



**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

May 15, 2013  
Special Meeting  
*In lieu of regular meeting*

**RULES FOR ADDRESSING BOARD OF DIRECTORS**

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

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

**Pledge of Allegiance**

**1. Roll Call**

**2. Public Comment**

**3. Special Presentation**

a. Air Ambulance Use

EMS Coordinator Mary Murphy will present an overview of air ambulance use for emergency incidents

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

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

**5. Consent Calendar**

a. Board of Directors Minutes

i) Board of Directors minutes of April 10, 2013

ACTION REQUESTED: **Approve**

b. Receive and File

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

(1) List of Demands

Check 23877 thru 23956 for the period April 1 – 30, 2013 totaling:

\$ 296,418.10

Payroll for the period April 1 - 30, 2013

\$ 424,632.96

TOTAL DISTRIBUTION

\$ 721,051.06

- (2) Activity Reports – April 2013
  - Operations
  - Training
  - Fire Prevention
- (3) District Articles
- (4) Correspondence - letters/cards were received from the following members of the public:
  - Johnson
  - Fireman's Fund

## 6. Old Business

- a. None

## 7. New Business

- a. Article XIII B California Constitution Appropriation Limit

To discuss and/or approve the change in population for the Rancho Santa Fe Fire Protection District appropriations limit. [Staff Report 13-09](#)

ACTION REQUESTED: **Select a method to calculate appropriations limit**

## 8. Public Hearing

- a. Ordinance No. 2013-01

Ordinance No. 2013-01 *entitled* An Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Fees for Services by Reference to the California Health and Safety Code Section 13916 and Section 13919 and repealing Ordinance 2009-01.

ACTION REQUESTED: **A call for public comment (oral or written)**

## 9. Resolution/Ordinance

- a. Resolution No. 2013-07

To discuss and/or approve a resolution entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Setting Benefit Charges for Fiscal Year 2013/2014*

ACTION REQUESTED: **Adopt**

- b. Resolution No. 2013-08

To discuss and/or adopt a resolution of the Board of Directors entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Determining the 2013/2014 Appropriations of Tax Proceeds*

ACTION REQUESTED: **Adopt**

- c. Ordinance 2013-01

To adopt Ordinance No. 2013-01 *entitled* An Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting Fees for Services by Reference to the California Health and Safety Code Section 13916 and Section 13919 and repealing Ordinance 2009-01. [Staff Report 13-10](#)

ACTION REQUESTED: **Adopt**

## 10. Oral Report

- a. Fire Chief – Michel

- i) District Activities

- (1) RSF Rotary Club Meeting @ RSF3
- (2) County Wildland Drill – May 21-23, 2013
- (3) County Operational Wildland Forum

- b. Operations – Deputy Chief
- c. Training – Battalion Chief
- d. Fire Prevention – Fire Marshal/Deputy Fire Marshal
- e. Administrative Manager
- f. Board of Directors
  - i) North County Dispatch JPA – Update
  - ii) County Service Area – 17 – Update
  - iii) Comments

#### **11. Closed Session**

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54957:  
PUBLIC EMPLOYMENT  
Title: Fire Chief

#### **12. Adjournment**

RANCHO SANTA FE FIRE PROTECTION DISTRICT  
Board of Directors *Special* Meeting Agenda  
(in lieu of regular meeting)  
Wednesday, May 15, 2013 1:00 pm PT

CERTIFICATION OF POSTING

I certify that on May 9, 2013 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 May 9, 2013

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Karlana Rannals  
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR BOARD OF DIRECTORS MEETING  
MINUTES – April 10, 2013**

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*

Battalion Chief Fred Cox led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hickerson, Hillgren, Malin

Directors Absent: Tanner

Staff Present: Tony Michel, Fire Chief; Darrin Ward, Deputy Chief; Dismas Abelman, Deputy Chief; Bret Davidson, Battalion Chief; Fred Cox, Battalion Chief; Chris Galindo Battalion Chief/Fire Marshal; Renee Hill, Deputy Fire Marshal; and Karlana Rannals, Board Clerk

2. Public Comment

No one requested to speak to the board.

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

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

4. Consent Calendar

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

a. Board of Directors Minutes

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to approve the Board of Directors minutes of March 12, 2013.

b. Receive and File

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

i) Monthly/Quarterly Reports

(1) List of Demands

Check 23780 thru 23876 the period March 1 – 31, 2013 totaling: \$ 436,056.16

Payroll for the period March 1 – 31, 2013 \$ 422,186.59

TOTAL DISTRIBUTION \$ 858,242.75

(2) Activity Reports – March 2013

- Operations
- Training
- Fire Prevention

- (3) District Articles
- (4) Correspondence
  - None

5. Old Business

a. Agreement for Cooperative Management Services

Chief Michel summarized the meetings that the leadership committee has had to date. He reported that the upcoming planned governance meetings were cancelled. After considerable discussions and considering the pros and cons, on March 25, 2013, he hand delivered a letter notifying the coastal agencies of the district's intent to withdraw from the deputy chief positions, effective July 1, 2013.

On March 29, 2013, he received a hand delivered letter from the coastal agencies fire chief notifying the district of their intent to withdraw their use of shift battalion chiefs and the training chief, effective July 1, 2013.

He reported to the board that there have been many lessons learned from this experience. He is disappointed that it did not work out because of the time and effort placed by everyone. But, the elimination for duplication of effort was never realized; processes continued to occur four different ways. While it is disappointing, he believes that this decision is in the best interest of the district. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 4 AYES; 0 NOES; 1 ABSENT to ratify the ninety day notice to terminate the Agreement for Cooperative Management Services between Rancho Santa Fe Fire Protection District, City of Del Mar, City of Encinitas and City of Solana Beach.

6. New Business

a. Ad Hoc Committee Appointment – Audit

Ms. Rannals reported that the annual audit is on the calendar for FY13. Each year board members are requested to participate in a preliminary and final meeting with the auditors. She requested the president appoint board members to serve on this ad hoc committee. President Ashcraft appointed Directors Malin and Tanner to serve as members of the ad hoc committee.

b. Call for Nominations to the Local Agency Formation Advisory Committee

Chief Michel reported that any board member is eligible to submit their name as a candidate and asked if there was any interest. No board member expressed an interest. He then reported that John Ingalls, Director, Santa Fe Irrigation District has a desire to submit his name and requested that the Fire District Board of Directors nominate and endorse him as a candidate.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to nominate John Ingalls as a candidate for a regular independent special district commission position on the Local Agency Formation Commission (LAFCO).

c. Renewal Hazard Abatement Sole Source Contractor Service Agreement

Chief Galindo summarized the staff report. He reported that the contractor has been responsive and effective and he recommended that the Board approve the option of a one-year extension with California Tree Service, Inc. Staff responded to questions from the Board.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, CARRIED 4 AYES; 0 NOES; 1 ABSENT to accept staff's recommendation to authorize the Fire Chief (or his designee) to extend a one-year service agreement with California Tree Service, Inc. for the fire district's sole source forced abatement contractor of hazardous vegetation and rubbish.

d. Budget Authorization

Chief Michel summarized the staff report. He reported that he has had difficulty finding three vendors (minimum bid requirement) to repair the district's training tower. Because of the specialized nature of the training tower's construction limits the District's ability to seek companies that are qualified to perform repairs on our type of training tower. Fire Facilities, Inc. submitted the lowest, most responsive proposal. Fire Facilities, Inc. is also one of the companies that contributed to the tower's original construction. Staff requested that the Board of Directors approves \$41,984.00 for the training tower repairs and authorize the Fire Chief to negotiate and execute an agreement with the contractor. Staff responded to questions from the board.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HICKERSON, CARRIED 4 AYES; 0 NOES; 1 ABSENT to approve \$41,984.00 for the training tower repairs and authorize the Fire Chief to negotiate and execute an agreement with the contractor.

7. Resolution/Ordinance

a. Ordinance 2013-01

Chief Galindo summarized the staff report, which provided a summary of the requested revisions from the first reading. Staff responded to questions from the board.

President Ashcraft requested that the Board Clerk schedule the public hearing and final adoption for May 15, 2013 and notify the hearing pursuant to all applicable codes.

8. Oral Reports

a. *Fire Chief – Michel*

i) District Activities

- (1) California Special Districts Association – Legislative Days Conference, May 14-15, 2013: If any board member is interested in attending, please contact him directly.
- (2) RSF Rotary Club @ RSF3: he reminded that the meeting is planned for Tuesday, April 23, 2013. Please RSVP to Chief Michel.
- (3) Appreciation Dinner: it has been difficult to find a location due to the size needed of a facility. This year's event is expected to be cancelled; however, he is considering a district only function

so that the service awards and the Firefighter of the Year can be awarded. The board supported the suggestion.

- ii) SRA Fire Fee: he reported that the fire fee invoices sent last year was for the prior fiscal year. The State starting sending invoices in January for the current fiscal year. He noted the invoices have been suspended. He distributed a newspaper article on the SRA fire fee.

b. *Operations – Deputy Chief Ward*

- i) Chief Ward reported on the following topics:

(1) Call activity:

- o 222 calls last month, approximately 9.3% increase to date over last year.
- o Small fire loss approximately \$900 – electrical fire

(2) Weather outlook is expected to be dry for the remainder of the month.

c. *Training – Battalion Chief Davidson* Chief Davidson summarized the monthly training activity, which included:

- i) Freeway safety course in cooperation with Vista and Carlsbad FD, instructed by Captain Shore
- ii) Air Ambulance Use – Overview, was instructed by EMS Coordinator Murphy. The board members requested a summary of this training at a future board meeting. Chief Michel agreed to schedule the presentation at the next board meeting.
- iii) Probationary testing
- iv) MDC installation

d. *Fire Prevention*

- i) *Deputy Fire Marshal (Renee Hill)*

- (1) Weed abatement letters were sent earlier in the month. Bill Lutz will start a temporary assignment on April 22 as the weed abatement inspector.
- (2) Forestry summer intern – eight applications were received, and six interviews will be conducted.
- (3) July 2013 begins a new fire code cycle for the County of San Diego
- (4) Reported on additions to the monthly fire prevention report

e. *Administrative Manager - Rannals*

- i) Amortization Periods and Smoothing Methods for CalPERS: she summarized the recommendation from CalPERS staff to modify the approach for calculating employer contribution rates.

f. *Board of Directors*

- i) North County Dispatch JPA – Update – Director Ashcraft: next meeting is planned for May 23, 2013. He also reported on the dispatcher appreciation luncheon.
- ii) County Service Area 17 – Update – Director Hickerson: the ad hoc committee was asked to develop a policy for compensation for the EMS Coordinator position. The meeting is scheduled for April 23, 2013.



Minutes

Rancho Santa Fe Fire Protection District Board of Directors

April 10, 2013

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iii) Comments:

(1) Malin:

- He inquired as to the status of the County RFP for ambulance service. Staff reported that it is currently under review by the State.
- He informed staff that he anticipated that the FY14 budget would run a deficit and requested that staff use our best judgment in preparation of the document.

10. Adjournment

Meeting adjourned at 4:06 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President

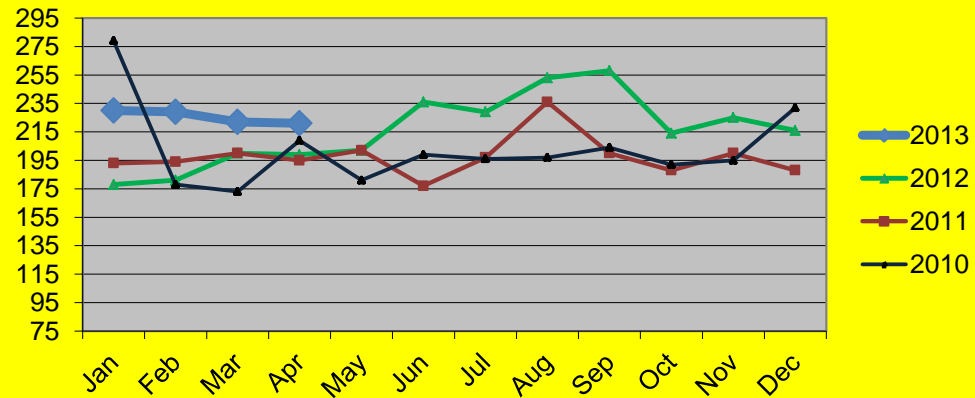
<b><i>Check</i></b>	<b><i>Amount</i></b>	<b><i>Vendor</i></b>	<b><i>Purpose</i></b>
23877	\$274.57	AT&T Calnet 2	Telephone RSF1, RSF3, SDMSE Rebill, ADMIN, & NCDJPA
23878	\$200.00	Bennett, Luke D.	School Education/Training Reimbursement
23879	\$382.19	Complete Office of California Inc	Office Supplies
23880	\$12,602.30	EDD	Unemployment Insurance
23881	\$1,770.00	JPBLA Inc	Consulting Services - Prevention
23882	\$210.74	Lenahan, Conor	Prevention - Meal/Lodging/Travel Exp Reimbursement
23884	\$876.24	Olivenhain Municipal Water District	Water RSF2, 3 & 4
23885	\$1,186.14	Santa Fe Irrigation District	NCDJPA, Water RSF1
23886	\$156.00	Smith, Grant	School Education/Training Reimbursement
23889	\$2,370.00	Symphony Asset Pool XVII LLC	Cielo HOA Fees - Admin
23890	\$57.00	Terminix International	Building RSF2
23891	\$16.60	U P S	Shipping Service
23892	\$8,996.51	U S Bank Corporate Payment System	Cal-Card./IMPAC program
23893	\$1,337.57	U S Postal Service	Postage
23894	\$1,584.86	Verizon Wireless	Telephone - Cellular
23895	\$5,500.00	WinTech Computer Services	Consulting Services
23896	\$442.50	Accme Janitorial Service Inc	Building ADMIN
23897	\$222.80	Advanced Communications Systems Inc	Radio Equipment Replacement
23898	\$200.00	Chapin, Nicholas	School Education/Training Reimbursement
23899	\$2,457.56	County of SD/RCS	CAP Code Paging Service & 800 MHz Network Admin Fees
23901	\$675.71	Dixieline Lumber Co Inc	Training - Equipment/Supplies
23902	\$1,881.83	Engineered Mechanical Services Inc	Building RSF1/2/3/4/ADMIN
23903	\$961.06	Fitch Law Firm Inc	Legal Services
23904	\$2,500.00	Immediate Response Restoration, Inc.	Building RSF1
23905	\$707.17	Konica Minolta Business Inc	Copier Maintenance Contract
23907	\$40.00	Lorenzo, Paul	Class B License Reimbursement
23908	\$200.00	McVey, Craig A	CSA-17 - Supplies Reimbursement
23909	\$404.32	Metro Fire & Safety Inc	Extinguishers
23910	\$239.48	North County Dispatch JPA	MDC (Mobile Data computer Units)
23911	\$1,227.53	North County EVS Inc	Scheduled - ID 0811 & Repair - ID 0811
23912	\$129,508.89	PERS	PERS (Employer Paid)
23913	\$325.00	Rancho Santa Fe Rotary	Association Dues
23914	\$218.75	Rose Business Solutions Inc	Consulting Services

<b><i>Check</i></b>	<b><i>Amount</i></b>	<b><i>Vendor</i></b>	<b><i>Purpose</i></b>
23915	\$300.00	RSFPFA	RSF Prof FF Assoc
23916	\$1,135.37	San Diego Gas & Electric	Elec/Gas/Propane FBR3
23917	\$413.85	TelePacific Communications	Telephone ADMIN
23918	\$3,021.42	The SoCo Group Inc	Gasoline & Diesel Fuel
23919	\$12.00	U P S	Shipping Service
23920	\$1,964.00	Vinyard Doors Inc	Building RSF1
23921	\$959.22	Waste Management Inc	Trash Disposal RSF1/2/3/4/ADMIN, RSF Assn - Patrol, & NCDJPA
23922	\$322.23	AT&T Calnet 2	Telephone ADMIN, RSF2, RSF 4 & NCDJPA
23923	\$266.03	Complete Office of California Inc	Office Supplies
23924	\$173.28	County of San Diego	Permits - County/City
23925	\$2,563.38	Engineered Mechanical Services Inc	Building RSF1 & RSF2
23926	\$148.13	Form-Craft Business Systems, Inc.	Office Supplies
23927	\$321.63	Home Depot, Inc	Station Maintenance - RSF 2, RSF 3, Battery's - Apparatus, Landscape Maintenance Supply, Breathing Apparatus, & Hydrant Maintenance
23929	\$60.47	Napa Auto Parts Inc	Apparatus Parts & Supplies
23930	\$147.00	North County EVS Inc	Generator Repair RSF4
23931	\$3,950.00	Pacific Sun Development	Station Maintenance Admin-10
23932	\$129.77	PERS	PERS (Employer Paid)
23933	\$2,098.56	Physio-Control Inc.	CSA-17 - Supplies
23934	\$5,165.49	San Diego Gas & Electric	Elec/Gas/Propane ADMIN, RSF1, RSF2 & RSF4
23935	\$3,376.45	The SoCo Group Inc	Gasoline & Diesel Fuel
23936	\$12.00	U P S	Shipping Service
23937	\$289.08	Allstar Water Systems Inc	Building RSF4
23938	\$136.33	AT&T	Telephone RSF1, RSF2 & RSF3
23939	\$1,389.13	Blend	Outside Printing & Binding
23940	\$1,395.00	California Tree Service Inc	Weed Abatement
23941	\$100.75	Chapin, Nicholas	Alterations Reimbursement
23942	\$54.99	Cox Communications	Telephone RSF3
23943	\$1,248.18	Engineered Mechanical Services Inc	Building RSF1 & RSF2
23944	\$57,753.06	Health Net	Medical Insurance
23945	\$11,829.24	Kaiser Permanente	Medical Insurance
23946	\$620.00	Liebert Cassidy Whitmore	Legal Services

<i><b>Check</b></i>	<i><b>Amount</b></i>	<i><b>Vendor</b></i>	<i><b>Purpose</b></i>
23947	\$134.11	MES California	Safety Clothing
23948	\$1,500.00	North County Dispatch JPA	3 C's Project w/City of San Diego
23949	\$291.00	Pitney Bowes Inc	Equipment Rental
23951	\$690.80	SimplexGrinnell LP	Building RSF1
23952	\$217.00	Slattery, Brian Y	CSA-17 - Supplies Reimbursement
23954	\$260.00	Terminix International	Building RSF1, 3, 4, ADMIN, & NCDJPA
23955	\$604.65	The Lincoln National Life Ins Co	Disability/Life Insurance
23956	\$3,811.97	The SoCo Group Inc	Gasoline & Diesel Fuel
EFT0000000000003	\$113.00	Rannals, Karlana	Meetings/Meal Expenses Reimbursement
Various	\$7,706.21	Various	Medical Reimbursements
<hr/>			
<b>Sub-total:</b>	<b>\$296,418.10</b>		
15-Apr-13	\$244,291.57	RSFFPD	Payroll
30-Apr-13	\$180,341.39	RSFFPD	Payroll
<hr/>			
<b>Sub-total:</b>	<b>\$424,632.96</b>		
<b>Total: \$721,051.06</b>			

## April 2013 Operations Report

### Four Year Monthly Response Comparison

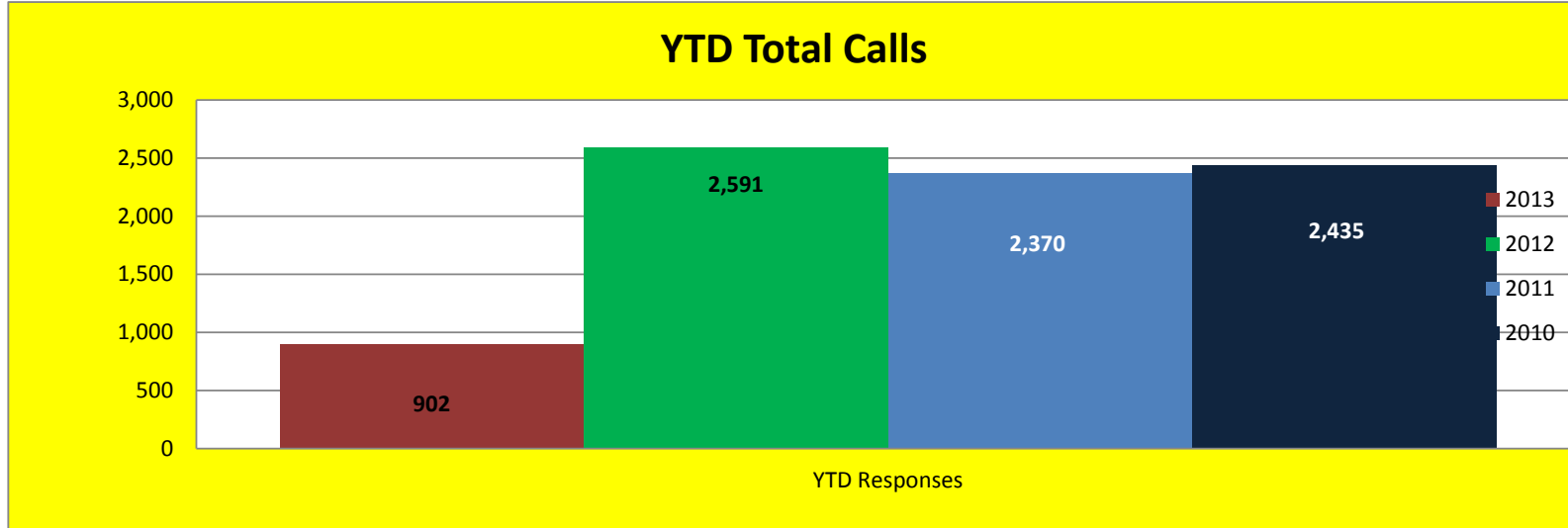


2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	230	229	222	221									902
YTD	230	459	681	902									19%

2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	178	181	200	199	202	236	229	253	258	214	225	216	2,591
YTD	178	359	559	758	960	1,196	1,425	1,678	1,936	2,150	2,375	2,591	9.32%

2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	193	194	200	195	202	177	197	236	200	188	200	188	2,370
YTD	193	387	587	782	984	1,161	1,358	1,594	1,794	1,982	2,182	2,370	2.6% decrease

2010	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	279	178	173	209	181	199	196	197	204	192	195	232	2,435
YTD	279	457	630	839	1,020	1,219	1,415	1,612	1,816	2,008	2,203	2,435	4.7% increase



### **Incident Summary by Incident Type**

**Date Range: From 4/1/2013 To 4/30/2013**

**Incident Type(s) Selected: All**

<b>Incident Type</b>	<b>Incident Count</b>	<b>Used in Ave. Resp.</b>	<b>Average Response Time hh:mm:ss</b>	<b>Total Loss</b>	<b>Total Value</b>
Fire	5	2	00:05:32	\$0.00	\$0.00
EMS/Rescue	110	105	00:05:06	\$0.00	\$0.00
Hazardous Condition	4	2	00:04:21	\$0.00	\$0.00
Service Call	23	2	00:09:02	\$0.00	\$0.00
Good Intent	55	2	00:04:57	\$0.00	\$0.00
False Call	23	22	00:05:49	\$0.00	\$0.00
Other	1	0		\$0.00	\$0.00
Blank or Invalid	5	0		\$0.00	\$0.00
<b>Totals</b>	<b>226</b>	<b>135</b>		<b>\$0.00</b>	<b>\$0.00</b>

**Note:** The incident count used in averages does not include the following:

Not Completed incidents, Mutual Aid Given, Other Aid Given, Cancelled in Route, Not Priority, Fill-In Standby, No Arrival and Invalid Dates/Times.

# April 2013

April 2013							May 2013						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6	5	6	7	1	2	3	4
14	8	9	10	11	12	13	12	13	14	8	9	10	11
21	15	16	17	18	19	20	19	20	21	15	16	17	18
28	22	23	24	25	26	27	26	27	28	22	23	24	25
	29	30							29	24	25		

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar 31 - Apr 6	<b>Mar 31</b>	<b>Apr 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
				C Shift City of Del Mar Week	Solana Beach: Remind	Active Shooter - Mak	A Shift
Apr 7 - 13	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
	B Shift		OES Shoring; RSF Sta	OES Shoring; RSF Sta 2 Solana Beach Captain: City of Del Mar Week	B Shift	C Shift	A Shift
Apr 14 - 20	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
	C Shift	A Shift		City of Del Mar Week		OES Shoring Drill; RSF	B Shift
Apr 21 - 27	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
	C Shift			San Marcos Live Fire T Solana Beach Captain: City of Del Mar Week	San Marcos Live Fire	San Marcos Live Fire	San Marcos Live Fire T
Apr 28 - May 4	<b>28</b>	<b>29</b>	<b>30</b>	<b>May 1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	San Marcos Live Fire T	Zone TLO Training; C	Zone TLO Training; C				



## PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Fire Inspectors	32	128,648
	Urban Forester	0	0
	<b>TOTAL</b>	<b>32</b>	<b>128,648</b>
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
	Fire Marshal	0	0
	Fire Inspectors	34,958	4,586
	Urban Forester	0	0
	<b>TOTAL</b>	<b>34,958</b>	<b>4,586</b>
COMMERCIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Urban Forester	0	0
	Fire Inspectors	0	0
	<b>TOTAL</b>	<b>0</b>	<b>0</b>
TOTAL NEW CONSTRUCTION			Sq Footage
Based on permitted Sq footage		Total Added	133,234
FIRE SPRINKLER REVIEWS		Commercial	Residential
	Fire Marshal	0	0
	Fire Inspectors	3	4
	Urban Forester	0	0
	<b>TOTAL</b>	<b>3</b>	<b>4</b>
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Fire Inspectors	7	14,404
	Urban Forester	0	0
	<b>TOTAL</b>	<b>7</b>	<b>14,404</b>
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
	Urban Forester	35	13.50
	Fire Marshal	0	0.00
	Fire Inspectors	0	0.00
	<b>TOTAL</b>	<b>35</b>	<b>13.50</b>

## SERVICES PROVIDED- FIRE PREVENTION

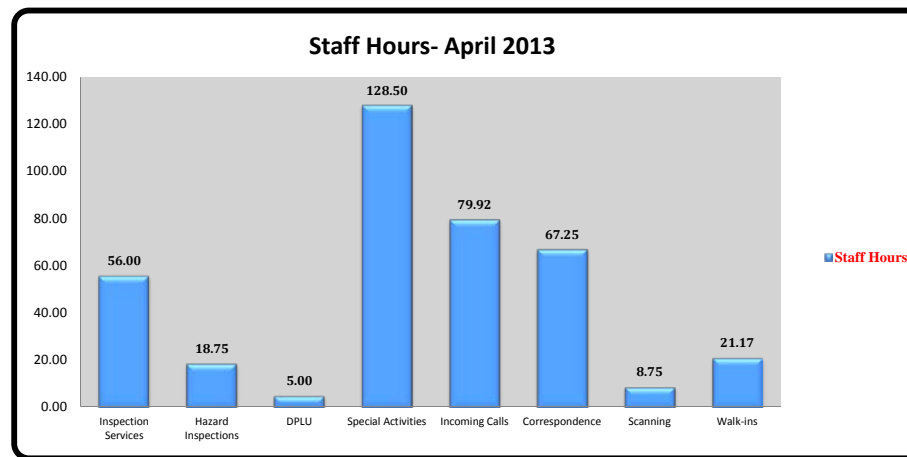
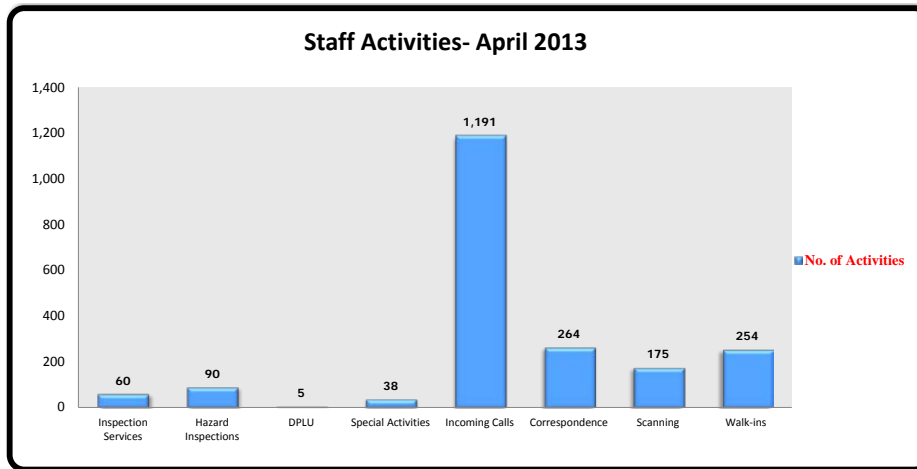
DPLU -All Staff	Number	Staff Hours
Project Availability Forms	1	1.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	1	1.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	0	0.00
<b>TOTAL</b>	<b>2</b>	<b>2.00</b>
INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	0	0.00
Hydros (Fire Sprinklers)	16	14.00
Finals (Structures)	42	39.00
Landscape	10	8.00
Reinspections	2	2.00
Tents/Canopy	0	0.00
Burn Permits	0	0.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	0	0.00
Code Enforcement	0	0.00
Engine Company Follow Up	2	1.00
Misc.	0	0.00
<b>TOTAL</b>	<b>72</b>	<b>64.00</b>
HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	105	8.00
Weed Abatement Reinspection	13	1.50
1st Notice	36	4.00
2nd Notice	6	1.00
Final Notice	0	0.00
Forced Abatement	0	0.00
Postings	1	1.00
Annual Mailers	0	0.00
Homeowner Meeting	22	17.00
WUI	0	0.00
<b>TOTAL</b>	<b>183</b>	<b>32.50</b>
GRADING -All Staff	Number of Inspections	Staff Hours
Plan Review	6	6.00
<b>TOTAL</b>	<b>6</b>	<b>6.00</b>

## ADMINISTRATIVE SERVICES- FIRE PREVENTION

SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	0	0.00
Training Classes	2	6.00
Conferences	0	0.00
Meetings	31	37.00
Other	1	3.00
Supervision	0	0.00
Fuels Reduction	0	0.00
<b>TOTAL</b>	<b>34</b>	<b>46.00</b>
FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	1,155	83.17
Correspondence	287	71.75
Consultations	33	33.00
Plan Review	77	21.00
Scanning	150	7.50
General Office	4	16.00
<b>TOTAL</b>	<b>1,706</b>	<b>232.42</b>

## ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff) Internal & External	940	47.00
Correspondence	150	37.50
Walk in/Counter (All Administrative Staff)	267	22.25
Knox Application Request	4	0.33
UPS Outgoing Shipments	4	0.33
Plan Accepted/Routed	77	12.83
Scheduling Inspections, Managing Calendars	70	5.83
Special Projects	5	40.00
Scanning Documents/Electronic Files	150	7.50
Meetings: Admin/Prevention/Admin Shift	8	8.00
Post Office	18	9.00
Deposit runs and preparations	8	4.00
<b>TOTAL</b>	<b>1,701</b>	<b>195</b>



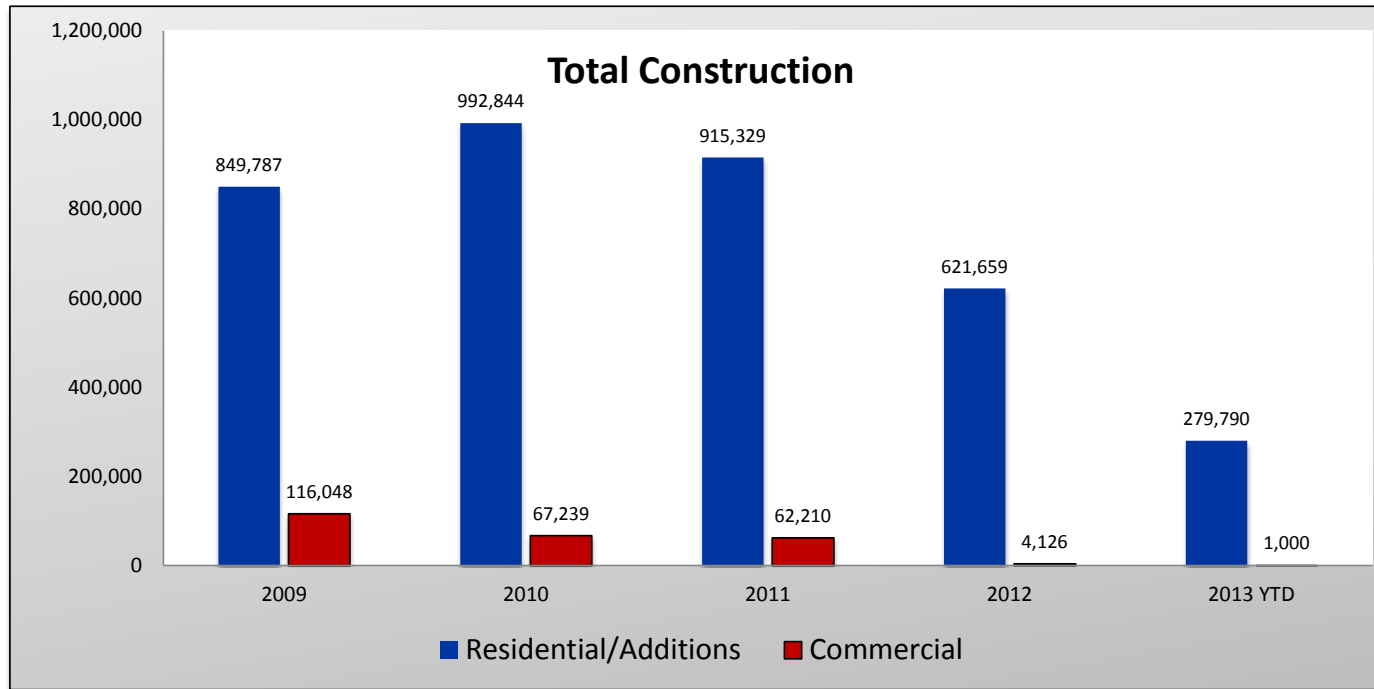
#### Comparison 2012/2013 Total Monthly Hours/Activities

2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	954	833	948	1191	1287	1585	3022	1851	2053	1687	1186	1418
Hours	262.85	169.42	214.77	342.03	281.52	322.38	331.48	305.88	395.3	450.87	215.75	319.05

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1487	1658	2077	2150								
Hours	241.40	230.15	385.33	329.17								

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



Year	Res/Add	Comm	Total
2009	849,787	116,048	965,835
2010	992,844	67,239	1,060,083
2011	915,329	62,210	977,539
2012	621,659	4,126	625,785
2012 YTD	246,732	1,494	248,226
2013 YTD	279,790	1,000	280,790

Comparison 2012/2013 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2012	32,208	25,725	65,313	124,980	64,041	73,962	73,882	6,960	88,364	23,750	1,132	45,468
2013	47,186	70,209	30,161	133,234								

<b>WEBSITE/INTERNET</b>		Staff Hours
<b>Update existing info &amp; documents:</b>		<b>3.0</b>
<i>Updated home page, news, etc</i>		3.0
<b>New design progress:</b>		<b>2.0</b>
<i>Page final touches</i>		2.0
		0.0
<b>Compile &amp; write new information:</b>		<b>4.0</b>
<i>Wildfire preparedness, sprinkler presentation, etc.</i>		4.0
		0.0
<b>Social Media</b>		<b>3.0</b>
<i>Facebook "Fans" - 240</i>		2.0
<i>Twitter "Follower" - 746</i>		1.0
<b>TOTAL</b>		<b>12.0</b>
<b>PUBLICATIONS</b>		Staff Hours
<b>Design/write brochures, flyers, etc:</b>		<b>27.0</b>
<i>Fire Sprinkler Presentation</i>		2.0
<i>Tree list</i>		1.0
<i>FPW Revamp</i>		24.0
<b>Fire Wire (quarterly):</b>		<b>0.0</b>
<i>None this month</i>		
<b>TOTAL</b>		<b>27.0</b>
<b>MEDIA RELATIONS</b>		Staff Hours
<b>On-scene Public Information Officer:</b>		<b>0.0</b>
<b>Press Releases:</b>		<b>6.0</b>
<i>Fire Sprinkler Presentation</i>		1.0
<i>4s Vegetation Fire</i>		2.0
<i>Hands Only CPR</i>		3.0
<b>Other Articles/Stories/Interviews:</b>		<b>1.0</b>
<b>TOTAL</b>		<b>7.0</b>

<b>EDUCATIONAL PROGRAMS/PRESENTATIONS</b>		Staff Hours
<b>Children's Programs</b>		<b>18.0</b>
<i>FPW Pizza parties -1</i>		2.0
<i>Science Discovery Day</i>		12.0
<i>Station Tour - 3</i>		4.0
<b>Adult Programs:</b>		<b>3.0</b>
<i>Sprinkler Presentation</i>		3.0
<b>TOTAL</b>		<b>21.0</b>
<b>EVENTS</b>		Staff Hours
<b>External/Community Events:</b>		<b>0.0</b>
<b>Internal Events:</b>		<b>0.0</b>
<b>TOTAL</b>		<b>0.0</b>
<b>CONTINUING EDUCATION</b>		Staff Hours
<b>Training Classes:</b>		<b>0.0</b>
<b>Conferences:</b>		<b>0.0</b>
<b>Meetings:</b>		<b>4.0</b>
<i>Staff meetings</i>		4.0
<b>TOTAL</b>		<b>4.0</b>
<b>CLERICAL</b>		Staff Hours
<b>Prevention-related:</b>		<b>52.0</b>
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		46.0
<i>Phone Calls - 32</i>		6.0
<b>Non-prevention/non-minute related:</b>		<b>22.0</b>
<b>TOTAL</b>		<b>74.0</b>
<b>TOTAL HOURS</b>		<b>145.0</b>



*Edgar Allan Poe*

*Edgar Allan Poe*



March 9, 2013

This is a very late

Thank-You . .

Early on the morning of Dec. 31<sup>st</sup>, 2012,  
Your wonderful Paramedics took  
me to the E.R. at Scripps Encinitas.

They <sup>were</sup> caring, thoughtful  
Professionals,  
and my husband and I  
are so grateful for  
their services . .

Sincerely,

Vera and Willard E. Johnson



Protecting your future for 150 years

**Scott H. Steinmetz**

Western Zone Leader  
Claims & Risk Services

May 6, 2013

Tony Michel, Fire Chief  
Renee Hill, Deputy Fire Marshal  
Rancho Santa Fe Fire Protection District  
P.O. Box 410  
16936 El Fuego  
Rancho Santa Fe, CA 92067

Dear Fire Chief Tom and Deputy Fire Marshal Renee:

On Thursday April 25, 2013, a team from Fireman's Fund comprised of underwriting and risk services professionals visited you in the heart of Rancho Santa Fe. We wanted to express our thanks to the both of you for taking time out of your schedules to help us become better informed about Shelter-in-Place communities. The knowledge you imparted and the in-field examples you enumerated all served to deepen our understanding and appreciation for these hardened and defensible communities. It is clear that your work is meaningful and material as to protecting life and property.

At Fireman's Fund, we have a great tradition of honoring and supporting the men and woman of the fire services because of the kinds of contributions made as exemplified again by you both. We are proud to stand alongside such professional and important members of our societies.

If you think of anything we can do to support your efforts there in Rancho Santa Fe, you only have need to ask.

With much thanks from our entire team!

Best,

Scott H. Steinmetz, PE  
e-mail: [scott.steinmetz @ffic.com](mailto:scott.steinmetz@ffic.com)  
d. 415-899-4095

Fireman's Fund  
Insurance Companies  
777 San Marin Drive  
Novato, CA 94998  
[www.firemansfund.com](http://www.firemansfund.com)

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# STAFF REPORT

NO. 13-09

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**TO:** BOARD OF DIRECTORS  
TONY MICHEL, FIRE CHIEF

**FROM:** KARLENA RANNALS, ADMINISTRATIVE MANAGER

**SUBJECT:** GANN LIMIT COMPLIANCE

**DATE:** MAY 8, 2013

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Pursuant to Government Code §7901, special districts may annually choose one of the following by a recorded vote of the governing body:

1. Cost of Living:
  - a. the change in California per capita personal income; or
  - b. the percentage change in the jurisdiction's assessed valuation, which is attributable to nonresidential new construction.
2. Population:
  - a. the change in population within the county;
  - b. the change in population within the unincorporated area of the county;
  - c. the use of specific formula calculations or estimates, permitted for mixed incorporated/unincorporated areas of special districts and/or special districts serving more than one county; or

Each year special districts should perform necessary calculations to determine if year-end proceeds of taxes subject to the limit have exceeded the limit. Preliminary calculations have been made for all revenue received to determine whether this district complies with the appropriations limits established for the current fiscal year. Preliminary calculations show that the district will comply with the appropriation limit.

The following recommendation is submitted for your consideration and/or action:

1. To select the change in California per capital personal income (5.12%) for the Cost of Living Factor and the change in population within San Diego County (.80%). (A copy of the State of California Department of Finance Price & Population Data for Local Jurisdictions is attached. *The District population provided by SANDAG is not available; however, it will be provided as soon as possible.*
2. The Board may choose to submit population documentation to State Department of Finance Demographic Research Unit for certification by June 1, 2013. Note: there may be a charge by the State for this option. If this option is selected, the District can modify the Gann Limit after supporting documentation is received from the Department of Finance.



**DEPARTMENT OF  
FINANCE**  
OFFICE OF THE DIRECTOR

EDMUND G. BROWN JR. ■ GOVERNOR  
STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO CA ■ 95814-4998 ■ [WWW.DOF.CA.GOV](http://www.dof.ca.gov)

May 2013

Dear Fiscal Officer:

**Subject: Price and Population Information**

**Appropriations Limit**

The California Revenue and Taxation Code, section 2227, mandates the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2013, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2013-14. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2013-14 appropriations limit. Attachment B provides city and unincorporated county population percentage change. Attachment C provides population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. Consult the Revenue and Taxation Code section 2228 for further information regarding the appropriations limit. Article XIII B, section 9(C), of the State Constitution exempts certain special districts from the appropriations limit calculation mandate. The Code and the California Constitution can be accessed at the following website:

<http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this issue should be referred to their respective county for clarification, or to their legal representation, or to the law itself. No state agency reviews the local appropriations limits.

**Population Certification**

The population certification program applies only to cities and counties. Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2013.**

**Please Note:** Prior year's city population estimates may be revised.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

ANA J. MATOSANTOS  
Director  
By:

MICHAEL COHEN  
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2013-14 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2013-14	5.12

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2013-14 appropriation limit.

**2013-14:**

Per Capita Cost of Living Change = 5.12 percent  
Population Change = 0.79 percent

Per Capita Cost of Living converted to a ratio:  $\frac{5.12 + 100}{100} = 1.0512$

Population converted to a ratio:  $\frac{0.79 + 100}{100} = 1.0079$

Calculation of factor for FY 2013-14:  $1.0512 \times 1.0079 = 1.0595$

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2012 to January 1, 2013 and Total Population, January 1, 2013**

<b>County City</b>	<b><u>Percent Change</u></b>	<b><u>--- Population Minus Exclusions ---</u></b>		<b><u>Total Population</u></b>
	<b>2012-2013</b>	<b>1-1-12</b>	<b>1-1-13</b>	<b>1-1-2013</b>
San Diego				
Carlsbad	1.02	107,158	108,246	108,246
Chula Vista	1.39	247,869	251,314	251,613
Coronado	0.44	16,371	16,443	23,176
Del Mar	0.60	4,174	4,199	4,199
El Cajon	0.37	100,088	100,460	100,460
Encinitas	0.71	60,057	60,482	60,482
Escondido	0.37	145,368	145,908	145,908
Imperial Beach	0.05	26,483	26,496	26,496
La Mesa	0.39	58,017	58,244	58,244
Lemon Grove	0.29	25,481	25,554	25,554
National City	0.24	53,762	53,892	58,838
Oceanside	0.50	168,505	169,350	169,350
Poway	0.85	48,151	48,559	48,559
San Diego	0.83	1,297,056	1,307,853	1,326,238
San Marcos	2.21	85,159	87,040	87,040
Santee	1.19	54,384	55,033	55,033
Solana Beach	0.38	12,938	12,987	12,987
Vista	0.72	94,586	95,264	95,264
Unincorporated	0.62	448,610	451,387	492,491
County Total	0.80	3,054,217	3,078,711	3,150,178

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

## RESOLUTION No. 2013-07

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT SETTING BENEFIT CHARGES FOR FISCAL YEAR 2013/2014

**BE IT RESOLVED**, that pursuant to the Rancho Santa Fe Fire Protection District Board of Directors meeting held May 15, 2013 this board has determined that charges for providing fire protection services by the Rancho Santa Fe Fire Protection District for fiscal year 2013/2014 shall appear as a separate item on tax bills and collected at the same time and in the same manner as ordinary county ad valorem taxes and caused to be prepared and filed, written reports describing real property receiving fire protection services.

The amount of charges for each parcel for fiscal year 2013/2014 have been computed in conformity with the procedure set forth in, and charges described by applicable ordinances and resolution of the fire protection district.

**THEREFORE**, it is hereby determined and ordered as follows:

1. That each and every charge set forth in said report is adopted;
2. That said reports are hereby confirmed;
3. That said reports as confirmed by this board be filed with the Auditor & Controller of the County of San Diego;
4. The cost for fiscal year 2013/2014 shall be \$10.00 per benefit unit.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on May 15, 2013 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

---

JAMES H ASHCRAFT  
President

ATTEST

---

Karlana Rannals  
Secretary

## RESOLUTION NO. 2013-08

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT DETERMINING THE 2013/2014 APPROPRIATIONS OF TAX PROCEEDS

**WHEREAS**, in November of 1979, the California electorate did adopt Proposition 4, which added Article XIII B of the Constitution to the California Constitution; and

**WHEREAS**, the provisions of that Article establish maximum appropriation limitations commonly called *Gann limits* for public agencies including fire districts; and

**WHEREAS**, the District must establish a Gann limit for the 2013/2014 fiscal year in accordance with the provision of with Article XIII B and applicable statutory law.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Rancho Santa Fe Fire Protection District, that the calculated maximum limit applicable to the 2013/2014 appropriations of tax proceeds is \$19,367,454 in accordance with Article XIII B of the Constitution of the State of California.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on May 15, 2013 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

JAMES H ASHCRAFT  
President

ATTEST:

---

Karlana Rannals  
Secretary



RANCHO SANTA FE FIRE PROTECTION DISTRICT ARTICLE XIII B  
APPROPRIATION OF PROCEEDS OF TAX LIMITATION  
DETERMINATION 2013/2014

*Determination of Permitted Growth Rate in Appropriations 2013/2014*

Per Department of Finance:

Per Capita Personal Income = 5.12%, Converted Factor	1.0512
Population Change = .80%, Converted Factor	<u>1.0080</u>
Combined Factor =	1.0596
2012/13 Appropriation Limit	\$18,277,914
2013/14 Appropriation Limit Adjustment Factor	.0596
2013/14 Appropriation Limit	<u><u>\$19,367,454</u></u>

## Gann Limit Calculation Method

## REVISED CALCULATION Dept of Finance

GANN LIMIT RECALCULATIONS (Proposition 111)						
			Revised FY Factor	Recalculated Gann Limit	Tax Proceeds	Over (Under) Limit
FY 05/06						
		Factor	1.2866	\$10,510,134	\$6,224,814	(\$4,285,320)
		Recalculated Factor				
FY 06/07						
		Factor	1.1925	\$12,533,599	\$8,027,170	(\$4,506,429)
		Recalculated Factor				
FY 07/08						
		Factor	1.1915	\$14,934,242	\$9,117,334	(\$5,816,909)
		Factor				
FY 08/09						
		Factor	1.1222	\$16,758,615	\$9,641,130	(\$7,117,485)
		Factor				
FY 09/10						
		Factor	1.0195	\$17,085,104	\$9,820,629	(\$7,264,475)
		Factor				
FY 10/11						
		Factor	0.9894	\$16,904,240	\$9,117,461	(\$7,786,779)
		Factor				
FY 11/12						
		Factor	1.0325	\$17,453,302	\$9,323,440	(\$8,129,862)
		Factor				
FY 12/13						
		Factor	1.0472	\$18,277,915	\$9,234,184	(\$9,043,731)
		Factor				

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# STAFF REPORT

NO. 13-10

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**TO:** BOARD OF DIRECTORS  
TONY MICHEL, FIRE CHIEF

**FROM:** RENEE HILL, DEPUTY FIRE MARSHAL

**SUBJECT:** ORDINANCE NO. 13-01 – PUBLIC HEARING AND ADOPTION OF  
FIRE DISTRICT FEE ORDINANCE

**DATE:** MAY 9, 2013

---



## RECOMMENDATION

Staff recommends the Board of Directors approve the revised Fee for Services Schedule and proceed with the final ordinance adoption process.

## BACKGROUND

On Tuesday, March 12, 2013, the Board conducted the introductory first reading of the District's revised Fee for Service ordinance which included minor text revisions and various fee adjustments based on actual costs incurred by the District. The Board requested staff revise and clarify fee descriptions pertaining to small commercial and residential fire sprinkler system plan reviews.

On Wednesday, April 10, 2013, the Board held the second reading of the updated ordinance which reflected fee description revisions the Board had requested at the March 12th meeting. The Board further requested staff to perform an additional review of the fee schedule to ensure that no further fee adjustments were needed before the May 15<sup>th</sup> public hearing.

## CURRENT SITUATION

Staff has conducted an additional review as requested by the Board of the latest fee ordinance draft, and believes that fees contained in the latest draft appropriately captures full cost recovery at today's cost. During the review process however, staff identified additional fee description text that has been revised for the purpose of clarity.

Please review attachment "A" for the language revisions made to the latest draft. The red text indicates new language, which further clarifies the fee descriptions, and the deleted text is stricken out to show the previous language.

Please review Attachment "B" for deleted text in the "Notes" column, which is highlighted in yellow, and the deleted text is stricken.

Once adopted, the ordinance will take effect forty-five (45) days following the adoption of the ordinance, July 1, 2013.

### Attachments:

**Attachment "A" Revised Schedule of Fire Prevention Services and Fees**  
**Attachment "B" Revised Prevention Service Fees and Calculation Methods**

## ORDINANCE No. 2013-01

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ADOPTING FEES FOR SERVICES BY REFERENCE TO THE CALIFORNIA HEALTH AND SAFETY CODE SECTION 13916 AND SECTION 13919 AND REPEALING ORDINANCE 2009-01.

The Board of Directors of the Rancho Santa Fe Fire Protection District of the County of San Diego ordains as follows:

**ARTICLE I.** The Rancho Santa Fe Fire Protection District has incurred un-reimbursed discretionary development costs and is anticipating that further new discretionary development will occur within the District, which will place a greater demand on the existing staffing resources of the fire prevention bureau. Escalating demands have also been placed upon suppression personnel in conducting increasingly numerous and complex occupancy inspections.

**ARTICLE II.** The Rancho Santa Fe Fire Protection District is charged with the responsibility of enforcing applicable codes pertaining to fire and panic safety and other regulations of the State Fire Marshal pursuant to Section 13146 of the California Health & Safety Code.

**ARTICLE III.** The Rancho Santa Fe Fire Protection District incurs additional costs in lost personnel hours and expended District resources when said fire prevention services are of a recurrent nature and the result of discretionary development. The District charges fees to recover costs incurred for the provision of said services, however, said fees require periodic revision to reflect current personnel costs.

**ARTICLE IV.** The Fire Chief may impose a fee for recovery of expenses incurred as a result of activities undertaken pursuant to enforcing the fire prevention provisions of the fire code, pursuant Health and Safety Code Section 13916 and 13919 and Govt. Code Section 66014.

**ARTICLE V.** Fire district fees are based upon the actual costs incurred by the fire agency, which are based upon the total compensation of the employee(s) providing a particular service and include total personnel hours utilized for plan review, file review, database information entry, travel to and from the site, written response, and site inspection.

**ARTICLE VI.** The actual fee shall be paid by the applicant to the fire district at time of application or submittal to cover the actual costs in accordance with the aforementioned schedule for an *INSPECTION* or *PLAN REVIEW* or any *OTHER SERVICES* listed on the fee schedule.

**ARTICLE VII.** The cost for the provision of said services shall not exceed the costs reasonably borne by the District.

**ARTICLE VIII.** In the event that fees are not paid at the time of application or upon request for additional fees, the District shall not be obligated to process, approve, or take further action on renewable permits, installation, removal, activity or alteration permits, inspections, plan reviews, or other services necessitating a fee as delineated in the Fire District Fee Schedule.

**ARTICLE IX.** The Board of Directors hereby declares that should any section, paragraph, sentence or word of this ordinance or of the Fire District Fee Schedule referenced herein be declared for any reason to be invalid, it is the intent of the Board that it would have adopted all other portions of this ordinance independent of the elimination there from of any such portion as may be declared invalid.

**ARTICLE X.** The Board of Directors, the Fire Chief or his/her designee shall have the ability to waive any and all fees as adopted by a Resolution of the Board of Directors. When fees are waived, a report shall be provided at the next Board of Directors meeting.

**ARTICLE XI.** The Board of Directors of the Rancho Santa Fe Fire Protection District does hereby approve the adoption of the attached Schedule of Fire District Services and Estimated Fees therefore, (Attachment A, B & C).

**ARTICLE XII. Ordinance 2009-01 is hereby repealed.**

**ARTICLE XIII.**

The Secretary to the Board of Directors will certify to the adoption of this Ordinance and cause the same to be published in the manner required by law. This Ordinance will take effect forty-five (45) days after its final passage at a public hearing as required by law.

First Read at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District of the County of San Diego, California, on the 12<sup>th</sup> day of March 2013. A second reading occurred at a regular meeting on April 10, 2013 and a public hearing and final adoption on the 15<sup>th</sup> day of May 2013 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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James Ashcraft  
President

ATTEST

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KARLENA RANNALS  
Secretary

PLAN REVIEW, CONSTRUCTION and SERVICE FEES					
Reference Number	DEVELOPMENT PLAN REVIEW (includes plan review & written response if applicable)	Duty	Fee Description	Average Review & Inspection Time (in hrs.)	Total Fee or Cost
1.1	Project Availability Form for Minor Subdivision or Minor Use Permit (new service letter) (5 parcels or less)	FM	Review of access, water supply, clearance & fire code requirements for subdivisions or Minor use permit	1.00	\$152
1.2	Project Availability Form for Major Subdivision (new service letter) (6 parcels or more)	FM	Review of access, water supply, clearance & fire code requirements for subdivisions	1.25	\$190
1.3	TPM or Minor Subdivision Service Letter Renewal (5 parcels or less) FM	FM	Review of access, water supply, clearance & fire code requirements for subdivisions	0.75	\$114
1.4	TM or Major Subdivision Service Letter Renewal (6 parcels or more)	FM	Review of access, water supply, clearance & fire code requirements for subdivisions	0.75	\$114
1.5	Final Map/Mylar Review (Signing all Mylars)	FM	Review of access, water supply, clearance & fire code requirements for subdivisions. Includes standard condition letter	0.50	\$76
1.6	Release of Map Covenants or letters for release of other projects i.e. coastal commission, planning department, fire flow etc.	FM	Site inspection and written confirmation of installation of covenanted improvements.	0.50	\$76
1.7	Cellular Sites	FM	Review of access, water supply and fire code compliance	1.25	\$190
1.8	Major Use Permit (P or MUP) or Site Plan (S or STP)	FM	Review of plan for access, water supply, clearance and fire code requirements for a MUP or STP	1.25	\$190
1.9	Fuel Modification Plans or Environmental Review-Mitigated Negative Declaration	FS/F	Review & comment of project's fire impacts & proposed mitigation	1.75	\$189
1.9.1	Review of Fire Protection Plan	FM	Review and comment letter, Scan fire protection plan into computer system. 6 hours base fee plus additional cost if necessary	6.00	\$912
1.10	L Grading Plan (Department of Public Works) FM	FM	Review of access, building setback, and water supply requirements	0.75	\$114
1.11	Administrative (AD), Variance (VAR), Vacation Review (VAC), or Zoning (ZAP)	FM	Review of access, water supply and fire code compliance for zoning (ZAP), variance (VAR) and vacation (VAC) requests	1.00	\$152
1.12	Improvement Plans Planned Residential Development (PRD)	FM	Review of roadway, turnaround, building setback, access, and water supply requirements	1.25	\$190
1.13	Remote Water Meter and water line extension	FM	Includes site inspection and written response	1.00	\$152
1.14	Site Plan Review Landscape (single occupancy) conceptual/consultation	FS/F	Conceptual review of site plan for access, landscape, vegetation clearance and fire code requirements for a single occupancy. Fee is based on 1 review only. <b>Refer to 2.7 for additional review fees</b>	1.25	\$135
1.15	Site Plan Review (single occupancy) conceptual/consultation	FM	Conceptual review of site plan for access, water supply, clearance and fire code requirements for a single occupancy. Fee is based on 1 review only. <b>Refer to 2.7 for additional review fees.</b>	1.00	\$152
1.16	Code Appeal	FM	Review of an appeal for an application of a fire code for matters other than a building permit or discretionary permit. This fee is non-fundable	3.00	\$456

Reference Number	NEW CONSTRUCTION (Includes plan review & inspection)	Duty	Fee Description	Average Review & Inspection Time (in hrs.)	Total Fee or Cost
2.1	Grading Plan (Building)	FM	Review of access requirements pertaining to grading and 1 inspection	1.25	\$190
2.2	New residential construction (Up to 7,999 square foot)	FM	Review of plans for fire & building code compliance for new residential construction and <del>2</del> 3 field inspections. <sup>a</sup> <del>each (site, rough &amp; final)</del>	2.75	\$418
2.3	New residential construction (8,000 -11,999 square foot)	FM	Review of plans for fire & building code compliance for new residential construction and <del>2</del> 3 field inspections. <sup>a</sup> <del>each (site, rough &amp; final)</del>	3.50	\$532
2.4	New residential construction (12,000 square foot and up)	FM	Review of plans for fire & building code compliance for new residential construction and <del>2</del> 3 field inspections. <sup>a</sup> <del>each (site, rough &amp; final)</del>	3.75	\$570
2.5	Residential addition or remodel (Over 2,000 Square feet)	FM	Review of plans for fire & building code compliance for new construction and <del>2</del> 1 field inspections. <sup>a</sup> <del>each (site, rough &amp; final)</del>	1.75	\$266
2.6	Residential Landscape Plans	FS/F	Review of plans for fire safe planting for new residential construction and <del>2</del> 1 field inspections. <sup>a</sup> <del>each (site, rough &amp; final)</del> <b>Additional charge after 2nd plan review. Refer to 2.7</b>	3.50	\$378
2.6.1	Small Landscape plan review	FS/F	Review of small landscape modification or changes for fire safe planting. District maintains discretion to approve changes and plan modifications based on project size and plant quantity.	0.75	\$81
2.7	Residential plan re-submittal-new, remodel or addition under 2,000 square feet <del>(After the third time)</del>	FM	Third residential plan submittal and all subsequent re-submittals/ minor plan change	0.50	\$76
2.8	Residential Building Plans- <b>Planned Community</b> Production Units (Model <b>Homes</b> )	FM	Review of site plan for fire & building code compliance for new construction and <del>2</del> 1 field inspections. <sup>a</sup> <del>each (rough &amp; final) site.</del> <b>Fee per unit</b>	2.25	\$342
2.9	Residential Building Plans- <b>Planned Community</b> (Production Units), each additional unit	FM	Review of additional unit, site plan for fire & building code compliance for new construction and <del>2</del> 1 field inspections. <sup>a</sup> <del>each (rough &amp; final)</del>	1.50	\$228
2.10	Room addition or tenant improvement	FM	Review of plans for fire & building code compliance for new construction room addition and <del>2</del> 1 field inspections. <sup>a</sup> <del>each (site, rough &amp; final)</del>	1.25	\$190
2.11	Barns and Outbuildings (over 1,000 square feet)	FM	Includes plan review and <del>2</del> field inspections. <sup>a</sup> <del>site, rough &amp; final inspections, data base entry</del>	1.25	\$190
2.12	Commercial/Industrial and Multi-Family Building Plans	FM	Review of plans for fire & building code compliance for new commercial construction and <del>2</del> 1 field inspections. <sup>a</sup> <del>each (site &amp; final)</del>	4.25	\$646
2.13	Commercial/Industrial and Multi-Family Plan Re-submittal <del>(After the second time)</del>	FM	<del>Third</del> <b>Second</b> commercial plan submittal and all subsequent re-submittals	0.75	\$114
2.14	Commercial/Industrial and Multi-family Landscape Plans	FS/F	Review of plans for fire safe planting for new construction and 1 field inspection each (site & final)	4.50	\$486

	<b>FIRE PROTECTION SYSTEMS and INSTALLATIONS</b>	<b>Duty</b>	<b>Fee Description</b>	<b>Average Review &amp; Inspection Time (in hrs.)</b>	<b>Total Fee or Cost</b>
3.1	Residential fire sprinkler system, 13D- or 13-R	DFM	Plan review of residential fire sprinkler system 13-D one or two family dwelling and 1 field inspection each (rough & final)	2.00	\$234
3.2	Residential fire sprinkler plans-PRD, each additional unit	DFM	Plan review of residential fire sprinkler system 13-D one or two family dwelling and 1 field inspection each (rough & final)	1.75	\$205
3.3	Residential fire sprinkler plan re-submittal <del>(After the third time)</del>	DFM	<del>Third Second</del> residential <del>fire sprinkler</del> plan submittal and all subsequent re-submittals	0.50	\$59
3.4	Commercial fire sprinkler system	DFM	Plan <del>review approval</del> of <del>new</del> commercial fire sprinkler system and <del>2 ±</del> field inspections. <sup>a</sup> Plan review conducted by independent engineer at an additional cost.	2.25	\$263
3.4.1	Small commercial fire sprinkler system	DFM	Plan <del>review approval</del> of small commercial fire sprinkler system (with the addition of 4 or less sprinkler heads) and <del>2 ±</del> field inspections. <sup>a</sup> Approval is contingent on field inspection for adequate water pressure.	1.00	\$117
3.4.2	Small residential fire sprinkler system	DFM	Plan <del>review approval</del> of small residential fire sprinkler system (with the addition of 4 or less sprinkler heads) and <del>2 ±</del> field inspections. <sup>a</sup> Approval is contingent on field inspection for adequate water pressure.	1.00	\$117
3.5	Underground Sprinkler System Plans	DFM	Plan <del>review approval</del> of underground supply to sprinkler system and 1 field inspection. Plan review conducted by independent engineer at an additional cost	2.25	\$263
3.6	Commercial sprinkler plan re-submittal <del>(After the third time)</del>	DFM	<del>Third Second</del> commercial residential <del>fire sprinkler</del> plan submittal and all subsequent re-submittals/stamp transfer	0.50	\$59
3.7	Commercial sprinkler tenant improvement	DFM	Plan review of <del>existing new</del> commercial <del>fire</del> sprinkler system <del>(addition of 5 or more sprinkler heads)</del> and 1 field inspection each (rough & final). <del>Plan review conducted by independent engineer at an additional cost</del>	1.50	\$176
3.8	Special Fire Protection Installations--Hood & duct system, remote extinguishing systems	DFM	Plan <del>review approval</del> and 1 inspection of new special extinguishing system. Plan review conducted by independent engineer at an additional cost.	2.00	\$234
3.9	Special Hazard Installations--High Piled Storage, Underground/Aboveground Storage Tanks, spray booths, industrial ovens, refrigeration systems, etc.	DFM	Plan <del>review approval</del> and 1 inspection of high piled storage, underground/aboveground tanks, spray booths, industrial ovens, refrigeration systems, etc. Plan review conducted by an independent engineer at an additional cost.	3.50	\$410
3.10.	Fire Alarm System	DFM	Plan review approval and 1 inspection of a fire alarm system. Plan review conducted by an independent engineer at an additional cost.	2.00	\$234



Reference Number	MISCELLANEOUS FEES (includes review and/or inspection as indicated)	Duty	Fee Description	Average Review & Inspection Time (in hrs.)	Total Fee or Cost
4.1	Stamp Approval Transfer	FM	Reviewing plans and transferring necessary stamps	0.25	\$38
4.2	Knox Key Installation	FS/F	Site inspection of installation of and proper operation of knox key device.	1.25	\$135
4.3	Temporary Membrane Structures, Tents and Canopies	FS/F	Permit and Inspection fee, includes permit, plan review, travel to and from and data entry	2.00	\$216
4.3.1	Special Events (Not including membrane structures, tents and canopies)	FS/F	Site plan review, site inspection, travel to and from and data entry	1.25	\$135
4.3.2	Pyrotechnics Display	DFM	Application review, pre-site inspection, travel to and from and data entry	1.75	\$205
4.4	Business License Inspection (SDSO, CCLB, or other outside agency)	FS/F	Conduct inspection of existing property which requires annual inspection by AHJ	1.50	\$162
4.5	Non-compliance re-inspection	FS/F	Conduct inspection of existing property which remains non-compliant with codes (3rd and subsequent inspections)	1.75	\$189
4.6	Non-compliance weed abatement re-inspection	FS/F	Conduct legal noticing and re-inspections of a property which remains non-compliant after expiration of final notice to abate hazard	1.75	\$189
4.7	Forced weed abatement administrative fee (Expense of abatement Report and Hearing) (Ordinance 02-01 )	FS/F	Includes above, plus work order, description of work, contractor meetings, expense of abatement, inspections, billing, and report.	Expense of abatement	\$500
4.8	Urgent Plan Check - Overtime Plan Review/Inspection	DFM	New residential construction Up to 7,999 square foot) Includes base plan check time plus ½ time plus travel time and data base entry	5.24	\$613
		DFM	New residential construction (8,000-11,999 square foot and up) Includes base plan check time plus ½ time plus travel time and data base entry	6.37	\$745
		DFM	New residential construction (12,000 square foot and up) Includes base plan check time plus ½ time plus travel time and data base entry	7.87	\$921
		DFM	Commercial/Industrial and Multi-Family Building Plans Includes base plan check time plus ½ time plus travel time and data base entry	7.49	\$876
4.9	Reproduction of Fire District Documents	N/A	\$5.00 for the first 5 pages, \$.70 for each additional page thereafter		\$5
4.10	Reproduction of Fire District Documents on CD	N/A	<del>No charge for the first copy; \$5.00 for the first 5 pages, \$.70 for each additional page when additional copies are ordered.</del> <b>Per CD</b>		\$9
4.10.1	Copies of Large Plans (C,D & E Size)	N/A	Copies - Building, site plan, Landscaping, Fire Sprinklers and Grading.	17x22Ansi C 22x34 Ansi D 34x44 Ansi E	\$25 \$55 \$85
4.10.2	Color Copies Photos	N/A	Size is 4" x 6" Size is 8 1/2" x 11" per page or per photo	4x6 = \$1.00 8 1/2x11 = \$1.50	TBD
4.11	Documents sent electronically, or accessed via the web site (www.rsf-fire.org)	N/A	No Charge		\$0
4.12	Annexation Fees	N/A	each acre or portion thereof:		\$1,000
			Each Dwelling Parcel:		\$500
			Each Commercial/Industrial Parcel:		\$1,000

Reference Number	MISCELLANEOUS FEES (includes review and/or inspection as indicated)	Duty	Fee Description	Average Review & Inspection Time (in hrs.)	Total Fee or Cost
4.13	Meeting Facilities - for use of District-owned meeting facilities by members of the general public as noted.	N/A	Category 1- not for profit non commercial community services groups which have members who reside in the District (Tax Exempt (501.C.3) - set-up/cleaning fee		\$50
4.14	Meeting Facilities - for use of District-owned meeting facilities by members of the general public as noted.	N/A	Category 2- all other organizations - set-up/cleaning fee		\$250
4.15	Returned Check Fee	N/A	Additional handling fee for returned check plus the amount of the check		\$25
4.16	Postage/supplies Cost	N/A	Actual cost	Actual	Actual
4.17	Other services not listed	N/A	Services not otherwise specified herein	Actual	Actual
4.18	Inspection Cancellation fee (Fire Marshal)	FM	Failure to cancel field inspection within 24 hours of set appointment	per failure	\$152.00
4.18.1	Inspection Cancellation fee (Dep. Fire Marshal)	DFM	Failure to cancel field inspection within 24 hours of set appointment	per failure	\$117.00
4.18.2	Inspection Cancellation fee (FPS II / Forester)	FS/F	Failure to cancel field inspection within 24 hours of set appointment	per failure	\$108.00
4.19	Fee recovery for special services	N/A	Apparatus charge	Per hour	\$200.00
Reference Number	TRAINING FACILITY FEES - for use by outside agencies		Fee Description		Total Fee or Cost
5.1	Training Tower w/ grounds	N/A	No Burn Room (per day)		\$400/day
		N/A	(per half day)		\$200/half day
5.2	Burn room	N/A	Per Hour, plus tower fee. Includes three personnel to run the burn room and fuel costs		\$200/hour
5.3	Multiple burn rooms	N/A	Additional personnel may be required at a rate of \$50 per hour, per employee		\$50/hour
5.4	Training Grounds	N/A	Per day fee. No Tower		\$200/day
5.5	Ventilation Prop	N/A	Per day fee. Outside agency required to replace and repair all materials use on the prop		\$150/day
5.6	Confined Space prop	N/A	Per day fee		\$150/day
5.7	Drafting/Testing Pit	N/A	Per Fire Apparatus		\$50/apparatus
5.8	Clean up	N/A	If not done by using agency		\$150/hour
5.9	Water Use	N/A	Actual cost		Actual



- I. **PURPOSE:** To illustrate the basis upon which hourly time commitments are determined for services provided in the fire prevention services and fees schedule.
- II. **POLICY:** The total hourly basis for fire prevention services are determined by calculating total personnel time commitment for processing a particular service request plus associated support costs. Personnel costs are determined by calculating the total personnel time plan review, file review, database entry, inspection, billing, written response, and travel to and from the site. Total associated support costs were determined by establishing the proportionate costs to the District for administering the Fire Prevention Bureau (Admin Fees) and proportionate use of related equipment (vehicles, computers), expendable supplies and ancillary services (phone, computer, consultant, utilities, insurance), as determined on an hourly basis.
- III. **PROCEDURE:** The basis for the District's deposit fee structure for the fire prevention fee schedule is based upon the following time figures, which represent the actual average time spent on the services listed below and associated support costs. 15 minutes (.25) have been added to all plan review activities to account for database information entry and 30 minutes (15 minutes each way) (.50) for each inspection activity to account for file review.

**a. Hourly Support Costs**

SERVICE	HOURLY AVERAGE	NOTES
Utilities/Supplies	\$24.00	Cost per month per hour
Phone/Fax/Cell	\$2.00	Cell phone (1 phone), fax, per hour usage.
Vehicles	\$2.60 Operation \$2.00 Depreciation new vehicle	Includes, equipment, service, fuel for one vehicle on an hourly basis. (.555 cents per mile) & depreciation expense
District Administration/ Overhead	\$17.35	2/3 Staff time hourly basis. Includes, bookkeeping, computers, office supplies, etc.
Liability & Vehicle Insurance	\$4.00	For one vehicle
COMBINED HOURLY ADMIN. FEE TOTAL	\$53.19/hr Rounded to \$53.00/hr	Total overhead & admin. Costs.

**b. Personnel Cost on Hourly Basis and Total Employee Compensation**

Fees defined as follows:

Average time spent on service (First Number)  $.75 + .25 = 1.0$

Database entry into computer system (Second Number)  $.75 + .25 + .50 = 1.50$

Travel time to and from job site – not all inspection (Third Number)  $.75 + .25 + .50 = 1.50$

Total time to complete entire inspection (forth number)  $.75 + .25 + .50 = 1.50$

Reference Number	SERVICE	HOURLY AVERAGE	NOTES
<b>DEVELOPMENT PLAN REVIEW</b>			
1.1	Project Availability Form for Minor Subdivision, Minor Use Permit (new service letter) (5 parcels or less) (FM)	$.75 + .25 = 1.0$	Includes review and written response, database entry.
1.2	Project Availability Form for Major Subdivision (new service letter) ( 6 parcels or more) (FM)	$1.0 + .25 = 1.25$	Includes review and written response, database entry
1.3	TPM or Minor Subdivision Service Letter Renewal (5 parcels or less)(FM)	$.5 + .25 = .75$	Includes written response, database entry
1.4	TM or Major Subdivision Service Letter Renewal (FM)	$.5 + .25 = .75$	Includes written response, database entry
1.5	Final Map/Mylar Review (signing all mylar's) (FM)	$.25 + .25 = .50$	Includes standard review and database entry
1.6	Release of Map Covenants or letters for release of other projects i.e. coastal commission, planning department, fire flow etc. (FM)	$.50 = .50$	Includes site inspection and written response, data base entry or letters for release of other projects i.e. coastal commission, planning department, fire flow etc.
1.7	Cellular Sites (FM)	$.25 + .50 + .50 = 1.25$	Includes site inspection and written response and data-base entry
1.8	Major Use Permit (P/ or MUP) or Site Plan (P or STP) (FM)	$1.0 + .25 = 1.25$	Includes written response and database entry
1.9	Fuel Modification Plan/EIR (FS/F)	$1.50 + .25 = 1.75$	Includes written response, database entry
1.9.1	Review of fire protection plan Base Fee (FM)	6.0 + per hour	Includes review, written response, database entry, scanning documents

Reference Number	SERVICE	HOURLY AVERAGE	NOTES
1.10	L Grading Plan (Department of Public Works) (FM)	$.50 + .25 = .75$	Includes written response
1.11	Administrative (AD), Variance (VAR), Vacation Review (VAC), or Zoning (ZAP) (FM)	$.25 + .75 = 1.00$	Includes Review of access, water supply and fire code compliance for zoning (ZAP), variance (VAR) and vacation (VAC) requests
1.12	Improvement Plans / PRD (FM)	$1 + .25 = 1.25$	Includes written response, database entry
1.13	Remote Water Meter, water line extension (FM)	$.25 + .25 + .50 = 1.0$	Includes travel, site inspection and written response and database entry
1.14	Conceptual Site Landscaping Plan/Consultation (FS/F)	$1.0 + .25 = 1.25$	Includes written response and database entry
1.15	Conceptual Site Plan/Consultation (FM)	$.75 + .25 = 1.00$	Includes written response and database entry
1.16	Code Appeals (FM)	$2.25 + .75 = 3.00$	Includes review, research, written response, database entry
<b>NEW CONSTRUCTION</b>			
2.1	Grading Plan (Building) (FM)	$.50 + .25 + .50 = 1.25$	Includes plan review, site inspection and database entry
2.2	New residential construction (Up to 7,999 square foot) (FM)	$2 + .25 + .50 = 2.75$	Includes plan review, site, rough & final inspections and database entry
2.3	New residential construction (8,000 – 11,999square foot) (FM)	$2.75 + .25 + .50 = 3.50$	Includes plan review, site, rough & final inspections, database entry
2.4	New residential construction (12,000 square foot and up) (FM)	$3.0 + .25 + .50 = 3.75$	Includes plan review, site, rough & final inspections, database entry
2.5	Residential addition or remodel (Over 2,000 square feet) (FM)	$1.0 + .25 + .50 = 1.75$	Includes plan review, site, rough & final inspections, database entry

Reference Number	SERVICE	HOURLY AVERAGE	NOTES
2.6	Residential Landscape Plans (FS/F)	2.0 + 1.0 + .50 = 3.50	Includes plan review, site, final inspections, database entry
2.6.1	Small Landscape plan reviews (FS/F)	.50 + .25 = .75	Review small landscape
2.7	Residential plan re-submittal-new or remodel or addition under 2,000 square feet (FM)	.25 + .25 = .50	Includes second review of plan, database entry
2.8	Residential Building Plans Production Units (Models) (FM)	1.5 + .25 + .50 = 2.25	Includes plan review, site, rough & final inspections, database entry
2.9	Residential Building Plans (Production Units) each additional unit (FM)	.75 + .25 + .50 = 1.50	Includes additional plan review, site, rough & final inspections, database entry
2.10	Room addition or tenant improvement < 50% remodel without sprinklers (FM)	.50 + .50 + .50 = 1.25	Includes plan review, site, rough & final inspections, database entry
2.11	Barn & Outbuilding (over 1,000 square feet) (FM)	.50 + .25 + .50 = 1.25	Includes plan review, site, rough & final inspections, database entry
2.12	Commercial/Industrial and Multi-Family Building Plans (FM)	2.25 + 1.50 + .50 = 4.25	Includes plan review for new commercial construction and site, rough, field inspection and database entry
2.13	Commercial/Industrial and Multi-Family Plan Re-submittal (FM)	.5 + .25 = .75	Includes second review of plan, database entry
2.14	Commercial/Industrial and Multi-family Landscape Plans (FS/F)	3.0 + 1.0 + .50 = 4.50	Review of plans for fire safe planting for new construction and 1 field inspection each (site & final)

Reference Number	SERVICE	HOURLY AVERAGE	NOTES
FIRE PROTECTION SYSTEMS AND INSTALLATIONS			
3.1	Residential fire sprinkler system, 13D or 13R (DFM)	$.50 + 1.0 + .50 = 2.0$	Includes consultant plan review, rough & final inspections, database entry
3.2	Residential fire sprinkler plans-PRD, each additional unit (DFM)	$.25 + 1.0 + .50 = 1.75$	Includes additional plan review, rough & final inspections, database entry
3.3	Residential fire sprinkler plan re-submittal (after the third review) (DFM)	$.25 + .25 = .50$	Includes second review of plan, database entry
3.4	Commercial fire sprinkler system (DFM)	$.75 + 1.0 + .50 = 2.25$	Includes consultant plan review, rough & final inspections, database entry
3.4.1	Small commercial fire sprinkler systems (DFM)	$.25 + .25 + .50 = 1.0$	Includes plan review, rough & final inspections, database entry
3.4.2	Small residential fire sprinkler systems (DFM)	$.25 + .25 + .50 = 1.0$	Includes plan review, rough & final inspections, database entry
3.5	Underground Sprinkler System Plans (Commercial) (DFM)	$.75 + 1.0 + .50 = 2.25$	Includes plan review, rough & final inspections, database entry
3.6	Commercial sprinkler plan re-submittal (after the third review) (DFM)	$.25 + .25 = .50$	Includes second review of plan, database entry
3.7	Commercial sprinkler tenant improvement (DFM)	$.50 + .50 + .50 = 1.50$	Includes plan review, rough & final inspections, database entry
3.8	Special Fire Protection Installations--Hood & duct system, remote extinguishing systems (DFM)	$1.0 + .50 + .50 = 2.0$	Hood & duct, remote extinguishing systems, includes inspection and database entry
3.9	Special Hazard Installations-High Piled Storage, Underground/Aboveground Storage Tanks, spray booths, industrial ovens,	$2.0 + 1.0 + .50 = 3.50$	Includes consultant plan review, rough & final inspections, database entry

Reference Number	SERVICE	HOURLY AVERAGE	NOTES
	refrigeration systems, etc. (DFM)		
3.10	Fire Alarm System (DFM)	1 + .50 + .50 = 2.0	Includes consultant plan review, rough & final inspections, database entry
<b>MISCELLANEOUS FEES</b>			
4.1	Stamp Approval Transfer (FM)	.25	Transfer stamp approval from one plan to another (maximum 2 sets)
4.2	Knox Key Installation (FS/F)	.25 + .50 + .50 = 1.25	Includes plan review, site inspection, database entry
4.3	Temporary membrane structures, tents and canopies (FS/F)	.75 + .25 + .50 = 2.00	Includes site, and final approval database entry
4.3.1	Special Events (not including membrane structures, tents or canopies (FS/F)	.50 + .25 + .50 = 1.25	Includes site, plan review, database entry
4.3.2	Pyrotechnics Display (DFM)	1.0 + .25 + .50 = 1.75	Includes application review, database entry, pre-site
4.4	Business License Inspection (SDSO, CCLB permit) (FS/F)	.75 + .50 + .50 = 1.75	Includes site, database entry and re-inspection
4.5	Non-compliance re-inspection (FS/F)	.50 + .75 + .50 = 1.75	Conduct inspection of existing property which remains non-compliant with codes (3rd and subsequent inspections)
4.6	Non-compliance weed abatement re-inspection (FS/F)	1.0 + .25 + .50 = 1.75	Two site inspection and database entry
4.7	Forced weed abatement administrative fee (Expense of Abatement Report and Hearing) (FS/F)	Expense of abatement \$500	Includes above 4.5, plus work order, description of work, hearing, contractor meetings, inspections, billing and report.



Reference Number	SERVICE	HOURLY AVERAGE	NOTES
4.8	Urgent Plan Check - Overtime Plan Review/Inspection new residential construction (Up to 7,999 square foot) (DFM)	$4.12 + .37 + 7.5 = 5.24$	Includes base plan check time plus ½ time plus travel time and database entry
4.8 (cont.)	Urgent Plan Check New residential construction (8,000 -11,999 square foot) (DFM)	$5.25 + .37 + .75 = 6.37$	Includes base plan check time plus ½ time plus travel time and database entry
4.8 (Cont.)	Urgent Plan Check New residential construction (12,000 square foot and up) (DFM)	$6.75 + .37 + .75 = 7.87$	Includes base plan check time plus ½ time plus travel time and database entry
	Urgent Plan Check Commercial/Industrial and Multi-Family Building Plans (DFM)	$6.37 + .37 + .75 = 7.49$	Includes base plan check time plus ½ time plus travel time and database entry
4.9	Reproduction of Fire District Documents	\$5.00 for the first 5 pages, \$.70 for each additional page thereafter	Staff time, plus paper, copier, toner, electricity etc.
4.10	Reproduction of Fire District Documents on CD	9.00 for each CD	Staff time, plus CD, diskette mailer, copying and database, electricity
4.10.1	Copies of Large Plans (C,D & E Size)	\$25 \$55 \$85	17x22 Ansi C 22x34 Ansi D 34x44 Ansi E
4.10.2	Color Copy Photos	\$1.00 \$1.50	4x6 = \$1.00 8½x11=\$1.50
4.11	Documents sent electronically, or accessed via the web site ( <a href="http://www.rsf-fire.org">www.rsf-fire.org</a> )	No Fee	No Fee
4.12	Annexation Fees - each acre or portion thereof:	\$1,000	\$1,000
	Annexation Fees - Each Dwelling	\$500	\$500

Reference Number	SERVICE	HOURLY AVERAGE	NOTES
	Parcel:		
	Annexation Fees - Each Commercial/Industrial Parcel:	\$1,000	\$1,000
4.13	Meeting Facilities -Category 1- for use of District-owned meeting facilities by members of the general public as noted.	\$50.00	\$50.00
4.14	Meeting Facilities - Category 2 -for use of District-owned meeting facilities by members of the general public as noted.	\$250.00	\$250.00
4.15	Return Check Fee	\$25.00	Addition handling fee for retuned check plus the amount of the check
4.15.1	Reimbursement for other bank charges	Actual Cost	Actual Cost
4.17	Other services not listed services not otherwise specified herein	Actual cost	Actual cost
4.18	Inspection Cancellation fee (FM)	Per failure	Failure to cancel field inspection within 24 hours of set appointment
4.18.1	Inspection Cancellation fee (DFM)	Per failure	Failure to cancel field inspection within 24 hours of set appointment
4.18.2	Inspection Cancellation fee (FS/F)	Per failure	Failure to cancel field inspection within 24 hours of set appointment
4.19	Fee recovery for special services	\$200.00	Per hour per apparatus

Reference Number	SERVICE	HOURLY AVERAGE	NOTES
<b>TRAINING FACILITY FEES</b> (for use by outside agencies)			
5.1	Training Tower with grounds	\$400/per day	\$200/half day No Burn Room Use
5.2	Burn Room	\$200/per hour	Per hour, plus tower fee. Includes three personnel to run the burn room and fuel cost
5.3	Multiple burn rooms	\$50.00/hour	Additional personnel may require at a rate of \$50 per hour per employee
5.4	Training Grounds	\$200 per day	Per day fee, no tower
5.5	Ventilation Prop	\$150 per day	Outsides agency required to replace and repair all materials used on prop
5.6	Confined space Prop	\$150 per day	Per day fee
5.7	Drafting/Test Pit	\$50 per apparatus	Per fire apparatus
5.8	Clean – up	\$150 per hour	If not done by using agency
5.9	Water use	Actual Cost	