



## 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 9, 2012  
Regular Meeting – 1:00 pm

### RULES FOR ADDRESSING BOARD OF DIRECTORS

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

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

### Pledge of Allegiance

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

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

### 4. Consent Calendar

#### a. Board of Directors Minutes

- i) Board of Directors minutes of April 11, 2012

ACTION REQUESTED: **Approve**

#### b. Receive and File

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

##### (1) List of Demands

Check 22781 thru 22861 for the period April 1 – 30, 2012 totaling: \$ 361,661.21

Payroll for the period April 1 – 30, 2012 \$ 410,647.17

TOTAL DISTRIBUTION \$ 772,308.38

- (2) Activity Reports – April 2012
  - Operations
  - Training
  - Fire Prevention
  - Fairbanks Ranch Station Replacement
    - Construction Change Orders
- (3) District Articles
- (4) Correspondence - letters/cards were received from the following members of the public:
  - Severson
  - LAFCO – Call for Nominations
- (5) Travel Reports
  - Michel

## 5. Oral Report

- a. Fire Chief – Michel
  - i) Fairbanks Ranch Replacement Fire Station
    - (1) Station Grand Reopening – April 26, 2012
    - (2) Notice of Completion
  - ii) Strategic Plan - Update
  - iii) Cooperative efforts
  - iv) District Activities
    - (1) County Wildland Drill
    - (2) RSF Firefighters Association Retirement Party – May 12, 2012
- b. Operations – Deputy Chief Ward
- c. Training – Battalion Chief Davidson
- d. Fire Prevention – Deputy Fire Marshal
- e. Administrative Manager – Rannals
  - i) Creation of 501(c)(3) - [Staff Report 12-08](#)
  - ii) Property Tax Refunds - Update
- f. Board of Directors
  - i) North County Dispatch JPA – Update
  - ii) County Service Area – 17 – Update
  - iii) Comments

## 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 12-09](#)  
 ACTION REQUESTED: **Select method to calculate appropriations limit**
- b. CSA-17 Contract for Service  
 A presentation will be made by staff to review the program, its services and future opportunities.  
 ACTION REQUESTED: [Information](#)

## 8. Resolution/Ordinance

### a. Resolution No. 2012-08

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 2012/2013*

ACTION REQUESTED: **Adopt**

### b. Resolution No. 2012-09

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 2012/2013 Appropriations of Tax Proceeds*

ACTION REQUESTED: **Adopt**

### c. Resolution No. 2012-10

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 Establishing Salaries and Benefits for Management Personnel*

ACTION REQUESTED: **Adopt**

### d. Resolution No. 2012-11

To adopt Resolution No. 2012-10 *entitled* a Rancho Santa Fe Fire Protection District Commendation for John Kinney

ACTION REQUESTED: **Adopt**

## 9. Closed Session

### a. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: El Fuego

Agency Negotiator: Director John Tanner, Chief Tony Michel

Negotiating Parties: North County Dispatch Joint Powers Authority

Under Negotiation: Instruction to negotiator concerning price and term

## 10. Adjournment

RANCHO SANTA FE FIRE PROTECTION DISTRICT  
Board of Directors Regular Meeting – Agenda  
Wednesday, May 9, 2012 1:00 pm PDT

**CERTIFICATION OF POSTING**

I certify that on May 4, 2012 a copy of the foregoing agenda was posted on the District's website and near the regular 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 4, 2012

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Karlana Rannals  
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT  
REGULAR MEETING BOARD OF DIRECTORS  
MINUTES – April 11, 2012**

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:00 pm. *Meeting convened at 18040 Calle Ambiente, Rancho Santa Fe for the Pledge of Allegiance, Roll Call and Special Presentations.*

*Pledge of Allegiance*

Chief Michel led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Hickerson, Hillgren (*arrived at 1:36 pm*), Malin, Tanner

Directors Absent: None

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

2. Special Presentations

a. Badge Presentation

Chief Michel welcomed all in attendance. Chief Michel and Chief Davidson summarized the Districts promotional and probationary processes and the roles and responsibility that they will assume. Chief Michel congratulated the individuals on their selection and achievements. A Fire District badge was presented to the following members of the District:

- i) Chris Galindo, Battalion Chief
- ii) Marshal Jordan, Captain
- iii) Mike Hernandez, Engineer
- iv) Renee Hill, Deputy Fire Marshal

President Ashcraft on behalf of the Board of Directors congratulated Chief Galindo, Captain Jordan, Engineer Hernandez and Deputy Fire Marshal Hill and wished them well in their new position. President Ashcraft recessed the meeting at 1:14 pm. *The meeting reconvened at 18027 Calle Ambiente, Rancho Santa Fe for the remainder of the business meeting.*

*Director Hillgren arrived at 1:36*

3. Public Comment

President Ashcraft introduced Jay Donohue, CAE, Executive Director to International Association of Administrative Professional, and Emily Allen, Managing Editor for IAAP's *OfficePro* magazine and welcomed them to the meeting.

Mary Murphy, EMS Coordinator discussed the Vial of Life program, and she handed out the packets and educated the members as to how to complete the information.

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

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions/ordinances.

5. Consent Calendar

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

a. *Board of Directors Minutes*

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the following:

Board of Directors minutes of March 14, 2012

b. *Receive and File*

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

i) Monthly/Quarterly Reports

(1) List of Demands

Check 22686 thru 22780 for the period March 1 – 31, 2012 totaling:	\$ 612,423.19
Payroll for the period March 1 – 31, 2012	<u>\$ 437,576.90</u>
	\$1,050,000.09

(2) Activity Reports – March 2012

- Fire Prevention
- Operations
- Training
- Fairbanks Ranch Station Replacement
  - Construction Change Orders

(3) District Articles

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

- None

6. Oral Report

a. *Fire Chief – Michel*

i) Fairbanks Ranch Replacement Fire Station – Update

(1) Captain Galindo distributed a summary listing of the activity that occurred the previous month. The firefighting personnel moved in on March 24, and they are assisting in the identification of issues that always occur after move in. The contractor continues to work on the “punch list” that is mostly complete. He also noted that there is no resolution to date on the stop notices and mechanics lien that were received.

(2) The station grand reopening will be held on April 26 starting at 3:30 pm, with the program commencing at 4pm. A community open house will be scheduled for a later date.

ii) Cooperative efforts: the leadership team is working to update and complete the presentation so that the governance representative can be updated. There has been no other activity.

iii) District Activities

(1) Dispatcher Appreciation Week – Rancho Santa Fe will host a lunch on Friday, April 13. He encouraged all board members to stop by.

(2) He will attend the FDAC conference March 15-17, 2012 in northern California.

b. *Operations – Chief Ward*

i) Chief Ward reported 200 calls for service the previous month. He summarized the following significant calls that District personnel responded to:

- Vehicle fire, property loss estimated at \$100,000
  - CPR save
- ii) Distributed a monthly weather outlook for April
- c. *Training – Battalion Chief Davidson*
  - i) Chief Davidson summarized the following training activity for all personnel:
    - (1) Completing the training for Firefighters Bill of Rights
    - (2) Night drill, two must be completed each year per ISO requirements
    - (3) ACLS
- d. *Fire Prevention – Deputy Fire Marshal*

Chief Michel provided an update on the proposed Chines Church. He reported that since the traffic impact report has yet to be delivered, there has been no final approval to date for the project.

  - i) Deputy Fire Marshal Renee Hill summarized the staff activity:
    - (1) New construction: approximately 65,000 square feet reviewed
    - (2) The upsized hydrogen tank project was finalized in the 4S Ranch area
    - (3) Weed abatement: to date, notices continue to be sent and one was forced abated. Annual weed abatement letters will be sent in the starting in May
    - (4) Julie Taber is completing the pizza parties because of the coloring contest and conducted fire extinguisher training at the schools.
    - (5) Nine applications were received for the forestry intern position.
- e. *Administrative Manager – Rannals*
  - i) Informed the board members on the status of property tax refunds that have occurred to date
- f. *Board of Directors*
  - i) North County Dispatch JPA – Update no report. The next meeting is scheduled for May 24, 2012.
  - ii) County Service Area – 17 – Update: Hickerson: no report. The next meeting is scheduled for May 1, 2012
  - iii) Comments
    - Malin:
      - Commented on the Union Tribune editorial regarding pacemakers vs. AED.
    - Hickerson:
      - Expressed his appreciation to the Firefighters Association and Mary Murphy, EMS Coordinator for their participation at the 4S Ranch Pancake breakfast.
    - Hillgren:
      - Expressed her appreciation for the CPR training held in March.

## 7. Old Business

### a. *CSA-17 Advisory Board Representative – Alternate*

Chief Michel and Ms. Rannals provided the board with information resulting from their research of the open meeting laws with a majority of board members that attend and speak at an open and publicized meeting conducted by another organization. The short answer is that it can be done; however, legal counsel has cautioned the board members regarding the perception. Ms. Rannals also informed the board that she made an error at the previous meeting, in which a motion is necessary to appoint an alternate to this advisory board. If the board desired to appoint an alternate to the CSA-17 Advisory Board, a motion is necessary.

MOTION BY DIRECTOR HICKERSON, SECOND BY DIRECTOR MALIN, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to appoint Nancy Hillgren to the CSA-17 Advisory Board as the alternate for the Rancho Santa Fe Fire Protection District.

8. New Business

a. *Ad Hoc Committee Appointment – Audit*

Ms. Rannals reported that the annual audit has been scheduled for FY12. 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. *Renewal Hazard Abatement Sole Source Contractor Service Agreement*

Chief Galindo summarized the staff report. He reported that 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 HICKERSON, and APPROVED 5-0 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.

c. *Fire Wellness Program – Option to Renew Contract*

Chief Michel summarized the staff report. He reported that after receiving the contract renewal notification, and consulting with legal counsel, it was discovered that the contract, which renewed June 2010, was not submitted for review and place on the agenda for board action. Although there was no formal action for the wellness program contract by the board, the program was identified and funded in the approved FY11 budget.

Staff believes that the fitness and wellness program is a wise investment to improve employee health and welfare, which will lead to the prevention of illness and injury, cost savings, and a healthier and more capable work force. He recommended that the Board ratify the Fire Chiefs action in 2010 and approve the contract renewal.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR MALIN, and APPROVED 5-0 to ratify the contract renewal for 2010 and authorize the Fire Chief to exercise the renewal options with San Diego Sports Medicine & Family Health Center for the Firefighter Fitness and Wellness Program.

9. Resolution/Ordinance

a. Resolution No. 2012-05

Ms. Rannals informed the Board that the resolution presented is necessary to update the authorized signatures at the District's financial institutions.



MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, and ADOPTED Resolution No. 2012-05 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Appointing and Authorizing Designated Personnel to Sign Warrant Orders and Payroll Claims (Checks)* on a roll call vote:

AYES:	Ashcraft, Hickerson, Hillgren, Malin, Tanner
NOES:	None
ABSTAIN:	None
ABSENT:	None

b. Resolution No. 2012-06

Ms. Rannals informed the Board that this resolution is the final resolution of adoption to implement a second tier retirement plan. After approval and filed with CalPERS, the new benefit becomes effective May 1, 2012 for all new hires of the fire district.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, and ADOPTED Resolution No. 2012-06 entitled a *Resolution Authorizing an Amendment to the Contract between the Board of Administration California Public Employees Retirement System and the Board of Directors Rancho Santa Fe Fire Protection District* on the following roll call vote:

AYES:	Ashcraft, Hickerson, Hillgren, Malin, Tanner
NOES:	None
ABSENT:	None
ABSTAIN:	None

c. Resolution No. 2012-08

Ms. Rannals informed the board that this resolution is in recognition of Captain Carey's service to the District. It will be presented to him at a retirement party sponsored by the firefighters association in June.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR HILLGREN, and ADOPTED Resolution No. 2012-08 entitled a *Rancho Santa Fe Fire Protection District Commendation for Daniel E. Carey* on the following roll call vote:

AYES:	Ashcraft, Hickerson, Hillgren, Malin, Tanner
NOES:	None
ABSENT:	None
ABSTAIN:	None

*Ten-minute recess*

10. Closed Session

Pursuant to section 54956.8 and 54957.6, the board met in closed session from 3:30 – 4:58 pm to discuss the following:

a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: El Fuego

Agency Negotiator(s): Chief Michel, Director Tanner

Negotiating Parties: North County Dispatch Joint Powers Authority

Under Negotiation: Instruction to negotiator concerning price and term

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

b. CONFERENCE WITH LABOR NEGOTIATORS

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

Unrepresented Employees: Fire Chief; Battalion Chief (4); Administrative Manager

Under Negotiation: A successor Compensation Resolution

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

Upon reconvening to open session, President Ashcraft that the matters listed were discussed and direction was provided to the agency negotiators, and the fire chief regarding compensation and benefits.

11. Adjournment

Meeting adjourned at 5:00 pm.

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Karlana Rannals  
Secretary

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James H Ashcraft  
President

Check #	Amount	Vendor	Purpose
22781	\$442.50	Accme Janitorial Service Inc	Building Monthly Service
22782	\$7,533.96	AT&T Calnet 2	Telephone
22783	\$434.55	B & B Appliance Service Dept	Building Repair
22785	\$938.95	Complete Office of California Inc	FBR #3 Replacement/Office Supplies
22786	\$2,279.00	County of SD/RCS	800 MHz Network Admin Fees
22787	\$48.51	Daniels Tire Service Inc	Tires & Tubes
22788	\$13,949.46	EDD	Unemployment Insurance
22789	\$143.85	Fire ETC Inc	Janitorial Supplies
22790	\$404.64	HSBC Business Solutions	Janitorial Supplies
22791	\$19,353.30	North County Dispatch JPA	Dispatching
22792	\$6,988.09	North County EVS Inc	School Education/Training/Apparatus Repair/Scheduled Maintenance
22793	\$1,039.45	Olivenhain Municipal Water District	Water
22794	\$525.12	Santa Fe Irrigation District	Water
22795	\$6,930.00	Shapouri Engineering Company Inc	FBR #3 Replacement
22797	\$55.00	Terminix International	Building Monthly Service
22798	\$4,851.19	The SoCo Group Inc	Gasoline & Diesel Fuel
22799	\$12.00	U P S	Shipping Service
22800	\$14,683.31	U S Bank Corporate Payment System	Cal-Card./IMPAC program
22801	\$190.00	U S Postal Service	Bulk Rate/Business Reply Permit
22802	\$877.65	Waste Management Inc	Trash Disposal
22803	\$5,500.00	WinTech Computer Services	Consulting Services
22804	\$401.39	Wood, Tim	School Education/Training Reimbursement
22805	\$230.00	A to Z Plumbing Inc	Building Repair
22806	\$269.43	AT&T Calnet 2	Telephone
22809	\$2,040.65	Fitch Law Firm Inc	Legal Services
22810	\$5,472.75	Hearts & Hoses	CSA-17 - Supplies/Rebill DM/ENC/SOL
22811	\$1,461.75	HSBC Business Solutions	Janitorial Supplies
22812	\$3,835.00	J P Witherow Roofing Co	Building Maintenance/Repair
22813	\$436.26	Konica Minolta Business Inc	Copier Maintenance Contract
22814	\$1,577.75	Ledcor Construction C/O CB&T Escrow	FBR #3 Replacement
22815	\$695.00	Lorenzo, Paul	School Education/Training Reimbursement
22816	\$302.67	Napa Auto Parts Inc	Apparatus Parts & Supplies

Check #	Amount	Vendor	Purpose
22817	\$123,929.19	PERS	PERS (Employer Paid)
22818	\$2,646.00	Physio-Control Inc.	CSA-17 - Supplies
22819	\$300.00	Rancho Santa Fe Rotary	Meetings/M meal Expenses/Association Dues
22820	\$1,400.00	Rotary Club of Rancho Santa Fe	Awards/Proclamations
22821	\$1,395.05	San Diego Gas & Electric	Elec/Gas/Propane
22822	\$82.43	San Dieguito Trophy Inc	Awards/Proclamations
22823	\$700.00	Santa Fe Irrigation District	JPA
22824	\$222.83	Shapouri Engineering Company Inc	FBR #3 Replacement
22825	\$111.58	Staples Advantage	Office Supplies
22826	\$754.24	Sturtevant, James F.	Homeland Security Grant - 2009
22827	\$4,077.75	The SoCo Group Inc	Gasoline & Diesel Fuel
22828	\$12.00	U P S	Shipping Service
22829	\$324.15	AT&T Calnet 2	Telephone
22830	\$17,601.25	City of Solana Beach	Salary - Cooperative Efforts (DM-DB-ENC)
22831	\$3,132.46	Guardian Life Insurance Co	Dental Insurance
22832	\$63,791.39	Health Net	Medical Insurance
22833	\$291.00	Pitney Bowes Inc	Equipment Rental
22834	\$465.00	Power Plus!	FBR #3 Replacement
22836	\$4,864.29	San Diego Gas & Electric	Elec/Gas/Propane
22837	\$195.00	Skyriders Window Cleaning Inc	Station Maintenance
22838	\$599.39	The Lincoln National Life Ins Co	Disability/Life Insurance
22839	\$12.00	U P S	Shipping Service
22840	\$926.00	Vinyard Doors Inc	Building Repair/Maintenance
22841	\$756.00	Vortex Industries, Inc.	Building Repair/Maintenance
22842	\$407.26	Willis, Erwin L.	Computer Equipment/Parts Reimbursement
22843	\$21.00	AAA Live Scan	Background Investigation - Employment
22844	\$140.51	AT&T	Telephone
22846	\$585.00	Communications Equipment Co	FBR #3 Replacement
22847	\$5,462.00	Design Space Modular Buildings Inc	FBR #3 Replacement
22848	\$1,074.21	Direct Energy Business - Dallas	Elec/Gas/Propane
22849	\$15.64	Escondido Cycle Center Inc	Apparatus Tools/Equipment Repair
22850	\$415.78	Home Depot, Inc	Pager Repair/Replacement/Station Maintenance

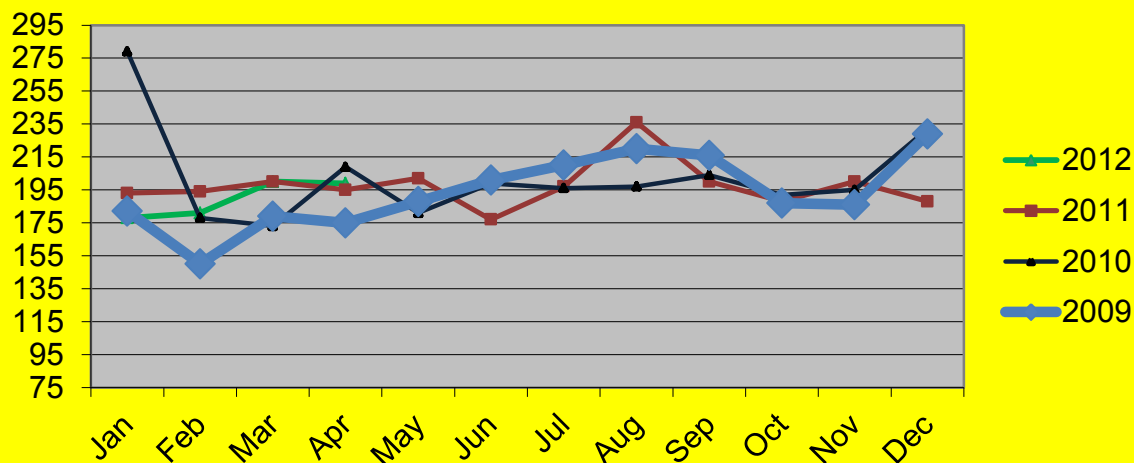
Check #	Amount	Vendor	Purpose
22851	\$382.53	HSBC Business Solutions	Fairbanks Replacement - Furnishings
22852	\$2,155.00	L N Curtis & Sons Inc	Homeland Security Grant - 2009
22854	\$455.00	Lynx Technologies Inc	Mapping Services (ERM)
22855	\$3,353.14	North County EVS Inc	Apparatus Repair/Scheduled Maintenance
22856	\$195.00	Terminix International	Building Monthly Service
22857	\$4,248.18	The SoCo Group Inc	Gasoline & Diesel Fuel
22858	\$53.83	U P S	Shipping Service
22859	\$1,356.81	Uniforms Plus	Uniform - Safety Personnel
22860	\$1,600.87	Verizon Wireless	MDT Broadband + ATN Line/Telephone-Cellular
22861	\$192.19	Willis, Erwin L.	Computer Equipment/Parts Reimbursement
Various	<u>\$7,055.08</u>	Various	Medical Reimbursement
<b>Sub-total</b>	<b><u>\$361,661.21</u></b>		
15-Apr-12	\$186,539.27	Rancho Santa Fe FPD	Payroll
30-Apr-12	<u>\$224,107.90</u>	Rancho Santa Fe FPD	Payroll
<b>Sub-total</b>	<b><u>\$410,647.17</u></b>		
<b>GRAND TOTAL</b>	<b><u><u>\$772,308.38</u></u></b>		

# April 2012 Operations Report

## Rancho Santa Fe Fire Protection District

### Incident Response Report

#### Four Year Monthly Response Comparison



2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	178	181	200	199									758
YTD	178	359	559	758	758	758	758	758	758	758	758	758	-3.07%

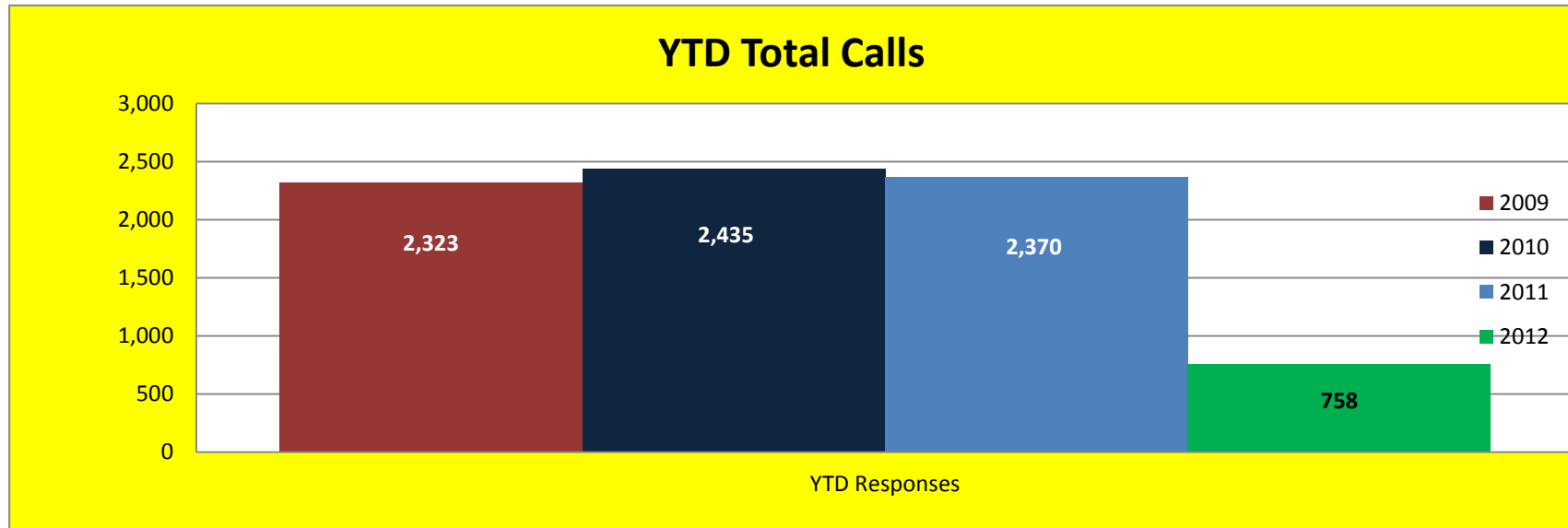
2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	193	194	200	195	202	177	197	236	200	188	200	188	2,370
YTD	193	387	587	782	984	1,161	1,358	1,594	1,794	1,982	2,182	2,370	2.6% decrease

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

2009	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	182	150	179	175	188	201	210	220	216	187	186	229	2,323
YTD	182	332	511	686	874	1,075	1,285	1,505	1,721	1,908	2,094	2,323	Master Agenda Page 14 of 72

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**Rancho Santa Fe Fire Protection District  
Incident Response Report**



## **Incident Summary by Incident Type**

**Date Range: From 4/1/2012 To 4/30/2012**

**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	2	1	00:03:41	\$0.00	\$0.00
EMS/Rescue	75	75	00:05:28	\$0.00	\$0.00
Hazardous Condition	5	3	00:06:00	\$0.00	\$0.00
Service Call	41	16	00:07:16	\$0.00	\$0.00
Good Intent	45	5	00:05:05	\$0.00	\$0.00
False Call	31	28	00:06:24	\$0.00	\$0.00
Blank or Invalid	15	0		\$0.00	\$0.00
<b>Totals</b>	<b>214</b>	<b>128</b>		<b>\$0.00</b>	<b>\$0.00</b>

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

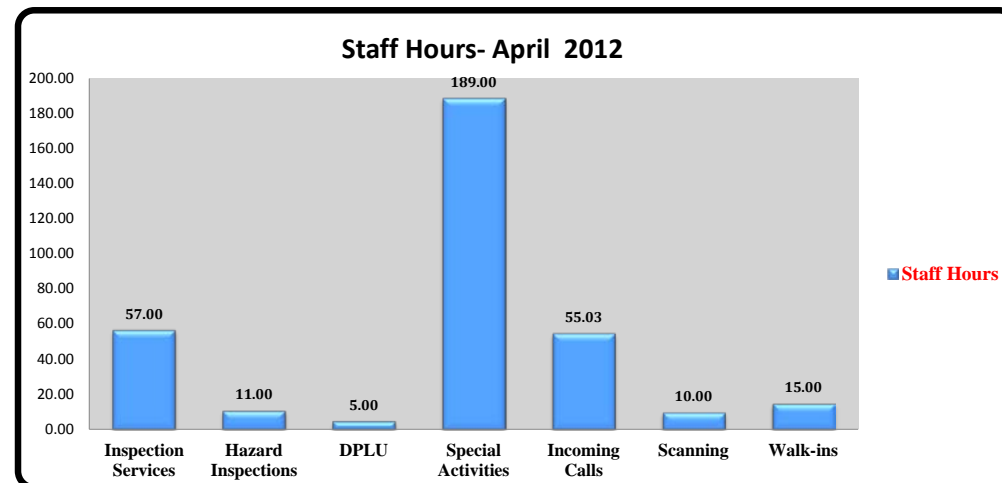
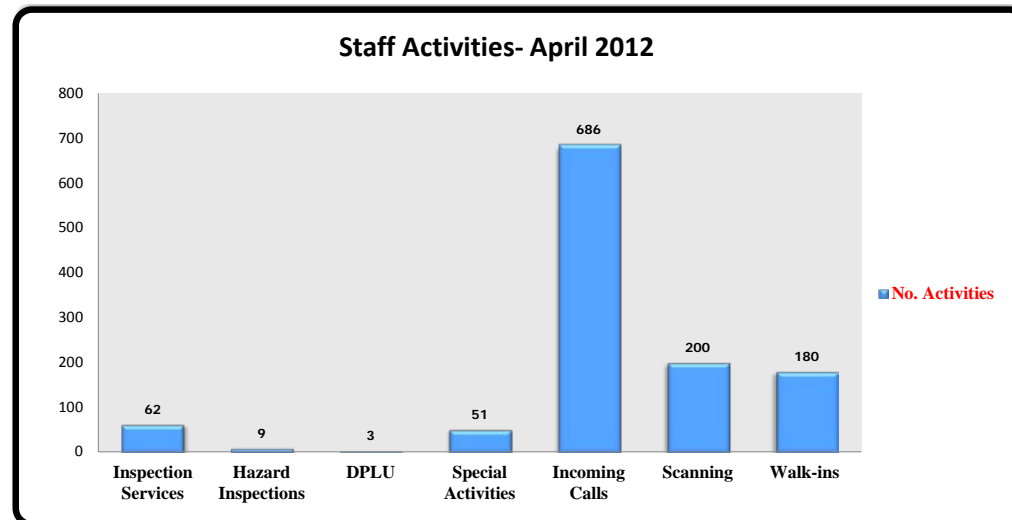
Not Completed incidents, Mutual Aid Given, Other Aid Given, Cancelled in Route, Not Priority, Fill-In Standby, No Arrival and Invalid Dates/Times.



# April 2012

April 2012							May 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4	5
8	9	10	11	12	13	14	6	7	8	9	10	11	12
15	16	17	18	19	20	21	13	14	15	16	17	18	19
22	23	24	25	26	27	28	20	21	22	23	24	25	26
29	30						27	28	29	30	31		

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Apr 1 - 7	<b>Apr 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
	B Shift	C Shift 9:00am 12:30pm ACLS Make up day (RSF 1) - Mary Murphy	BI Boot Drive 9:30am 11:00am Del Mar Fairgrounds Gr 10:30am 11:30am ENC2314/Fire Safety 1:00pm 2:00pm Pre-Pl	C Shift City of Del Mar Weekly 8:30am 12:00pm C Shift Meeting (RSF Sta 4 C 9:15am 10:15am ENC2375/Tour (Stati		C Shift 8:30am 11:00am Solana Beach Captains Meet 8:30am 3:00pm Science Discovery D 1:30pm 4:30pm Class A	A Shift
Apr 8 - 14	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>
	C Shift	Driver Operator 1A (ENC Water Point Class (Rsf	Solana Beach Classroom) Water Point Class (Rsf 11:00pm 12:00am Failsoft / Site Trunking Exercise (North Simulcast Cel	A Shift City of Del Mar Weekly 12:00am 1:00am Failsoft / Site Trunki 7:30am 8:45am RSF Blood Draw (RSF 1)	8:30am 10:00am Engineers Cannidate Information Meeting 9:00am 11:30am JPA Chiefs Recurring Meeting (RSF-4 Trai	A Shift 5:00am 7:00am Failsoft / Site Trunking Exercise (North Simulcast Cell) - Michael J. Gibbs	B Shift
Apr 15 - 21	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
	C Shift	B Shift 7:30am 8:45am RSF Blood Draw (RSF 1) 8:30am 12:00pm B Shift 8:30am 12:00pm B Shift 1:30pm 4:30pm Inspec	C Shift 10:00am 11:00am ENC2314/Fire Safety Present. (2240 Enc Blvd #H) - Activity Calendar	A Shift City of Del Mar Weekly 8:30am 12:00pm apparatus meeting (RSF 1) - Activity Calendar	C Shift 7:30am 8:45am RSF Blood Draw (RSF 1) 10:00am 12:00pm 2411 Mandatory Sexual H 2:00pm 4:00pm 2471 M	A Shift	C Shift 3:30pm 5:30pm Birthday Party - PAID (RSF-2 Training Room) - Julie E. Taber
Apr 22 - 28	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>
	A Shift	8:30am 12:00pm E2312 Pumping Evolutions (RSF #2 T 9:00am 5:00pm 2311 2:00pm 3:30pm Admin Shift Meeting (RSF A	Blast Injury and Pacing	Blast Injury and Pacing City of Del Mar Weekly 1:15pm 4:15pm Wellness - E2611 (Wellness Center) - Michael J. Gibbs	Blast Injury and Pacing 9:00am 10:30am HRA meeting ( RSF Admin Board Room) - David 1:15pm 4:15pm Wellness - E2611 (W	B Shift 8:30am 11:30am App meeting 9:00am 12:00pm E251 9:45am 10:45am ENC T 1:00pm 4:30pm E2312	C Shift 10:30am 2:30pm Truck 2375 if OOS then 2311 - Public Education (YMCA Kids Day)
Apr 29 - May 5	<b>29</b>	<b>30</b>	<b>May 1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	B Shift 8:15am 12:00pm Tower Burn (RSF #2) - Michael J. Gibbs 10:00am 12:00pm ENC2311/Tour (Stati	8:00am 8:30am Water Point Class (Rsf Sta 2 8:30am 3:30pm 2471 to attend Water Point ( 4:00pm 6:00pm Girl Scout Tour and Meet					



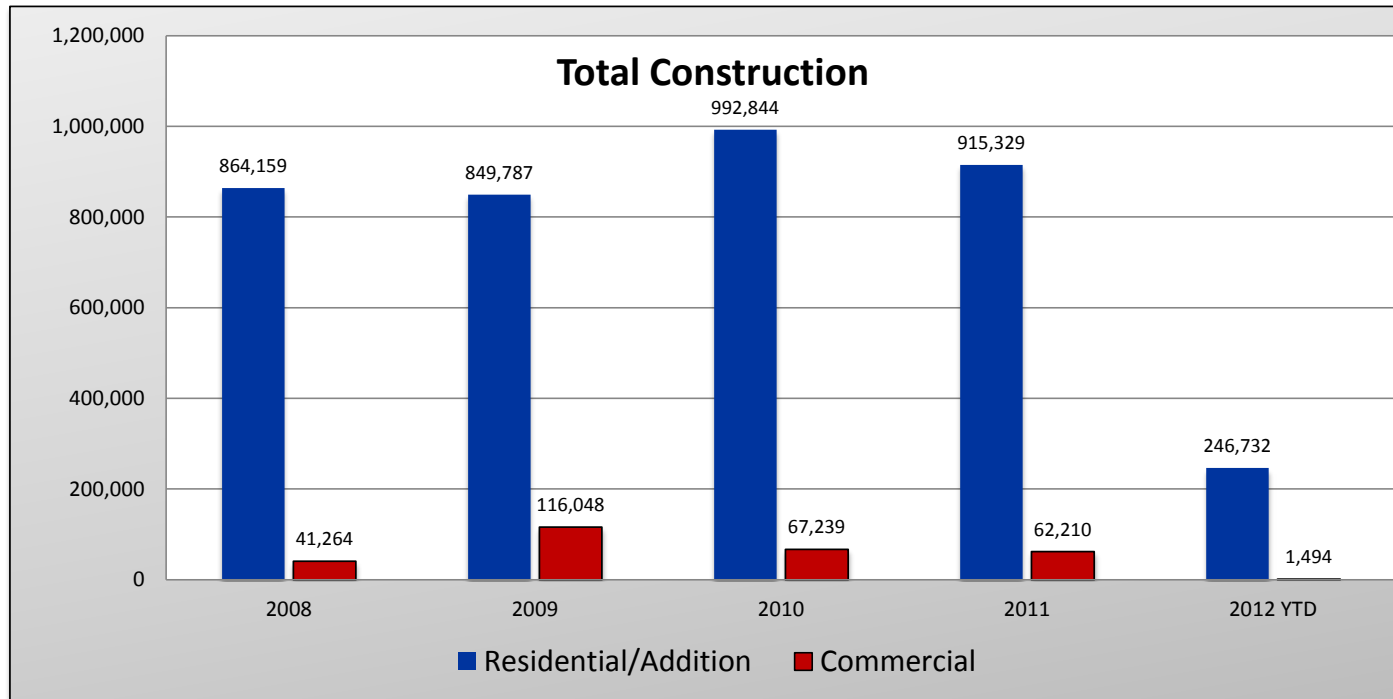
**Comparison 2011/2012 Total Monthly Hours/Activities**

2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	2557	2623	2121	1311	1437	2615	2264	1858	1461	1377	886	675
Hours	413.7	388.8	414.9	271.2	287.8	442.6	448.1	529.0	491.2	349.8	269.3	209.1

2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	954	833	948	1191								
Hours	262.85	169.42	214.77	342.03								

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



Year	Res/Add	Comm	Total
2008	864,159	41,264	905,423
2009	849,787	116,048	965,835
2010	992,844	67,239	1,060,083
2011	915,329	62,210	977,539
2011 ytd	287,265	6,000	293,265
2012 ytd	246,732	1,494	248,226

Comparison 2011/2012 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2011	105,548	5,329	96,869	85,519	254,358	127,399	58,873	25,142	28,020	102,102	67,613	20,767
2012	32,208	25,725	65,313	124,980								

## PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Fire Inspectors	25	100,322
	Urban Forester	3	21,624
TOTAL		28	121,946
RESIDENTIAL ADDITIONS		Original Sq Footage	Added Sq Footage
	Fire Marshal	0	0
	Fire Inspectors	15,210	3,034
	Urban Forester	0	0
TOTAL		15,210	3,034
COMMERCIAL PLAN REVIEWS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Urban Forester	0	0
	Fire Inspectors	0	0
TOTAL		0	0
TOTAL NEW CONSTRUCTION			Sq Footage
Based on permitted Sq footage		Total Added	124,980
FIRE SPRINKLER REVIEWS		Commercial	Residential
	Fire Marshal	0	0
	Fire Inspectors	7	2
	Urban Forester	0	0
TOTAL		7	2
TENANT IMPROVEMENTS		Number of Structures	Sq Footage
	Fire Marshal	0	0
	Fire Inspectors	7	39,662
	Urban Forester	0	0
TOTAL		7	39,662
LANDSCAPE REVIEWS		Number of Reviews	Staff Hours
	Urban Forester	22	17.5
	Fire Marshal	0	0.0
	Fire Inspectors	0	0.0
TOTAL		22	17.5

**SERVICES PROVIDED- FIRE PREVENTION**

<b>DPLU -All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
Project Availability Forms	0	0.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	2	2.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	1	3.00
<b>TOTAL</b>	<b>3</b>	<b>5.00</b>
<b>INSPECTION SERVICES- All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Undergrounds	1	1.00
Hydros (Fire Sprinklers)	24	19.00
Finals (Structures)	26	26.00
Landscape	1	1.00
Reinspections	7	7.00
Tents/Canopy	1	1.00
Burn Permits	0	0.00
Department of Social Service Licensing	1	1.00
Knox/Strobe	1	1.00
Code Enforcement	0	0.00
Engine Company Follow Up	0	0.00
Misc.	0	0.00
<b>TOTAL</b>	<b>62</b>	<b>57.00</b>
<b>HAZARD INSPECTIONS - All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Weed Abatement Inspection	1	1.00
Weed Abatement Reinspection	3	4.50
1st Notice	0	0.00
2nd Notice	0	0.00
Final Notice	0	0.00
Forced Abatement	4	1.50
Postings	0	0.00
Annual Mailers	1	4.00
Homeowner Meeting	0	0.00
WUI	0	0.00
<b>TOTAL</b>	<b>9</b>	<b>11.00</b>
<b>GRADING -All Staff</b>	<b>Number of Inspections</b>	<b>Staff Hours</b>
Plan Review	0	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>

### ADMINISTRATIVE SERVICES- FIRE PREVENTION

<b>SPECIAL ACTIVITIES/EDUCATION-All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	2	2.00
Emergency Response/Support	0	0.00
Training Classes	10	51.00
Conferences	4	32.00
Meetings	28	89.00
Other	1	6.50
Supervision	4	4.00
Fuels Reduction	2	4.50
<b>TOTAL</b>	<b>51</b>	<b>189.00</b>
<b>FIRE PREVENTION -All Staff</b>	<b>Number</b>	<b>Staff Hours</b>
Incoming Phone Calls	686	55.03
Consultations	20	20.50
Plan Review	52	57.50
Scanning	200	10.00
General Office	20	20.00
<b>TOTAL</b>	<b>978</b>	<b>163.03</b>

### ADMINISTRATIVE SERVICES- OFFICE SUPPORT

<b>OFFICE COORDINATOR-PREVENTION</b>	<b>Number</b>	<b>Staff Hours</b>
Phone Calls (All Administrative Staff)	544	27.20
Walk in/Counter (All Administrative Staff)	180	15.00
Knox Application Request	6	0.50
UPS Outgoing Shipments	2	0.17
Plan Accepted/Routed	52	8.67
Formatting Policies		0.00
Special Projects: Bond Log, Weed Abatement Addrss, MonthEnd	10	40.00
Scanning Documents/Electronic Files	200	10.00
Meetings: Admin/Prevention/Admin Shift	7	7.00
Post Office	23	13.00
Deposit runs and preparations	8	4.00
Training Classes:	0	0.00
<b>TOTAL</b>	<b>1,032</b>	<b>125.53</b>

<b>WEBSITE/INTERNET</b>		<b>Staff Hours</b>
<b>Update existing info &amp; documents:</b>		<b>6.0</b>
<i>Updated home page, news, etc</i>		6.0
<b>New design progress:</b>		<b>2.0</b>
<i>Page final touches</i>		2.0
<i>Grant</i>		0.0
<b>Compile &amp; write new information:</b>		<b>13.0</b>
<i>Incidents, business opportunities, station bid</i>		1.0
<i>Grant</i>		12.0
<b>Social Media</b>		<b>3.0</b>
<i>Facebook "Fans" - 193, Talking - 6, Total Reach - 265</i>		2.0
<i>Twitter "Follower" - 505</i>		1.0
<b>TOTAL</b>		<b>24.0</b>
<b>PUBLICATIONS</b>		<b>Staff Hours</b>
<b>Design/write brochures, flyers, etc:</b>		<b>6.0</b>
<i>Grant</i>		6.0
<b>Fire Wire (quarterly):</b>		<b>0.0</b>
<i>None this month</i>		
<b>TOTAL</b>		<b>6.0</b>
<b>MEDIA RELATIONS</b>		<b>Staff Hours</b>
<b>On-scene Public Information Officer:</b>		<b>1.0</b>
<b>Press Releases:</b>		<b>2.0</b>
<i>State fee (not yet sent)</i>		0.0
<i>Grand Re-opening</i>		2.0
<b>Other Articles/Stories/Interviews:</b>		<b>0.0</b>
<b>TOTAL</b>		<b>3.0</b>
<b>EDUCATIONAL PROGRAMS/PRESENTATIONS</b>		<b>Staff Hours</b>
<b>Children's Programs</b>		<b>13.0</b>
<i>Birthday parties - 3</i>		1.0
<i>Station Tour - 2</i>		2.0
<i>Science Discovery Day</i>		10.0
<b>Adult Programs:</b>		<b>0.0</b>
<b>TOTAL</b>		<b>13.0</b>

<b>EVENTS</b>		<b>Staff Hours</b>
<b>External/Community Events:</b>		<b>13.0</b>
<i>Station 3 Grand Opening</i>		<b>8.0</b>
<i>Boot Drive</i>		<b>2.0</b>
<i>Farmer's Market</i>		<b>3.0</b>
<b>Internal Events:</b>		<b>0.0</b>
<b>TOTAL</b>		<b>13.0</b>
<b>CONTINUING EDUCATION</b>		<b>Staff Hours</b>
<b>Training Classes:</b>		<b>10.0</b>
<i>Car Seat Recertification</i>		10.0
<b>Conferences:</b>		<b>0.0</b>
<b>Meetings:</b>		<b>5.0</b>
<i>Staff meetings</i>		3.0
<i>Captain's Meeting</i>		0.0
<i>Shift Meeting</i>		2.0
<b>TOTAL</b>		<b>15.0</b>
<b>CLERICAL</b>		<b>Staff Hours</b>
<b>Prevention-related:</b>		<b>41.0</b>
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		36.0
<i>Phone Calls - 30</i>		5.0
<b>Meeting Minutes:</b>		<b>0.0</b>
<i>Captain's meeting</i>		0.0
<b>Non-prevention/non-minute related:</b>		<b>16.0</b>
<b>TOTAL</b>		<b>57.0</b>
<b>TOTAL HOURS</b>		<b>131.0</b>



# Fairbanks Ranch Station Change Orders

Date	Spec. #	Change Req. #	Change Order #	Description	Proposed Cost	Status	Approval By	Approved	Actual Cost
8/29/10	2660	920001	C.O. 1	Rev. dble. chk. valve to compact style	\$0.00	Approved	Pavone	\$0.00	\$0.00
7/27/10	2225	920002	C.O. 1	ASI-1, clarification only - no cost	\$0.00	Approved	Pavone	\$0.00	\$0.00
7/27/10		920003	C.O. 1	ASI-2, grid line clarification - no cost	\$0.00	Approved	Pavone	\$0.00	\$0.00
7/27/10	16150	920004	C.O. 1	Add louver @ fuel enclosure, per C. Hunter	\$2,534.00	Approved	Pavone	\$2,534.00	\$2,534.00
7/27/10	9930	920005	C.O. 1	Corian solid color clarification - no cost	\$0.00	Approved	Pavone	\$0.00	\$0.00
8/6/10	15310	920006	Rejected	Add FDC to detector check assembly	not submitted	Rejected			\$0.00
8/29/10		920007	Rejected	Cut/Cap neighbor sewer line at main	\$2,821.01	Rejected			\$0.00
9/22/10	2730	920008	C.O. 1	Install 24' C-900 pipe beneath culvert	\$693.78	Approved	Board	\$693.78	\$693.78
8/10/10	26000	920009	C.O. 1	Redesign of U.G. work due to unknown	\$14,696.25	Submitted	Board	\$14,696.25	\$14,696.25
8/13/10	2275	920010	C.O. 2	Add retaining wall area at shoring wall	\$19,636.82	Approved	Michel	\$19,636.82	\$19,636.82
8/13/10	2200	920011	C.O. 6	Discovery of underground water line	\$3,909.22	Back Charge	Michel	\$3,909.22	\$3,909.22
9/14/10	2725	920012		Installation of (1) deep rock well - no cost	\$0.00	Approved	Pavone	\$0.00	\$0.00
9/14/10	2260	920013	C.O. 5	Add 45 days and extended O/H as agreed	\$15,450.00	Approved	Board	\$15,540.00	\$15,540.00
1/18/11	15400	920014	C.O. 4	Removal & disposal of abandoned pipe	\$3,153.36	Approved	Michel	\$3,153.36	\$3,153.36
1/31/11	26000	920015	C.O. 6	Concrete cut off of existing headwall	\$1,305.68	Approved	Michel	\$1,305.88	\$1,305.88
		920016		Change in elevator power requirements	<i>credit - TBD</i>	Not Submitted			\$0.00
	26000	920017	C.O. 11	Repair broken SDG&E conduit in Roadway	\$2,624.63	Approved	Michel	\$2,624.63	\$2,624.63
1/18/11	26000	920018	C.O. 4	Costs for sewer repair per RSFCSD	\$4,488.16	Approved	Michel	\$4,488.16	\$4,488.16
	51000	920019		Revised gate post detail per RSFFPD req.	Not submitted	Not Submitted			\$0.00
2/7/11		920020	C.O. 4	Add emergency eyewash station	\$1,637.56	Approved	Board	\$1,637.56	\$1,637.56
2/10/11	26000	920021	C.O. 3	Underground utility installation revisions	\$55,433.47	Approved	Board	\$55,433.47	\$55,433.47
		920022		Terrazzo logo Asi per sub	Not submitted	Not Submitted			\$0.00
	26000	920023	C.O. 8	Add AT&T pull box	\$2,538.59	Approved	Michel	\$2,538.59	\$2,538.59
3/31/11	92000	920024	C.O. 8	Removal of dintel, north side of building	<del>-\$2,545.00</del>	Approved	Michel	<del>-\$2,545.00</del>	<del>-\$2,545.00</del>
3/31/11	33000	920025	C.O. 6	Increase Bld. Footing 6" per plan change	\$4,901.37	Approved	Michel	\$4,901.37	\$4,901.37
5/10/11		920026	C.O. 11	Electrical feed changes at a/c	\$1,030.72	Approved	Michel	\$1,030.72	\$1,030.72
4/19/11	114500	920027	Chg. Dir. 1	Exterior Delta ASI #13 (Extractor)	<del>-\$398.95</del>	Approved	Michel	<del>-\$398.95</del>	<del>-\$398.95</del>
	71000	920028		Water proofing at laundry upstairs	\$1,800.00	Rejected		\$0.00	\$0.00
		920029	Rejected	Cut & patch gas line - SDG&E revised	Rejected	Rejected			\$0.00
9/27/11	61000	920030	C.O. 10	Cantilever deck beam installation	\$11,914.00	Approved	Michel	\$11,914.00	\$11,914.00
4/25/10	51000	920031	C.O. 8	Delete Photo Eye at Swing Gate	<del>-\$765.00</del>	Approved	Michel	<del>-\$795.00</del>	<del>-\$795.00</del>
		920032		Not Submitted				\$0.00	\$0.00
12/5/11	76000	920033	C.O. 10	Flashing fabrication and installation	\$1,364.00	Approved	Michel	\$1,364.00	\$1,364.00
5/1/11	81000	920034	Chg. Dir. 1	Capt. Office door change - work complete	\$1,863.98	Approved	Michel	\$1,863.98	\$2,087.28
6/14/11		920035	Chg. Dir. 1	Elect. Room 205 (new) layout	\$1,621.00	Approved	Michel	\$1,621.00	\$1,621.00
6/6/11	16000	920036	C.O. 8	Added electrical per owners request	\$2,010.46	Approved	Michel	\$2,010.46	\$2,010.46
6/21/11	61000	920037	Chg. Dir. 1	Add shear panel at Grid 9 (RFI #38)	\$1,785.48	Approved	Michel	\$1,785.48	\$1,785.48
9/20/11	25000	920039	Chg. Dir. 1	Remove/Replace concrete curb	\$12,256.00	Approved	Michel	\$12,256.00	\$12,256.00
6/22/11		Per Agreement	C.O. 7	Add 25 rain days; Add 10 E/OHD Bld. Perm.	\$7,500.00	Approved	Michel	\$7,500.00	\$7,500.00
7/27/11	25200	920040	C.O. 11	County Street Improvements	\$26,281.00	Approved	Board	\$26,281.00	\$26,281.00
11/22/11		920041	C.O. 11	ATT utility pull rope	\$1,926.00	Approved	Michel	\$1,926.00	\$1,926.00
8/29/11	15400	920042	Chg. Dir. 1	ASI-21 Relocate Waster Plumbing	\$3,550.00	Approved	Michel	\$3,550.00	\$3,550.00
8/23/11	51000	920043	C.O. 10	Hose drying rack alternate product	\$2,194.00	Approved	Michel	\$2,194.00	\$2,194.00
8/23/11	2510	920044	Chg. Dir. 1	Grading Revisions Per ASI-16 and 7 days	\$14,367.00	Approved	Michel	\$14,367.00	\$14,367.00
8/23/11	51000	920045	C.O. 10	Weld Hangers to Flange Beam	\$1,948.00	Approved	Michel	\$1,948.00	\$1,948.00
8/23/11	9250	920046	Chg. Dir. 1	Inspection requested work	\$2,289.73	Approved	Michel	\$2,289.73	\$2,289.73

Fairbanks Ranch Station Change Orders

Date	Spec. #	Change Req. #	Change Order #	Description	Proposed Cost	Status	Approval By	Approved	Actual Cost
8/29/11		920048	C.O. 11	Add layer of drywall in stair hallway	\$0.00	Approved	Michel	\$0.00	\$0.00
9/23/11		920051	Chg. Dir.1	Credit for traffic Signal Deletion	-\$34,600.00	Approved	Michel	-\$34,600.00	-\$34,600.00
9/27/11		920052	C.O. 11	Provide revised balcony support	\$1,059.00	Approved	Michel	\$1,059.00	\$1,059.00
12/29/11		920053	C.O. 11	Bollard sleeves at fuel tank	\$946.30	Approved	Michel	\$946.30	\$946.30
1/24/12	N/A	920054	C.O. 11	Add rubber stair riser and tread	\$8,834.73	Approved	Michel	\$8,834.73	\$8,834.73
2/21/12	16750	920055	C.O. 11	Credit for Tel / Data Revisions (R1)	-\$4,234.15	Approved	Michel	-\$4,234.15	-\$4,234.15
2/6/12	2225	920056	C.O. 11	Credit for El Apajo Improvements	-\$2,075.97	Approved	Michel	-\$2,075.97	-\$2,075.97
3/8/12		920057	C.O. 11	Monument sign revisions	\$2,930.00	Approved	Michel	\$2,930.00	\$2,930.00
Total		54			\$200,676.23				\$196,338.72

Revised May 2, 2012

Chg. Dir. 1            This Change Directive issued to Ledcor on 11/7 in place of Change Order No. 09

## Travel Expense Report - Board of Directors Report

**Name** Tony Michel  
**Position** Fire Chief  
**Period** 4/11/12 -4/15/12  
**Per Mile Reimbursement**  
**Total Paid** \$1,207.53

**Board Meeting** 5/9/2012

**Submitted by** ss/Tony Michel

**Reviewed by**

Date	Description of Expense	Airfare	Lodging	Ground Transportation (Gas, Rental Car,	Meals & Tips	Conferences and Seminars	Miles (Personal Car Only)	Mileage Reimbursement	Miscellaneous	Currency Exchange Rate	Expense Currency	U.S. \$
4/11/2012	Registration FDAC Conference					\$275.00	0	\$0.00		1	USD	\$275.00
4/15/2012	Lodging 4/11/12 to 4/15/12		\$634.24					\$0.00		1		\$634.24
4/11/2012	Southwest Airlines			\$137.60								
4/15/2012	Fox Rent-a-car			\$260.89	\$0.00			\$0.00		1		\$260.89
4/15/2012	Wally Parking San Diego Airport				\$0.00			\$0.00	\$37.40	1		\$37.40
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
								\$0.00		1		\$0.00
<b>Total Mileage Reimbursement:</b>								<b>\$0.00</b>	<b>Total Paid:</b>			<b>\$1,207.53</b>

# 2012 FDAC Conference

Registration is as Easy as 1,2,3

1. Online at [www.fdac.org](http://www.fdac.org)
2. Fax to 916.231.2141
3. Mail to FDAC, 1215 K Street, Suite 2290, Sacramento, CA 95814

**Includes:**

All Breaks  
Friday Breakfast  
Friday Lunch  
Saturday Breakfast

**Rates:**

- Member Registration (FDAC, FASIS or FAIRA) - \$275
- Nevada Association Member - \$275
- Non-member Registration - \$375
- Per Day Member - \$100
- Per Day Non Member - \$150
- Guest Meal Pass - \$60

**Deadline to pre-register is March 30.** After March 30 you may register onsite for an additional \$25. Cancellations must be made IN WRITING and received by FDAC (via fax or mail) no later than Friday, March 30. All cancellations received by March 30 will be refunded less a \$25 processing fee. There will be NO refunds for cancellations made after March 30.

Registration Type	Member	Non-Member	Nevada Association Member	Total
<b>Full Conference Registration</b> Includes: Full Meal Functions	X \$275	<input type="checkbox"/> \$375	<input type="checkbox"/> \$275	\$275
<b>Per Day Conference Registration</b>				
Thursday	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150		\$
Friday	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150		\$
Saturday	<input type="checkbox"/> \$100	<input type="checkbox"/> \$150		\$
<b>Meals</b>				
<b>Guest Meal Pass</b> Includes: Meal Functions	<input type="checkbox"/> \$60			
Guest Name:				

Registration Information		
Name: Tony Michel	Title: Fire Chief	
District: Rancho Santa Fe Fire Protection District		
Address: P.O. Box 410		
City: Rancho Santa Fe	State: CA	Zip: 92067
Phone: (858) 756-5971	Fax: (858) 756-4799	
Email: <a href="mailto:michel@rsf-fire.org">michel@rsf-fire.org</a>		
Special Needs: <input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:		

Payment Information		
Total Due: \$275	<input type="checkbox"/> Payment enclosed in the amount of \$	
X Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
Card Number: 4246 0441 0127 6206		
Expiration: 06/13	Security Code: 468	
Name on Card: Tony J Michel		
Billing Address: PO Box 410		
City: Rancho Santa Fe	State: CA	Zip: 92067
Authorized Signature:		



**Pre-Registration Deadline:  
March 30, 2012**

**Return To:**  
Fire Districts Association of California  
1215 K Street, Suite 2290  
Sacramento, CA 95814  
p: 800.829.4309 f: 916.231.2141  
[simone@fdac.org](mailto:simone@fdac.org)



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Name & Address

MICHEL, TONY

Suite 314/KNGN  
Arrival Date 4/11/2012  
Departure Date 4/15/2012

12:00:00AM

Adult/Child 2/0  
Suite Rate \*\* 139.00

RATE PLAN  
HH#  
AL:  
CAR:

C-FDA

*Folio*

CONFIRMATION NUMBER : 84288683

4/15/2012 PAGE 1

HHONORS  
HILTON WORLDWIDE

DATE	REFERENCE	DESCRIPTION	AMOUNT
4/11/2012	2108978	GUEST ROOM	\$139.00
4/11/2012	2108978	TOT/TOURISM ASSESSMENT	\$19.46
4/11/2012	2108978	CA TOURISM ASSESSMENT	\$0.10
4/12/2012	2109497	GUEST ROOM	\$139.00
4/12/2012	2109497	TOT/TOURISM ASSESSMENT	\$19.46
4/12/2012	2109497	CA TOURISM ASSESSMENT	\$0.10
4/13/2012	2110018	GUEST ROOM	\$139.00
4/13/2012	2110018	TOT/TOURISM ASSESSMENT	\$19.46
4/13/2012	2110018	CA TOURISM ASSESSMENT	\$0.10
4/14/2012	2110571	GUEST ROOM	\$139.00
4/14/2012	2110571	TOT/TOURISM ASSESSMENT	\$19.46
4/14/2012	2110571	CA TOURISM ASSESSMENT	\$0.10
4/15/2012	2110730	VS *6206	(\$634.24)
** BALANCE **			\$0.00

WALDORF  
ASTORIA  
HOTELS & RESORTS

CONRAD  
HOTELS & RESORTS

Hilton  
HOTELS & RESORTS

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BY HILTON

EMBASSY  
SUITES

Hilton  
Garden Inn

Hampton

HOMEWOOD  
SUITES  
by Hilton

HOME2  
SUITES  
by Hilton

Hilton  
Grand Vacations

ACCOUNT NO.

VS \*6206

CARD MEMBER NAME

MICHEL, TONY

ESTABLISHMENT NO. & LOCATION ESTABLISHMENT AGREES TO TRANSMIT TO CARD HOLDER FOR PAYMENT

CARD MEMBER'S SIGNATURE

X

DATE OF CHARGE

FOLIO NO./CHECK NO.

04/14/12 06:08:00

467170 A

AUTHORIZATION

INITIAL

023802

PURCHASES & SERVICES

TAXES

TIPS & MISC.

TOTAL AMOUNT

-634.24

## Tony Michel

**From:** Southwest Airlines <SouthwestAirlines@luv.southwest.com>  
**Sent:** Thursday, March 22, 2012 10:07 AM  
**To:** Tony Michel  
**Subject:** Southwest Airlines Confirmation-MICHEL/TONY-Confirmation: I8BVFJ

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[AIR Itinerary](#)

**AIR Confirmation:** I8BVFJ

Confirmation Date: 03/22/2012

Passenger(s)	Rapid Rewards #	Ticket #	Expiration	Est. Points Earned
MICHEL/TONY	00000132879891	5262429840608	Mar 22, 2013	697

Rapid Rewards points earned are only estimates. Visit your [MySouthwest](#), [Southwest.com](#) or [Rapid Rewards](#) account for the most accurate totals - including A-List & A-List Preferred bonus points.

Date	Flight	Departure/Arrival
Wed Apr 11	3868	Depart <b>SAN DIEGO CA (SAN)</b> at <b>8:05 PM</b> Arrive in <b>OAKLAND CA (OAK)</b> at <b>9:35 PM</b> Travel Time 1 hrs 30 mins
Sun Apr 15	3161	Depart <b>OAKLAND CA (OAK)</b> at <b>10:30 AM</b> Arrive in <b>SAN DIEGO CA (SAN)</b> at <b>11:55 AM</b> Travel Time 1 hrs 25 mins

Air Cost: 137.60

Carry-on Items: 1 Bag + small personal item are free [see full details](#). Checked Items: First and second bags are free, [size and weight limits apply](#).

Fare Rule(s): 5262429840608: NONREF/NONTRANSFERABLE/STANDBY REQ UPGRADE TO YL.

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SAN WN OAK53.95TLNCCNR WN SAN53.95TLNCCNR 107.90 END ZPSANOAK  
XFSAN4.5OAK4.5 AY5.00\$SAN2.50 OAK2.50

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## Cost and Payment Summary

**AIR - 18BVFJ**

Base Fare	\$ 107.90
Excise Taxes	\$ 8.10
Segment Fee	\$ 7.60
Passenger Facility Charge	\$ 9.00
September 11th Security Fee	\$ 5.00
<b>Total Air Cost</b>	<b>\$ 137.60</b>

### Payment Information

Payment Type: Visa XXXXXXXXXXXX6203  
Date: Mar 22, 2012  
Payment Amount: \$137.60



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- [Customer Service Commitment](#)
- [Contact Us](#)
- [Notice of Incorporated Terms](#)
- [FAQs](#)

## RECEIPT

FOX OAKLAND AIRPORT  
7600 EARHART RD / CAR RENTAL CENTER  
OAKLAND CA, 94603  
PH# (800) 225-4369 FAX#

RA# : FXOAK-196607  
Renter : TONY MICHEL  
Unit# : NB004057  
Date/Time Pickup : 04/11/2012 10:43 PM  
Date/Time Return : 04/15/2012 08:52 AM  
Card # : XXXXXXXXXXXX 6206  
Deposits: VI \$338.06  
Miles free : UNLIMITED MILES

### \*\*\* CHARGES SUMMARY \*\*\*

4	Day(s)	@	\$36.59	\$146.36
0	Day(s)	@	\$36.59	\$0.00

Total Time & Mileage : \$146.36

FUEL	@	\$6.00 / Gal.	\$21.00
CA Tourism 2.85%	@	2.85%	\$4.17
OAK Conc 11.11%	@	11.11%	\$21.59
CA Tax OAK 8.75%	@	8.75%	\$16.53

1..	CFC	@	\$10.00 1X	\$10.00
4	RSA	@	\$2.99 /Day	\$11.96
4	SILPK	@	-\$2.00 /Day	-\$8.00
4	ICVLF	@	\$0.32 /Day	\$1.28
			\$0.00 1X	
4	LDW	@	\$9.00 /Day	\$36.00

MISC. CHARGES: \$0.00

=====

CREDITS:	-\$8.00
TOTAL CHARGES:	\$260.89
RENTER PAYMENTS:	\$260.89
NET DUE FROM RENTER:	\$0.00
NET DUE FROM CO:	\$0.00
REFUNDS:	-\$77.17

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Cashier 18  
Receipt 011019

Short-term parking tkt  
1 - No. 028514  
04/11/12 18:38 -  
04/15/12 12:34 -  
Period 3d17h57'  
(V.A.T.) \$37.40  
-----  
Total \$37.40

Payment Received  
..AAA 16 15 Percentage  
VISA \$37.40  
XXXXXXXXXXXX6206  
Merch:181323915000  
Auth:087776  
Type: Swiped

Sub Total \$37.40

All Amounts in USD.  
Deliv. Date=Receipt Date



# THANK YOU

Our little fireman had a wonderful 2nd Birthday! Thank you for helping him celebrate. Love, Di, Jay, Sadie & Colby



Thank you so  
much for making the  
special appearance at Colby's  
birthday party. What a cool  
experience.

♥,  
Diane, Jason, Sadie &  
Colby

---

# STAFF REPORT

NO. 12-08

---

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

**FROM:** KARLENA RANNALS, ADMINISTRATIVE MANAGER

**SUBJECT:** CREATION OF A 501(C) (3) FOR CHARITABLE AND/OR GRANT CONTRIBUTIONS

**DATE:** MAY 4, 2012

---



## RECOMMENDATION

Report and supporting material prepared as informational only. There is no recommendation.

## BACKGROUND

During the October 2011 meeting, board members queried staff on the best methods to obtain grant funding and the District's ability to accept tax-deductible contributions. Staff agreed to conduct research as to what it would take to establish a 501(c) (3) charity.

Contact was made with Jean Moore, Alpine Fire Protection District to discuss the process their agency followed to create the Alpine Fire Protection Foundation. Sample documents were provided and are included as attachments to this report.

## CURRENT SITUATION

**Attachment 1** outlines of the various tasks that is necessary to be accomplished to establish a nonprofit corporation. The process to begin the formation of a 501(c) (3) nonprofit corporation is similar to creating a regular corporation, except additional steps must be taken to apply for a tax-exempt status with the IRS.

**Attachment 2** is a sample of Articles of Incorporation (Alpine Fire Protection Foundation) that is necessary to file with the State of California.

**Attachment 3** is a sample of Bylaws (San Diego Fire Rescue Foundation) which is a template that may be used to draft the rules that govern the nonprofit corporation.

The startup cost for such a foundation is estimated less than \$1,000. However, other unknown direct administrative costs include, legal, annual corporate filing fees (state), tax professional, and insurance to name a few. Staff would also anticipate indirect costs such as staff serving as a board member(s), grant writing, and marketing.

# How to Form a 501(c)(3) Nonprofit Corporation

Here's how to form a nonprofit corporation and receive a 501(c)(3) tax exemption.

1. Forming a nonprofit corporation is much like creating a regular corporation, except that nonprofits have to take the extra steps of applying for tax-exempt status with the IRS and their state tax division. Here is what you need to do:

<http://www.sos.ca.gov/business/be/name-availability.htm>

1. Choose an available business name that meets the requirements of state law.
2. File formal paperwork, usually called articles of incorporation, and pay a small filing fee (typically under \$125).
3. Apply for your federal and state tax exemptions.
4. Create corporate bylaws, which set out the operating rules for your nonprofit corporation.
5. Appoint the initial directors. (In some states you must choose your initial directors before you file your articles, because you must list their names in the document.)
6. Hold the first meeting of the board of directors.
7. Obtain licenses and permits that may be required for your corporation.

## Choose a Business Name

Before you form your nonprofit corporation, you need to decide on a name that complies with the rules of your state's corporate filing office. Check your state's filing office website for your state's rules, but the following guidelines commonly apply:

- The name of your nonprofit cannot be the same as the name of another corporation on file with the corporations division.
- The name must end with a corporate designator, such as Corporation, Incorporated, Limited, or Corp., Inc., or Ltd. (This is required in only about half of the states.)
- The name cannot contain certain words prohibited by the state, such as Bank, Cooperative, Federal, National, United States, or Reserve.

In many states, you can check corporate name availability online by going to the state's filing office website. Or you can call your state's corporations division and ask whether your proposed name is available for your use. Often, for a small fee, you can reserve the name for a short period of time until you file your articles of incorporation.

### CHECK YOUR STATE'S CORPORATIONS DIVISION WEBSITE

Your state's corporate filing division, usually part of the secretary or department of state's office, should have a website with nonprofit materials that will be immensely helpful to you in forming your nonprofit. You will most likely find sample or fill-in-the blank articles of incorporation, your state's nonprofit

corporation laws, a filing fee schedule, and forms and instructions for checking the availability of your proposed business name.

In addition to confirming that another corporation in your state isn't already using your proposed name, you must make sure your name won't violate a trademark owned by another company (in your state or out of state). To do this, you'll need to conduct a trademark search. For information about trademark law and name conflicts, see the [Your Business Name](#) area of Nolo's website.

Once you've found a legal and available name, you aren't usually required to file or reserve the name with your state -- when you file your articles of incorporation, your nonprofit's name will be automatically registered.

## Prepare and File Your Articles of Incorporation

After you've decided on your business name, you must prepare and file articles of incorporation with the corporate filing office. This document goes by a different name in a handful of states; your state may instead use the term articles of organization, certificate of incorporation, certificate of formation, or charter.

[http://www.sos.ca.gov/business/corp/pdf/articles/corp\\_artsnp.pdf](http://www.sos.ca.gov/business/corp/pdf/articles/corp_artsnp.pdf)

Your state's corporate filing office website should have nonprofit articles of incorporation -- either a fill-in-the-blank form or a sample on which you can base your articles. Although preparing this document isn't difficult, you do need to include specific language to ensure that you'll receive tax-exempt status. Your state's nonprofit formation packet, if available, may include the required information. If not, or if you need help understanding the requirements, consult a good legal self-help guide such as [How to Form a Nonprofit Corporation](#), by Anthony Mancuso (Nolo), to make sure your articles comply with your state's nonprofit law.

After the corporate filing office returns a copy of your filed articles, you can submit your federal 501(c)(3) tax exemption application to the IRS. (The IRS requires you to submit a copy of your filed articles with your application.) This is a critical step in the formation of your nonprofit organization since most of the real benefits of being a nonprofit flow from 501(c)(3) tax-exempt status.

To apply for your exemption, you must complete IRS Package 1023, *Application for Recognition of Exemption*. For instructions on filling out this form, read IRS Publication 557, *Tax-Exempt Status for Your Organization*. (You can obtain all of these items for free by calling 800-TAX-FORM, or you can download them from the IRS website at [www.irs.gov](http://www.irs.gov).) If you need a bit of help deciphering the IRS-speak, consider downloading Nolo's plain-English eGuide, [Nonprofit Corporations: Tax Exemption](#).

**READ THE TAX EXEMPTION APPLICATION BEFORE FILING YOUR ARTICLES**

While you can't actually file your exemption application until the corporate filing office has approved your articles of incorporation, before you file your articles, take a couple of hours to learn what it takes to qualify for the tax exemption. If you file your articles and then discover a problem as you begin working through the tax exemption application, you could be stuck paying taxes while you work through these issues -- or even learn too late that your group isn't eligible for an exemption.

After the IRS reviews your application, it will send you a letter indicating that it has approved your nonprofit status, or it might ask you for more information about your organization. The IRS can also deny your application outright. If this happens, see a lawyer who specializes in nonprofits. Nolo's [Lawyer Directory](#) provides comprehensive profiles of the lawyers who advertise there, including each lawyer's education, background, areas of expertise, fees, and practice philosophy.

## **Apply for a State Tax Exemption (If Necessary)**

In a few states, you must complete a separate application to get a state tax exemption. In other states, as long as you file nonprofit articles of incorporation and obtain your federal 501(c)(3) tax-exempt status, your state tax exemption will be automatically granted. In still others, to get your state exemption you must send in a copy of the IRS determination letter that granted your federal exemption. Contact your state tax agency to find out what steps you must take.

## **Draft Corporate Bylaws**

Next you must create bylaws, the internal rules that govern your nonprofit corporation. Bylaws contain rules and procedures for holding meetings, voting on issues, and electing directors and officers. To create bylaws, you can either follow the instructions in a self-help resource or hire a lawyer in your state to draft them for you. Typically, the bylaws are adopted by the corporation's directors at their first board meeting.

## **Appoint Directors**

Directors, who meet and make decisions collectively as the board of directors, have the authority (and responsibility) to manage and run the nonprofit corporation. Many states allow nonprofits to have just one director, but other states require at least three.

## **Hold a Directors' Meeting**

The purpose of the first meeting of the board of directors is to conduct the initial business of the corporation and take care of other formalities, such as recording the receipt of federal and state tax exemptions.

The directors should first adopt the bylaws and elect officers -- state law usually requires a president, secretary, and treasurer, and sometimes a vice president as well. Then, the directors should authorize the newly elected officers to take actions necessary to start the business of the nonprofit -- for example, setting up bank accounts and admitting members.

After the meeting is completed, minutes of the meeting should be created and filed in your corporate records book. For more information, see Nolo's article [Protecting Your Nonprofit Corporation's Tax-Exempt Status](#).

## Obtain Licenses and Permits

Many businesses, whether operating as for-profit or nonprofit corporations, partnerships, or sole proprietorships, are required to obtain state or local licenses and permits before commencing business. So, while you may not be subject to the kind of red tape that entangles profit-making enterprises, you should check with your state department of consumer affairs (or similar state licensing agency) for information concerning state licensing requirements for your type of organization. For instance, a local business license (sometimes called your tax registration certificate) may be required for your activities, and if you sell anything to consumers, you'll need a sales tax permit.

## Getting Started

For practical advice and detailed instructions on starting a nonprofit, see [Starting & Building a Nonprofit: A Practical Guide](#), by Peri Pakroo (Nolo).

Learn how to avoid IRS hassles with [Nonprofit Meetings, Minutes & Records: How to Run Your Nonprofit Corporation So You Don't Run Into Trouble](#), by Anthony Mancuso (Nolo).

See Nolo's [Effective Fundraising for Nonprofits: Real-World Strategies That Work](#), by Ilona Bray, for advice and stories from experienced fundraisers who have found financial support for their missions.



## I

The name of the corporation is (Name) **Fire Protection Foundation**

## II

- A. This corporation is a nonprofit **Public Benefit Corporation** and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes.
- B. The specific charitable purposes of this corporation include but are not limited to supporting the mission and personnel of the Alpine Fire Protection District, Alpine, California by securing and implementing the means and measures to sustain and improve public safety.

## III

The name and address in the State of California of this corporation's initial agent for service of process is: Jean Moore, 1364 Tavern Road, Alpine, **California** 91901-3831

## IV

- A. This corporation is organized and operated exclusively for **charitable** purposes within the meaning of Internal Revenue Code section 501(c)(3).
- B. No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of (or in opposition to) any candidate for public office.

## V

The property of this corporation is irrevocably dedicated to **charitable** purposes and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the corporation, its assets remaining after payment, or provision for payment, or all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for **charitable** purposes and which has established its tax exempt status under Internal Revenue Code section 501(c)(3).

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Incorporator

\_\_\_\_\_  
(Name), Incorporator

BYLAWS  
OF  
SAN DIEGO FIRE-RESCUE FOUNDATION  
a California nonprofit public benefit Corporation

ARTICLE 1  
Offices

1.1 Principal Office. The principal administrative office for the transaction of the business of the Corporation shall be located at 10405 San Diego Mission Road, Suite 201, San Diego, California. The Board of Directors is hereby granted full power and authority to establish the location of the principal office and to change such location from time to time.

1.2 Other Offices. Branch or subordinate offices may at any time be established by the Board of Directors at any place or places where the Corporation is qualified to do business.

ARTICLE 2  
Purposes

2.1 Purpose. The Corporation is a nonprofit public benefit Corporation and is not organized for the private gain of any person. It is for charitable purposes. The specific purpose of this Corporation is to raise funds from the general public, including corporate donors, foundations, and governmental entities, to support the mission and personnel of the San Diego Fire-Rescue Department of the City of San Diego, San Diego, California. In furtherance of such purpose, the Corporation may purchase equipment for use by fire fighters and rescue personnel, secure training for such individuals, and otherwise undertake to provide support for such personnel and their public mission. The Corporation shall also establish the Memorial Fund as called for in Section 7.10 of these bylaws.

2.2 Limitations. The Corporation is a nonprofit, nonsectarian, nonracial, nonpolitical organization. The property of the Corporation is irrevocably dedicated to charitable purposes; and no part of the net earnings, contributions, or assets of the Corporation shall inure to the benefit of, or be distributable to its Directors, Officers, or other private persons. The foregoing shall not preclude the Corporation from paying reasonable compensation for services rendered or from making payments and distributions in furtherance of the purposes set forth in the Articles and otherwise in these Bylaws. No substantial part of the activities of the Corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation. The Corporation shall not participate or intervene in any political campaign (including the publication or distribution of statements) on behalf of any candidate for public office.

ARTICLE 3  
Membership

3.1 Membership. There shall be no members. The persons who from time to time comprise

the Board of Directors shall be and have all rights of “members” within the meaning of California Corporations Code Section 5056.

3.2 Nonliability. No Member shall be personally liable for the debts, liabilities, or obligations of the Corporation.

#### ARTICLE 4 Board of Directors

4.1 Powers. Subject to the limitations of the Articles of Incorporation, of the Bylaws, and of the Nonprofit Public Benefit Corporation Law of the State of California, and subject to the duties of Directors as prescribed by the Bylaws, all corporate powers shall be exercised by or under the authority of, and the business and affairs of the Corporation shall be controlled by, the Board of Directors. Without limiting the foregoing, the Board of Directors shall have the power to levy dues and assessments, to select and remove all Officers, agents, employees and contractors, and to fix reasonable compensation therefore, to authorize and empower Officers or agents to enter into contracts and other commitments on behalf of the Corporation, and to appoint and delegate responsibilities and authority to Committees, Officers, and agents.

4.2 Number of Directors. The Board of Directors shall consist of **nine (9) Members** until changed by an amendment to these Bylaws. The Directors shall be elected as set forth in section 4.3.

4.3 Election; Term of Office; Director Classes.

Three (3) of the nine (9) Directors (the “Government Directors”) shall be elected by the then-serving Fire Chief of the City of San Diego Fire-Rescue Department (“Fire Chief”). These three directors may be referred to as holding director positions G1, G2, and G3;

Three (3) of the nine (9) Directors (the “Union Directors”) shall be elected by the President of the San Diego City Firefighters IAFF Local 145 (“Local 145 President”). These three directors may be referred to as holding director positions U1, U2, and U3; and

The remaining three (3) Directors (the “Community Directors”) of the nine (9) total Directors, may be referred to as C1, C2, and C3, and shall be first-elected by a vote of at least four of the combined six Government Directors and Union Directors. Upon a Community Director’s first election to the board of this Corporation, his or her election may occur with three votes from either the Government Directors or the Union Directors, and only one vote from the other group; a re-election of any such Community Director, however, shall require at least two votes from the Government Directors and two votes from the Union Directors.

All Directors shall serve terms of three (3) years, with one-third of such three (3) year terms expiring on the date of the third annual meeting following the date of the annual meeting at which such Director was elected; provided, however: (i) each Director shall hold office until his or her successor is elected, (ii) **for directors first elected in year 2005 only**, all directors whose informal designation contains a “1” (i.e., G1, U1, and C1) shall serve a one-year term, and those

whose informal designation contains a “2” shall serve a two-year term, and (iii) all Government Directors and all Union Directors shall serve at the pleasure of the appointing authority of such director class and may be removed without notice at any time by such appointing authority.

Persons elected as a Community Director may be re-elected as a Director only by a vote that includes at least two Government Director and two Union Director votes.

San Diego City Councilmembers shall not serve on the corporation’s Board of Directors.

4.4.A.Vacancy; Removal of Directors. Any vacancy in the office of a Government Director or Union Director shall be filled by the “appointing authority” for such class of director, being namely, the Fire Chief for each Government Director, and the Local 145 President for each Union Director, respectively. Each such vacancy shall be filled upon the filing with the Secretary of this Corporation of a written designation of the new incumbent of such office by the indicated appointing authority. In the event that multiple members of a class of directors are appointed at the same time, the appointing authority shall specify the “1” “2” or “3” number, as appropriate, for each individual so appointed. All Government Directors and all Union Directors shall serve at the pleasure of the respective appointing authority with the authority to appoint such director, and may be removed without notice at any time by such appointing authority upon the filing with the Secretary of this Corporation of a written designation of the removal of an identified director whose appointment lies with such appointing authority, provided that such designation shall specify the new incumbent of the then-vacant office.

4.4.B.Vacancies/Replacement Community Directors. Vacancies in the office of a Community Director shall be filled by action of the Board of Directors, subject to Section 4.3. A vacancy or vacancies shall be deemed to exist in the case of the death, resignation or removal of any Director, or if the authorized number of Directors be increased without election of the additional Directors so provided for, or in case of the failure at any time to elect the full number of authorized Directors, or if any Director fails to attend three (3) consecutive meetings of the Board without excuse; provided, however, that except upon notice to the Attorney General, no Director may resign where the Corporation would be left without a duly elected Director in charge of its affairs.

4.4. Chairman of the Board. The chairman of the board shall, when present, preside at all meetings of the Board of Directors and, subject to these Bylaws, shall exercise such other powers and perform such other duties as may from time to time be prescribed by the Board of Directors.

4.6 Place of Meeting. All meetings of the Board of Directors may be held at any place within or without the State, which has been designated from time to time by resolution of the Board or by the written consent of a majority of the Directors.

4.7 Organization Meetings. Not less frequently than annually, the Directors shall hold a regular meeting for the purpose of electing Directors, organizing the Board, electing Officers, and transacting such business as may come before the meeting. Pending such organizational meeting, all Officers of the Corporation shall continue to hold their respective positions as Officers of the Corporation. Unless otherwise changed by the Board, the annual organizational

meeting shall be held at the principal office of the Corporation at 11:00 a.m. Pacific Standard Time on the second Wednesday of June of each year.

4.8 Other Regular Meetings. Other regular meetings of the Board of Directors shall be held approximately monthly, or on such other periodic basis as may be specified and noticed by the Board of Directors or the President of the Corporation.

4.9 Special Meetings. Special meetings of the Board of Directors for any purpose may be called at any time by the President or by any two (2) Directors.

4.10 Notice of Meetings. Notice of the time and place of each meeting of the Board of Directors not fixed by an express provision of the Bylaws or by a standing Resolution of the Board of Directors shall be given to each Director not less than forty-eight (48) hours before the date of the meeting if given personally or by telephone or electronic mail and not less than seven (7) days before the date of the meeting if given by first-class mail. The agenda for each meeting, except as changes may be approved at the meeting itself, shall be circulated at least seven (7) days in advance of a meeting. No item not listed on the original agenda, or an approved changed agenda, may be acted upon at any meeting of the Board of Directors. Any vote at a Board of Directors meeting approving a change in the agenda for that meeting shall pass by a majority of those directors participating in a meeting at which a quorum is present, and any such majority vote must include the vote of at least one Government Director and one Union Director.

4.11 Consent to Meetings. The transactions of the Board of Directors at any meeting however called and noticed or wherever held, shall be as valid as though done at a meeting duly held after call and notice if a quorum be present and if either before or after the meeting each Director not present signs a written waiver of notice, or a consent to the holding of such meeting or approval of the minutes thereof, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice to such Director. All such waivers, consents or approvals shall be filed with the corporate records and made a part of the minutes of the meeting.

4.12 Action Without Meeting. Any action required or permitted to be taken by the Board of Directors under any provision of the Nonprofit Public Benefit Corporation Law of the State of California may be taken without a meeting if all Members of the Board shall individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Board. Such action by written consent shall have the same force and effect as a unanimous vote of such Directors. Any certificate or other document filed under any provision of the Nonprofit Public Benefit Corporation Law of the State of California which relates to action so taken shall state that the action was taken by unanimous written consent of the Board of Directors without a meeting, and that the Bylaws authorize the Directors to so act. For the purposes of this section only, "all Members of the Board" shall not include any "Interested Directors" as defined in Section 4.20.

4.13 Telephonic and Electronic Communication Meetings. Members of the Board may participate in a meeting through use of conference telephone, electronic video screen communication, or other communications equipment. Participation in a meeting pursuant to this Section 4.12 constitutes presence in person at that meeting if all of the following apply:

4.13.1 Each Member participating in the meeting can communicate with all of the other Members concurrently;

4.13.2 Each Member is provided the means of participating in all matters before the board, including the capacity to propose, or to interpose an objection to, a specific action to be taken by the Corporation; and;

4.13.3 The Corporation adopts and implements some means of verifying both of the following:

4.13.3.1 A person communicating by telephone, electronic video screen, or other communications equipment is a Director entitled to participate in the board meeting; and

4.13.3.2 All statements, questions, actions, or votes were made by that Director and not by another person not permitted to participate as a Director.

4.14 Quorum. Except as set forth in section 4.14.1 or otherwise in these bylaws, a majority of the Directors then in office shall constitute a quorum for the transaction of business provided that such quorum must include at least one director from each of Government Directors and Union Directors, except to adjourn.

4.14.1 Every action taken or decision made by a majority of the Directors present at a meeting duly held at which a quorum is present shall be the act of the Board of Directors, provided that such action, decision, or resolution must have received the appropriate vote of at least one Government director and at least one Union director, subject to the more stringent provisions of the California Nonprofit Public Benefit Corporation Law, including, without limitation, those provisions related to (a) approval of contracts or transactions in which a Director has a direct or indirect material financial interest, (b) approval of certain transactions between Corporations having common Directorships, (c) creation of and appointments to Committees of the board, and (d) indemnification of Directors. A meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of Directors, if any action taken or decision made is approved by at least a majority of the required quorum for that meeting.

4.15 Adjournment. A majority of the Directors present, regardless of the Class to which such directors belong, whether or not a quorum is present, may adjourn any Directors' meeting to meet again at another time or place. In the event a meeting of the Board of Directors is adjourned for more than twenty-four (24) hours, notice of any adjournment to another time or place shall be given prior to the time of the adjourned meeting to the Directors who were not present at the time of the adjournment.

4.16 Fees and Compensation. Directors shall be entitled to reimbursement of expenses incurred on behalf of the Corporation. Directors and Members of Committees may receive such compensation, if any, for their services and such reimbursement for expenses as may be fixed or determined by resolution of the Board of Directors; provided that such compensation shall be just

and reasonable as to the Corporation at the time the resolution is adopted. Nothing herein shall preclude any Director from serving the Corporation in any other capacity, including as an Officer, agent, employee or otherwise, and receiving reasonable compensation therefor.

#### 4.17 Nonliability of Directors and Certain Officers.

4.17.1 Volunteer Directors. Pursuant to Section 5239 of the Nonprofit Public Benefit Corporation Law of the State of California, there shall be no personal liability to a third party on the part of a volunteer Director or volunteer President, Vice-President, Secretary, Treasurer or other Officer of this Corporation caused by the Director's or Officer's negligent act or omission in the performance of that person's duties as a Director or Officer, if all the following conditions are met:

4.17.1.1 The act or omission was within the scope of the Director's or Officer's duties;

4.17.1.2 The act or omission was performed in good faith;

4.17.1.3 The act or omission was not reckless, wanton, intentional, or grossly negligent;

4.17.1.4 The Corporation has complied with the requirements of section 4.17.2 below.

This limitation on the personal liability of a volunteer Director or Officer does not limit the liability of the Corporation for any damages caused by acts or omissions of a volunteer Director or volunteer Officer, nor does it eliminate the liability of a Director or Officer provided in Section 5233 or 5237 of the Nonprofit Public Benefit Corporation Law of the State of California in any action or proceeding brought by the Attorney General.

4.17.2 Requirement to Obtain Liability Insurance. In order to obtain the full benefit of the limitation of liability set forth in section 4.16.1 above, the Corporation and the Directors shall make all reasonable efforts in good faith to obtain liability insurance in the form of a general liability policy for the Corporation or a Director's and Officer's liability policy.

4.17.3 Paid Directors and Officers. Any Director or Officer who receives compensation by the Corporation for acting in his or her capacity as a Director or an Officer, as the case may be, shall have no liability based upon any alleged failure to discharge such person's obligations as a Director, including, without limiting the generality of the foregoing, any actions or omissions which exceed or defeat a public or charitable purpose to which the Corporation, or assets held by it, are dedicated, (i) so long as such compensated Director or Officer complies with the provisions of these Bylaws, and (ii) except as provided in Section 5233 of the Nonprofit Public Benefit Corporation Law of the State of California.



4.18 Indemnity for Litigation. The Corporation hereby agrees to exercise the power to indemnify any person who was or is a party or is threatened to be made a party to any proceeding by reason of the fact that such person is or was a Director, Officer, employee, or other agent (as defined in Section 5238 of the Nonprofit Public Benefit Corporation Law of the State of California) of the Corporation, to the full extent allowed under the provisions of said Section 5238 relating to the power of a Corporation to indemnify any such person. The amount of such indemnity shall be so much as the Board of Directors determines and finds to be reasonable, or, if required by said Section 5238, the amount of such indemnity shall be so much as the court determines and finds to be reasonable.

4.19 Interested Persons. Pursuant to Section 5227 of the Nonprofit Public Benefit Corporation Law of the State of California, no more than forty-nine percent (49%) of the Directors serving on the Board may be “Interested Persons.” For the purposes of this section, “Interested Persons” means either (i) any person currently being compensated by the Corporation for services rendered to it within the previous twelve (12) months whether as a full-time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a Director as Director; or (ii) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law or father-in-law of any such person. The provisions of this Section shall not affect the validity or enforceability of any transaction entered into by the Corporation.

4.20 Standard of Conduct. Pursuant to Section 5231 of the California Nonprofit Public Benefit Corporation Law, a Director shall perform the duties of a Director, including duties as a Member of any Committee of the Board upon which the Director may serve, in good faith, in a manner such Director believes to be in the best interests of the Corporation and with such care, including reasonable inquiry, as an ordinary prudent person in a like position would use under similar circumstances. In performing the duties of a Director, a Director shall be entitled to rely on information, opinions, reports or statements including financial statements and other financial data, in each case prepared or presented by:

4.20.1 One or more Officers or employees of the Corporation whom the Director believes to be reliable and competent in the matters presented;

4.20.2 Counsel, independent accountants, or other persons as to matters which the Director believes to be within such person’s professional or expert competence; or

4.20.3 A Committee of the Board upon which the Director does not serve, as to matters within its designated authority, which Committee the Director believes to merit confidence.

In any such case, the Director shall be entitled to so rely if the Director acts in good faith, after reasonable inquiry when the need therefor is indicated by the circumstances, and without knowledge that would cause such reliance to be unwarranted.

4.21 Self-Dealing Transactions. Pursuant to Section 5233 and except as provided in Section 5233 of the Nonprofit Public Benefit Corporation Law of the State of California, the Corporation



shall not be a party to a transaction in which one or more of its Directors has a material financial interest (“Interested Director”) unless:

4.21.1 Approval by Attorney General. The Attorney General, or the court in an action in which the Attorney General is an indispensable party, has approved the transaction before or after it was consummated; or

4.21.2 Prior Approval by Board. The following facts are established:

4.21.2.1 The Corporation entered into the transaction for its own benefit;

4.21.2.2 The transaction was fair and reasonable as to the Corporation at the time the Corporation entered into the transaction;

4.21.2.3 Prior to consummating the transaction or any part thereof the Board authorized or approved the transaction in good faith by a vote of a majority of the Directors then in office without counting the vote of the Interested Director or Directors, and with the knowledge of the material facts concerning the transaction and the Director’s interest in the transaction; or

4.21.3 Preliminary Approval by Authorized Committee or Person and Subsequent Approval by the Board. The following facts are established:

4.21.3.1 A Committee or person authorized by the Board approved the transaction in a manner consistent with the standards set forth in section 4.20.2, above;

4.21.3.2 It was not reasonably practical to obtain the approval of the Board prior to entering into the transaction; and

4.21.3.3 The Board, after determining in good faith that the conditions of subsections 4.20.3.1 and 4.20.3.2 were satisfied, ratified the transaction at the Board’s next meeting by a vote of a majority of the Directors then in office without counting the vote of the Interested Director or Directors.

In light of the foregoing limitations, all Directors shall fill out an annual questionnaire dealing with this subject matter.

## ARTICLE 5

### Officers

5.1 Officers. The Officers of the Corporation shall be a Chairman of the Board, President, Secretary, Chief Financial Officer (Treasurer), and such other Officers, including Vice-Presidents, as the Board of Directors may appoint. One person may hold two or more offices, except that neither the Secretary nor Treasurer may serve concurrently as the President or Chairman of the Board. The Board motion for appointing a Chairman of the Board must always include a motion for appointing or reappointing the Corporation’s President.

5.2 Election. The Officers of the Corporation, except such Officers as may be appointed in accordance with the provisions of Section 5.4, shall be chosen annually by the Board of Directors, and each shall hold his or her office until he or she shall resign or shall be removed or otherwise disqualified to serve, or his or her successor shall be elected and qualified.

5.3 Removal and Resignation. Any Officer may be removed, either with or without cause, by the Board of Directors at any regular or special meeting thereof. Any Officer may resign at any time by giving written notice to the Board of Directors, or to the President, or to the Secretary of the Corporation. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

5.4 Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause, shall be filled in the manner prescribed in the Bylaws for regular appointments to such office.

5.5 President. Subject to the control of the Board of Directors, the President shall have general supervision, direction and control of the business and affairs of the Corporation. He or she shall serve as an ex officio Member of all Board Committees, and shall have such other powers and duties as may be prescribed from time to time by the Board of Directors.

5.6 Vice-President. In the absence or disability of the President, the Vice-President shall perform all of the duties of the President and in so acting shall have all of the powers of the President. The Vice-President shall have such other powers and duties as may be prescribed from time to time by the Board of Directors.

5.7 Secretary. The Secretary shall keep a full and complete record of the proceedings of the Board of Directors, shall keep the seal of the Corporation and affix it to such papers and instruments as may be required in the regular course of business, shall make service of such notices as may be necessary or proper, shall supervise the keeping of the records of the Corporation, shall deliver the annual statement required by Section 7.6 to the Members, and shall have such other powers and duties as may be prescribed from time to time by the Board of Directors.

5.8 Chief Financial Officer (Treasurer). The Chief Financial Officer shall receive and safely keep all funds of the Corporation and deposit them with such depositories as may be designated by the Board of Directors. He or she shall disburse the funds of the Corporation as may be ordered by the Board of Directors, shall render to the President and Directors, whenever they request it, an account of all his or her transactions as Chief Financial Officer, and of the financial condition of the Corporation, and shall have such other powers and duties as may be prescribed from time to time by the Board of Directors.

## ARTICLE 6 Committees

6.1 Appointment of Committees. The Board of Directors may appoint an Executive

Committee and such other standing or special ad hoc Committees as the Board from time to time deems necessary or appropriate to conduct the business and further the objectives of the Corporation. The appointment by the Board of an Executive Committee and any other Committee having the authority of the Board shall be by resolution adopted by a majority of Directors then in office. The Executive Committee and any other Committee having authority of the Board shall consist of two (2) or more Directors but must include at least one Government director and one Union director.

6.2 Powers and Authority of Committees. The Board of Directors may delegate to the Executive Committee or any other Committee having the authority of the Board, any of the powers and authority of the Board of Directors in the management of the business and affairs of the Corporation, except the following:

6.2.1 The approval of any action for which the Nonprofit Public Benefit Corporation Law of the State of California also requires the approval of Members of a Corporation, in which event the approval of the Board shall be required.

6.2.2 The filling of vacancies on the Board or in any Committee which has the authority of the Board.

6.2.3 The fixing of compensation of the Directors for serving on the Board or on any Committee.

6.2.4 The amendment or repeal of Bylaws or the adoption of new Bylaws.

6.2.5 The amendment or repeal of any resolution of the Board which by its express terms is not so amendable or repealable.

6.2.6 The appointment of Committees of the Board having the authority of the Board, or the Members thereof.

6.2.7 The approval of any self-dealing transaction, except as permitted in Section 4.20 of these Bylaws.

6.3 Audit Committee. The Board of Directors shall appoint two (2) or more of its members to constitute an Audit Committee and delegate to such Audit Committee any of the powers and authorities of the Board in the management of the business and affairs of the corporation as is required by law and such other duties and authority as is provided herein. Without limitation of the forgoing, the Audit Committee:

- A. Shall recommend to the Board of Directors the retention and termination of the independent auditor (if the Corporation has gross receipts for a fiscal year in excess of \$2,000,000;
- B. May negotiate the compensation of the auditor on behalf of the Board;
- C. Shall confer with the auditor to satisfy the committee members that the financial affairs of the charitable organization are in order;
- D. Shall review and determine whether to accept the audit; and

- E. Shall approve performance of any nonaudit services by the auditing firm.

The Audit Committee may include non-board members. The Audit Committee may not include the President, Chief Executive Officer, Secretary, Chief Financial Officer, employees of the corporation, or any person who has a material financial interest in any entity doing business with the corporation.

## ARTICLE 7 Miscellaneous

7.1 Fiscal Year. The fiscal year of the Corporation shall end on the last day of June of each year.

7.2 Inspection of Corporate Records. The books of account and minutes of the proceedings of Members and Directors, and of any Executive Committee or other Committees of the Directors, shall be open to inspection at any reasonable time upon the written demand of any Director. Such inspection may be made in person or by an agent or attorney, and shall include the right to make photocopies and extracts.

7.3 Representation of Shares of Other Corporations. Any Officer of the Corporation is authorized to vote, represent and exercise on behalf of the Corporation all rights incident to any and all shares of any other Corporation or Corporations standing in the name of the Corporation. The authority herein granted to said Officers may be exercised by such Officers in person or by other persons authorized to do so by proxy duly executed by such Officers.

7.4 Checks, Drafts, Etc. All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness issued in the name of or payable to the Corporation and any and all securities owned by or held by the Corporation requiring signature for transfer shall be signed or endorsed by such person or persons and in such manner as from time to time shall be determined by the Board of Directors.

7.5 Execution of Contracts. The Board of Directors may authorize any Officer, or Officers, agent, or agents, to enter into any contract or execute any contract or execute any instrument in the name of and on behalf of the Corporation; and such authority may be general or confined to specific instances. Unless so authorized by the Board of Directors, no Officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or engagement or to pledge its credit or render it liable for any purpose or in any amount. Provided, that pursuant to Section 5214 of the Nonprofit Public Benefit Corporation Law of the State of California, any such contract or instrument between the Corporation and any third person, when signed by the President or any Vice-President and the Secretary or Treasurer of the Corporation, shall be valid and binding upon the Corporation in the absence of actual knowledge on the part of said third person that the signing Officers had no authority to execute the same.

7.6 Annual Statement of Certain Transactions and Indemnifications. Pursuant to Section 6322 of the Nonprofit Public Benefit Corporation Law of the State of California, the Board of Directors shall cause an annual statement of the transactions and indemnifications specified in

Section 6322 to be delivered to the Members not later than one hundred twenty (120) days after the close of the fiscal year. If the Corporation issues an annual report, this requirement shall be satisfied by including the required information in said annual report.

7.7 Corporate Loans, Guarantees and Advances. The Corporation shall not make any loan of money or property to or guarantee the obligation of any Director or Officer, except as is expressly allowed under Section 5236 of the Nonprofit Public Benefit Corporation Law of the State of California.

7.8 Public Inspection and Disclosure. The Corporation shall have available for public inspection at its principal office a copy of its three (3) most recent annual exempt organization information returns and a copy of its application for recognition of exemption. In addition, in the event that the Corporation provides services or information to the public for a fee, and such services or information are available from the federal government free of charge or for a nominal cost, such availability shall be conspicuously disclosed in an easily recognizable format in any solicitation or offer by the Corporation.

7.9 Political Activities. The Corporation shall refrain from any intervention in any political campaign on behalf of, or in opposition to, a candidate. The Corporation shall not make any political expenditure or lobbying expenditure which will result in the loss of, or otherwise adversely affect, its status as a tax-exempt organization under the Internal Revenue Code of 1986, as amended.

7.10 Memorial Fund. The Board of Directors shall establish a Memorial Fund to provide assistance to the families and children of firefighters, rescue workers, and allied personnel as determined by the Board of Directors, who are killed or seriously injured in the line of duty. Funds donated to the Memorial Fund shall be used and distributed solely at the discretion of the Board of Directors, notwithstanding any designation of intention specified by a donor, provided that no distribution shall be made to any person who is either a Director of this Corporation, or a relative of a then-serving member of the Board of Directors. All donors to the Memorial Fund shall be informed that such donations are exclusively under the control of the Board of Directors and that designations of intention are treated as advisory only.

- A. For example: If firefighter John Doe is killed in the line of duty and the greater San Diego community collectively donates money with notations that such funds are “for John Doe’s children’s support and education,” all such notations will be treated as advisory only and not binding on the Corporation. In such case, the Board of Directors shall use its own discretion and judgment in determining to whom such funds are to be distributed, and/or how such funds are to be applied.
- B. The policy set forth in this section relating to “advisory designation only” shall be publicized to the widest extent possible, and receipts for all contributions expressing a donor’s desire or suggestion for use, along with the statement that the policy set forth in this section 7.10 is necessary both (i) to provide equity among the families of those who perish in widely publicized disasters and those who die in less-well-know tragedies, and (ii) to promote tax deductibility for all donors.

- C. In determining to whom to grant scholarship or support funds, the Board of Directors shall take into account all relevant factors, including without limitation: (i) amount of funds available, (ii) number of current and foreseeable future needy applicants for such funds as are projected to be available, (iii) the actual financial need of any current and foreseeable future applicant, and (iv) if applicable, the history of any particular individual who has previously received any grant from the Memorial Fund (e.g., If a scholarship grant to attend college: has he or she achieved satisfactory academic performance?, applied for other aid?, etc.; If to a needy family for food and subsistence: has the family sought funds from other sources?, has the family made appropriate adjustments in spending?, etc.).
- D. The decision of the Board of Directors shall be final. No person has a right to any distribution from the Memorial Fund except as has been properly approved by the Board of Directors.

ARTICLE 8  
Effective Date and Amendments

8.1 Effective Date. These Bylaws shall become effective immediately upon their adoption by the Incorporator.

8.2 Amendments. These Bylaws may be amended or repealed and new Bylaws adopted by the vote of the majority of the Members of the Board of Directors then in office, provided that any resolution to amend these bylaws must receive the affirmative vote of at least two Government Directors and two Union Directors.

CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify:

1. That I am the duly elected and acting **Secretary of San Diego Fire-Rescue Foundation.**
2. That the foregoing Bylaws constitute the Bylaws of the said Corporation adopted on \_\_\_\_\_, 2005, by resolution of the Corporation's Incorporator.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of the said Corporation this \_\_\_\_ day of \_\_\_\_\_, 2005, at San Diego, California.

\_\_\_\_\_  
\_\_\_\_\_, Secretary

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# STAFF REPORT

NO. 12-09

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

**FROM:** KARLENA RANNALS, ADMINISTRATIVE MANAGER

**SUBJECT:** GANN LIMIT COMPLIANCE

**DATE:** MAY 4, 2012

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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 (3.77%) for the Cost of Living Factor and the change in population within San Diego County (.92%). (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, 2012. 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.



May 2012

Dear Fiscal Officer:

**Subject: Price and Population Information**

**Appropriations Limit**

The California Revenue and Taxation Code, Section 2227, mandates the Department of Finance (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, 2012, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2012-2013. Enclosure I 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 2012-2013 appropriations limit. Enclosure II provides city and unincorporated county population percentage changes, and Enclosure IIA provides county and incorporated areas' summed population percentage change. 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. You can access the Code from the following website: "<http://www.leginfo.ca.gov/calaw.html>" check box: "Revenue and Taxation Code" and enter 2228 for the search term to learn more about the various population change factors available to special districts to calculate their appropriations limit. Article XIII B, Section 9(C), of the State Constitution exempts certain special districts from the appropriations limit calculation mandate. Consult the following website: "[http://www.leginfo.ca.gov/const/article\\_13B](http://www.leginfo.ca.gov/const/article_13B)" for additional information. 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, 2012.**

**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

Enclosures



- 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 2012-2013 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2012-2013	3.77

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2012-2013 appropriation limit.

**2012-2013:**

Per Capita Cost of Living Change = 3.77 percent  
Population Change = 0.68 percent

Per Capita Cost of Living converted to a ratio:  $\frac{3.77 + 100}{100} = 1.0377$

Population converted to a ratio:  $\frac{0.68 + 100}{100} = 1.0068$

Calculation of factor for FY 2012-2013:  $1.0377 \times 1.0068 = 1.0448$

**Enclosure II**  
**Annual Percent Change in Population Minus Exclusions**  
**January 1, 2011 to January 1, 2012 and Total Population, January 1, 2012**

<b>County City</b>	<b><u>Percent Change</u></b>	<b><u>--- Population Minus Exclusions ---</u></b>		<b><u>Total Population</u></b>
	<b>2011-2012</b>	<b>1-1-11</b>	<b>1-1-12</b>	<b>1-1-2012</b>
San Diego				
Carlsbad	1.19	106,403	107,674	107,674
Chula Vista	1.37	245,699	249,066	249,382
Coronado	0.83	16,318	16,454	23,187
Del Mar	0.29	4,182	4,194	4,194
El Cajon	0.58	99,981	100,562	100,562
Encinitas	0.87	59,827	60,346	60,346
Escondido	0.74	144,998	146,064	146,064
Imperial Beach	0.65	26,437	26,609	26,609
La Mesa	0.56	57,969	58,296	58,296
Lemon Grove	0.62	25,445	25,603	25,603
National City	0.62	53,688	54,021	58,967
Oceanside	0.82	167,943	169,319	169,319
Poway	0.61	48,088	48,382	48,382
San Diego	0.91	1,291,454	1,303,198	1,321,315
San Marcos	1.16	84,586	85,569	85,569
Santee	1.00	54,102	54,643	54,643
Solana Beach	0.56	12,928	13,000	13,000
Vista	0.81	94,269	95,036	95,036
Unincorporated	0.92	446,776	450,876	495,281
County Total	0.91	3,041,093	3,068,912	3,143,429

(\*) 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. 2012-08**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT SETTING BENEFIT CHARGES FOR FISCAL YEAR 2012/2013**

**BE IT RESOLVED**, that pursuant to the Rancho Santa Fe Fire Protection District Board of Directors meeting held May 9, 2012 this board has determined that charges for providing fire protection services by the Rancho Santa Fe Fire Protection District for fiscal year 2012/2013 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 2012/2013 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 2012/2013 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 9, 2012 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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JAMES H ASHCRAFT  
President

ATTEST

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Karlana Rannals  
Secretary

STATE OF CALIFORNIA  
COUNTY OF SAN DIEGO

I, KARLENA RANNALS, Secretary, Rancho Santa Fe Fire Protection District, Board of Directors hereby certify that I have compared the foregoing copy with the original resolution adopted by said board at its regular meeting on May 11, 2011, which original resolution is on file in my office; and that same contains a full, true and correct transcript there from and of the whole thereof.

Witness my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

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KARLENA RANNALS  
Secretary

## RESOLUTION NO. 2012-09

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT DETERMINING THE 2012/2013 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 2012/2013 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 2012/2013 appropriations of tax proceeds is \$18,277,915 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 09, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

JAMES H ASHCRAFT  
President

ATTEST:

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Karlana Rannals  
Secretary

RANCHO SANTA FE FIRE PROTECTION DISTRICT ARTICLE XIII B  
APPROPRIATION OF PROCEEDS OF TAX LIMITATION  
DETERMINATION 2012/2013

*Determination of Permitted Growth Rate in Appropriations 2012/2013*

Per Department of Finance:

Per Capita Personal Income = 3.77%, Converted Factor	1.0377
Population Change = .092%, Converted Factor	<u>1.0092</u>
Combined Factor =	1.0472
2011/12 Appropriation Limit	\$17,453,302
2012/13 Appropriation Limit Adjustment Factor	.0472
2012/13 Appropriation Limit	<u>\$18,277,915</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						
1.0000		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						
		Per Capita Change =	1.0251			
28,262		Population =	<u>1.0072</u>			
		Factor	1.0325	\$17,453,302	\$9,323,440	(\$8,129,862)
	1.84%	Population (LAFCO)				
		Factor				
FY 12/13						
		Per Capita Change =	1.0377			
28,262		Population =	<u>1.0092</u>			
		Factor	1.0472	\$18,277,915	\$9,159,500	(\$9,118,415)
	0.00%	Population (LAFCO)				
		Factor				

## RESOLUTION No. 2012-10

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ESTABLISHING SALARIES AND BENEFITS FOR MANAGEMENT PERSONNEL

**BE IT RESOLVED** that the Board of Directors of the Rancho Santa Fe Fire Protection District does hereby authorize the following salary ranges and benefits for management personnel effective July 1, 2012.

#### I. SALARIES (FLSA Exempt)

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

Position	Range/Annual Salary	
Fire Chief	\$144,520	\$174,800
Deputy Chief	\$117,071	\$142,300
Battalion Chief	\$ 96,091	\$116,800
Fire Marshal	\$106,129	\$129,000
Administrative Manager	\$ 76,347	\$ 92,800

1.02 The District shall pay the following stipends, which are not considered reportable compensation to the California Public Employees Retirement System:

- a. Annually, a stipend for \$3,000 will be remitted to those managers assigned to support the *Agreement for Cooperative Management Services*. The stipend period is from October 15 – October 14 each year during the term of the agreement.

#### II. RETIREMENT

2.01 Retirement (Safety): the District shall retain a retirement plan with the Public Employees Retirement System (PERS) 3% @ 50 plan for all employees hired before March 31, 2012. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefits:

- a. One-Year Final Compensation
- b. 1959 Survivor Benefit – Fourth Level

Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.

2.02 The District agrees to pay 100% of the current 9% employee contribution for all reportable wages commencing January 1, 1992. The employee will contribute \$2 per month towards the cost of the 1959 Survivor Benefit - Fourth Level.

2.03 Report the Value of Employer-Paid Member Contribution (EPMC) – Special Compensation: the District will report to CalPERS the value of EPMC as reportable compensation.



2.04 For safety employees hired after July 1, 2012 the District shall retain a retirement plan with the Public Employee Retirement System (PERS) 3% @ 55 plan. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefit:

a. 1959 Survivor Benefit – Fourth Level

Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.

2.05 For all employees enrolled in the PERS 3%@55 plan, the employee will contribute 50% of the 9% of the employee contribution for all reportable wages. The employee will contribute \$2 per month toward the cost of the 1959 Survivor Benefit – Fourth Level.

2.06 Report the Value of Employer-Paid Member Contribution (EPMC) – Special Compensation: for all employees enrolled in the 3% @ 55 plan, the District will not report to CalPERS the value of EPMC as reportable compensation.

2.07 The District agrees to report member contributions as taxed deferred for all employees enrolled in the 2.5% @ 55 plan.

2.08 Retirement (Non-safety): the District shall retain a retirement plan with the Public Employees Retirement System (PERS) 2.7% @ 55 plan for all employees hired before April 1, 2012. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefits:

a. One-Year Final Compensation

b. 1959 Survivor Benefit - Fourth Level

Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.

2.09 The District agrees to pay 100% of the current 8% employee contribution for all reportable wages. The employee will contribute \$2 per month towards the cost of the 1959 Survivor Benefit - Fourth Level.

2.10 Report the Value of Employer-Paid Member Contribution (EPMC) – Special Compensation: the District will report to CalPERS the value of EPMC as reportable compensation.

2.11 For non-safety employees hired after July 1, 2012 the District shall retain a retirement plan with the Public Employee Retirement System (CalPERS) 2.5% @ 55 plan. The retirement plan shall include all statutory benefits listed in Government Code Section 20840(e) and the following optional benefit:

- b. 1959 Survivor Benefit – Fourth Level

Note: Government Code Section 20840(e) includes but not limited to: 1) pre-retirement optional settlement 2 death benefit; 2) conversion of unused sick leave to retirement service credit; 3) ability for members to convert, at their own expense, prior military service and prior public service to CalPERS retirement service; and 4) local system service credit included in the basic death benefit.

2.12 All employees enrolled in the PERS 2.5% @ 55 plan, the employee will contribute 100% of the employee's contribution toward the employee contribution for all reportable wages. The employee will also contribute \$2 per month toward the cost of the 1959 Survivor Benefit – Fourth level.

2.13 The District agrees to report member contributions as taxed deferred for all employees enrolled in the 2.5% @ 55 plan.

### **III. CLOTHING ALLOWANCE**

3.01	<i>Position</i>	<i>Annual Allowance</i>
	Administrative Manager	\$150

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

### **IV. SICK LEAVE**

#### **4.01 Shift Employees**

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

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

- a. All unused sick leave hours may be reported to CalPERS for additional service credit.
  - 1. Conversion of a shift employee's sick leave bank to equivalent sick days as required by PERS will be computed by dividing the total number of unused sick leave hours by eight (8); or
  - 2. The employee may choose to convert unused sick leave hours to an employee's RHSA at a ratio of 3:1. A minimum of 960 sick leave hours is required to be eligible for this option.
    - i. The RHSA contribution shall be calculated at the straight time rate and shall not exceed the value of 40 shifts; or
  - 3. A combination of both options, if the remaining unused sick leave hours not used for additional service credit, exceeds 960 hours.

#### 4.02 Non-shift employees

4.02.1 Accrual: Non-shift employees shall accrue sick leave at the rate of 8 hours per month. Sick leave shall be accumulated with no maximum accrual.

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

- a. All unused sick leave hours may be reported to CalPERS for additional service credit.
  1. Conversion of a non shift employee's sick leave bank to equivalent sick days as required by PERS will be computed by dividing the total number of unused sick leave hours by eight (8); or
  2. The employee may choose to convert unused sick leave hours to an employee's RHSA at a ratio of 3:1. A minimum of 685 hours is required to be eligible for this option.
    - i. The RHSA contribution shall be calculated at the straight time rate and shall not exceed the value of 685 hours ; or
  3. A combination of both options, if the remaining unused sick leave hours not used for additional service credit, exceeds 685 hours.

#### 4.03 Management Employees

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

4.03.2 When an employee changes from one work schedule to another work schedule as a permanent assignment, accumulated leave shall be adjusted in accordance to the ratio of one work schedule to the other. Example: factor from 56-hour workweek to 40-hour workweek is .714, and factor from 40-hour workweek to 56-hour workweek is 1.4.

4.03.4 Sick leave shall be available for personal illness or injury, emergency medical or dental appointments and for reasonable travel time to and from health care facilities. Sick leave shall also be available to an employee for caring for a member of his/her immediate family who is ill or injured, emergency medical or dental appointments, and for reasonable travel time to and from health care facilities.

4.03.4 Definition of Immediate Family - Immediate family shall include: husband, wife, child, stepchild, brother, stepbrother, sister, stepsister, parent, stepparent, grandparent, grandchild, or any legal dependent residing in same household.

### **V. INSURANCE**

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

5.02 If the premiums for medical and dental insurance exceed \$1,000 per month, the employee and District will share the cost difference 50/50.

5.03 Any unused premium may be used for medical/dental expenses as defined by the Administrative Policy for a maximum period of 24 months. After the 24-month period expires, or at retirement, 100% of any unused premium shall be transferred to the employee's Retirement Health Savings Account. NOTE: If an employee separates from employment, the unused premium shall be forfeited.

5.04 Eligible full-time employees may elect to opt out of only the medical insurance, if proof of coverage can be provided to the District. If no medical options are selected, the District shall place a capped rate of \$1,000 per month (\$12,000 annually) in the employees medical reimbursement account. Unused premiums shall be transferred to the employees HRSA per the provisions in 6.01.

5.05 Employees, upon retirement, at no additional cost to active employees or to the District shall be allowed to remain on the group medical plan. The retiree will be required to have the same plan as active employees. The retiree will be responsible for payment of entire premium and a two percent (2%) administrative cost. The employee understands that the premium for a retired employee may be higher than that of an active employee. At age 65, the retiree may have additional options available.

5.06 Life: The District shall provide a \$50,000 life insurance policy for the employee and the Board of Directors, and \$1,000 life insurance policy for employee's dependents. The policy shall include accidental death and dismemberment coverage.

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

05.08 In the event the Board of Directors modifies the insurance benefit (increase or decrease) in any other labor contract, this insurance benefit shall be adjusted per said resolution or contract for all positions identified in this Resolution.

## **VI. HEALTH RETIREMENT SAVINGS ACCOUNT**

6.01 Employees shall be required to participate in a District administered Retirement Health Savings Account (RHSA). The following terms apply:

- a. Effective July 1, 2006 a monetary contribution will be made by the District in the amount of \$100 per employee per month.
- b. The value of any unused medical reimbursement shall be transferred at the end of each calendar and fiscal year to the employee's RHSA (contributed twice a year).
- c. If the shift employee has an excess of 480 hours of unused sick leave, then at the end of each calendar year 50% of the unused sick leave (134.4 minus sick leave used) will be contributed to the RHSA at the employee's hourly rate.

- d. If the non-shift employee has an excess of 343 hours of unused sick leave, then at the end of each calendar year 50% of the unused sick leave (96 minus sick leave used) will be contributed to the RHSA at the employee's hourly rate.

## **VII. MANAGEMENT SUPPLEMENTAL BENEFIT PLAN**

7.01 The Management Supplemental Benefit Plan provides for additional compensation and/or non-taxable benefit equal to 5.00% of annual base salary as of July 1. Managers covered by this resolution may choose one of the following options:

- a. Direct Payment – Cash: this option is considered additional income and is subject to federal and state withholding taxes.
- b. Direct Payment – Deferred Compensation 457 Plan: this option is considered additional income and is subject to the maximum deferral allowed by the IRS.
- c. Medical Reimbursement: this option is considered a non-taxable benefit, which may be used for additional medical/dental expenses. Please note that unused monies in this account are not eligible for transfer to the District's Health Retirement Savings Account.
- d. Combination of Option a, b, or c: this option may not exceed the maximum benefit.

## **VIII. HOLIDAYS**

08.01 For the purpose of this section, the legal "holiday" shall mean and include the following days:

- a. New Years Day (January 1)
- b. Martin Luther King Day (third Monday in January)
- c. President's Day (third Monday in February)
- d. Memorial Day (fourth Monday in May)
- e. Independence Day (July 4)
- f. Labor Day (first Monday in September)
- g. Veteran's Day (November 11)
- h. Thanksgiving Day (fourth Thursday in November)
- i. Day after Thanksgiving Day
- j. Christmas Day (December 25)
- k. Floating Holiday

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

## **IX. USE OF DISTRICT VEHICLES**

09.01 The District will assign a vehicle to the following positions for commuting to/from work and all business purposes to insure availability for immediate emergency response:

- a. Fire Chief
- b. Deputy Chief
- c. Fire Marshal
- d. Battalion Chief – Administrative/Training

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

09.03 The value for all personal use may be reported as a taxable fringe benefit as established by IRS Regulations and the District’s Administrative policy.

**X. VACATION ACCRUAL**

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

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

Note: The Fire Chief is authorized to negotiate the starting vacation accumulation different from shown above for management staff members new to the District.

**XI. EMERGENCY RESPONSE COMPENSATION**

11.01 The District will compensate employees at the straight-time hourly rate for all time worked greater than their daily rate for responses for which the District is reimbursed. The District will pay compensation upon receipt of monies from agencies requesting services. Maximum compensation will not exceed any reimbursement amount received by the District. This provision does not apply to any Battalion Chief position.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on May 9, 2012 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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James H Ashcraft  
President

ATTEST:

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Karlana Rannals  
Secretary

A Resolution of Commendation from the Board of Directors  
of the Rancho Santa Fe Fire Protection District for

**John R. Kinney**

**WHEREAS**, John R. Kinney has retired from his position as Fire Engineer for the Rancho Santa Fe Fire Protection District; and

**WHEREAS**, since April 27, 1990 until May 4, 2012, Engineer Kinney has served the community with distinction, loyalty and dedication for 22 years at the ranks of Firefighter, and Engineer; and

**WHEREAS**, during his service to the Rancho Santa Fe Fire Protection District, he has served in many important roles:

risking his life in the efforts of saving the lives and property of others on a day-to-day basis, and participated in many major emergency incidents including; Paint Fire (1990); Harmony Grove Fire (1996); Paradise/Cedar Fire (2003); Harris Fire (2007); and the Witch Creek Fire (2007) and assigned to numerous strike teams within the State; and

**WHEREAS**, Engineer Kinney shared his talent by building and welding weight machines and stands for each of the four district fire stations.

**WHEREAS**, Engineer Kinney has willingly volunteered for additional responsibilities such as:

- Monitoring the fuel moisture and weather in the district, He also ensured that the information was distributed to all appropriate personnel within the County
- Participated in the successful event recognizing the district's 50<sup>th</sup> anniversary

**WHEREAS**, Engineer Kinney has maintained a steadfast dedication to serving the Rancho Santa Fe community confidently and with the highest competency; and

**WHEREAS**, Engineer Kinney shared his passion for his profession and was a good friend and colleague to all personnel.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Rancho Santa Fe Fire Protection District do hereby convey their deep appreciation, admiration and gratitude to Engineer Kinney, and commend him for his superior record of dedicated fire service and protection rendered to the residents of the Rancho Santa Fe Fire Protection District; and

**BE IT FURTHER RESOLVED** that the Board of Directors of the Rancho Santa Fe Fire Protection District does hereby wish Engineer Kinney a most satisfying, well-deserved and rewarding retirement.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on May 9, 2012 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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JAMES H ASHCRAFT  
President

ATTEST:

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Karlana Rannals  
Secretary