignated	(10,183,415.15)		2,254,181.41	-
		3,523,484.33	2,254,181.41	5,777,665.74
Reserve - Capital (Specified)				
Net - Capital Assets	<u>22,978,889.85</u>		<u>-</u>	
Capital Assets Net		22,978,889.85	-	22,978,889.85
Total Designated Capital Reserves				
PY Equity		32,304,837.28	2,254,181.41	
Retained Earnings (Net Change)		-		-
Net Income/Loss (FY20 YTD)		(1,670,129.05)	(311,939.25)	(1,982,068.30)
Total Equity		30,634,708.23	1,942,242.16	(1,982,068.30)
Total Liabilities and Equity		<u>45,873,568.20</u>	<u>3,130,335.07</u>	<u>49,003,903.27</u>
Total Cash Equity (includes GASB54 Committed Funds)		<u>15,969,736.38</u>	<u>1,942,242.16</u>	<u>17,911,978.54</u>

Note: This report does include the updated net pension liabilities for FY20.

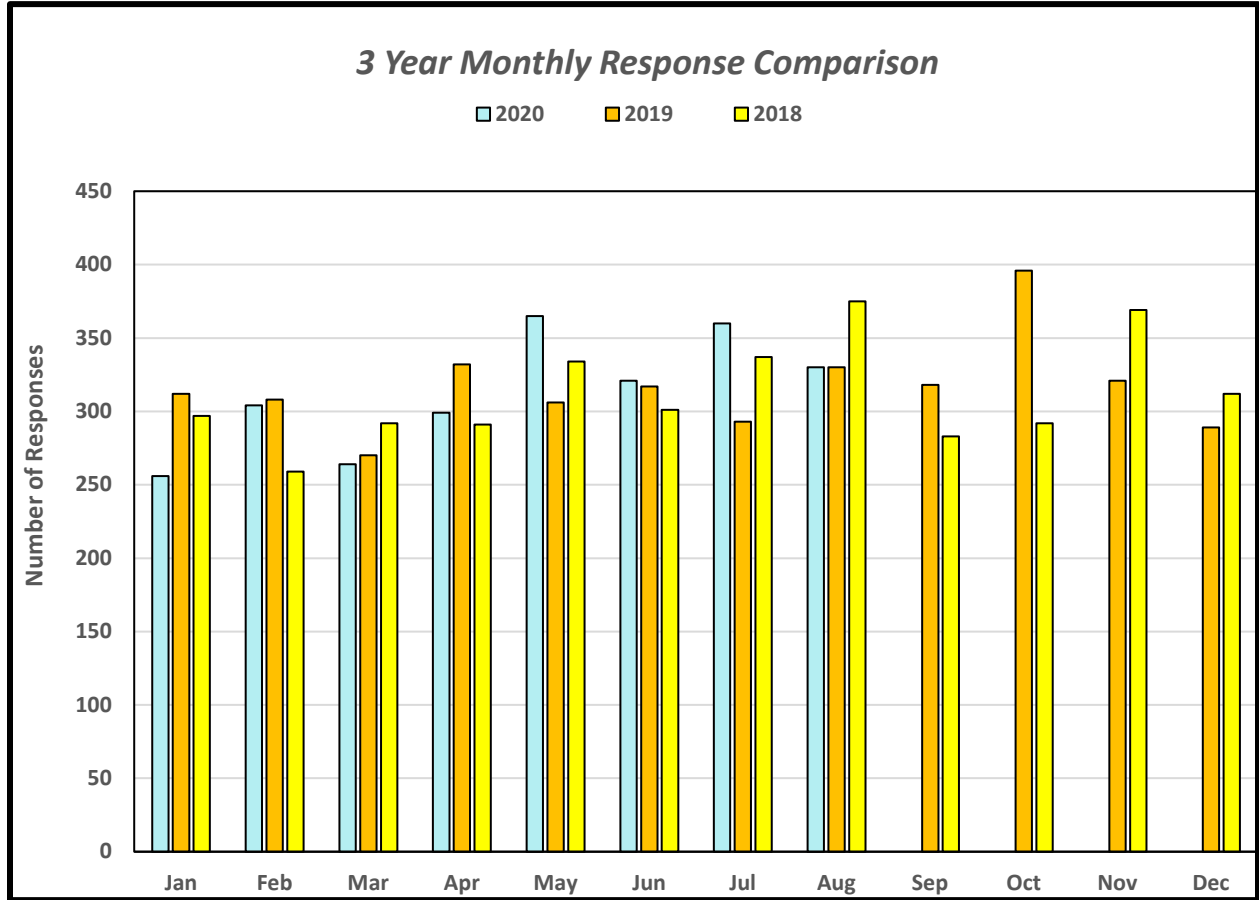
Rancho Santa Fe Fire Protection District
Investment Portfolio - Listing

Date	County of San Diego			Local Agency Investment Fund			Bank of America			CalTrust Investment		
	Average Daily Cash Balance	Interest Rate - %	Qtrly Earnings	Account Balance	Interest Rate - %	Qtrly Earnings	Account Balance	Interest Rate - %	Qtrly Earnings	Account Balance	Share Value	Qtrly Earnings
FY16												
9/30/2015	9,116,014	0.1207499	11,007.58	2,507,708	0.3200	2,019.12	68,654.93	0.000200	3.47			
12/31/2015	7,972,012	0.1723940	13,743.27	2,509,727	0.3700	2,322.84	68,654.40	0.000200	3.47			
3/31/2016	10,342,559	0.1391914	14,395.95	2,512,050	0.4600	2,899.70	68,661.81	0.000200	3.41			
6/30/2016	11,809,274	0.1433726	16,931.26	2,514,950	0.5500	3,421.54	68,665.23	0.000200	3.42			
	Annual Rate	0.5757079	\$ 56,078.06	Annual Rate	0.4250	\$ 10,663.20	Annual Rate	0.000200	\$ 13.77	Avg Share Value	0.000000	\$ -
FY17												
9/30/2016	9,720,648.93	0.2181028	21,201.01	2,518,371.32	0.6000	3,826.52	68,668.68	0.000200	3.45	4,531,619.73	10.100000	124.73
12/31/2016	10,718,806.24	0.2148859	23,033.20	2,522,197.84	0.6800	4,296.15	68,672.13	0.000200	3.42	4,512,312.82	10.090000	12,123.83
3/31/2017	11,627,772.17	0.2929174	34,059.77	2,526,493.99	0.7800	4,833.54	68,675.52	0.000200	3.39	4,557,077.20	10.090000	13,333.64
6/30/2017	13,078,710.09	0.2982185	40,097.61	2,531,327.53	0.9200	5,829.30	68,678.95	0.000200	3.43	4,566,555.96	10.090000	14,268.88
	Annual Rate	1.0241246	\$ 118,391.59	Annual Rate	0.7450	\$ 18,785.51	Annual Rate	0.000200	\$ 13.69	Avg Share Value	10.092500	\$ 39,851.08
FY18												
9/30/2017	11,283,998.32	0.3140160	35,433.56	2,537,156.83	1.0700	6,866.96	68,682.42	0.000200	3.47	4,556,287.68	10.030000	16,430.89
12/31/2017	9,782,917.36	0.3508629	34,324.63	2,544,023.79	1.2000	7,723.56	68,685.89	0.000200	3.47	4,551,076.71	9.980000	17,526.03
3/31/2018	11,988,098.75	0.3893358	46,673.95	2,551,747.35	1.5100	9,494.04	68,689.28	0.000200	3.39	4,543,365.65	9.920000	19,663.36
6/30/2018	13,338,491.10	0.4591755	61,247.09	2,561,241.39	1.9000	12,153.28	68,692.71	0.000200	3.43	4,555,774.12	9.900000	21,576.09
	Annual Rate	1.5133902	\$ 177,679.23	Annual Rate	1.4200	\$ 36,237.84	Annual Rate	0.000200	\$ 13.76	Avg Share Value	9.957500	\$ 75,196.37
FY19												
9/30/2018	11,203,912.76	0.4877508	54,647.18	2,573,394.67	2.1600	13,982.17	68,696.18	0.000200	3.47	4,570,496.02	9.880000	23,958.64
12/31/2018	9,003,930.05	0.5460768	49,168.37	2,587,376.84	2.4000	15,634.99	68,699.65	0.000200	3.47	4,619,600.90	9.930000	25,878.63
3/31/2019	11,076,620.72	0.5923871	65,616.48	2,603,011.83	2.5500	16,328.23	68,703.04	0.000200	3.39	4,678,072.90	10.000000	25,820.64
6/30/2019	13,650,516.24	0.6087144	83,092.66	2,619,340.06	2.5700	16,238.23	68,706.47	0.000200	3.43	4,749,561.50	10.080000	27,361.14
	Annual Rate	2.2349291	\$ 252,524.69	Annual Rate	2.4200	\$ 62,183.62	Annual Rate	0.000200	\$ 13.76	Avg Share Value	9.9725	\$ 103,019.05
FY20												
9/30/2019	11,387,160.29	0.5645587	64,287.20	2,626,077.87	2.5700	16,737.81	68,708.81	0.000200	2.34	4,776,022.72	10.090000	26,461.22
12/31/2019	8,438,122.27	0.5295588	44,684.82	2,652,315.33	2.2900	15,236.81	68,713.41	0.000200	3.47	4,800,806.64	10.090000	24,783.92
3/31/2020	9,566,627.59	0.5036647	48,183.73	2,667,552.10	2.0300	13,425.37	68,716.82	0.000200	3.41	4,823,706.72	10.190000	22,900.08
6/30/2020	10,361,272.70	0.4196804	43,484.23	2,680,977.47	1.4700	9,782.36	68,720.22	0.000200	3.40	4,842,441.77	10.300000	18,375.05
	Annual Rate	2.0174626	\$ 200,639.98	Annual Rate	2.0900	\$ 55,182.35	Annual Rate	0.000200	\$ 12.62	Avg Share Value	10.1675	\$ 92,520.27



Rancho Santa Fe Fire Protection District Operations Report

August 2020 Incident Reporting



3 Year Call Volume Tracker:

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses	
2020	Responses	256	304	264	299	365	321	360	330					2,499
	YTD	256	560	824	1123	1488	1809	2169	2499					1.26%
2019	Responses	312	308	270	332	306	317	293	330	318	396	321	289	3,792
	YTD	312	620	890	1222	1528	1845	2138	2468	2786	3182	3503	3792	1.34%
2018	Responses	297	259	292	291	334	301	337	375	283	292	369	312	3,742
	YTD	297	556	848	1139	1473	1774	2111	2486	2769	3061	3430	3742	4.53%



Rancho Santa Fe Fire Protection District Operations Report August 2020 Incident Reporting

Monthly Incident Call Type:

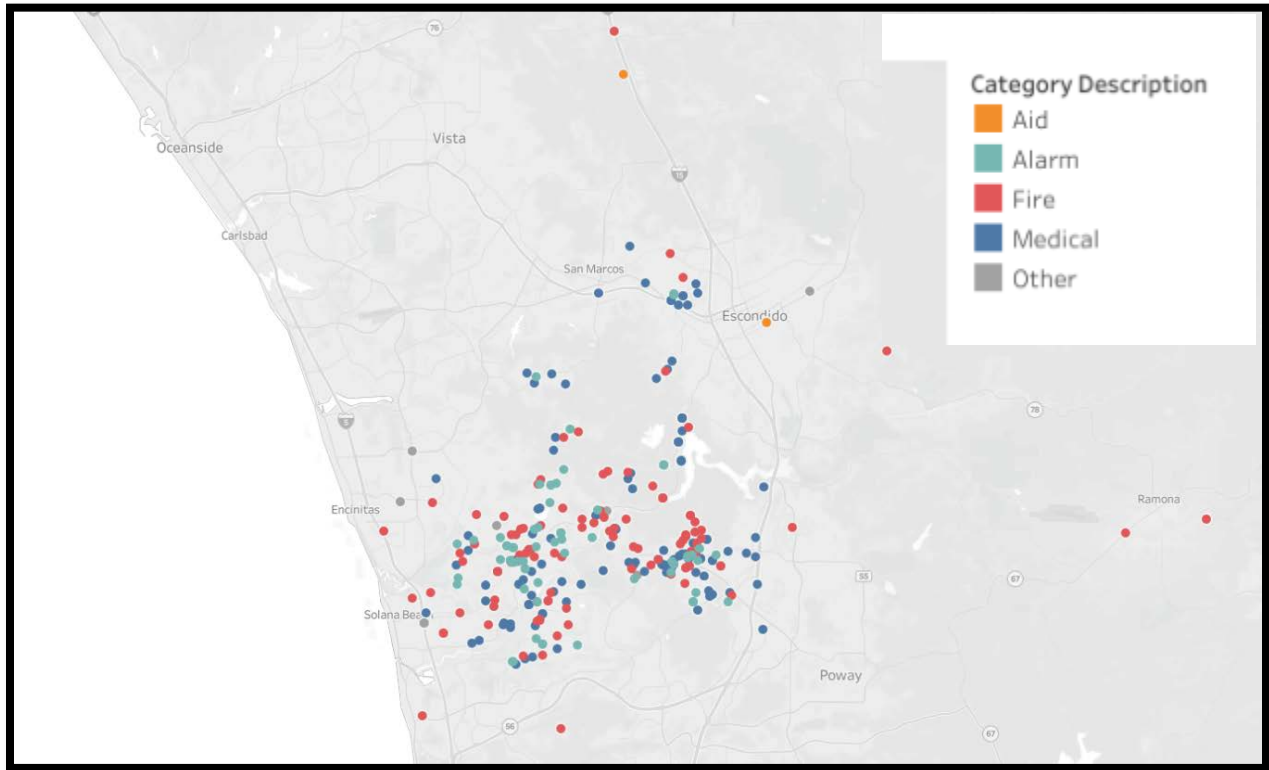
Summary: Number of Incidents by Problem for:
RANCHO SANTA FE FPD

Problem Codes	Category ..	Time Assigned		
		Incidents/R..	% of Total I..	% Differenc..
		2020	2020	2020
5150 / PSYCH PROBLEMS	Medical	1.0	0.30%	0.00%
A/R - MEDICAL AID	Aid	1.0	0.30%	0.00%
A/R - VEG FIRE	Aid	1.0	0.30%	0.00%
ABDOMINAL PAIN	Medical	5.0	1.52%	0.00%
ALLERGIES (REACTIONS)	Medical	3.0	0.91%	0.00%
ASSAULT	Medical	1.0	0.30%	0.00%
BIKE ACC	Medical	1.0	0.30%	0.00%
BREATHING PROBLEMS	Medical	10.0	3.03%	0.00%
BURNS (SCALDS)	Medical	1.0	0.30%	0.00%
C2C - CHECK COMMENTS (..	Other	1.0	0.30%	0.00%
CARBON MONIX ALARM	Fire	2.0	0.61%	0.00%
CARBON MONOXIDE INHA..	Medical	1.0	0.30%	0.00%
CARDIAC ARREST	Medical	1.0	0.30%	0.00%
CHEST PAIN	Medical	9.0	2.73%	0.00%
CONVULSIONS	Medical	1.0	0.30%	0.00%
CPR	Medical	3.0	0.91%	0.00%
DIABETIC PROBLEMS	Medical	5.0	1.52%	0.00%
EYE PROBLEM / INJURIES	Medical	1.0	0.30%	0.00%
FAINTING SPELLS	Medical	5.0	1.52%	0.00%
FALL - NOT HEIGHT	Medical	15.0	4.55%	0.00%
FIRE - OTHER	Fire	2.0	0.61%	0.00%
FIRE ALARM - APT / CONDO	Alarm	1.0	0.30%	0.00%
FIRE ALARM - COMM	Alarm	14.0	4.24%	0.00%
FIRE ALARM - MULTI-OCC..	Alarm	1.0	0.30%	0.00%
FIRE ALARM - RES	Alarm	39.0	11.82%	0.00%
FIRE ALARM PROBLEM	Fire	4.0	1.21%	0.00%
FIRE ALARM RESET	Other	1.0	0.30%	0.00%
FLOODING PROB - FD	Fire	2.0	0.61%	0.00%
HEADACHE	Medical	1.0	0.30%	0.00%
HEART PROBLEMS	Medical	2.0	0.61%	0.00%
HEAT EXPOSURE	Medical	3.0	0.91%	0.00%
HEMORRHAGE	Medical	3.0	0.91%	0.00%
HYDRANT LEAKING	Fire	1.0	0.30%	0.00%
ILLEGAL BURNING	Fire	3.0	0.91%	0.00%
INVESTIGATION - FD	Fire	4.0	1.21%	0.00%
LIFT ASSIST	Fire	9.0	2.73%	0.00%
LOCK IN - VEHICLE / FD	Fire	2.0	0.61%	0.00%
MEDICAL AID	Medical	10.0	3.03%	0.00%
MEDICAL ALARM	Alarm	7.0	2.12%	0.00%
MOVE-UP	Other	2.0	0.61%	0.00%
NAT GAS LN BRK - OUTSIDE	Fire	6.0	1.82%	0.00%
NON-BREATHER	Medical	1.0	0.30%	0.00%
ODOR INVESTIGATION	Fire	4.0	1.21%	0.00%
OVERDOSE	Medical	4.0	1.21%	0.00%
PERSON DOWN	Medical	8.0	2.42%	0.00%
PUBLIC SERVICE	Fire	5.0	1.52%	0.00%
RESCUE - TC	Medical	4.0	1.21%	0.00%
RESCUE - TC EXPANDED	Other	3.0	0.91%	0.00%
SEIZURE	Medical	1.0	0.30%	0.00%
SICK PERSON (SPEC DIAG)	Medical	22.0	6.67%	0.00%
SMOKE CHECK	Fire	2.0	0.61%	0.00%
SNAKE REMOVAL	Fire	27.0	8.18%	0.00%
STRIKE TEAM OES	Aid	3.0	0.91%	0.00%
STRIKE TEAM T1 - IN ZONE	Aid	1.0	0.30%	0.00%
STRIKE TEAM T3 - OUT OF ..	Aid	1.0	0.30%	0.00%
STRIKE TEAM T3 - OUT OF ..	Aid	1.0	0.30%	0.00%
STROKE (CVA)	Medical	7.0	2.12%	0.00%
STRUCTURE FIRE - COMM	Fire	2.0	0.61%	0.00%
STRUCTURE FIRE - RES	Fire	5.0	1.52%	0.00%
TC	Medical	13.0	3.94%	0.00%
TRAUMATIC INJURIES	Medical	5.0	1.52%	0.00%
TREE DOWN	Fire	4.0	1.21%	0.00%
UNCONSCIOUS	Medical	5.0	1.52%	0.00%
VEGETATION FIRE	Fire	7.0	2.12%	0.00%
VEHICLE FIRE - LARGE	Fire	1.0	0.30%	0.00%
WALK IN / UP MEDICAL AID	Other	2.0	0.61%	0.00%
WATER PROB - FD	Fire	6.0	1.82%	0.00%
WIRES DOWN	Fire	1.0	0.30%	0.00%
Grand Total		330.0	100.00%	0.00%

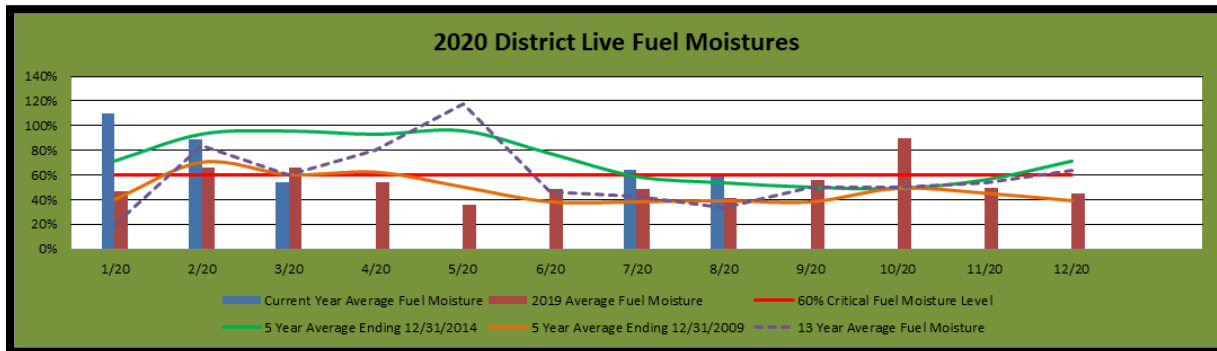


Rancho Santa Fe Fire Protection District Operations Report August 2020 Incident Reporting

Monthly Incident Map:



Monthly Fuel Moisture:



Significant Incidents:

Date	Incident Type	Units Assigned:
8/15/20	Red Salmon Fire Complex	Fire Line Medic
8/16/20	Lake Fire	Rapid Extrication Module Team
8/19/20	LNU Fire Complex	Safety Trainee
8/20/20	CZU Complex	OES 336 – Strike Team 6841A
8/21/20	Dolan Fire	Fire Line Medic
8/22/20	LNU Fire Complex	Fire Line Medic
8/29/20	Sheep Fire	Strike Team Leader Trainee - Strike Team 6415C



Current Wildland Fires

as of August 31 2020 - 0800 Hours



Fire information is taken from the National Fire and Aviation Management (FAMWEB) in the form of ICS-209 reports. Cal OES GIS considers the FAMWEB ICS-209s as the authoritative fire information source.

For a fire to be tracked by Cal OES GIS it needs to be:
 >100 acres in size
 Have an ICS-209 form

CalOES GIS indicates a fire as contained when it has reached >=90% containment.

Red Salmon Complex - FRA
 Start: 7/28/2020
 42% Containment
 23,969 Acres

W-5 Cold Springs - FRA
 Start: 8/18/2020
 54% Containment
 80,483 Acres

August Complex - FRA
 Start: 8/17/2020
 20% Containment
 236,288 Acres

Sheep - FRA
 Start: 8/17/2020
 38% Containment
 29,527 Acres

Butte/Tehama/Glenn Complex - SRA
 Start: 8/23/2020
 40% Containment
 59,229 Acres

North Complex - FRA
 Start: 8/17/2020
 37% Containment
 31,578 Acres

LNU Lightning Complex - SRA
 Start: 8/17/2020
 63% Containment
 375,209 Acres
5331

Wolf - FRA
 Start: 8/11/2020
 0% Containment
 289 Acres

Woodward - FRA
 Start: 8/18/2020
 17% Containment
 3,269 Acres

Bluejay - FRA
 Start: 7/25/2020
 15% Containment
 275 Acres

SCU Lightning Complex - SRA
 Start: 8/16/2020
 60% Containment
 383,157 Acres

Moraine - FRA
 Start: 8/21/2020
 0% Containment
 110 Acres

CZU Aug Lightning - SRA
 Start: 8/16/2020
 39% Containment
 84,860 Acres

SCQ Complex - FRA
 Start: 8/24/2020
 0% Containment
 35,674 Acres




River - SRA
 Start: 8/16/2020
 95% Containment
 48,088 Acres
5329

Carmel - SRA
 Start: 8/18/2020
 97% Containment
 6,905 Acres

Dolan - SRA
 Start: 8/19/2020
 25% Containment
 27,936 Acres

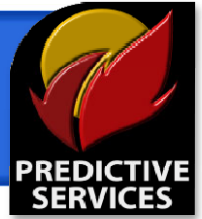
Lake - FRA
 Start: 8/12/2020
 90% Containment
 31,089 Acres

Current Incidents

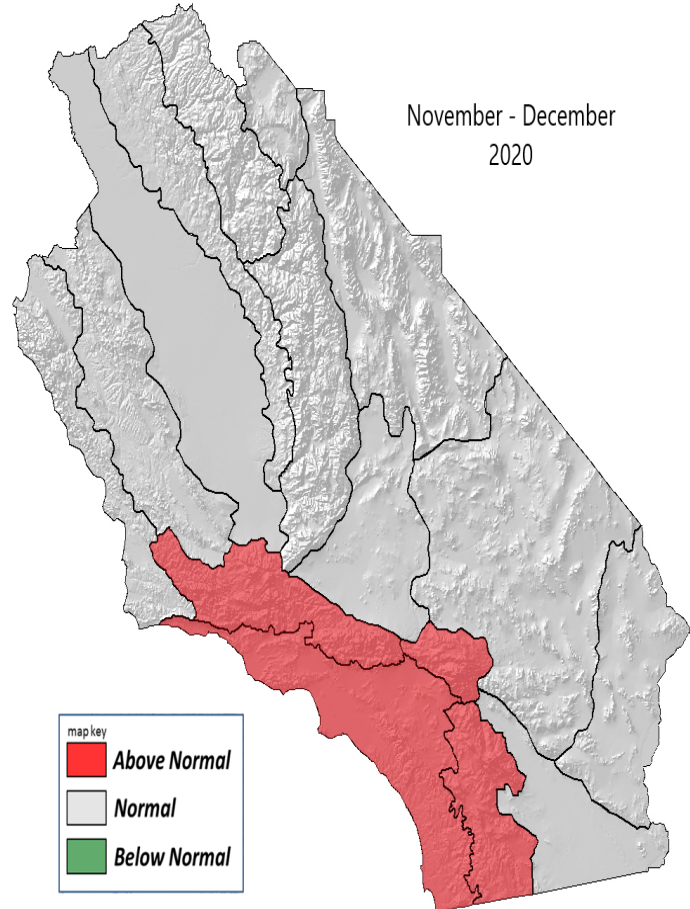
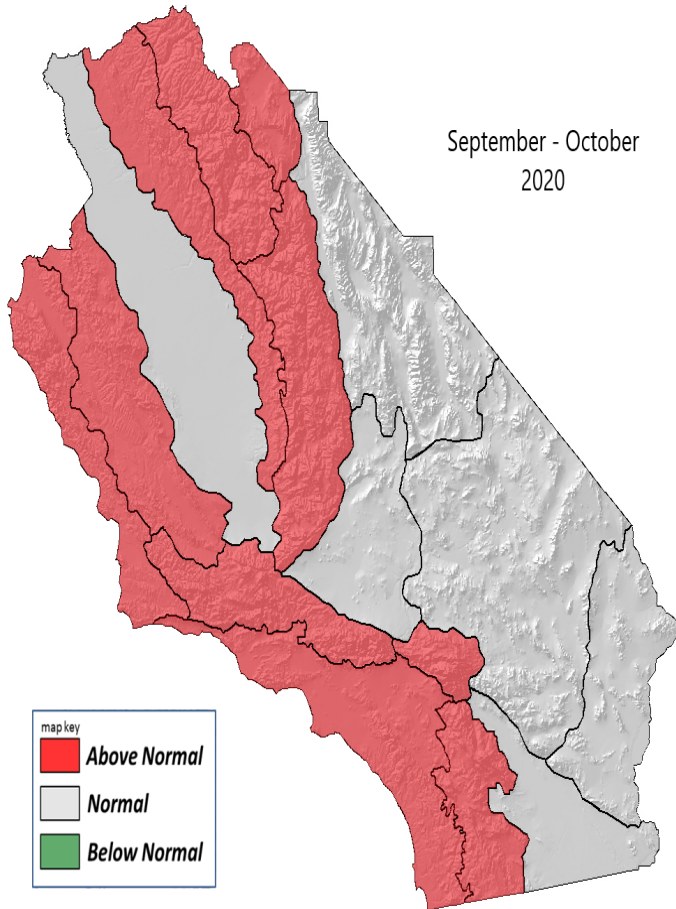
-  New Active
-  Active Fire
-  Recently Contained

LRA - Local Responsibility Area
SRA - State Responsibility Area
FRA - Federal Responsibility Area





SIGNIFICANT FIRE POTENTIAL



September - December 2020 HIGHLIGHTS

- *Temperatures above normal through December.*
- *Below normal rainfall through December.*
- *Above normal offshore wind events October through December.*



WEATHER AND FUELS DISCUSSION

A trough over the Pacific Northwest caused strong high pressure to be centered over Texas bringing near to below normal temperatures to the area August 1st – August 11th. The high pressure over Texas moved west to Arizona and the Southern Great Basin causing the first prolonged heat wave of the summer from August 12th – August 21st. Many locations received record or near record heat from August 14th – August 19th. The strong high weakened bringing near to a little above normal temperatures August 22nd through the end of the month. Overall, most locations received well above normal temperatures for August due to the long period of hot weather during the middle of the month (Fig 1). An area of low pressure off the Central California Coast brought daily isolated afternoon thunderstorms to the Sierra Crest from August 7th – August 11th. The remnants of Hurricane Elida brought isolated showers and thunderstorms to the southern half of Central California August 13th. Isolated to scattered daily afternoon monsoonal showers and thunderstorms formed over the Sierra and over the mountains and deserts of Southern California August 14th – August 24th. This was the first period of monsoonal shower and thunderstorm activity this summer. Moisture from the remnants of Hurricane Fausto brought numerous thunderstorms to the Central Coast August 15th into the early morning hours of August 16th. Most locations received well below normal rainfall for August, but some mountain locations and much of the Central Coast received well above normal rainfall (Fig 2). Most of the desert became abnormally dry, with some moderate drought over the far eastern deserts bordering Nevada (Fig 3). Otherwise, there was no change to the drought situation this month. Since there were no monsoonal showers and thunderstorms until August 14th, the 1000 hour dead fuel moisture lowered to near the 3rd percentile across many areas (Fig 4). Hot and dry conditions also brought the 100 hour dead fuel moisture to the 3rd percentile toward the middle of the month (Fig 5 next page). The live fuel moisture has lowered to mainly between 60% and 80%, but some of the old growth fuel moisture is between 50% and 60% (Fig 6 next page). These values are near normal for this time of year.

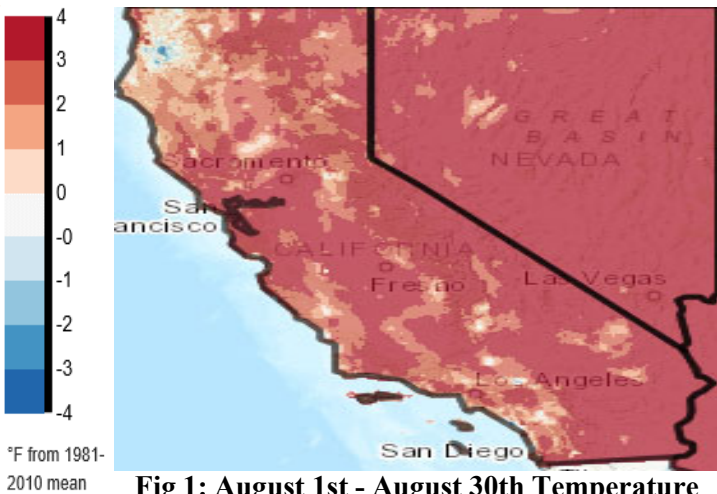


Fig 1: August 1st - August 30th Temperature (% of Ave.)



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

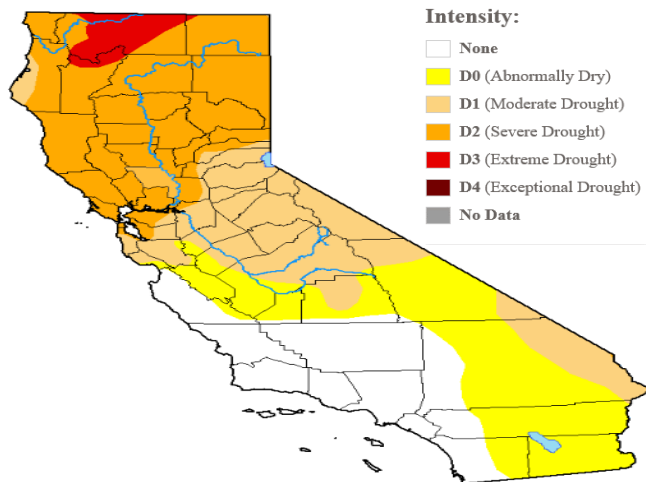


Fig 3: Drought Monitor August 27th, 2020

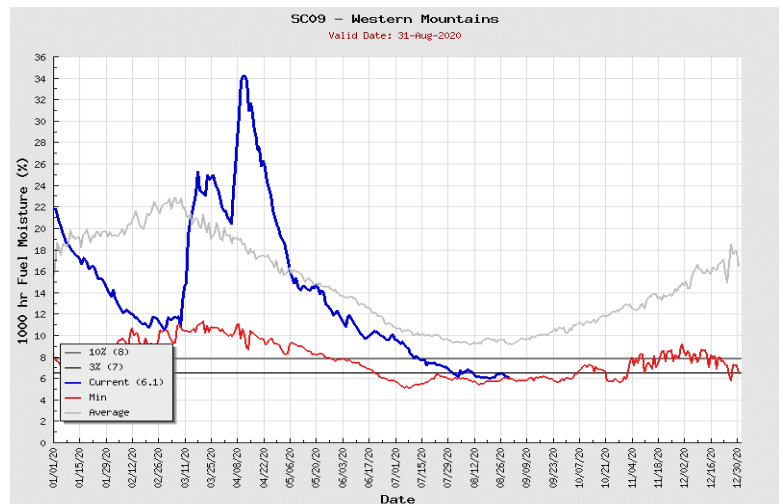


Fig 4: Western Mountains 1000 hr dead fuel moisture August 31st



SOUTH OPS OUTLOOK

Sea surface temperatures have warmed significantly along the West Coast during August (Fig 7). This warming of the water off the West Coast will cause the area of high pressure over the southwestern States to remain stronger than normal into the middle part of September. Thus, expect above normal temperatures through the middle of September. Sea surface temperatures in the Gulf of Alaska remain well above normal and little change is expected through the end of fall (Fig 7). Due to these above normal sea surface temperatures in the Gulf of Alaska, a dominant high is expected to form off the California Coast from the middle of September through December. This strong area of high pressure is expected to force troughs inland into the Pacific Northwest. Some of these troughs will then be shunted to the southeast over the Great Basin bringing an above normal amount of Santa Ana wind events to Southern California. The high pressure off the California Coast will also continue to bring above normal temperatures to the area through December. Below normal sea surface temperatures across the Equatorial Pacific will cause Pacific Storms to have less available moisture to work with than usual (Fig 7). Both the blocking high off the California Coast and the below normal sea surface temperatures across the Equatorial Pacific will cause rainfall to be below normal across Central and Southern California through December.

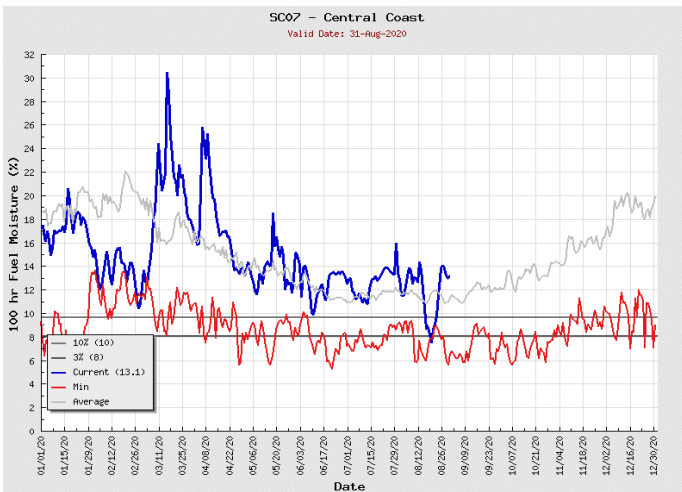


Fig 5: Central Coast 100 hr dead fuel moisture August 31st

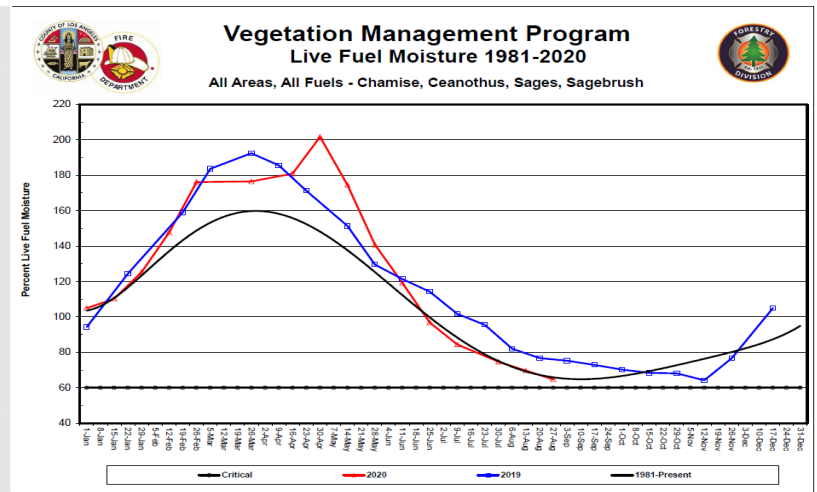


Fig 6: LA County Live Fuel Moisture August 30th

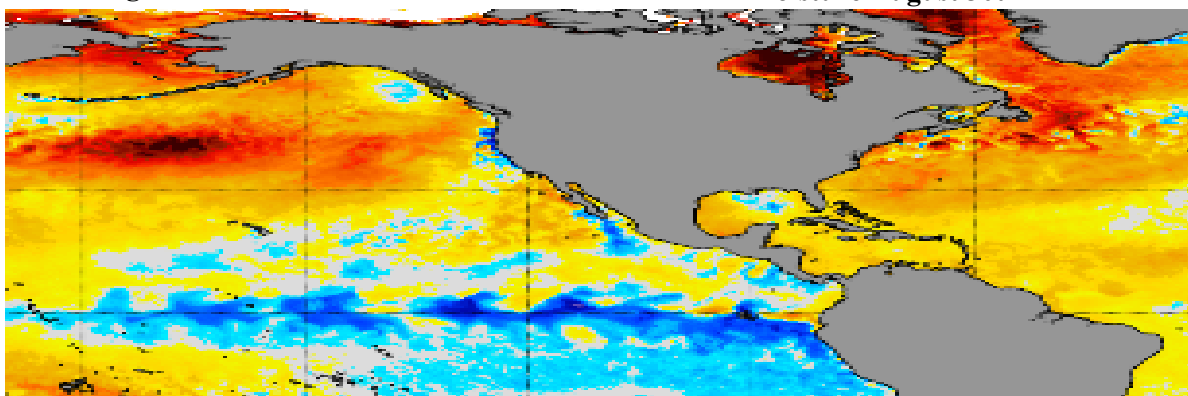
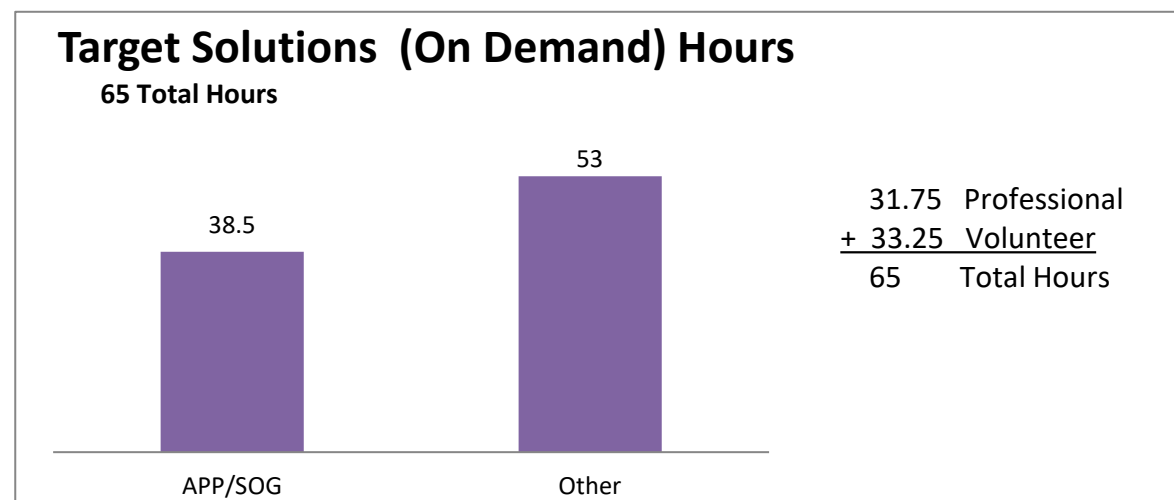
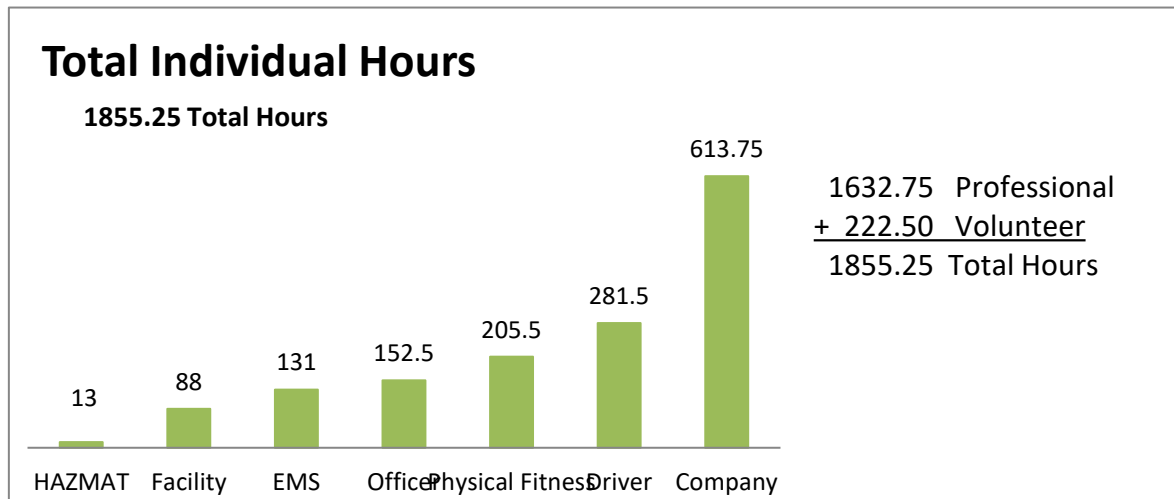
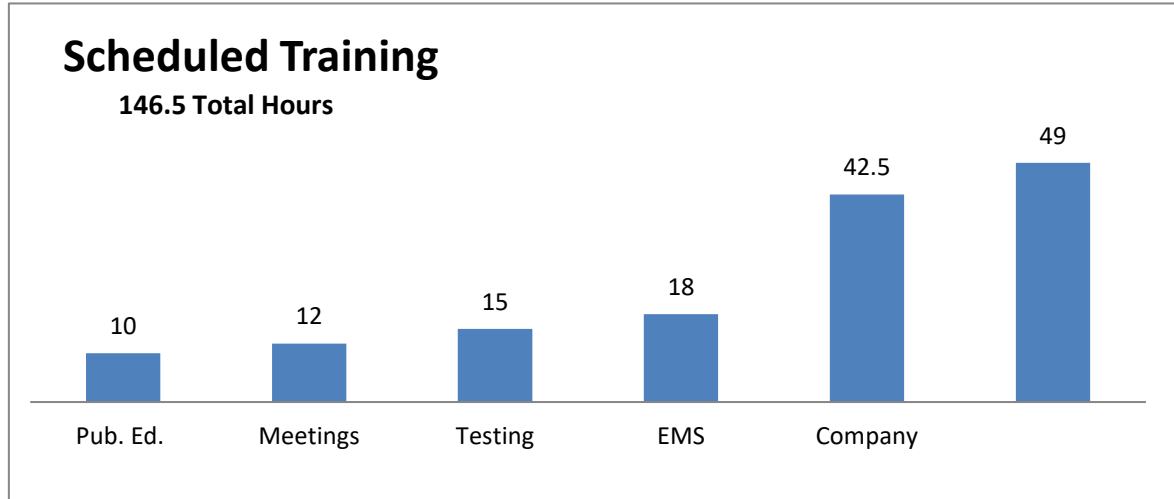


Fig 7: Sea Surface Temperature Anomaly, August 30th, 2020

Training Division August 2020

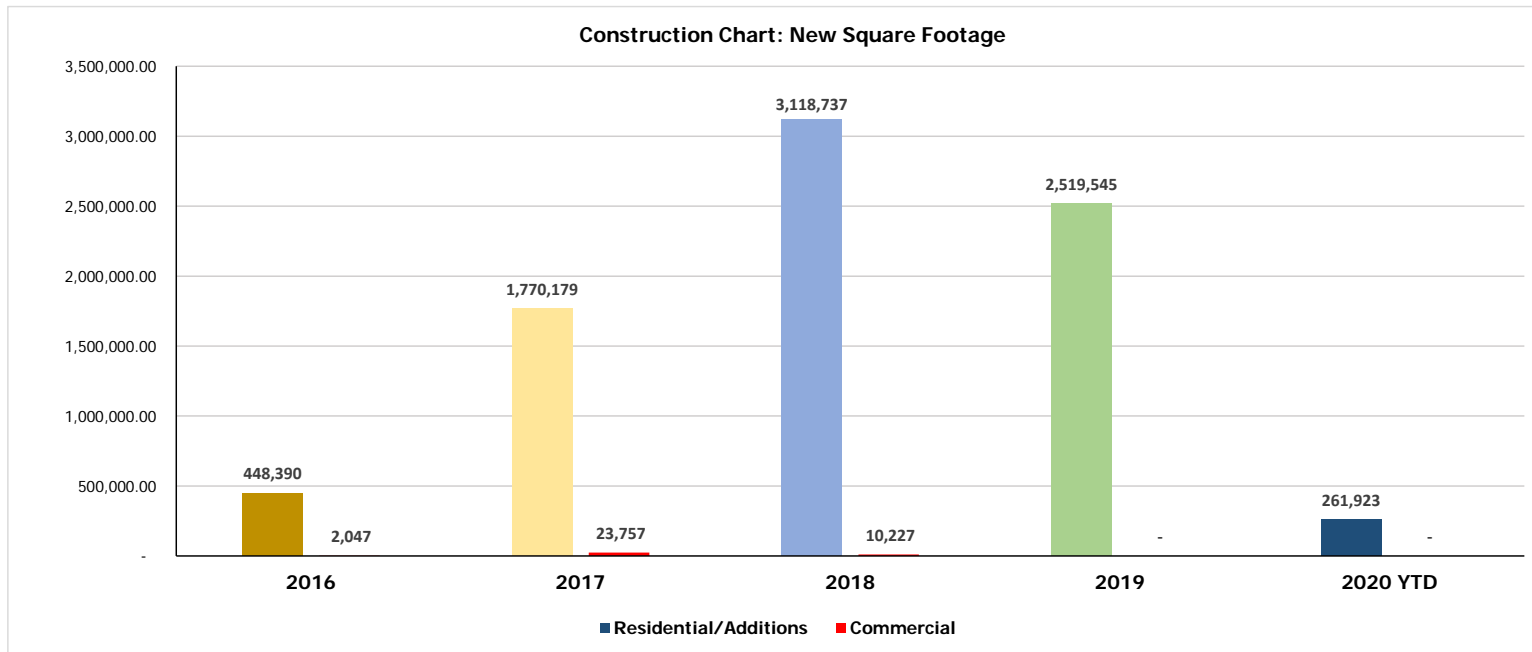


See next page for description

Training Division - Descriptions

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

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
 February 2020



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

Year	Res/Add	Comm	Total
2016	448,390	2,047	450,437
2017	1,770,179	23,757	1,793,936
2018	3,118,737	10,227	3,128,964
2019	2,519,545	-	2,519,545
2018 YTD	1,764,148	600	1,764,748
2019 YTD	1,170,726	-	1,170,726
2020 YTD	261,923	-	261,923

2020 Total New Square Footage Only

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2020	29,226	41,043	38,102	25,751	38,400	6,690	47,086	35,625				

Comparison 2019/2020 Total Reviewed Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2019	240,861	691,306	274,736	307,024	412,556	248,869	287,395	424,065	250,518	742,439	440,335	137,995
2020	40,748	86,593	145,794	76,506	54,651	42,950	47,086	35,625				

PLAN REVIEWS					
Plan Type	No. of Reviews	Resubmittals	Staff Hours	No. of Structures	Approved New SQFT (Mit Fees)
New Residential	8	4	9	8	10,526
Additions/Remodels	11	4	5	5	4,858
New Commercial	-	-	-	-	-
Commercial T.I.	4	-	-	-	-
Tents/Special Events	-	-	-	-	-
Rack Storage	1	-	-	-	-
Preliminary	14	5	7	-	-
Fire Suppression Systems	2	-	2	-	-
Alarms	-	-	-	-	-
Landscaping	22	-	13	-	-
Grading/Mylars/Improvement Plans	6	-	4	64	-
Underground	1	-	-	-	-
Hood System	-	-	-	-	-
Tanks	-	-	-	-	-
Cell Sites	1	-	-	-	-
DSS/CCL	-	-	-	-	-
DPLU	-	-	-	-	-
Solar Panels	-	-	-	-	-
High Piled Storage	1	-	-	-	-
High Hazard/Communications/Other	2	-	3	-	-
Spray Booth	-	-	-	-	-
TOTAL	73	13	43	77	15,384
TOTAL PLAN REVIEWS:	86				

REPORTS	
Report Type	No. of Reviews
Fire Protection Plans	2
Technical Reports	-
TOTAL	2
INSPECTIONS	
Inspection Type	No. of Inspections
Alarms	1
Fire Supression Systems	40
Building Construction	30
Landscaping	2
Tent/Special Event	-
Gates/Knox	-
Site Visit	1
Technical Report/FPP	-
Underground	2
Annual Inspection	2
Other	5
TOTAL	83
SPECIAL PROJECTS	
Project Type	No. of Projects
Grants	1
GIS	4
Forms (Updates/New)	-
Project Research	-
Computer Programming/I.T.	-
Emergency Response Support	-
Annual Mailer (Weed Abatement)	-
Board Report Formating/ Design	14
Other	3
Other	21
TOTAL	43
MEETINGS	
Meeting Type	No. of Meetings
H.O.A	-
On-Site Project Meetings	16
In-Office Project Meetings	1
Weed Abatement	12
County	4
Code Development	-
Support/I.T. Development	-
San Diego County FPO's	2
Community Stakeholder Meetings	-
Other	-
TOTAL	35

TRAINING/EDUCATION	
Class Name	Dates
TOTAL	-
PREVENTION / PUB ED	
Activity	Number
Phone Calls	614
Emails	2,187
TOTAL	2,801
WEED ABATEMENT	
Activity	No. of Inspections
Weed Abatement Inspection	255
Weed Abatement Reinspection	391
1st Notice	146
Final Notice	112
Posting	30
Forced Abatement	2
TOTAL	936
ADMINISTRATIVE SERVICES/OFFICE SUPPORT	
Activity	No. Completed
Phone Calls	
Correspondence	
Walk in/Counter	
Knox Application Request	
Burn Permits	
Plan Accepted/Routed	86
Special Projects	
Scanning Documents/Electronic Files	
Meetings: Admin/Prevention/Admin Shift	
Post Office Runs	
Deposit Runs/Preparations	
TOTAL	86

STAFF REPORT

20-18

TO: BOARD OF DIRECTORS
FRED COX, FIRE CHIEF

FROM: DAVE MCQUEAD, DEPUTY CHIEF

SUBJECT: FIRE DISTRICT POLICIES AND PROCEDURES

DATE: SEPTEMBER 10, 2020



RECOMMENDATION

Staff recommends the Board of Directors ratify the policy listed below which was prepared by staff and reviewed by the District's legal counsel Liebert, Cassidy and Whitmore.

BACKGROUND

The following Administration Policy and Procedure **A200.05 Harassment, Discrimination and Retaliation** was first implemented March of 1991. September, 2014 was the last revision and ratification by the Board of Directors.

STAFF ANALYSIS

Staff and District Counsel recommend the District adopt the newly revised policy A200.05 and assign a new revision and ratification date. A tracked change version is included, along with a clean copy of the revised policy.



Rancho Santa Fe Fire Protection District ADMINISTRATIVE POLICY AND PROCEDURES

HARASSMENT, DISCRIMINATION & RETALIATION POLICY

FIRE CHIEF: _____

Section: **A200.05**
Date Implemented: **03/1991**
Date Revised: **09/2020**
Page: **1 of 15**

I. PURPOSE:

- A. The Rancho Santa Fe Fire Protection District is committed to providing a professional work environment free from discrimination and harassment, including discrimination and harassment based on a protected category, and an environment free from retaliation for participating in any protected activity covered by this policy. The District is committed to providing equal employment opportunities to all employees and applicants for employment. Accordingly, we have adopted and maintain this anti-discrimination policy designed to encourage professional and respectful behavior and prevent discriminatory and harassing conduct in our workplace. We will implement appropriate corrective action(s), up to and including formal discipline, in response to misconduct--including violations of the District's anti-discrimination policy--even if the violation does not rise to the level of unlawful conduct. The Rancho Santa Fe Fire Protection District (RSFFPD) is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment.
- B. The District prohibits discrimination or harassment based on the following categories: race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. In addition, the District prohibits retaliation against a person who engages in activities protected under this policy. Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy. This policy will clearly establish the Rancho Santa Fe Fire Protection District's commitment to provide a work environment free from discriminatory harassment, to define discriminatory harassment, and to set forth the procedure for investigating and resolving internal complaints of harassment or discrimination.
- C. Harassment and discrimination undermine the integrity of individual work relationships, adversely affects the morale of the entire workforce, and interferes with the District's mission to provide quality services to the citizens. Therefore, it is

Ratified by District Board: Date

critical that all employees treat all other employees with mutual trust, respect, fairness and dignity.

D. This policy applies to District applicants and employees (co-workers, supervisors and managers). As used in this policy, the term “employee” includes contractors and volunteers in our workplace. In addition, this policy extends to conduct with a connection to an employee’s work, even when the conduct takes place away from the District’s premises, such as a business trip or business-related social function.

C.E. The District has zero tolerance for any conduct that violates this Policy. Conduct need not rise to the level of a violation of state or federal law to violate this Policy. A single harassing act can violate this Policy and provide grounds for discipline or other appropriate sanction.

II. RESPONSIBILITY:

- A. All employees are expected to assume responsibility for maintaining a work environment that is free from discrimination, harassment and retaliation. Employees are encouraged to promptly report conduct that they believe violates this policy so that we have an opportunity to address and resolve any concerns. Managers and supervisors are required to promptly report conduct that they believe violates this policy. We are committed to responding to alleged violations of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct. It is the responsibility of each and every employee to know and follow this policy. It is imperative that every employee treat every employee with dignity and respect so as to facilitate a sound professional work environment.
- B. It is the responsibility of each and every employee, supervisor and manager to make sure that there is no inappropriate behavior occurring in the workplace. Inappropriate behavior which impacts the workplace, or has the potential to impact the workplace will not be tolerated.
- C. Supervisors are responsible for maintaining a business-like work environment free from all forms of employee discrimination. Supervisors are responsible to take immediate action to stop discriminatory actions from occurring and for documenting observed or reported incidents of workplace harassment and immediately reporting via the chain of command up to and including the Fire Chief.
- D. Employees are obligated to report instances of harassment or discrimination and cooperate in an investigation of harassment and discrimination, including, but not limited to, coming forward with evidence both favorable and unfavorable to a person accused of harassment or discrimination. Employees are obligated to refrain from filing bad faith complaints of harassment and discrimination.

III. DEFINITIONS:

Ratified by District Board: Date

- ~~*For purposes of clarification, harassment and discrimination includes, but is not limited to the following behaviors:*~~*Discrimination* - As used in this policy, discrimination is defined as the unequal treatment of an employee or applicant in any aspect of employment, including discrimination based solely or in part on the employee or applicant's, protected category. Protected categories include: race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. Discrimination includes unequal treatment based upon the employee or applicant's association with a member of these protected classes.

Discrimination may include, but is not necessarily limited to: hostile or demeaning behavior towards applicants or employees because of their protected category; allowing the applicant's or employee's protected category to be a factor in hiring, promotion, compensation or other employment related decisions unless otherwise permitted by applicable law, and providing unwarranted assistance or withholding work-related assistance, cooperation, and/or information to applicants or employees because of their protected category.

- *Verbal Harassment* - As used in this policy, harassment is defined as disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on any of the protected categories listed above. Harassment can be verbal (such as slurs, jokes, insults, epithets, gestures, or teasing), visual (such as the posting or distribution of offensive posters, symbols, cartoons, drawings, computer displays, or emails), or physical conduct (such as physically threatening another person, blocking someone's way, making physical contact in an unwelcome manner, etc.). ~~Epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender, gender identity or age, whether made in general, directed to an individual, or to a group of people regardless of whether the behavior was intended to harass. This includes, but is not limited to:~~
- *Sexual Harassment* - As used in this policy sexual harassment is defined as harassment based on sex or conduct of a sexual nature, and includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity or gender expression. It may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such

Ratified by District Board: Date

as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

1. Sexual harassment is generally categorized into two types:

Quid Pro Quo Sexual Harassment ("this for that")

- a. Submission to sexual conduct is made explicitly or implicitly a term or condition of an individual's employment.
- b. Submission to or rejection of the conduct by an employee is used as the basis for employment decisions affecting the employee.

Hostile Work Environment Sexual Harassment

- Conduct of a sexual nature or on the basis of sex by any person in the workplace that unreasonably interferes with an employee's work performance and/or creates an intimidating, hostile or otherwise offensive working environment. Examples include:
 - a) Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails or gifts.
 - b) Sex, gender or sexual orientation-related comments, slurs, jokes, remarks or epithets.
 - c) Leering, obscene or vulgar gestures or making sexual gestures.
 - d) Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters or any such items.
 - e) Impeding or blocking movement, unwelcome touching or assaulting others.
 - f) Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.

Conduct or comments consistently targeted at one gender, even if the content is not sexual.

Ratified by District Board: Date

- **Retaliation** - means an employment action taken against an individual because that individual has engaged in protected activity. Protected activity includes, but is not limited to:

1. Making or filing a good faith complaint of discrimination, harassment, or retaliation with the District pursuant to this Policy, with the California Department of Fair Employment and Housing, or with the U.S. Equal Employment Opportunity Commission.
2. Participating in internal or external investigations into complaints of discrimination, harassment or retaliation.
3. Associating with individuals engaged in protected activity.

Employment action for purposes of a claim of retaliation means any act directed toward an individual that would deter that individual from engaging in protected activity in the future.

- ~~**Physical Harassment**—Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual on the basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender, gender identity or age. This includes, but is not limited to:~~

- ~~1. Patting or pinching;~~
- ~~2. Brushing up against someone;~~
- ~~3. Hugging, kissing, fondling;~~
- ~~4. Grabbing or touching clothing, hair or body parts;~~
- ~~5. Inappropriate behavior in or near bathrooms, sleeping facilities and eating areas;~~
- ~~6. Making explicit or implied threats or promises in return for submission to physical acts;~~
- ~~7. Leaning over someone for a better view of body parts (down blouse, etc.);~~
- ~~8. Soliciting or pressuring someone to sit on your knee;~~
- ~~9. Stalking, invading someone's personal life; or~~
- ~~10. Revealing parts of your body in violation of common decency.~~

- ~~**Visual Forms of Harassment**—Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, notes, bulletins, drawings or pictures on the~~

Ratified by District Board: Date

~~basis of race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, pregnancy, sexual orientation, gender, gender identity or age. This applies to both posted material and material maintained in or on Fire District property, equipment/apparatus, computers, bulletin boards, or personal property in the workplace. Cable TV shows and personal video tapes that contain offensive material shall not be viewed by Fire District personnel while on duty. Visual forms of harassment include but are not limited to:~~

- ~~1. Making gestures with hands or through body movements (sexual or non-sexual);~~
- ~~2. Staring at someone, making rude gestures, mimicking a disability;~~
- ~~3. Looking a person “up and down”;~~
- ~~4. Posters, pictures or other printed forms of sexual or discriminatory subjects;~~
- ~~5. Making facial expressions such as throwing kisses, or licking lips; or~~

~~Displaying offensive screen savers, emails, web pages and websites.~~

Sexual Harassment – For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission Guidelines, Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment constitutes discrimination and is illegal under Federal, State and local laws. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include:

Unwanted sexual advances or requests for sexual favors;

Sexual jokes and innuendo;

Verbal abuse of a sexual nature;

Commentary about an individual’s body,

Sexual prowess or sexual deficiencies;

Leering, whistling or touching;

Insulting or obscene comments or gestures;

Display in the workplace of sexually suggestive objects or pictures;

Other physical, verbal or visual conduct of a sexual nature.

Ratified by District Board: Date

Disability Harassment—People with physical and mental disabilities are protected under the Americans Disability Act (ADA). Forms of disability harassment include, but are not limited to:

Taunting a person about their disability;

1. — Setting them up to fail;
2. — Using derogatory terms to address the person;
3. — Accusing them of exaggerating their disability;
4. — Putting false blame on them;
5. — Keeping them from using their aids;
6. — Making assumptions of or stereotyping what disabled people can or cannot do; or
7. — Manipulation.

● — ***Racial Harassment***—Discrimination against any individual with respect to their compensation, terms, conditions or privileges of employment because of an individual's race or color. Forms of racial harassment include, but are not limited to:

1. — Telling racial jokes;
2. — Using racial slurs to address someone;
3. — Displaying offensive pictures or symbols;
4. — Referring to someone in demeaning terms.

● — ***Religious, Ethnicity or Country of Origin Harassment***—Harassing or otherwise discriminating because an individual is affiliated with a particular religious or ethnic group. Forms of religious, ethnic or country of origin harassment includes but are not limited to:

1. — Harassing an individual because of their religious beliefs or ethnic background. For example harassing an individual because he or she is Arab or practices Islam;
2. — Expressing disapproval of religion;
3. — Talking about religion in a negative way;
4. — Implying someone would be treated better if he or she shared the same faith as you;

Ratified by District Board: Date

5. — Harassing or otherwise discriminating because of physical, cultural, or linguistic characteristics, such as accent or dress associated with a particular religion, ethnicity, or country of origin. For example, harassing a woman wearing a hijab (a body covering and/or head scarf worn by some Muslims); or

6. — Harassing or otherwise discriminating because of an individual's association with a person or organization of a particular religion or ethnicity. For example, harassing an employee whose husband is from Afghanistan.

IV. — **POLICY:**

A. — It is the policy of the RSFFPD to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by Federal and State law. The RSFFPD prohibits any such discrimination or harassment. Forms of misconduct or harassment not covered by this policy may be addressed under conduct unbecoming standards or other rules and regulations of the District.

B. — Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by Federal or State law, or that of his or her relatives, friends or associates, and that:

1. — Has the purpose or effect of creating an intimidating, hostile or offensive work environment, or

2. — Has the purpose or effect of unreasonably interfering with an individual's work performance, or

3. — Otherwise adversely affects an individual's employment.

C. — Harassment or discriminatory practices prohibited by this policy are unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

D. — This policy may not be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment.

E. — Employees found to be participating in any form of job-based harassment or discrimination and/or retaliating against another employee for filing harassment or

Ratified by District Board: Date

discrimination complaint(s) shall be subject to progressive disciplinary action up to and including termination from employment.

F. — Supervisors that fail to enforce this policy or report complaints of harassment or discrimination in accordance with the procedures contained in this policy shall be subject to progressive disciplinary action up to and including termination from employment.

G. — Any person who feels he or she is a victim of any form of harassment, they should clearly inform the person(s) participating in this behavior that he/she finds it offensive. This one-on-one communication can be an effective way to end harassing behaviors. Whether or not the inappropriate behaviors stop, the offended employee can initiate either an informal or formal complaint as described below. Because confrontation is difficult for some people and because of the complex nature of harassment, employees are not required to confront an offending party prior to initiating this complaint procedure.

H. — The RSFFPD encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the District to promptly and thoroughly investigate such reports. This includes the “this isn’t a complaint” situation in which an individual notifies a supervisor of a harassment or discrimination incident, but does not want the supervisor to take any actions. In this situation, the supervisor must inform the complainant that they have a legal duty to take action and report the incident up the chain of command.

I. — The victim does not have to be the person harassed but could be anyone affected by the offensive conduct. Behavior that is unwelcome to persons who see or hear it, even though the actions may not be directed at them (third party harassment).

J. — Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as RSFFPD believes appropriate under the circumstances.

K. — Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

L. — Acts of retaliation should be reported immediately and will be promptly investigated and addressed. The District prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

M. — Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor. If not resolved, refer to the complaint procedure below.

Ratified by District Board: Date

~~N. Intentional false and/or malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.~~

~~V. **COMPLAINT SCOPE:**~~

~~A. This Policy applies to all terms and conditions of employment, including, but not limited to hiring, promotion, disciplinary action, layoff, reinstatement, leave of absence, compensation and training.~~

~~B. This policy applies to all district employees whether fulltime, part time, or volunteer members of RSFFPD.~~

~~VI.~~**IV. PROCEDURE:**

Any District supervisor, manager, or director who receives a complaint regarding discrimination, harassment or retaliation shall immediately report it to the Human Resources Director or designee. Supervisors, managers, or directors who know or should have known if proper diligence had been exercised of discrimination or harassment and fail to report such conduct are also subject to disciplinary action up to and including termination from District service.

Any individual who feels he or she has been harassed, discriminated against, or retaliated against in violation of this Policy should report the conduct immediately as outlined below so that the complaint can be resolved quickly and fairly.

Option One: Reporting to the Offending Individual

Any individual who feels that he or she has been harassed, or discriminated or retaliated against in violation of this policy is encouraged to let the offending person know immediately that the conduct at issue is unwelcome, offensive, in poor taste, or inappropriate, and that it must stop.

Option Two: Reporting to Management/Supervisors/Directors

If the offensive behavior continues, or if the employee is unable or unwilling to confront the offending person directly, the employee shall promptly notify his or her supervisor, manager, or the Fire Chief. If the Fire Chief is accused, or a witness to the events at issue, the complaint may be made directly to the President of the Board of Directors. When a complaint is reported to a supervisor, manager, or director, that supervisor, manager, or director must notify the Fire Chief or designee.

The District recognizes that confidentiality is important to all parties involved in an investigation of a complaint under this Policy. Complete confidentiality cannot occur due

Ratified by District Board: Date

to the need to fully investigate potential policy violations and the duty to take effective remedial action. As a result, confidentiality will be maintained to the extent possible.

Option Three: Report to Outside Administrative Agencies

Any offended party has the option to report harassment, discrimination, or retaliation to the U.S. Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH). These governmental agencies offer legal remedies and a complaint process that is available online.

California Department of Fair Employment and Housing

2218 Kausen Drive, Suite 100

Elk Grove, CA 95758

800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711

contact.center@dfeh.ca.gov

https://www.dfeh.ca.gov

U.S. Equal Employment Opportunity Commission

450 Golden Gate Avenue 5 West,

P.O Box 36025

San Francisco, CA 94102-3661

1-800-669-4000 or 510-735-8909 (Deaf/hard-of-hearing callers only)

http://www.eeoc.gov/employees

V. RESPONSE TO COMPLAINT

Any District supervisor, manager, or director who receives a complaint or learns of a potential violation of this Policy is obligated, as a condition of employment, to address such complaints, and if necessary, take action, in consultation with the Fire Chief or designee, to defuse volatile circumstances and correct the possibly discriminatory, retaliatory, or harassing conduct.

Upon receipt of a complaint or learning of a potential violation of this Policy, the District will conduct a fair, timely, thorough and impartial investigation of the alleged incident(s). The type of investigation undertaken will depend on the nature of the complaint and shall be determined by Human Resources. The investigation will normally include interviews with the reporting individual, the accused, and any other person who is believed to have relevant knowledge concerning the allegations.

At the conclusion of the investigation, if it is determined that the alleged conduct did not occur or that it did not violate this policy, the Fire Chief or designee will notify the complainant and the alleged perpetrator, if appropriate, of the general conclusion(s) of the investigation and whether any further action is warranted.

If at the conclusion of the investigation, it is determined that policy violations did occur, appropriate action and remedial measures will be taken, which may include disciplinary action against the perpetrator. Once the investigation is complete and appropriate action

Ratified by District Board: Date

has been taken, the complainant will be notified of the general conclusions of the investigation and that appropriate action has been taken. The complainant will not be notified of what specific disciplinary action is taken against a perpetrator.

VI. MANDATORY TRAINING

The District requires all employees and elected officials to receive training on this Policy and applicable California law as required by Title 2 of the California Code of Regulations section 11024(b). The District will schedule the required training sessions, which will recur periodically as required by California law. Employees and elected officials are required to attend.

A. INFORMAL COMPLAINT PROCESS.

1. ~~Informal Complaints:
 - a. ~~Any employee, contractor, visitor or job applicant who believes he or she is a victim of discriminatory workplace harassment should make an informal complaint orally or in writing to any of the following individuals:
 - Immediate supervisor
 - Any Chief Officer
 - The Fire Chief
 - Human Resource Manager~~~~
2. ~~Advise the complainant that the District takes allegations of harassment or discrimination very seriously and an investigation will be conducted.~~
3. ~~Advise the complainant of his or her right to file a formal complaint.~~
4. ~~Do not promise the complainant confidentiality. Advise the complainant that the complaint must be investigated and that the information must be shared to conduct the investigation. However, the information will only be shared with those individuals that have a need to know.~~
5. ~~Assure the complainant that no retaliation for lodging the complaint will be tolerated and that such conduct should be reported immediately.~~
6. ~~Provide the complainant with a contact person and phone number should they have any questions or concerns.~~
7. ~~Ask the complainant whether there are any interim measures that should be taken pending the outcome of the investigation.~~
8. ~~Ask the complainant how they would to see the situation resolved? What remedy are they seeking?~~

Ratified by District Board: Date

~~9. The supervisor and/or complainant should be prepared to provide the following information:~~

- ~~— Exactly what happened?~~
- ~~— When did it happen?~~
- ~~— Where did it happen?~~
- ~~— Who did what?~~
- ~~— Did the complainant take any action to stop the harassment?~~
- ~~— Did the complainant say or do anything?~~
- ~~— Who was present? (witnesses) Anyone that may have heard or saw something?~~
- ~~— Who else may have relevant information? (Did they tell anyone?)~~
- ~~— Is this a single isolated incident, or has it happened before?~~
- ~~— If it has happened before, when and was it reported?~~
- ~~— If reported to whom? What actions were taken?~~

~~10. After the receipt a complaint, the supervisor must report to a Chief Officer. The Chief Officer may recommend interim measures to stabilize the work environment pending the investigation. These may include, but are not limited to:~~

- ~~— Referrals to EAP;~~
- ~~— Establishing a contact for additional issues or concerns;~~
- ~~— Notifying the police for cases involving criminal activity (assaults, threats);~~
- ~~— Recommending administrative leave for the complainant; and~~
- ~~— Implementing certain safety or security precautions.~~
- ~~— RSFFPD will investigate complaints and will take actions as required.~~

~~11. RSFFPD will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.~~

~~B. FORMAL COMPLAINT PROCESS:~~

~~1. Any employee or applicant for employment may file a discrimination complaint in writing to the District Human Resources Office within one hundred eighty (180) days of the date of occurrence. The complaint must be signed, be specific, inclusive of names of persons, contain a statement regarding the alleged act, and other pertinent data as appropriate for the complaint.~~

~~2. Upon the filing of the complaint, the Human Resources Official will complete a preliminary investigation within fifteen (15) days of the receipt of the complaint and submit a written report to the Fire Chief.~~

~~3. Upon receipt of the documents and recommendation, the fire chief determines whether or not further action is required and informs the complainant.~~

~~4. In the event the claim is against the Fire Chief, the claim shall be filed.~~

Ratified by District Board: Date

~~C. INVESTIGATION PROCEDURE.~~

- ~~1. Each complaint of harassment or discrimination shall be fully and completely investigated by the District. The investigation shall be initiated as soon as practical once the complaint is lodged.~~
- ~~2. All investigations shall be handled with discretion; sensitivity and due concern for the dignity of those involved. The investigation will be as thorough as necessary. An informal resolution will be attempted whenever appropriate. If the informal resolution process is unsuccessful, the complainant may direct a formal complaint to the Fire Chief.~~
- ~~3. The complainant and accused shall be notified in writing of the outcome of the investigation and updated as necessary. If discipline is imposed, the nature and extent of the discipline will not be divulged to the complainant, because it concerns the personnel record of another employee. If ordered by an administrative body or by court, then the nature and extent of the discipline may be disclosed.~~
- ~~4. The following procedures shall be followed when conducting an investigation of personnel represented by a collective bargaining agreement.~~
- ~~5. Employees shall have the right to be accompanied to any interview that could result in discipline either of that employee or in the discipline of another member of the Fire District or in criminal jeopardy, by a union representative.~~
- ~~6. An employee who is called for an interview in connection with an investigation that could result in discipline either of that employee or in discipline of another member of the Fire District shall be advised about the subject matter or purpose of the investigation when the interview is scheduled and before it is begun.~~
- ~~7. If an employee has been identified as the target of an investigation that could result either in discipline or criminal jeopardy, the employee who is the target of the investigation shall be so advised when an interview is scheduled and before it is begun.~~
- ~~8. All employees shall cooperate in the investigation of complaints of harassment and discrimination.~~
- ~~9. The nature of harassment violations, particularly those involving sexual harassment, requires a high degree of confidentiality. Confidentiality will be maintained to the fullest extent possible in accordance with applicable federal, state and local law.~~

Ratified by District Board: Date

~~10. Employees interviewed or questioned as part of any harassment or discrimination investigation will be required to sign a confidentiality statement. All employees shall keep their communications in such investigations confidential and follow all orders (directives) regarding confidentiality.~~

Ratified by District Board: Date



Rancho Santa Fe Fire Protection District

ADMINISTRATIVE POLICY AND PROCEDURES

HARASSMENT, DISCRIMINATION & RETALIATION POLICY

Section: **A200.05**

Date Implemented: **03/1991**

Date Revised: **09/2020**

Page: **1 of 6**

FIRE CHIEF: _____

I. PURPOSE:

- A. The Rancho Santa Fe Fire Protection District is committed to providing a professional work environment free from discrimination and harassment, including discrimination and harassment based on a protected category, and an environment free from retaliation for participating in any protected activity covered by this policy. The District is committed to providing equal employment opportunities to all employees and applicants for employment. Accordingly, we have adopted and maintain this anti-discrimination policy designed to encourage professional and respectful behavior and prevent discriminatory and harassing conduct in our workplace. We will implement appropriate corrective action(s), up to and including formal discipline, in response to misconduct--including violations of the District's anti-discrimination policy--even if the violation does not rise to the level of unlawful conduct.
- B. The District prohibits discrimination or harassment based on the following categories: race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. In addition, the District prohibits retaliation against a person who engages in activities protected under this policy. Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy.
- C. Harassment and discrimination undermine the integrity of individual work relationships, adversely affects the morale of the entire workforce, and interferes with the District's mission to provide quality services to the citizens. Therefore, it is critical that all employees treat all other employees with mutual trust, respect, fairness and dignity.
- D. This policy applies to District applicants and employees (co-workers, supervisors and managers). As used in this policy, the term "employee" includes contractors and volunteers in our workplace. In addition, this policy extends to conduct with a connection to an employee's work, even when the conduct takes place away from the District's premises, such as a business trip or business-related social function.

- E. The District has zero tolerance for any conduct that violates this Policy. Conduct need not rise to the level of a violation of state or federal law to violate this Policy. A single harassing act can violate this Policy and provide grounds for discipline or other appropriate sanction.

II. RESPONSIBILITY:

- A. All employees are expected to assume responsibility for maintaining a work environment that is free from discrimination, harassment and retaliation. Employees are encouraged to promptly report conduct that they believe violates this policy so that we have an opportunity to address and resolve any concerns. Managers and supervisors are required to promptly report conduct that they believe violates this policy. We are committed to responding to alleged violations of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.
- B. It is the responsibility of each and every employee, supervisor and manager to make sure that there is no inappropriate behavior occurring in the workplace. Inappropriate behavior which impacts the workplace, or has the potential to impact the workplace will not be tolerated.
- C. Supervisors are responsible for maintaining a business-like work environment free from all forms of employee discrimination. Supervisors are responsible to take immediate action to stop discriminatory actions from occurring and for documenting observed or reported incidents of workplace harassment and immediately reporting via the chain of command up to and including the Fire Chief.
- D. Employees are obligated to report instances of harassment or discrimination and cooperate in an investigation of harassment and discrimination, including, but not limited to, coming forward with evidence both favorable and unfavorable to a person accused of harassment or discrimination. Employees are obligated to refrain from filing bad faith complaints of harassment and discrimination.

III. DEFINITIONS:

- ***Discrimination*** - As used in this policy, discrimination is defined as the unequal treatment of an employee or applicant in any aspect of employment, including discrimination based solely or in part on the employee or applicant's, protected category. Protected categories include: race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, physical or mental disability, medical condition (including cancer and genetic characteristics), genetic information, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, age (40 years and over), sexual orientation, veteran and/or military

status, protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), domestic violence victim status, political affiliation, and any other status protected by state or federal law. Discrimination includes unequal treatment based upon the employee or applicant's association with a member of these protected classes.

Discrimination may include, but is not necessarily limited to: hostile or demeaning behavior towards applicants or employees because of their protected category; allowing the applicant's or employee's protected category to be a factor in hiring, promotion, compensation or other employment related decisions unless otherwise permitted by applicable law, and providing unwarranted assistance or withholding work-related assistance, cooperation, and/or information to applicants or employees because of their protected category.

- **Harassment** - As used in this policy, harassment is defined as disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on any of the protected categories listed above. Harassment can be verbal (such as slurs, jokes, insults, epithets, gestures, or teasing), visual (such as the posting or distribution of offensive posters, symbols, cartoons, drawings, computer displays, or emails), or physical conduct (such as physically threatening another person, blocking someone's way, making physical contact in an unwelcome manner, etc.).
- **Sexual Harassment** - As used in this policy sexual harassment is defined as harassment based on sex or conduct of a sexual nature, and includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity or gender expression. It may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

1. Sexual harassment is generally categorized into two types:

Quid Pro Quo Sexual Harassment ("this for that")

- a. Submission to sexual conduct is made explicitly or implicitly a term or condition of an individual's employment.
- b. Submission to or rejection of the conduct by an employee is used as the basis for employment decisions affecting the employee.

Hostile Work Environment Sexual Harassment

- Conduct of a sexual nature or on the basis of sex by any person in the workplace that unreasonably interferes with an employee's work performance and/or creates an intimidating, hostile or otherwise offensive working environment. Examples include:
 - a) Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails or gifts.
 - b) Sex, gender or sexual orientation-related comments, slurs, jokes, remarks or epithets.
 - c) Leering, obscene or vulgar gestures or making sexual gestures.
 - d) Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters or any such items.
 - e) Impeding or blocking movement, unwelcome touching or assaulting others.
 - f) Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.

Conduct or comments consistently targeted at one gender, even if the content is not sexual.

- **Retaliation** - means an employment action taken against an individual because that individual has engaged in protected activity. Protected activity includes, but is not limited to:
 1. Making or filing a good faith complaint of discrimination, harassment, or retaliation with the District pursuant to this Policy, with the California Department of Fair Employment and Housing, or with the U.S. Equal Employment Opportunity Commission.
 2. Participating in internal or external investigations into complaints of discrimination, harassment or retaliation.
 3. Associating with individuals engaged in protected activity.

Employment action for purposes of a claim of retaliation means any act directed toward an individual that would deter that individual from engaging in protected activity in the future.

IV. COMPLAINT PROCEDURE:

Any District supervisor, manager, or director who receives a complaint regarding discrimination, harassment or retaliation shall immediately report it to the Human Resources Director or designee. Supervisors, managers, or directors who know or should have known if proper diligence had been exercised of discrimination or harassment and fail to report such conduct are also subject to disciplinary action up to and including termination from District service.

Any individual who feels he or she has been harassed, discriminated against, or retaliated against in violation of this Policy should report the conduct immediately as outlined below so that the complaint can be resolved quickly and fairly.

Option One: Reporting to the Offending Individual

Any individual who feels that he or she has been harassed, or discriminated or retaliated against in violation of this policy is encouraged to let the offending person know immediately that the conduct at issue is unwelcome, offensive, in poor taste, or inappropriate, and that it must stop.

Option Two: Reporting to Management/Supervisors/Directors

If the offensive behavior continues, or if the employee is unable or unwilling to confront the offending person directly, the employee shall promptly notify his or her supervisor, manager, or the Fire Chief. If the Fire Chief is accused, or a witness to the events at issue, the complaint may be made directly to the President of the Board of Directors. When a complaint is reported to a supervisor, manager, or director, that supervisor, manager, or director must notify the Fire Chief or designee.

The District recognizes that confidentiality is important to all parties involved in an investigation of a complaint under this Policy. Complete confidentiality cannot occur due to the need to fully investigate potential policy violations and the duty to take effective remedial action. As a result, confidentiality will be maintained to the extent possible.

Option Three: Report to Outside Administrative Agencies

Any offended party has the option to report harassment, discrimination, or retaliation to the U.S. Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH). These governmental agencies offer legal remedies and a complaint process that is available online.

California Department of Fair Employment and Housing
2218 Kausen Drive, Suite 100
Elk Grove, CA 95758
800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711
contact.center@dfeh.ca.gov
<https://www.dfeh.ca.gov>
U.S. Equal Employment Opportunity Commission

450 Golden Gate Avenue 5 West,
P.O Box 36025
San Francisco, CA 94102-3661
1-800-669-4000 or 510-735-8909 (Deaf/hard-of-hearing callers only)
<http://www.eeoc.gov/employees>

V. RESPONSE TO COMPLAINT

Any District supervisor, manager, or director who receives a complaint or learns of a potential violation of this Policy is obligated, as a condition of employment, to address such complaints, and if necessary, take action, in consultation with the Fire Chief or designee, to defuse volatile circumstances and correct the possibly discriminatory, retaliatory, or harassing conduct.

Upon receipt of a complaint or learning of a potential violation of this Policy, the District will conduct a fair, timely, thorough and impartial investigation of the alleged incident(s). The type of investigation undertaken will depend on the nature of the complaint and shall be determined by Human Resources. The investigation will normally include interviews with the reporting individual, the accused, and any other person who is believed to have relevant knowledge concerning the allegations.

At the conclusion of the investigation, if it is determined that the alleged conduct did not occur or that it did not violate this policy, the Fire Chief or designee will notify the complainant and the alleged perpetrator, if appropriate, of the general conclusion(s) of the investigation and whether any further action is warranted.

If at the conclusion of the investigation, it is determined that policy violations did occur, appropriate action and remedial measures will be taken, which may include disciplinary action against the perpetrator. Once the investigation is complete and appropriate action has been taken, the complainant will be notified of the general conclusions of the investigation and that appropriate action has been taken. The complainant will not be notified of what specific disciplinary action is taken against a perpetrator.

VI. MANDATORY TRAINING

The District requires all employees and elected officials to receive training on this Policy and applicable California law as required by Title 2 of the California Code of Regulations section 11024(b). The District will schedule the required training sessions, which will recur periodically as required by California law. Employees and elected officials are required to attend.

ORDINANCE NO. 2020-02

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ADOPTING AN ADMINISTRATIVE CITATION PROGRAM.

WHEREAS, The Rancho Santa Fe Fire Protection District (“RSFFPD”) finds that enforcement throughout RSFFPD of all Ordinances, including such Ordinances that have adopted codes by reference, as well as any applicable State codes, is an important public service; and

WHEREAS, RSFFPD believes that code enforcement is vital to the protection of the public’s health, safety, and quality of life; and

WHEREAS, RSFFPD recognizes that code enforcement depends upon the codification of regulations that can be effectively applied in administrative and judicial proceedings; and

WHEREAS, RSFFPD further finds that a comprehensive code enforcement system that uses a combination of judicial and administrative remedies is critical to gain compliance with code regulations.

NOW THEREFORE, the Board of Directors of the Rancho Santa Fe Fire Protection do hereby ordain as follows:

1. **Applicability**

A. This Ordinance provides for Administrative Citations, which are in addition to all other legal remedies, criminal or civil, which the District may pursue to address a violation of the Code. Use of this Ordinance is at the sole discretion of the District. This Ordinance is authorized under Government Code Sections 53069.4 and Health and Safety Code Sections 13861(h) and (i), 13870 and 13871.

2. **Definitions**

The following words and phrases whenever used in this Ordinance shall be construed as defined in this Section, unless it shall be apparent from the context that a different meaning is intended or unless a different meaning is specifically defined elsewhere in this Ordinance and specifically stated to apply:

A. “Administrative Citation” means a citation issued by a Fire Official for violation of Code after reasonable time to correct as set forth in Section 3.

B. “Board” means the Board of Directors of the Rancho Santa Fe Fire Protection District.

C. “District” means RSFFPD.

D. “Code” means any RSFFPD Ordinance, the California State Fire Code, or the Health and Safety Code, or any condition of approval placed on development regarding the foregoing.

E. “Continuing Violation” means any violation of the Code when the violation pertains to building, plumbing, electrical, weeds, fire hazards, or other similar structural or zoning issues, that do not create an immediate danger to health or safety.

F. “Fire Official” means RSFFPD, the Fire Chief, and any other designated agents or representatives, including but not limited to the Deputy Chief, Division Chiefs, Fire Marshal, Fire Prevention Specialist or any other employee of RSFFPD with the authority to enforce the Code.

G. “Fire Marshal” means an employee of the RSFFPD so designated by the Fire Chief.

H. “Hearing Officer” means the hearing officer appointed under section 8 of this ordinance.

I. “Fire Chief” means an employee of the RSFFPD designated by the Board as such and who supervises the Fire Marshal, Fire Officials, and appoints the Hearing Officer.

J. “Notice of Violation” means the written notice provided to a Responsible Person that a continuing violation of the Code pertaining to building, plumbing, electrical, weeds, fire hazards, or other similar structural or zoning issues that does not create an immediate danger to health or safety exists.

K. “Responsible Person” means the owner, tenant, operator or person or entity otherwise in charge and control of property that is the subject of a violation, or who is otherwise causing, permitting or aiding and abetting in any violation of the Code.

3. Administrative Citation

A. Authority. Whenever a Fire Official determines that a violation of the Code has occurred, other than a Continuing Violation, the Fire Official has the authority to issue an Administrative Citation to the Responsible Person causing or permitting the violation concurrently with an administrative fine and an Administrative Citation for each subsequent violation.

B. Code Violation. When the Fire Official determines a continuing violation of this Code exists, the Fire Official shall issue a Notice of Violation requiring the Responsible Person to immediately cease and abate the Continuing Violation. The Responsible Person shall have ten (10) days or such time as the Fire Official deems reasonable, after which time an Administrative Citation and administrative fine may be issued.

C. Contents of Citation. Each Administrative Citation shall contain the following information:

- i. The date of the violation.
- ii. The address or a definite description of the location where the violation occurred.
- iii. The section of the Code violated and a description of the violation.

- iv. The amount of the fine, if applicable, for the Code violation.
- v. A description of the fine payment process, including a description of the time within which and the place to which the fine shall be paid.
- vi. An order prohibiting the continuation or repeated occurrence of the Code violation described in the Administrative Citation.
- vii. A description of the Administrative Citation review process, including the time within which the Administrative Citation may be contested and the place from which a request for hearing form to contest the Administrative Citation may be obtained.
- viii. The name and signature of the citing Fire Official.

D. Delivery of Notice of Violation or Administrative Citation. The notice of violation or Administrative Citation shall be delivered either of the following methods:

- i. Personally served on the Responsible Party, or
- ii. Sent by first class certified mail to the Responsible Person, as shown on the County Tax Assessor's Roll or otherwise known to the Fire Official. Notice will be effective on the date of mailing.

The failure of a Responsible Person to receive any notice served in accordance with this section shall not affect the validity of any proceedings taken under the Code.

E. Dismissal of Citation. At any time before the hearing, if the Fire Chief or designee determines that there was no violation as charged in the Administrative Citation or that the Administrative Citation should be dismissed in the interest of justice, the Fire Chief or designee shall dismiss the Administrative Citation, cancel the hearing, and refund any Administrative Citation fine.

4. Amount of Fine

A. Maximum Amount of Fine. The maximum amount of the fine imposed for each Code violation under this ordinance shall be as set forth by Board ordinance or resolution.

B. Additional Amounts. In addition to the fine amount, the Responsible Person shall be liable to the District for all administrative costs, including, but not limited to, interest, late payment charges, costs of compliance re-inspections, and collection costs. These additional amounts include:

- i. Administrative costs: based on time spent by RSFFPD staff, and supervisors, at the full cost hourly rate of each employee, including salary, benefits and overhead.
- ii. Late payment charges: due at the rate of ten percent (10%) per month.
- iii. Compliance re-inspection: based on staff time at the full cost

hourly rate.

- iv. Collection costs: actual collection costs.
- v. Reasonable attorney fees and costs.

C. Discretion of Hearing Officer—Factors in establishing fine. In determining the amount of the fine and additional amounts that may be owing, the Hearing Officer has the discretion to set the fine lower than the maximum amount, or to reduce the additional costs, based on one or more of the following factors:

- i. The duration of the violation;
- ii. The frequency, recurrence and number of violations, related or unrelated, by the Responsible Party;
- iii. The seriousness of the violation;
- iv. The good faith efforts of the Responsible Party to come into compliance;
- v. The economic impact of the fine on the Responsible Party;
- vi. The impact of the violation on the community health and safety; and
- vii. Such other factors as justice requires.

5. Payment of the Fine

A. Due Date. The fine shall be paid to the District within thirty (30) days following the date of the Administrative Citation. The Fire Official may (but shall not be obligated to) suspend the imposition of fines for any period of time during which the Responsible Party has filed for necessary permits, and such permits are required to achieve compliance, and the permit applications are actively pending before the appropriate governmental agency.

B. Refund. The District shall refund a fine paid if the Hearing Officer determines, after a hearing held under Section 9 hereof, that the person charged in the Administrative Citation was not responsible for the violation or that there was no violation as charged.

C. Further Violations Not Excused. Payment of a fine under this chapter shall not excuse or discharge any continuation or repeated occurrence of the Code violation.

6. Hearing Request

A. Hearing Request. A person who receives an Administrative Citation may contest the citation on the basis that there was no violation of the Code or that he or she is not the Responsible Person. To contest the Administrative Citation, the person shall submit a request for hearing to the District's Board Clerk within thirty (30) days following the date of the Administrative Citation. The request form may be obtained from the Administrative office of the District. The completed request must be submitted together with either an advance deposit of

the fine or notice that a request for an advance deposit hardship waiver has been filed under Section 7 hereof.

B. Notice of Hearing. The person requesting the hearing shall be notified, in writing, of the time and place set for the hearing at least ten (10) days before the date of the hearing.

C. Additional Reports. If the Fire Official submits an additional written report concerning the Administrative Citation to the Hearing Officer for consideration at the hearing, then a copy of this report also shall be provided to the person requesting the hearing at least five (5) days before the date of the hearing.

7. Advance Deposit Hardship Waiver

A. Request for Waiver. A person who intends to contest an Administrative Citation under Section 6 hereof and who is financially unable to make the required advance deposit of the fine may file a request for an advance deposit hardship waiver under this section.

B. Filing. An advance deposit hardship waiver shall be filed with the District's Board Clerk on a form provided by the District. The application submitted shall include an affidavit, together with any supporting documents or materials, demonstrating the person's actual financial inability to deposit with the District the full amount of the fine. The waiver form shall be filed within ten (10) calendar days following the date of the Administrative Citation.

C. Deposit Requirement Stayed. The requirements of depositing the fine shall be stayed unless or until the District makes a determination not to issue the advance deposit hardship waiver.

D. Standard for Waiver. The Fire Chief may waive the requirement of an advance deposit under Section 6 hereof and issue the waiver only if the evidence submitted demonstrates to the satisfaction of the Fire Chief of the person's actual financial inability to deposit with the District the full amount of the fine in advance of the hearing.

E. Written Determination. The Fire Chief shall issue a written determination listing the reasons for his or her determination to issue or not issue the advance deposit hardship waiver. The written determination of the Fire Chief is final. The written determination shall be served upon the person who applied for the waiver.

F. Deposit Required If Waiver Denied. If the Fire Chief determines not to issue a waiver, the person cited shall deposit the fine with the District's Board Clerk within ten (10) days following the date of that decision or thirty (30) days following the date of the Administrative Citation, whichever is later.

8. Hearing Officer

A. Hearing Officer. The Fire Chief shall designate the Hearing Officer for the Administrative Citation hearing. The Hearing Officer shall be an impartial person selected from one of the following categories:

- i. An employee from the County of San Diego or a special district which has not been involved in the Code enforcement; or
- ii. A fire department employee from a neighboring agency; or
- iii. A person selected randomly from a panel of local attorneys who have been admitted to practice before the courts of this state for at least five (5) years willing to volunteer as a hearing officer; or
- iv. A person that the District utilizes for impartial hearing officer services.

B. Opposition to Hearing Officer. Should the person seeking the hearing reject, for good cause, the Hearing Officer selected by the District, then the Hearing Officer shall be hired from an organization which provides such hearing officer services and the cost therefore shall be shared equally by the District and the person seeking the hearing.

C. Compensation of Hearing Officer. The employment, performance evaluation, compensation and benefits of the hearing officer shall not be directly or indirectly conditioned upon or affected by decision rendered or the amount of Administrative Citation fines upheld by the hearing officer, if any.

9. Hearing Procedure

A. Setting the Hearing. A hearing before the Hearing Officer shall be set for a date that is not less than fifteen (15) days nor more than sixty (60) days following the date that the request for hearing is filed, unless agreed to by the Fire Official and the person seeking the hearing. The person requesting the hearing shall be notified of the time and place set for the hearing as soon as it is set, and at least ten (10) days before the hearing. If the Fire Official submits a written report concerning the citation to the Hearing Officer for consideration at the hearing, then a copy of the report shall be served on the person requesting the hearing at least five (5) days before the hearing. No hearing shall be held unless the fine has been deposited in advance, under Section 6(A) hereof, or an advance deposit hardship waiver has been issued under Section 7 hereof.

B. Failure to Appear. The failure of the person requesting the hearing to appear at the hearing shall constitute a forfeiture of the fine and a failure to exhaust his or her administrative remedies.

C. Hearing. The Administrative Citation and any additional report submitted by the Fire Official shall constitute prima facie evidence of the respective facts contained in those documents. At the hearing, the party contesting the Administrative Citation shall be given the opportunity to testify and to present evidence concerning the Administrative Citation. Technical rules of evidence shall not govern the proceedings before the Hearing Officer.

D. Continuance. The Hearing Officer may continue the hearing and may request additional information from the Fire Official or the person requesting the hearing before issuing the decision provided that the hearing shall not be continued for more than fifteen (15) days.

10. Hearing Officer’s Decision

A. Decision. After considering the testimony and evidence presented at the hearing, the Hearing Officer shall issue a written decision to uphold, dismiss or modify the Administrative Citation. The Hearing Officer shall state the reasons for the decision and shall send a copy of the decision to the person requesting the hearing, the Fire Official, and the District. The decision of the hearing officer shall constitute the District’s final administrative decision.

B. Status of Fine. If the Administrative Citation is upheld, then the fine amount on deposit with the District shall be retained by the District. If the fine has not been deposited because there was an advance deposit hardship waiver, the Hearing Officer shall set forth in the decision a payment schedule for the fine. If the Administrative Citation is dismissed, the District shall promptly refund the amount of any fine deposited, together with interest at the average rate earned on the District’s portfolio for the period of time that the fine was held by the District.

11. Late Payment Charges

A. Late Charges. Any person who fails to pay the District the fine imposed under this chapter on or before the date that fine is due is also liable for the payment of the applicable late payment charges set forth in Section 4 hereof.

12. Recovery of Administrative Citation Fines and Costs

A. Costs of Securing Payment. A person who fails to pay any fine or other charge owed to the District under this Ordinance is liable in any action brought by the District for all costs incurred in securing payment of the delinquent amount, including but not limited to administrative costs and reasonable attorney’s fees. Such collection costs are in addition to any fines, interest, and late charges.

B. Other Costs. In addition to the Administrative Citation fine, the District may collect its administrative costs, interest, late payment charges, costs of compliance re-inspections, and collection costs.

C. Collection. The District may collect any past due Administrative Citation fine and other costs and charges by any available legal means. The District may use a third party to collect the fines and fees.

13. Right to Judicial Review

A. Judicial Review. A person aggrieved by the Hearing Officer’s decision on an Administrative Citation may obtain review of the decision by filing a petition for review with the Superior Court in and for the County of San Diego within twenty (20) days after service of the final decision in accordance with the timelines and provisions set for in California Government Code Section 53069.4.

14. Notices

A. Method of Service. The Administrative Citation and all notices required to be given by the District pursuant to this ordinance shall be served on the Responsible Person either by:

- i. Personal service on the Responsible Person or the person requesting the hearing; or
- ii. By first class certified mail, return receipt requested.

B. Real Property. When real property is involved in the violation, any original notice and the Administrative Citation and all notices required to be given by this Ordinance shall be served on the Responsible Person and, if different, to the property owner at the address as shown on the last equalized county assessment roll. If personal service or service by mail on the property owner is unsuccessful, a copy of each notice and the citation shall be conspicuously posted at the property which is the subject of the violation. The District may, in its discretion, also serve notice on a tenant, a mortgagor or any other person having an interest in the property.

C. Failure to Receive Notice. The failure of a person to receive a required notice shall not affect the validity of any proceedings taken under this Ordinance.

15. Administrative fine schedule

A. Violation Penalties. Every person who violates any provision of any the Code is guilty of a misdemeanor. The imposition of one penalty for any violation shall not excuse the violation or permit such violation to continue and all such persons shall be required to correct or remedy such violations or defects within a reasonable time; and when not otherwise specified, each day that prohibited conditions are maintained shall constitute a separate offense.

B. Maximum Amount of Fine Not Listed. The maximum amount of the fine imposed for any violation not listed in Administrative Fee Schedule ordinance or resolution, as such may be amended from time to time, and may not exceed the maximum fine or penalty amounts for infractions set forth in Section 25132 and subdivision (b) of Section 36900 of the California Government Code.

C. Maximum Amount of Fine. The maximum amount of the fine imposed for each code violation under this ordinance shall be as established and amended from time to time by Board resolution.

16. Miscellaneous

A. Unenforceable. If any section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance. The Board hereby declares that it would have passed this Ordinance, and each section, subsection, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, and phrases be declared unconstitutional.

B. No Waiver. Nothing in this Ordinance shall be construed to affect any suit or proceeding pending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or Ordinance hereby repealed; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this Ordinance.

C. Vote. The Clerk of the Board is hereby ordered and directed to cause this Ordinance to be published. First read at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District, held on August 19, 2020. A second reading and final adoption occurred at a regular meeting on September 16, 2020, and ordered published in the manner required by law at the hearing and meeting on the September 16, 2020 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

D. This Ordinance and the rules, regulations, provisions, requirements, orders, and matters established and adopted hereby shall take effect and be in full force and effect **November 1, 2020**.

James H. Ashcraft
President

ATTEST:

Karlana Rannals
Board Clerk

RESOLUTION No. 2020-12

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT SETTING FORTH THE ADMINISTRATIVE CITATION SCHEDULE OF FINES FOR CERTAIN VIOLATIONS OF THE RANCHO SANTA FE FIRE CODE AND ORDINANCES

WHEREAS, on September 16, 2020, the Rancho Santa Fe Fire Protection Board of Directors adopted Ordinance Number 2020-02 relating to fire prevention enforcement; and

WHEREAS, this ordinance which authorizes the imposition of fines for certain code violations through the issuance of administrative citations; and

WHEREAS, this resolution states the amount of fines for code violations imposed pursuant to Government Code Section 25132 shall be set forth in a schedule of fines established by resolution of the Board of Directors and that the fine schedule shall specify any increased fines for repeat violations of the same code provision by the same person within thirty-six months from the date of an administrative citation and specify the amount of any late payment charges imposed for the payment of a fine after thirty days from the date of issuance of the administrative citation; and

WHEREAS, on September 16, 2020, the Board of Directors adopted Resolution 2020-12, establishing an Administrative Citation Schedule of Fines, to be effective November 1, 2020, in accordance with Ordinance Number 2020-02; and

WHEREAS, effective code enforcement is vital to the Districts commitment to protecting its residents, businesses and visitors health, safety, welfare, and quality of life;

WHEREAS, it is necessary to adopt this Resolution to provide the Administrative Citation Schedule of Fines in order to enhance District fire prevention efforts.

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

1) That the attached fee schedule titled Administrative Citation Schedule of Fines attached hereto and incorporated herein by reference is approved effective November 1, 2020 and adopted.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on September 16, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES H ASHCRAFT
President

ATTEST:

Karlena Rannals
Secretary

Rancho Santa Fe Fire Protection District
Administrative Citation Schedule of Fines

PENALTIES		
FEE CODE	FEE DESCRIPTION	FEE
General Code Violations		
12.1	Administrative Citation 1 st Occurrence (Does Not Comply After Follow-up Inspection)	\$100
12.2	Administrative Citation 2 nd Occurrence (Does Not Comply After Follow-up Inspection)	\$200
12.3	Administrative Citation 3 rd Occurrence (For Each Additional Violation of the Same Ordinance within one year of the first violation)	\$500
Building and Safety Code Violations		
12.4	Administrative Citation 1 st Occurrence	\$130
12.5	Administrative Citation 2 nd Occurrence	\$700
12.6	Administrative Citation 3 rd Occurrence (For Each Additional Violation of the Same Ordinance within one year of the first violation)	\$1,300
12.7	Administrative Citation 4 th Occurrence (For Each Additional Violation of the same ordinance within two years of the first violation if the property is a commercial property, violation is due to failure by the owner to remove visible refuse or failure to prohibit unauthorized use of the property)	\$2,500
Required Special Event Permit		
12.8	Administrative Citation 1 st Occurrence (For the First Violation of an Event Permit Requirement)	\$150
12.9	Administrative Citation 2 nd Occurrence (For a Second Occurrence of the Same Violation of an Event Permit Requirement by the Same Owner or Operator within three years of the First Violation)	\$700
12.10	Administrative Citation 3 rd Occurrence (For Each Additional Occurrence of the Same Violation of an Event Permit Requirement by the Same Owner or Operator within three years of the First Violation)	\$2,500
Fireworks		
12.11	Any Violation Pertaining to Fireworks	\$1,000

Violation of an Event Permit Requirement Means Failure to Obtain a Permit Required for a Professionally Organized Special Event on Private Property that is Commercial in Nature, or from which the Owner or Operator Derives a Commercial Benefit

Commercial in Nature means that a primary purpose of the special event is to derive an economic benefit resulting from the holding of the event through admission charges or sales of merchandise that occur as part of the event.

Commercial Benefit means any remuneration received in exchange for allowing the property on which the event occurs to be used for the event, including any remuneration that results from the rental of the property for a term of less than 31 consecutive days.

RESOLUTION NO. 2020-13

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO
SANTA FE FIRE PROTECTION DISTRICT ESTABLISHING COMMITTED
AND/OR CONSTRAINED FUND BALANCES FOR FY20

WHEREAS, in March 2009, the Governmental Accounting Standards Board (GASB) issued GASB Statement No. 54; and

WHEREAS, the provisions of GASB 54 requires the establishment of a hierarchy of fund balance classifications; and

WHEREAS, the “restricted” classification have constraints imposed by laws or regulations of other government; and

WHEREAS, the “committed” classification requires formal action by the highest level of decision making authority; and

WHEREAS, the “assigned” classification can be constrained by the Board’s “intent” to be used for specific purposes, but are neither restricted nor committed.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Rancho Santa Fe Fire Protection District, that ending FY20 the following funds are committed and/or constrained for use as allocated:

Restricted	
Fire Mitigation Fund	\$1,942,242.16
Committed	
Public Agency Self Insurance System	\$628,980.31
Assigned	
Advance life support equipment	\$175,426.26
Mobile data computer equipment	\$16,407.02
Compensated absences/Health Retirements Savings Account	<u>\$850,188.65</u>
TOTAL	\$3,613,244.40

BE IT FURTHER RESOLVED that the remaining fund balances is considered unassigned effective June 30, 2020 as listed on Exhibit A. These fund balances may be reallocated by the governing body, or official to whom the governing body has delegated authority to assign amounts for specific purposes.

PASSED AND ADOPTED at a special meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on September 16, 2020 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

JAMES H ASHCRAFT
President

ATTEST:

Karlana Rannals
Secretary

	General Fund	FMF	TOTAL
Assets			
Current Assets			
Cash			
Total Cash	9,872,119.17	3,032,900.65	12,905,019.82
Short-Term Investments			
Total Short-Term Investments	7,703,686.75	-	7,703,686.75
Accounts Receivable			
Total Accounts Receivable	1,645,995.86	97,434.42	1,743,430.28
Long Term Liability	-	-	-
Prepaid Expenses			
Total Prepaid Expense	-	-	-
Total Current Assets	19,221,801.78	3,130,335.07	22,352,136.85
Restricted Cash Assets			
Contract ALS - CSA 17	106,290.15		
ALS Receivable	67,485.93		
Contract ALS - FMV Adj	1,650.18		
PASIS	585,182.35		
PASIS Checking	34,805.43		
PASIS FMV Adj	8,992.53		
PASIS Interest Receivable	-		
NCDJPA (MDC)	-		
NCDJPA MDC Interest Receivable	-	-	-
Total Restricted Cash Assets	804,406.57	-	804,406.57
Property, Plant and Equipment			
Capital Assets - Property, Plant and Equipment	34,703,031.97		34,703,031.97
Accumulated Depreciation			
Total Accumulated Depreciation	(11,724,142.12)	-	(11,724,142.12)
Capital Assets - Property, Plant and Equipment			
Deferred Outflow of Resources			
Total Deferred Outflow	2,868,470.00		2,868,470.00
Total Assets	45,873,568.20	3,130,335.07	49,003,903.27
Liabilities and Equity			
Current Liabilities			
Total Accounts Payable	2,192,916.49	1,188,092.91	3,381,009.40
Employee Liability Payable	1,863,555.48	-	1,863,555.48
Other Liabilities (Pension)			
Total Other Liabilities	10,922,290.00	-	10,922,290.00
Long Term Debt			
Total Other Current Liabilities	730,195.00	-	730,195.00
Total Current Liabilities	15,708,956.97	1,188,092.91	16,897,049.88
Equity			
Reserve - Capital (Specified)			
Capital Replacement Reserves			
NCDJPA (MDC)	16,407.02		
ALS Equipment Reserve	175,426.26		
HGEF CalTrust Reserve	4,940,769.87		
Environmental Initiative for Sustainability	228,769.88		
CERT (EFF/HG Reserve	11,387.98		
PASIS Reserve	(40,394.91)		
RCS Radio Infrastructure	-	-	-
Total Capital Replacement Reserves	5,332,366.10	-	5,332,366.10
Reserve - General			
Operating Reserve	5,500,000.00		
Unspecified Capital Reserve	8,206,899.48		
Undesignated	(10,183,415.15)	2,254,181.41	-
Total Reserve - General	3,523,484.33	2,254,181.41	5,777,665.74
Reserve - Capital (Specified)			
Net - Capital Assets	22,978,889.85	-	-
Capital Assets Net	22,978,889.85	-	22,978,889.85
Total Designated Capital Reserves			-
PY Equity	32,304,837.28	2,254,181.41	34,559,018.69
Net Income/Loss (FY20 YTD)	(1,670,129.05)	(311,939.25)	(1,982,068.30)
Total Equity	30,634,708.23	1,942,242.16	32,576,950.39
Total Liabilities and Equity	45,873,568.20	3,130,335.07	49,003,903.27
Total Cash Equity (includes GASB54 Committed Funds)	15,969,736.38	1,942,242.16	17,911,978.54

Note: This report does include the updated net pension liabilities for FY20.

STAFF REPORT

20-19

TO: BOARD OF DIRECTORS
FRED COX, FIRE CHIEF

FROM: BRUCE SHERWOOD, BATTALION CHIEF

SUBJECT: SOLAR ARRAY FOR RSF5

DATE: SEPTEMBER 10, 2020



RECOMMENDATION:

Staff recommends that the Board of Directors approve the following budget action and authorize the Fire Chief to execute an agreement with Baker Electric for the installation of a rooftop solar array for RSF 5.

Description	FY 20/21 Budget	Funding Request	Funding Source	Action Requested
(1) Solar Array 47.7 KW RSF5	\$200,000	\$163,452	85% Fire Mitigation Funds \$138,934 15% General Reserves \$24,518	Authorize

JUSTIFICATION for Funding Request: See summary below.

BACKGROUND

To reduce our reliance on fossil fuels and to help offset the increasing costs for electricity, the District advertised a Request for Proposal for a solar array for Fire Station 5. The District received two sealed bids. After reviewing the bids, staff believes that the Baker Electric proposal provided the lowest and most responsive bid in the amount of \$163,452.

The installation of the solar array system will help offset the majority of the fire station's electricity needs, and will provide the District long term savings in utility costs for this facility. In addition, this approved project as a part of the RSF5 Design/Build qualifies to receive funds from the District's Fire Mitigation fund.

STAFF REPORT

NO. 20-20

TO: BOARD OF DIRECTORS
FRED COX, FIRE CHIEF

FROM: CONOR LENEHAN, DEPUTY FIRE MARSHAL

SUBJECT: ACCEPTANCE OF FIRE PREVENTION GRANT

DATE: SEPTEMBER 11, 2020



RECOMMENDATION

Staff recommends the Board accept a FEMA Fire Prevention Grant in the amount of \$17,142.86 for a fuels reduction project in the Escondido Creek. As part of the grant requirement, the fire district must fund 5% of the allotted amount, or \$857.14.

BACKGROUND

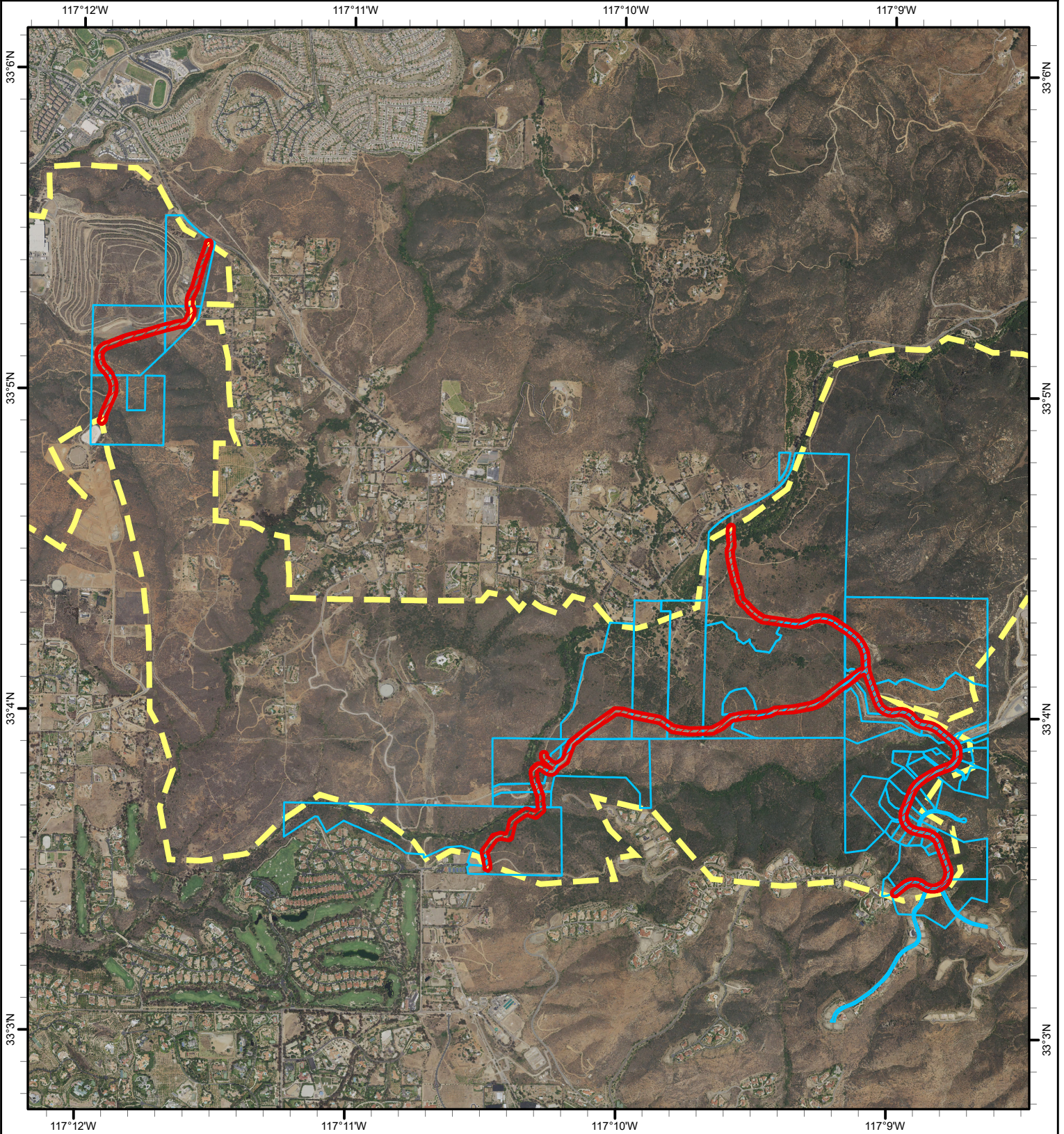
In May of 2020, the Fire Prevention staff pursued a Fire Prevention grant opportunity through FEMA for financial assistance regarding a fuels reduction project. The fuels reduction project would allow the district to thin out vegetation along Via Ambiente from Via Rancho Cielo to Harmony Grove Road. It would also allow us to thin out vegetation along Punta Arroyo, Suerta Del Este, and Rancho Summit Drive. All of these fuel breaks will give the district a chance to compartmentalize a potential wildfire and slow the rate of spread at strategic locations.




The district has until October 11, 2020 to either accept or reject the grant. If approved, all work will be completed by the September 8, 2021 deadline.

CURRENT SITUATION

If approved, the work shall be completed by a third party contractor under supervision of the fire district. R.E. Badger & Son would be awarded the job since they are the district's sole source weed abatement contractor, and provided the estimate to complete the work for the grant application.

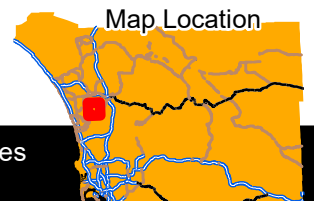
~ Rancho Sante Fe Fuel Reduction ~



-  Proposed Project Area
-  Affected Parcels
-  Scoping Area

1:30,274

The State of California and the Department of Forestry and Fire Protection make no representations or warranties regarding the accuracy of data or maps. Neither the State nor the Department shall be liable under any circumstances for any direct, special, incidental, or consequential damages with respect to any claim by any user or third party on account of, or arising from, the use of data or maps.



Projected Coordinate System: NAD 83 ~ California Teale Albers



**FINAL
FINANCIAL
PLAN
FY21**

RANCHO SANTA FE FIRE PROTECTION DISTRICT
PO BOX 410 | RANCHO SANTA FE | CA | 92067



FY21 FINAL FINANCIAL PLAN

BOARD OF DIRECTORS



James H. Ashcraft
President



John C. Tanner
Vice President



Nancy C. Hillgren
Director



Randall Malin
Director



Tucker Stine
Director



Mission Statement

To serve the public through the protection of life, environment and property from fire and other emergencies through prevention, preparedness, education, and response.

Vision Statement

Our vision is to provide exceptional service and continuous improvement in our organization through innovation, forward-looking leadership, and genuine concern for the welfare of others.

- *We are dedicated to our mission, unwavering in our core values and continually strive to be a model of excellence.*
- *We are role models in the community and leaders in our profession.*
- *We maintain community partnerships, hire and train exceptional people, and provide professional, well-organized, cost effective services.*
- *We are advocates for our member's health, safety, and welfare.*
- *We foster a culture of trust, involvement, and personal accountability.*

FY21 FINAL FINANCIAL PLAN

MANAGEMENT TEAM



Fred W. Cox
Fire Chief



Karlena Rannals
Administrative Manager



David McQuead
Deputy Chief



Marlene Donner
Fire Marshal



Bruce Sherwood
Battalion Chief
Training



Bret Davidson
Battalion Chief
Shift - A



David Livingstone
Battalion Chief
Shift - B



Brian Slattery
Battalion Chief
Shift - C



Alicea Caccavo
Manager, Finance & Administration



Volunteer Recruitment & Retention Coordinator



Frank Twohy
Volunteer Recruitment & Retention Coordinator

RANCHO SANTA FE FIRE PROTECTION DISTRICT

FINAL BUDGET – FY21



September 2020

The Fire District’s proposed FY21 Operating and Capital Replacement Budget is submitted to the Board of Directors for its review and consideration. The annual budget serves as a foundation and is an important tool to set priorities that align with the strategic plan for the Rancho Santa Fe Fire Protection District over the next year and beyond. This financial plan for the new fiscal year, proposes the necessary revenue and expenditures, while continuing to provide the highest level of emergency response, fire prevention, and administrative services.

Overview

In evaluating the FY21 budget, the projected total operating revenue has decreased overall by 1.1% compared to FY20 unaudited revenue (*Figure 1*).

Revenue	FY20 Budget	FY20 Act.	FY21 Budget	BGT vs. Act. - %	BGT vs. Act. - \$
Taxes & Assessments	14,404	14,516	14,993	3.3%	477
EFF-HG	561	641	641	0.0%	-
Developer Reimbursement	308	378	203	-46.4%	(175)
All Other	<u>2,964</u>	<u>2,628</u>	<u>2,128</u>	<u>-19.0%</u>	<u>(500)</u>
Total Revenue	18,237	18,162	17,964	-1.1%	(198)

Figure 1

The projected FY21 operating expenditures, compared to the FY20 unaudited costs decreased approximately 13.5%. (*Figure 2*).

Expenditures	FY20 Budget	FY20 Act.	FY21 Budget	BGT vs. Act. - %	BGT vs. Act. - \$
Salaries & Benefits	12,780	15,320	13,054	-14.8%	(2,266)
CalPERS UAL-Expected Payment	618	618	759	22.8%	141
CalPERS UAL-Additional Payment	457	457	689	50.8%	232
Service, Supplies, PY	3,149	2,314	2,742	18.5%	429
Other Cash Expenses/Project		1,481	0	-100.0%	(1,481)
Depreciation	<u>773</u>	<u>830</u>	<u>936</u>	<u>12.8%</u>	<u>106</u>
Total Operating Expense	17,777	21,020	18,181	-13.5%	(2,839)
Operating Surplus (Deficit)	460	(2,858)	(218)		
Capital Expenses	<u>7,137</u>	<u>6,040</u>	<u>1,454</u>	<u>-75.9%</u>	<u>(4,587)</u>
Total Expense (inc. Capital)	24,914	27,061	19,635	-27.4%	(7,427)
Total Cash Expenses (minus depreciation)	24,141	26,231	18,699	-28.7%	(7,532)

Figure 2

Property tax (including the special taxes and assessments) represents the largest revenue category at approximately 87.4% of the General Fund’s total revenue, or approximately \$15.6 million. As a category, the tax revenue is projected to increase overall approximately 3.2% in FY21. These numbers may change once the District receives the annual report from the County of San Diego that confirms the opening charges.

Mission: To serve the public through the protection of life, environment and property from fire and other emergencies through prevention, preparedness, education, and response.

The next largest revenue sources are lease, reimbursements received for firefighting deployments, plan reviews, and the SAFER personnel grants. Highlights include:

1. Lease: (\$411,041)
 - a. Cell tower site rental \$161,019 (Verizon, AT&T, Sprint)
 - b. Facility space rental \$250,022 (AMR, RSFA, NCDJPA)
2. Firefighting Reimbursements
 - a. Average estimate - \$491,542 (this estimate is based on the number of large fires that district personnel will respond to.)
3. Plan Reviews
 - a. Average estimate - \$283,189 (this estimate is based on the past two fiscal years)
4. SAFER Grants

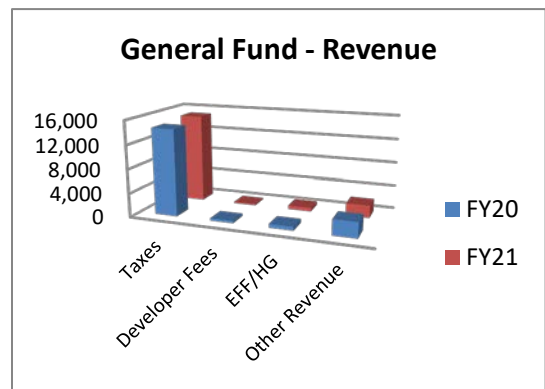
As a reminder, during FY18, the Fire District was awarded two grants for personnel staffing through FEMA. They include:

- a. Staffing for Adequate Fire & Emergency Response (SAFER) Grant that provides for the salary and benefits for a full-time Volunteer Recruitment and Retention Coordinator, and includes costs for basic firefighter training, tuition assistance for higher education, and NFPA 1582 entry-level physicals for new volunteer members for a period of four (4) years. This grant reimburses 100% of the expenditures that started November 2017 and *concludes November 2021*; and
- b. Staffing for Adequate Fire & Emergency Response (SAFER) Grant for the hiring of firefighters. This three-year cost shared program has allowed the District to hire three additional firefighters and it covers the “usual annual costs” of a first year firefighter over the course of the grant performance period. This grant reimburses the District 75% year 1; 75% year 2; and 35% year 3, and the grant period started January 2018. *This grant concludes December 31, 2020.*

We project all general fund revenues at \$17,963,114. This is an estimated decrease of 1.1% (\$198K) under FY20 unaudited revenues. These revenues over the FY21 operating expenses provide a projected operational deficit of \$128K. The following summary of revenue changes is between FY21 **Budget** and the FY20 **Actual (Unaudited)**:

Revenue – \$17,963,930

- **Taxes & Assessments** – the 1% AB8 revenue and benefit fees planned increase is 3.3% (\$477,627). The District’s assessed valuation for FY21 increased 4.2%; therefore, secured property tax revenue was increased by a similar percentage for all tax rate areas within the District.
- **County of San Diego/CSA-107, One-time funds** – \$312K: the County of San Diego provided the district in FY17 a one-time lump sum of \$2.5 million for any potential tax short falls resulting in the reorganization. This amortized \$2.5 million shortfall is planned over eight (8) year period, and this is year five (5).
- **HGV CFD** – The third year revenue from the Harmony Grove Village “Joint Community Facilities District” (JCFD) for FY20 was estimated \$248,297. However, the district received to date \$328,110 which has again grown significantly because of the new construction. The District expects an equivalent amount in FY21.
- **Lease** – Increased 3.5% (\$14) the lease revenue for the District increased by either contract or CPI adjustments.



- **Firefighting Reimbursement** – Increased 84.3 % (\$225K): This District’s emergency call back has increased significantly over the past few years, however, during FY20 the amount the District received has been significantly less than planned; and the counterpart to the reimbursement is the overtime budget. This year, the preliminary budget includes an average of firefighting reimbursement received from the State of California over a three-year period.
- **Plan Reviews** – Decreased 14.9% (\$49,045): the Fire Prevention staff continues to be busy in plan review and inspections. While a decrease is expected, it should be noted that the fees are averaged over a two year period.

In addition to these general funds, the District collected for FY20 \$876K in restricted Fire Mitigation Fees (FMF), including interest. The total FMF expected for FY21 is \$438K.

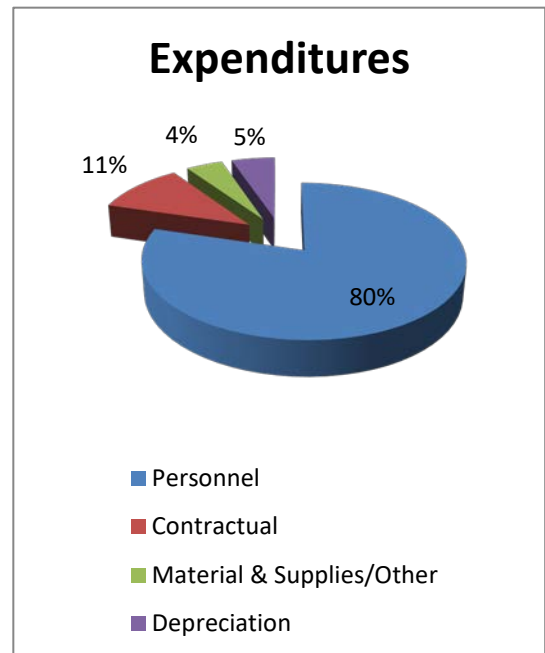
Operating Expenditures

The following is a summary of expenditure changes between the *FY20 Act. (Unaudited) Expenditures* and the proposed *FY21 Final Budget*:

Personnel - \$14,502,435

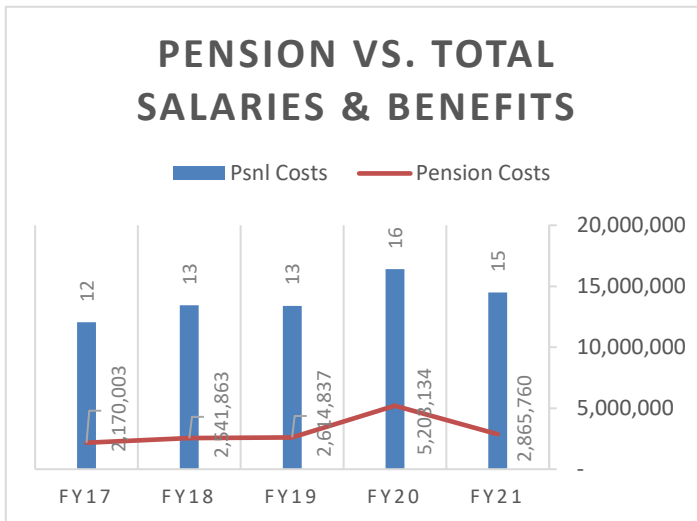
Overall personnel costs decreased 11.55% or \$1,893K below FY20 expenditures, which includes additional UAL payments to CalPERS. *This significant reduction in personnel costs is directly related to the GASB 68 calculation for retirement costs.* Cost increases are also planned for medical/dental/life insurance benefits. Additional changes are:

- **Salary** – personnel staffing has been adjusted by combining two manager’s position into one (net loss one (1)); and eliminating one (1) full-time and two (2) part-time positions in fire prevention. This budget does include a small projected wage increase for all employees.
- **Overtime** – The (28.72%) increase or (\$348,400) is directly related to a combination in the reduction in costs for firefighting deployments in FY 20, an increase in the average number of hours used for sick leave.
- **Retirement** – FY21 estimated total for PERS expenditures is \$2.176 million, which includes the annual UAL expected payment of \$733,962. The District’s employer contribution rates has continued to rise for all six plans. FY21 employer rates shall be:



YEAR	Safety 3% @ 50	Safety 3% @ 55	Safety 2.7% @ 57	Misc. 2.7% @ 55	Misc. 2.5% @ 55	Misc. 2.0% @ 62
FY19	20.556%	17.614%	12.141%	12.212%	10.022%	6.842%
Employee Contribution (FY19)	9.00%	9.00%	12.00%	8.00%	8.00%	6.25%
FY20	21.927%	18.928%	13.034%	13.182%	10.823%	6.985%
Employee Contribution (FY20)	9.00%	9.00%	12.00%	8.00%	8.00%	6.75%
FY21	23.674%	20.585%	13.044%	14.194%	11.472%	7.732%
Employee Contribution (FY21)	9.00%	9.00%	13.00%	8.00%	8.00%	6.75%

The overall, pension costs decreased 54.14% or \$2,569,671.



- CalPERS Unfunded Accrued Liability (UAL) Additional Payment – \$689,322** The Board of Directors has an ongoing commitment to continue accelerated pension funding through the annual operating budget. The expense for FY20 is \$457,025, and for FY21 \$689,322 is planned. In the past seven years (including FY21), the Board of Directors has authorized an additional \$8.5 million in accelerated payments (for all plans) to CalPERS. The payment proposed is comprised of

the difference in the 30-year vs. 15-year payment or 10-year schedule. Staff has planned the additional payment based upon the actuarial report received in August 2020.

- Workers' Compensation/Wellness** – this expense has increased significantly within the last five year (FY16).

FY	16	17	18	19	20 (Act.)
Annual Cost	222,994	301,858	446,838	544,784	597,954

The District is a member of the Public Agency Self Insurance System (PASIS) and is self-insured for work related injuries. Injury claims have increased over the past five years. In addition, the costs for the Wellness program have also increased. Approximately \$85,000 of the FY21 costs is attributed directly to the wellness program.

Contractual Services – \$1,952,197

The FY21 Contractual Services category increased 17.1% or \$285,142 over the unaudited FY20 expenses. The majority of the increase is due to the normal inflation costs expected, noting the following:

- Other Professional/Contractual Services** ↑ 10.4% (\$38,460) – this is primarily due to increased costs of contracted services, election and recruitment services.
- Training** ↑ 127.2% (\$79,081) – training for all personnel was curtailed due to COVID-19, along with numerous conferences cancelled. The training budgeted dollars remains the same as planned for FY20.
- Utilities** ↑ 6.9% (\$29,463) – utility costs are overall on the rise.

Material & Supply – \$790,288

The FY21 Material and Supply category decreased 20.4% or \$202,227 under the unaudited FY20 expenditures. The largest decrease is in Medical Supplies decreasing the expense by \$325,445. This is directly related to the purchase of defibrillators, AED's and mechanical CPR devices in FY20. The cost of these units were offset in reserves from County Service Area 17.

Depreciation – \$936,100

The FY21 Depreciation category increased by 12.8% or \$106,145 over the FY20 expense. The primary reason is due the addition of RSF5 and a new Type I engine.

Capital & Other Cash Expenditures - \$1,453,825

The District's Capital Replacement expenditures (Equipment, Facility, and Fleet) total \$1,453,825. We anticipate paying for the purchase and replacement of one staff vehicle, one Type III engine, improvements for Fire Station 1, and the final construction payments for RSF5.

The following is a list of capital or cash expenditures planned:

Expense/Project	Funding Source GF	Funding Source FMF
RSF1 Air Conditioner Replacement	100,000	
RSF1 Tenant Improvements	100,000	
Training Tower Improvements <i>(FMF Approved FY20)</i>	88,236	88,236
RSF5 Design/Build <i>(FMF Approved FY18)</i>	34,500	195,500
RSF5 Solar	30,000	170,000
RSF6 Improvements	15,000	35,000
Replacement Type III <i>(ordered 2018)</i>	515,000	
Replacement Staff Vehicle	12,352	70,000
Total	\$895,089	\$558,736

Fund Summary

The District's estimated cash assets (all funds) for June 30, 2020 are \$17,912 million; and June 30, 2021 is projected to be about \$17,697 million. District staff anticipates during FY21 that the RSF5 Design/Build will have been completed and all expenses paid.

Budget Summary

The District FY21 Revenue has a moderate increase; the FY21 planned expenditures are higher than the FY20 expenses; and the proposed budget aligns with the strategic plan. The FY21 Final Budget presents a structurally balanced and financially prudent roadmap for next fiscal year. This budget will enable the District to continue to maintain high quality fire and emergency response services, while continuing to place a priority on the health and safety of the public and district personnel. District personnel is also committed to good financial stewardship through efficient operational and budget management process, including cutting costs whenever possible to do so.

FY21

OPERATING EXPENDITURES

GENERAL FUND

Summary Revenues, Expenditures - Operating Budget FY21

<i>(In Thousands)</i>	Act. (6/30)	Proposed	Change - Act. vs. Proposed	
REVENUES	GF - 20	GF - 21	\$\$	%
Total Revenues	18,162	17,964	(198)	-1.1%
 EXPENDITURES				
Total Operating Expenditures	21,020	18,181	(2,840)	-13.5%
 Operating Surplus (Deficit)				
	(2,858)	(218)	2,641	-92.4%

Summary Revenues, Expenditures - Operating Budget FY21

<i>(In Thousands)</i>	Act. (6/30)	Proposed	Change - Act. vs. Proposed	
REVENUES	GF - 20	GF - 21	\$\$	%
Total Revenues	18,162	17,964	(198)	-1.1%
EXPENDITURES				
Personnel	16,395	14,502	(1,893)	-11.5%
Contractual Services	1,667	1,952	285	17.1%
Materials & Supplies	993	790	(202)	-20.4%
Other Expenditures (Projects/Equipment/Prior Year)	1,135	0	(1,135)	-100.0%
Depreciation	830	936	106	12.8%
Total Operating Expenditures	21,020	18,181	(2,840)	-13.5%
Operating Surplus (Deficit)	(2,858)	(218)	2,641	-92.4%

Summary - Operating Revenues

FY21

<i>(In Thousands)</i>	Act. (6/30)	Proposed	Change - Act. vs. Proposed	
REVENUES	GF - 20	GF - 21	\$\$	%
Taxes & Assessments	12,981	13,424	443	3.4%
Tax Refunds - Adjustment	(72)	(75)	(3)	2.9%
Benefit Fee/Special Tax	<u>1,607</u>	<u>1,645</u>	<u>38</u>	<u>2.3%</u>
Subtotal	14,516	14,993	478	3.3%
Developer Reimbursement/Revenue				
Rancho Cielo	<u>378</u>	<u>203</u>	(175)	-46.4%
Subtotal	378	203	(175)	-46.3%
Other Revenue				
EFF/HG (County)	641	641	0	0.0%
Plan Checks	333	283	(49)	-15.0%
Administrative Fees	2	1	(1)	300.0%
Interest	627	456	(171)	-27.3%
Lease	396	411	15	3.8%
Instructor/Training	31	31	0	0.0%
Grant	389	227	(162)	-41.6%
FF/EMS Reimbursement	267	492	225	84.3%
Other	<u>584</u>	<u>226</u>	(358)	<u>112.1%</u>
Subtotal	3,269	2,768	(501)	-15.3%
Total Operating Revenues	<u>18,162</u>	<u>17,964</u>	(198)	-1.1%

Summary Expenditures - Operating Budget Est. 6/30 to Proposed Budget

<i>(In Thousands)</i>	FY21		Change - Act. vs. Proposed	
	Act. (6/30) GF - 20	Proposed GF - 21	\$\$	%
EXPENDITURES				
Personnel				
Payroll				
Salary	7,687	7,542	(145)	-1.9%
Holiday Pay	198	252	55	27.3%
Overtime	<u>1,213</u>	<u>1,561</u>	<u>348</u>	<u>28.7%</u>
Subtotal	9,098	9,355	258	2.8%
Benefits				
Health Insurance + HRSA	1,320	1,636	316	23.9%
Life/LTD Insurance	31	42	11	35.5%
Medicare/Social Security	137	142	5	3.6%
Retirement (Normal Cost)	4,128	1,417	(2,710)	-65.7%
CalPERS UAL-Expected	618	759	141	22.8%
CalPERS UAL-Additional	457	689	232	50.8%
Unemployment	9	13	4	44.4%
Workers Compensation	597	449	(148)	-24.8%
Other	<u>0</u>	<u>0</u>	<u>0</u>	
Subtotal	<u>7,298</u>	<u>5,147</u>	<u>(2,150)</u>	<u>-29.5%</u>
TOTAL	16,395	14,502	(1,893)	-11.5%
Contractual Services				
Administration Fees	213	223	11	4.7%
Building/Facility Lease	28	30	1	7.1%
Dispatching	213	215	2	0.9%
Equipment Rental & Repairs	17	33	17	94.1%
Insurance	118	130	12	10.2%
Legal	50	54	5	8.0%
Meetings, Meals, Mileage	4	7	3	75.0%
Other Contractual/Professional Services	370	408	38	10.3%
Service Agreements	30	48	18	60.0%
Soil Contamination	0	0	0	0.0%
Training	62	141	79	127.4%
Utilities	345	375	29	8.7%
Vehicle Maintenance & Repairs	180	245	66	36.1%
All Other	<u>37</u>	<u>41</u>	<u>4</u>	<u>10.8%</u>
TOTAL	1,667	1,952	285	17.1%
Materials & Supplies				
Apparatus	41	40	(1)	-2.4%
Apparatus - Computers	0	6	6	100.0%
Computer	64	63	(1)	-1.6%
Fuel	66	75	9	13.6%
Grants	35	11	(25)	-68.6%
Office	31	50	18	61.3%
Safety	58	112	54	93.1%
Uniforms	32	45	13	40.6%
Programs/Public Education	8	19	10	137.5%
Hose, Nozzles, Foam	12	15	3	25.0%
Radio	5	23	18	360.0%
Station Maintenance/Supplies/Janitorial	43	71	28	65.1%
All Other	<u>596</u>	<u>261</u>	<u>(335)</u>	<u>-56.2%</u>
TOTAL	993	790	(202)	-20.4%
Depreciation	<u>830</u>	<u>936</u>	<u>106</u>	<u>12.8%</u>
Other Expenditures (Projects/Equipment/Prior Year)	<u>1,135</u>	<u>0</u>	<u>(1,135)</u>	<u>-100.0%</u>
TOTAL Operating Expenditures	<u>21,020</u>	<u>18,181</u>	<u>(2,839)</u>	<u>-13.5%</u>
Other Cash Expenses (inc. Capital)	<u>6,040</u>	<u>1,454</u>	<u>(4,587)</u>	<u>-75.9%</u>
	<u>27,061</u>	<u>19,635</u>	<u>(7,426)</u>	<u>-27.4%</u>

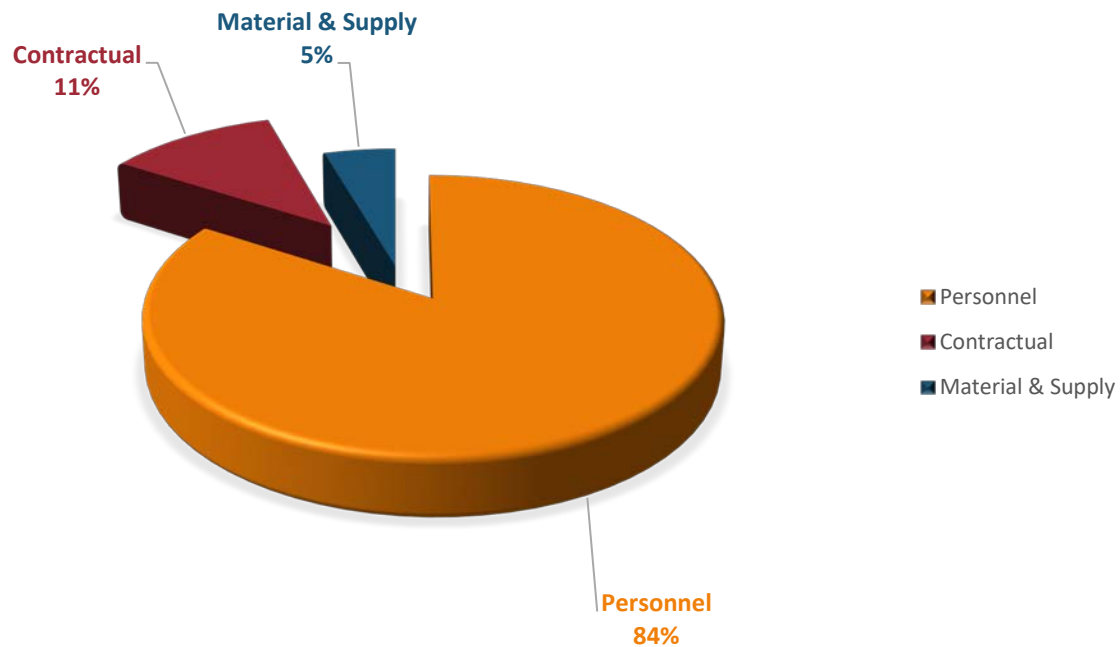
EXPENDITURE SUMMARY

	BUDGET FY20	Act (6/30)	BUDGET FY21	Act. vs Bgt % Change
Personnel <i>including all UAL Payments</i>	13,855,406	16,395,315	14,502,435	-11.5%
Contractual	1,958,527	1,667,055	1,952,197	17.1%
Material & Supply	1,180,890	992,515	790,288	-20.4%
Prior Year Expense/Equipment/Projects	-	(345,649)	-	-100.0%
Depreciation	772,479	829,954	936,100	12.8%
<i>Other Expenses</i>				
Board Approved Exp	-	-	-	
Other Capital Expenses <i>(not depreciated)</i>	-	1,480,923	-	0.0%
Subtotal	17,767,302	21,020,113	18,181,019	-13.5%
	-	-	-	
	17,767,302	21,020,113	18,181,019	-13.5%
Other Cash Expenses <i>(RSF5 Construction in Progress)</i>	-	-	-	
Other Cash Expenses <i>(Capital)</i>	7,136,910	6,040,448	1,453,825	-75.9%
TOTAL CASH COSTS <i>(Including Capital Outlay)</i>	24,904,212	27,060,561	19,634,844	-27.4%

Capital Funding

Total GF	5,499,073	6,333,278	895,089
Total FMF	1,637,837	1,188,093	558,736
	7,136,910	7,521,371	1,453,825

FY21 OPERATING BUDGET - EXPENDITURES



FISCAL YEARS - FY20; FY21

	BUDGET		PROPOSED	BGT vs. Act	BGT vs. Act
	FY 20	(Act. 6/30)	FY 21	%	\$
Revenue					
Taxes & Assessments	12,882,600	12,981,047	13,424,100	3.4%	443,053
Tax Refunds - Adjustment	(89,200)	(72,437)	(75,400)	4.1%	(2,963)
Benefit Fee/Special Tax	1,610,200	1,606,903	1,644,500	2.3%	37,597
Administrative Fees	500	1,550	500	410.0%	(1,050)
Sale of Assets	-	5,400	33,500	520.4%	28,100
CSA-17 (ALS Equipment & Supplies)	547,300	540,900	150,100	-72.2%	(390,800)
Developer Reimbursement/Revenue					
Dev. Reim. Rev - Rancho Cielo Station	308,300	377,574	202,500	-46.4%	(175,074)
EFF-HG (County)	312,500	312,500	312,500	0.0%	0
EFF-HGV-CFD	248,300	328,268	328,300	0.0%	32
EMS First Responder	15,500	15,233	14,600	-4.2%	(633)
Firefighting Reimbursement (FEMA/OES)	627,400	266,753	491,600	84.3%	224,847
Grant Revenue	432,300	388,954	227,400	-41.5%	(161,554)
Hydrant Maintenance	-	5,020	5,100	0.0%	80
Instructor/Training Revenue	28,600	30,618	30,700	0.3%	82
Interest Income	570,700	626,958	456,400	-27.2%	(170,558)
Lease Revenue					
AMR (formerly Rural Metro)	94,400	94,362	96,583	2.4%	2,221
Cellular Site Rental (RSF6)	68,900	70,601	72,630	2.9%	2,029
NCDJPA	43,200	43,103	44,117	2.4%	1,015
RSF Association	100,700	100,604	109,400	8.7%	8,796
Verizon	84,500	87,824	87,600	-0.3%	(224)
Verizon (Generator)	800	805	900	11.9%	95
Miscellaneous	28,700	16,752	23,100	37.9%	6,348
Plan Reviews	321,900	332,605	283,200	-14.9%	(49,405)
Subtotal	18,236,900	18,161,891	17,963,930	-1.1%	(197,961)
Expenditures - (GF)					
- Personnel	13,398,400	15,938,290	13,813,200	-13.3%	(2,125,090)
- CalPERS UAL - Additional Payment	457,100	457,025	689,400	50.8%	232,375
- Contractual Costs; Material & Supplies; PY Expenses	3,148,600	2,313,921	2,742,500	18.5%	428,579
- FMF Cost Recovery					
- Other Expenditures (not depreciated)		1,480,923			
- Project Expenditures	-	-	-		0
Subtotal	17,004,000	20,190,158	17,245,000	-14.6%	(2,945,158)
- Depreciation Expense	772,500	829,954	936,100	12.8%	106,146
Total Operating Expenditures	17,776,500	21,020,113	18,181,100	-13.5%	(2,839,013)
Operating Surplus (Deficit)	459,600	(2,858,222)	(218,000)	-92.4%	2,640,222
- Other Expenditures - Capital	7,137,000	6,040,448	1,453,900	-75.9%	(4,586,548)
Total Expenditures (minus depreciation)	24,140,900	26,230,606	18,698,800	-28.7%	(7,531,806)
Net Surplus (Deficit)	(5,905,000)	(8,068,715)	(735,700)	-90.9%	7,333,015
- Other financing sources (transfers in/out)	1,637,900	1,188,093	558,800	-53.0%	(629,293)
Cash Surplus (Deficit)	(4,267,100)	(6,880,622)	(176,900)	-97.4%	6,703,722
Designated Capital Revenue					
Annexation Fees					
Fire Mitigation Fee Interest	54,900	95,585	47,800	-49.99%	(47,785)
Fire Mitigation Fees	596,700	780,569	390,300	-50.00%	(390,269)
Subtotal	651,500	876,154	438,100	-50.00%	(438,054)
Designated Capital Revenue Expenditures					
FMF Expenditures	-	-	-		
Transfer in/out	(1,637,900)	(1,188,093)	(558,800)	-52.97%	629,293
Total Expenditures - (FMF)	(1,637,900)	(1,188,093)	(558,800)	-52.97%	629,293
Cash Surplus (Deficit)	(986,400)	(311,939)	(120,700)	-61.32%	191,239
Prior Year Adjustments					
RESERVE Surplus (Deficit) - All Funds	(5,253,500)	(7,192,562)	(297,600)	-95.86%	6,894,962

Estimated Cash Net Assets FY20 vs. FY21 (not including Net Pension Obligation)

General Fund					
	FUND	FUND			
	TOTAL	FY20	TOTAL	FY21	%
Cash - Beginning (June 30, 2019)		21,895		15,970	
June 30 Receivables		520			
June 30 Restricted Cash & Cash Equivalents		802			
June 30 Prepay		0			
June 30 Transfer in (out)		0		0	
		23,217		15,970	
June 30 Liabilities		3,457		0	
BEGINNING - NET CASH ASSETS		<u>19,759</u>		<u>15,970</u>	-19.2%
PROJECTED REVENUE					
Taxes & Assessments	14,516		14,993		
Interest	627		456		
Developer Reimbursement	378		203		
Lease Revenue	396		411		
Other Revenue	1,271		976		
EFF/HG (County)	641		641		
Fees	335		284		
Total Projected Revenue	18,163		17,964		
PROJECTED EXPENDITURES					
Personnel Costs	15,938		13,813		
CalPERS UAL	457		689		
Maintenance & Operating Costs	2,660		2,742		
Capital/Project Expenditures	1,135		0		
Depreciation Expense	830		936		
Total Operating Expenditures	21,020		18,181		
Operating Surplus - \$	(2,858)		(218)		
Operating Cash Surplus (Deficit) inc. depreciation	(2,028)		719		
Additional Cash Payments					
Equipment - Facility - Vehicles	6,040		1,454		
Total Projected Cash Expenditures	26,231		18,699		
Excess Revenue over Cash Expenditures	(8,067)		(735)		
Transfers in(out)	1,188		559		
Net Change in Fund Balance		(6,881)		(177)	-97.4%
Less Long Term Liabilities		(6)		(6)	
FY20 (Liabilities not yet paid)		3,098			
CASH ASSETS - 6/30		<u>15,970</u>		<u>15,787</u>	-1.1%
Fire Mitigation Fund					
Cash - Beginning (June 30, 2019)		1,980		1,942	
June 30 Receivables		274		0	
June 30 Restricted Cash & Cash Equivalents		0		0	
June 30 Prepay		0		0	
June 30 Transfer in (out)		0		0	
		2,254		1,942	
June 30 Liabilities		0		0	
BEGINNING - NET CASH ASSETS		<u>2,254</u>		<u>1,942</u>	-13.8%
PROJECTED REVENUE					
Interest		96		48	
Fire Mitigation Fees		781		390	
Total Projected Revenue		876		438	-50.0%
PROJECTED EXPENDITURES					
Total Operating Expenditures					
Excess Revenue over Expenditure		876		438	
Transfers in(out)		(1,188)		(559)	
Net Change in Fund Balance		(312)		(121)	
CASH ASSETS - 6/30		1,942		1,822	-6.2%
LIABILITIES & FUND EQUITY					
Restricted Reserves					
Fire Mitigation		1,942		1,822	
TOTAL LIABILITIES & FUND BALANCE		<u>1,942</u>		<u>1,822</u>	-6.2%
ENDING - NET CASH ASSETS (Deficit)-ALL FUNDS		<u>17,912</u>		<u>17,608</u>	-1.7%

FY21

CAPITAL
EXPENDITURES

GENERAL FUND
&
FIRE MITIGATION
FUND

Capital Expenditures

GENERAL FUND

EQUIPMENT - ASSETS

Description

Printer Plotter (<i>Committee Approved - FY20</i>)	Funding %	35%
Fueling Station – Harmony Grove Village (HGV) Fire Station - 15% Funding	Funding %	15%
Emergency Station Generator (HGV Fire Station) - 15% Funding	Funding %	15%

Five Year Capital Plan

	FY20	Act (6/30)	FY21	FY22	FY23	FY24	FY25
	16,154	6,511					
		12,047					
		11,774					
	-	-	-	-	-	-	-
Subtotal	16,154	30,332	-	-	-	-	-
FIRE MITIGATION FUND							
ASSETS							
Description	Funding %						
Printer Plotter (<i>Committee Approved - FY20</i>)	65%						
Fire Prevention Software (<i>Committee Approved FY20</i>) - <i>Project Costs in Other Professional Services</i>	85%						
Fueling Station – Harmony Grove Village (HGV) Fire Station (85%)	85%						
Emergency Station Generator (HGV Fire Station) - 85% Funding	85%						
		-	-	-	-	-	-
Total Proposed Asset Expenditures	Subtotal	70,000	181,258	-	-	-	-
	TOTAL	86,154	211,590	-	-	-	-

Capital Expenditures

GENERAL FUND
EQUIPMENT - ASSETS

Five Year Capital Plan

Project #	Description	Funding %	Five Year Capital Plan						
			BUDGET FY20	Act (6/30)	FY21	FY22	FY23	FY24	FY25
20-01	RSF1 Air Conditioner Replacement	100%	160,000	-	100,000				
20-02	RSF1 Tenant Improvements	100%	100,000		100,000				
21-01	Training Tower Improvements (Committee FY20)	50%			88,236				
21-02	RSF5 Solar	15%			30,000				
21-03	RSF6 Improvements	30%			15,000				
18-01	RSF Fire Station - Design/Build Committee Approved (FY18) - Est \$2,500,000	15%	4,453,780	5,515,021	34,500	-	-	-	-
SUBTOTAL			4,713,780	5,515,021	367,736	-	-	-	-
FIRE MITIGATION FUND				Act (6/30)	FY21	FY22	FY23	FY24	FY25
FACILITY REPLACEMENT/IMPROVEMENT									
Project #	Description	Funding %							
21-01	Training Tower Improvements (Committee FY20)	50%			88,236				
21-02	RSF5 Solar	85%			170,000				
21-03	RSF6 Improvements	70%			35,000				
18-01	RSF Fire Station - Design/Build Committee Approved (FY18) - Est \$2,500,000	85%	1,507,837	1,006,834	195,500	-	-	-	-
SUBTOTAL			1,507,837	1,006,834	488,736	-	-	-	-
TOTAL			6,221,617	6,521,855	856,471	-	-	-	-

Capital Expenditures

GENERAL FUND

EQUIPMENT - ASSETS

Reserve Vehicles

	Year	Funding %	Exp Est.
0211 - Engine - Type I	2002		742,000
0311 - Engine - Type I	2003		
0611 - Engine - Type I	2006	0%	675,000
9611 - Engine - Type I	1996	100%	700,000

VEHICLE REPLACEMENT RESERVES

0261 - Water Tender	2002	100%	390,000
0262 - Brush - Type III	2002	100%	515,000
0312 - Engine - Type I	2003	100%	785,890
0461 - Brush - Type III	2004	0%	
0481 - Utility - Type 6	2004	100%	380,000
0561 - Brush - Type III	2005	100%	555,000
0811 - Engine - Type I	2008	100%	676,715
0883 - CERT Trailer	2004	0%	
0891 - Ambulance	2008	0%	
0981 - Staff	2009	100%	38,795
1151 - Water Tender EFF	2011	100%	337,500
1181 - Staff	2011	100%	35,601
1182 - ATV Trailer	2012	0%	-
1281 - Staff Ford F150	2012	100%	83,551
1282 - Command Explorer	2012	100%	60,667
1381 - Staff - Escape	2013	100%	42,077
1411 - Engine - Type I	2013	100%	745,451
1481 - Staff - Explorer	2014	100%	54,150
1482 - Staff - Explorer	2014	100%	57,468
1581 - Command	2015	100%	59,147
1611 - Engine Type I	2016	100%	695,825
1681 - Staff Ford Explorer	2016	100%	43,407
1682 - Command F150	2016	100%	79,524
1781 - Staff Explorer	2017	100%	41,668
1811 - Engine - Type I	2017	100%	
1981 - Staff Silverado	2019	100%	2,380
1982 - Staff F250	2019	100%	30,876
2011 - Engine Type I	2020	100%	701,560
2081 - Command Vehicle	2020	15%	53,109
New Vehicle - Fire Prevention (FMF Committee Approved FY20)		15%	8,550
New Vehicle - Operations (FMF Committee Approved FY20)		15%	12,353
Type 6 Fire Engine (FMF Committee Approved FY20)		15%	-

TOTALS 7,794,436

Five Year Capital Plan

FY20	Act (6/30)	FY21	FY22	FY23	FY24	FY25
				742,000		
675,000	Replacement #2011				763,000	
			700,000			
				390,000		
		515,000				
						785,890
						555,000
			38,795			
				35,601		
83,551						
	Replacement #1982					
					54,150	
						57,468
			59,147			
						43,407
					79,524	
	2,380					
	30,876					
	701,560					
	53,109					
10,588			8,550			
		12,353				
			61,765			
769,139	787,925	527,353	868,257	1,167,601	896,674	1,441,765

FIRE MITIGATION FUND

ID/Vehicle Type

	Year	Funding %	Exp Est.
2081 - Command Vehicle	2020	85%	
New Vehicle - Fire Prevention (FMF Committee Approved FY20)		85%	
New Vehicle - Operations (FMF Committee Approved FY20)		85%	
Type 6 Fire Engine (FMF Committee Approved FY20)		85%	

TOTALS -

TOTAL

FY20	Act (6/30)	FY21	FY22	FY23	FY24	FY25
	-		48,450			
60,000		70,000				
			350,000			
60,000	-	70,000	398,450	-	-	-
829,139	787,925	597,353	1,266,707	1,167,601	896,674	1,441,765

Fully depreciated

Donated Asset Elfin Forest Harmony Grove

FY21
PERSONNEL
ORGANIZATION
CHART
EQUIPMENT
FACILITY
FLEET

Personnel Listing

Position Title	2019-20 Positions	Change (+/-)	2020-21 Positions
Administration			
Fire Chief	1		1
Deputy Chief	1		1
Manager, Finance & Administration	0	1	1
Administrative/Human Resource Manager	1	(1)	0
Finance Manager	1	(1)	0
Battalion Chief - Training	1		1
Accounting Specialist	1		1
Accounting Technician	1		1
Office Support Coordinator	1		1
Fire Service Assistant	1		1
Temporary Staffing *1	1		1
Total Administration	10	(1)	9
Fire Prevention			
Fire Marshal	1		1
Deputy Fire Marshal	1		1
Fire Prevention Specialist/Forester	1		1
Fire Prevention Specialist	2		2
Public Education Coordinator *2	1	(1)	0
Office Support Coordinator	1		1
Temporary Staffing *3	3	(2)	1
Total Fire Prevention	10	(3)	7
Emergency Services			
Battalion Chief - Shift	3		3
Captain	18		18
Engineer	1		1
Engineer/Paramedic	17		17
Firefighter Paramedic	15		15
Total Emergency Services	54		54
Volunteer Division			
Volunteer Recruitment & Retention Coordinator	1		1
Driver Operator *4	6		6
Volunteer Firefighters *5	25		25
Total Volunteer	32		32
Grand Total	106	(4)	102

*1 - Retired Annuitant

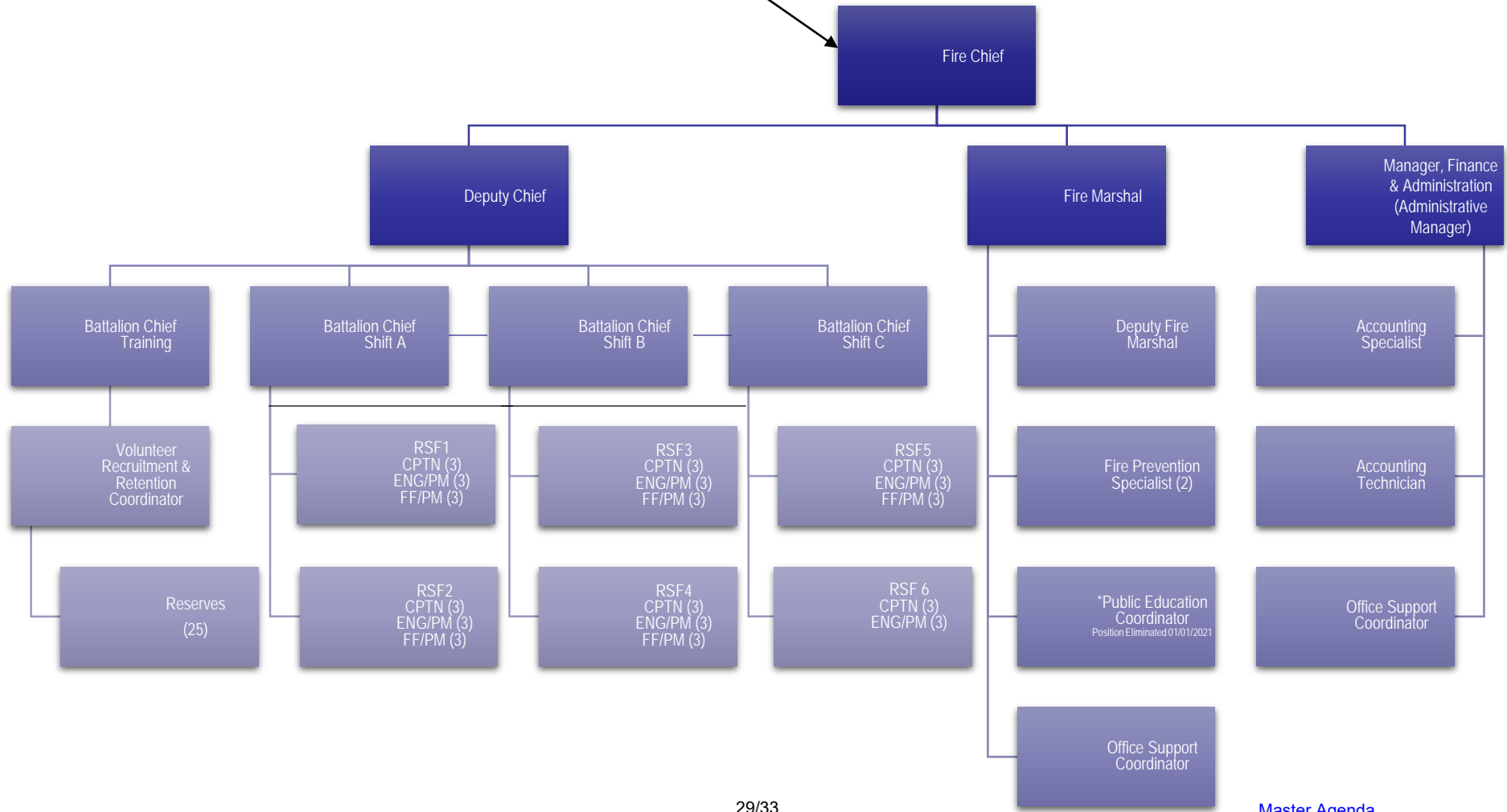
*2 - Position eliminated January 1, 2021

*3 - Part time, seasonal

*4 - Part time, zero positions currently filled

*5 - Not to exceed

Rancho Santa Fe Fire Protection District Board of Directors



FY21 Equipment - DEPRECIATION EXPENSE ACCUMULATED RESERVES

Description	Cost	Depreciation Expense	Jun 2021 Accumulated Reserves
Turnout Washer	52,595.00		52,595.00
Hydraulic Rescue Tool	22,400.24		22,400.24
Hydraulic Rescue Tool #2	18,360.89	1,224.06	16,529.83
Thermal Imaging Camera #1	11,201.25		11,201.25
Thermal Imaging Camera #2	11,201.25		11,201.25
Copier	19,921.64		19,921.64
Phone System - Admin	24,495.83		24,495.83
Office Furnishings - Admin (Rancho Cielo)	101,728.23	7,552.97	101,728.23
File Server - Fairbanks	11,721.16		11,721.16
File Server - Admin	41,143.18		41,143.18
Board Room Dais Furnishings - Admin	21,025.00	1,664.72	21,036.52
Printer-Scanner-Plotter	18,104.21		18,104.21
Generator (Towable)	25,206.06	2,520.61	18,727.05
File Server #2	10,950.58		10,950.58
Phone System - Admin	23,060.12	2,306.01	15,181.78
Thermal Imaging Camera #3	10,119.00		10,119.00
Hydraulic Rescue Tool #3	32,246.10	2,149.74	12,910.22
Hydraulic Rescue Tool #4	31,696.92	2,113.13	11,092.48
File Server #3	10,658.33		10,658.33
Copier	12,763.57	2,552.71	10,637.47
File Server #4	11,272.00		11,272.00
Laerdal Megacode Kelly	12,193.33		12,193.33
Diesel Exhaust System (RSF6)	46,988.08	4,698.81	12,512.99
Vehicle Exhaust System (RSF5)	74,274.00	7,427.40	7,427.40
	-		
	<u>655,325.97</u>	<u>34,210.16</u>	<u>495,760.95</u>
		Accumulated Depreciation - 2020	461,550.94
		Ann Dep - 2021	<u>34,210.16</u>
		Acc Dep - 2021	495,761.09
		Adjustment	-
		REVISED Acc Dep - 2021	<u>495,761.09</u>

**FY21 Fleet -
Depreciation Expense Accumulated Reserves**

2020-2021 Fleet Inventory & Est Cost Replacement Schedule						
Asset No	Description	Year	Location	Actual Cost	Deprecation Expense 2020 (Inc Adj)	June 2021 Accumulated Depreciation
0261	Water Tender	2002	RSF4	204,527.62	-	204,527.62
0262	Brush - Type III	2002	RSF5	278,103.58	-	278,103.58
0312	Engine - Type I	2003	RSF5	412,007.25	-	412,007.25
0461	Brush - Type III	2004	RSF6	325,000.00	-	-
0481	Utility - Type 6	2004	RSF6	75,000.00	-	-
0561	Brush - Type III	2005	RSF1	287,663.13	-	287,663.13
0811	Engine - Type I	2008	RSF1	483,367.58	-	483,367.58
0883	CERT Trailer	2004	RSF6	2,500.00	-	-
0891	Ambulance	2008	RSF6	190,000.00	-	-
0981	Staff	2009	RSF4	29,842.38	-	29,842.38
1151	Water Tender	2011	RSF6	225,000.00	-	-
1181	Staff - Explorer	2011	Pub Education Coord.	31,897.12	-	31,897.12
1182	ATV Trailer	2012	RSF6	1,875.00	-	-
1281	Staff - Ford F150	2012	Battalion Chief (Reserve)	64,270.30	-	64,270.30
1282	Command - Exp	2012	Fire Prevention	50,555.58	-	50,555.58
1381	Staff - Escape	2013	Fire Prevention	35,064.29	-	35,064.29
1411	Pumper	2014	RSF2	573,423.77	47,785.31	334,366.28
1481	Staff - Explorer	2014	Fire Prevention	41,654.16	-	41,654.16
1482	Staff - Explorer	2014	Fire Prevention	44,206.53	-	44,206.53
1581	Staff - Expedition	2015	Fire Chief	45,834.64	6,341.50	45,834.64
1611	Engine - Type I	2016	RSF4	535,249.86	44,604.16	182,082.71
1681	Staff - Explorer	2016	Fire Prevention	33,390.06	5,565.01	29,685.14
1682	Command - F150	2016	Training Officer	61,172.13	10,195.36	45,837.20
1781	Staff - Explorer	2017	Fire Prevention	31,052.54	5,175.42	24,133.07
1811	Engine - Type I	2017	RSF3	560,939.99	46,745.00	146,254.22
1981	Staff-Silverado 1500	2019	FSA	36,365.90	6,060.98	15,127.55
1982	Command - F250	2019	Battalion Chief	72,342.33	12,057.06	27,120.12
2011	Engine - Type I	2020	RSF5	701,560.24	58,463.35	68,073.77
2081	Command - Chevy	2020	Deputy Chief	53,108.86	8,851.48	11,785.80
RESERVE						
0211	Engine - Type I	2002	Reserve - RSF2	430,996.71	-	430,996.71
0311	Engine - Type I	2004	Reserve - RSF3	412,007.25	-	412,007.25
0611	Engine - Type I	2006	RSF6	425,000.00	-	-
9611	Engine - Type I	1996	Reserve - RSF3	475,000.00	-	475,000.00
Total				7,229,978.80		4,211,463.98
				Less EF/HG	1,244,375.00	4,211,463.98
						5,985,603.80
						5,985,603.80
					Accumulated Depreciation 2020	3,959,619.35
					Annual Depreciation 2021	251,844.63
					Accumulated Depreciation 2021	4,211,463.98
					Adjustment	-
					REVISED Accumulated Depreciation 2021	4,211,463.98

**FY21 Station Location -
DEPRECIATION EXPENSE ACCUMULATED RESERVES**

Station Locations	Cost	Depreciation Expense	Jun 2021 Accumulated Reserves
<i>RSF1</i>			
16936-1/2 El Fuego (Admin)	1,294,645.00	32,366.14	939,238.35
Admin Bldg	112,623.07	4,331.66	61,414.58
16936 El Fuego (Stn)	2,922,332.00	73,058.30	1,608,483.56
Pavers	44,176.00	1,472.53	18,779.84
<i>RSF2</i>			
16930 Four Gee Road	3,180,000.00	79,500.00	1,432,089.04
16930 Four Gee Road - Training Tower	1,563,252.00	39,081.30	664,810.39
Training Facility Concrete	27,000.00	710.53	10,665.69
16930 Four Gee Road - Storage Facility	190,225.36	4,755.63	66,630.99
<i>RSF3</i>			
6424 El Apajo (Completed 03/26/2012)	4,854,088.00	121,352.20	1,122,757.20
<i>RSF4</i>			
18040 Calle Ambiente	3,180,000.00	79,500.00	1,272,871.23
<i>RSF5</i>			
2604 Overlook Point (Trailers)	362,475.81	36,247.58	179,152.43
2604 Overlook Point (Station)	5,080,845.00	127,021.13	127,021.13
Synthetic Turf	42,092.00	2,806.13	2,806.13
<i>RSF6</i>			
20223 Elfin Forest Road	-	-	-
Septic System	133,622.71	5,344.90	12,476.33
<i>RSF-Admin</i>			
Admin Bldg (Rancho Cielo)	1,699,885.47	42,497.14	433,820.09
	<u>24,687,262.42</u>	<u>650,045.16</u>	<u>7,953,016.98</u>
		Accumulated Depreciation - 2020	7,302,971.82
		Ann Dep - 2021	650,045.16
		Acc Dep - 2021	7,953,016.98
		Adjustment	-
		REVISED Acc Dep - 2021	<u>7,953,016.98</u>