



**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

July 13, 2016
1:00 pm PT

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. Closed Session
 - a. With respect to every item of business to be discussed in closed session pursuant to Section 54957.6:
CONFERENCE WITH LABOR NEGOTIATORS
Agency Negotiators: Jim Ashcraft, Randy Malin, and assigned Staff
Represented Employees: Rancho Santa Fe Professional Firefighters Association – Local 4349
Represented Employees: Rancho Santa Fe Miscellaneous Employees
Unrepresented Employees: Fire Chief; Deputy Chief; Battalion Chief (4); Fire Marshal and Administrative Manager
Under Negotiation: Successor Memorandum of Understanding and Compensation
3. Motion waiving reading in full of all Resolutions/Ordinances
4. Public Comment

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

5. Consent Calendar

a. Board of Directors Minutes

- Board of Directors minutes of June 22, 2016

ACTION REQUESTED: **Approve**

b. Receive and File

- Monthly/Quarterly Reports

(1) List of Demands Check 27489 thru 27608 for the period June 1 – 30, 2016 totaling:

\$1,953,810.15

Payroll for the period June 1 – 30, 2016

\$ 508,037.11

TOTAL DISTRIBUTION

\$2,461,847.26

(2) Activity Reports – June 2016

(a) Training

(b) Fire Prevention

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

(i) None

6. Old Business

a. LAFCO Application – Update

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

ACTION REQUESTED: **Information**

7. New Business

a. Contract-Agreement Regarding O&M Contributions Under the Fire Service Agreement

To discuss and/or approve the agreement regarding O&M contributions under the fire service agreement
between Rancho Santa Fe Fire Protection District and California West Communities, LLC.

ACTION REQUESTED: **Approve**

b. Budget Authorization

To discuss and/or approve the purchase of staff replacement vehicle. [Staff Report 16-16](#)

ACTION REQUESTED: **Authorize**

c. Acceptance of Donation

To discuss and/or accept donated equipment from Elfin Forest/Harmony Grove Volunteer Fire Department
Inc. [Staff Report 16-17](#)

ACTION REQUESTED: **Adopt**

8. Resolutions

a. Resolution No. 2016-07

To discuss and/or adoption a resolution entitled A Resolution of the Board of Directors of the Rancho Santa
Fe Fire Protection District Updating the Public Officials Travel and Reimbursement Policy.

ACTION REQUESTED: **Adopt**

9. Oral Report

- a. Fire Chief – Michel
 - District Activities
 - Badge Ceremony – August 10, 2016
- b. Operations – Deputy Chief
- c. Training – Battalion Chief
- d. Fire Prevention – Fire Marshal
- e. Administrative Manager
 - General Election - Nomination Period July 18 – August 12, 2016
- f. Board of Directors
 - North County Dispatch JPA – Update
 - County Service Area – 17 – Update
 - Comments

10. Adjournment

The next regular Board of Directors meeting to be August 10, 2016 in the Board Room located at 18027 Calle Ambiente, Rancho Santa Fe, California. The business meeting will commence at 1:00 p.m.



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting Agenda
Wednesday, July 13, 2016 1:00 pm PT

CERTIFICATION OF POSTING

I certify that on July 8, 2016 a copy of the foregoing agenda was posted on the District's website and near the meeting place of the Board of Directors of Rancho Santa Fe Fire Protection District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Rancho Santa Fe, California on July 8, 2016

Karlana Rannals
Board Clerk



RANCHO SANTA FE FIRE PROTECTION DISTRICT
Special (in lieu of regular) Board of Directors Meeting
Minutes – June 22, 2016

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

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

Pledge of Allegiance

Director Malin led the assembly in the *Pledge of Allegiance*.

1. Roll Call

Directors Present: Ashcraft, Malin, Stine, Tanner - *Director Stine participated via teleconference*

Directors Absent: Hillgren

Staff Present: Tony Michel, Fire Chief; Fred Cox, Deputy Chief; Chris Galindo, Battalion Chief; Dave McQuead, Battalion; Frank Twohy, Chief – Elfin Forest/Harmony Grove Volunteer Fire Department; and Karlana Rannals, Board Clerk.

2. Special Presentations

a. Badge Presentations

b. Certificate of Recognition

Chief Michel informed the Board that items 2.a. and 2.b. need to be postponed as all of the personnel listed on the agenda were deployed to the *Border Fire*. The items will be rescheduled for a future meeting

c. Introduction – Burgen Havens, Accounting Technician/Staff Assistant

Karlana Rannals introduced Burgen Havens who was selected as the successful applicant to join the administrative team as the Accounting Technician/Staff Assistant. Ms. Havens joined the District June 6, 2016 and resides in San Marcos, CA. President Ashcraft, on behalf of the Board of Directors, welcomed her and wished her success in her career with the fire district.

3. Public Comment

Lesli Wilson, Administrator, and Jeff Logan, Operations Manager, from North County Dispatch Joint Powers Authority gave a presentation to Karlana Rannals in recognition and appreciation for her service to NCDJPA since its formation July 1, 1984.

4. Consent Calendar

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER to approve the Consent Calendar as submitted on a roll call vote:

AYES: Ashcraft, Malin, Stine, Tanner

NOES: None

ABSENT: Hillgren

ABSTAIN: None

a. *Board of Directors Minutes*

i) Board of Directors minutes of May 18, 2016

b. Receive and File

i) *Monthly/Quarterly Reports*

1. List of Demands Check 27394 thru 27488 for the period May 1 – 31, 2016 totaling:

\$ 355,797.30

Payroll for the period May 1 – 31, 2016

\$ 496,108.26

TOTAL DISTRIBUTION

\$ 851,905.56

2. Activity Reports – May 2016

a. Operations

b. Training

c. Fire Prevention

d. Correspondence – letters/cards were received from the following members of the public:

1) None

5. Old Business

a. *LAFCO Application – Update*

Chief Michel reported that the San Diego County Board of Supervisors on Tuesday, June 21st finalized the funding mechanism for the reorganization with Elfin Forest/Harmony Grove Fire Department. Staff has been working since January 2016 on an MOU that outlines the terms for the property tax exchange, property, equipment, the transfer of communication leases, and additional funding. The language for the Joint Community Facilities Agreement is still under negotiation. Staff is working to resolve the language differences to ensure that the funding is distributed to the District as long as the tax is in place. To date, he has not signed the LAFCO Terms and Conditions Agreement to complete the reorganization. Staff responded to questions from the board.

6. New Business

a. Fixed Charge Special Assessment for Weed Abatement

Chief Michel summarized the staff report provided. He reported that this year, the majority of property owners who received notices willingly complied within the time allowed. This year, the district has one parcel that was a non-compliant property owner, and to date have not reimbursed the district for the forced abatement fees.

The district's recourse to recover funds is to place a special assessment on the property tax bill. He requested that the board approve and authorize the administrative staff to deliver the *Weed Abatement Special Assessment* list of non-compliant parcels to the County of San Diego on or before the County's deadline of August 10, 2016 that include the following parcels:

Parcel No. 265-220-06.

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR TANNER to approve and deliver special assessment for nonpayment of fees to the County of San Diego: authorize the administrative staff to deliver the *Weed Abatement Special Assessment* list of non-compliant parcels to the County of San Diego on or before the County's deadline of August 10, 2016. The motion was approved unanimously on the following roll call vote

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

b. Preliminary Budget FY17

Chief Michel gave a PowerPoint presentation on the Preliminary Budget for FY17. He informed the Board that this year the preliminary budget was a challenge to prepare primarily because of the reorganization of Elfin Forest/Harmony Grove. He believes that staff has done their best with the information available to date; however, once the District completes the MOU and the subsequent Joint Community Facilities Agreement, staff believes we will have a better handle on the revenues going forward. He summarized the changes proposed within each category.

He reports that preliminary revenue projection \$15,204 (in thousands) increased (5.2%). The tax revenue anticipated is primarily from the San Diego County Tax Assessor's FY16 estimated receivables, in addition to the revenue currently collected by CSA-107. This projection will most likely be different at final budget.

He reports that the overall Operating Budget of \$15,674 (in thousands). He summarized the expenditure changes between the proposed budget and FY16 budget that include:

- Personnel Cost (+17.5%) – the overall increase are results of
 - Addition of nine (9) personnel and adding personnel to support the Volunteer Division
- Contractual Services (+6.9%) - the overall increase are results of
 - Addition of two (2) locations
 - Addition of twelve (12) vehicles to the fleet
- Material & Supplies (+14.1%) – the overall increase are the results of
 - Addition of two (2) locations
 - Planned purchase of P25 compliant radios
 - Increase in safety equipment and uniforms for the additional personnel

Staff responded to questions from the Board.

MOTION BY DIRECTOR TANNER, SECOND BY DIRECTOR MALIN, to approve the Preliminary Budget for FY17 as presented on the following roll call vote:

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

President Ashcraft announced that the District will schedule a public hearing for adopting the Final Budget on September 21, 2016, and he further requested that the Secretary notify the public of the hearing according to all applicable codes.

Ten-minute recess

7. Oral Report

- a. Fire Chief – Michel
 - i) District Activities:
 - 1) Survivor’s Luncheon June 1, 2016 – he spoke of the success of the event. He complimented the staff’s participation and AMR for their support.
- b. Operations – Deputy Chief
Chief Cox summarized the previous month activity, noting district personnel responded to 243 calls the previous month. He reported on two significant calls, 1) structure fire, and 2) a vegetation fire. He also reported that eleven (11) of the District’s personnel have been deployed to the Border Fire, with an estimated containment date of June 28.
- c. Training – Battalion Chief
Chief McQuead summarized the training activity for May which totaled approximately 1,100 hours, and probationary testing and training.
- d. Fire Prevention – Fire Marshal
Chief Michel reported that plan submittals have slowed down, but inspections remain consistent. He has tasked a staff member to focus on the dead and dying trees, concentrating on the evacuation route. Upon completion, the focus will shift to the Elfin Forest/Harmony Grove area. Staff will work on the needed ordinance to adopt the 2016 Fire Code. The ordinance adoption process needs to be completed by December 31.
- e. Administrative Manager
 - i) CalPERS Conference – Riverside, CA October 24-26, 2016 – reminded the board members to inform her of their desire to attend. Directors Ashcraft and Malin plan to attend.
 - ii) Nomination Period for General Election – November 1, 2016 – the filing period begins July 18 and concludes August 12. When the nominations papers arrive, she will notify board members whose term ends of the availability.
- f. Board of Directors
 - i) North County Dispatch JPA – Update: Ashcraft – meeting held May 26, 2016. The primary focus of the meeting was the approval of the FY17 budget.
 - ii) County Service Area – 17 – Update: Hillgren – no report.
 - iii) Comments
 - Stine – he discussed the increase of the assessed valuation in the 4S Ranch area.

8. Adjournment

Meeting adjourned at 3:25 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

Check No.	Amount	Vendor	Purpose
27489	\$27.98	4S Ranch Gasoline & Carwash LP	Apparatus: Car Wash
27490	\$231.00	A to Z Plumbing Inc.	Building RSF1
27491	\$20.00	AAA Live Scan	Background Investigation
27492	\$160.01	AT&T	Telephone RSF2/RSF3/RSF1
27493	\$1,380.54	AT&T Calnet 2/3	Telephone RSF4/RSF2/RSF3
27494	\$20.00	Berry, Nicole	FP - Local Conference/Seminars
27495	\$74.06	Complete Office of California Inc.	Office Supplies
27496	\$129.98	Cox Communications	Telephone RSF2/RSF3
27497	\$344.80	Day Wireless Systems Inc.	Pager Repair/Replacement
27498	\$1,166.46	Direct Energy Business - Dallas	Elec/Gas/Propane RSF1
27499	\$747.27	Engineered Mechanical Services Inc.	Building RSF1
27500	\$10,934.38	Fire ETC Inc.	Safety Clothing (Protective)/Safety Equipment
27501	\$100.00	K & K Coatings	Station Maintenance - RSF1
27502	\$1,833.84	Knox Company Inc.	Knox Replacement (Parts/Supplies)
27503	\$1,310.35	Life-Assist Inc.	CSA-17 Contract
27504	\$860.00	Mertz, William C.	Education/Training Reimbursement
27505	\$4,008.96	MES California	Safety Equipment
27506	\$4,577.60	Motorola Solutions Inc.	Radio's
27507	\$580.00	Pacific Sun Development	Station Maintenance - RSF4
27508	\$4,368.00	Palomar College	In-Service Training Program-Regional FF
27509	\$500.00	Rohde & Associates	Mapping Services (ERM)
27510	\$57.99	SDG&E	Elec/Gas/Propane Admin
27511	\$3,057.94	SoCo Group Inc.	Fuel: Gasoline & Diesel
27512	\$25.00	Sturtevant, James F.	Permit: Hazardous Materials
27513	\$2,370.00	Symphony Asset Pool XVII LLC	Cielo HOA Fees
27514	\$298.00	Terminix International	Building ADMIN/RSF1/RSF2/RSF3/RSF4
27515	\$2,422.69	Transamerican Mailing & Fulfillment	Outside Printing & Binding/Postage
27516	\$41.71	U P S	Shipping Service
27517	\$816.20	Uniforms Plus	Uniforms: Safety Personnel
27518	\$618.11	United Imaging	Office Supplies
27519	\$450.00	Vanguard Fire Protection Inc.	Station Maintenance - RSF1
27520	\$1,337.18	Verizon Wireless	CSA-17/MDT Broadband+ATN Line/Cellular
27521	\$244.00	Vinyard Doors Inc.	Building RSF2

27522	\$6,350.00	WinTech Computer Services	Consulting Services
27523	\$13.99	4S Ranch Gasoline & Carwash LP	Apparatus: Car Wash
27524	\$484.41	About Service Inc.	Scheduled - ID 0384
27525	\$354.00	Accme Janitorial Service Inc.	Building ADMIN
27526	\$315.00	Armanino LLP	Consulting Services
27527	\$50.00	AT&T	Telephone RSF1
27528	\$331.24	AT&T Calnet 2/3	Telephone Admin/ RSF1/RSF3
27529	\$1,298.50	C.A.P.F.	Disability Ins Short & Long
27530	\$127,604.73	CalPERS	PERS (Employer Paid)
27531	\$3,444.19	City of San Marcos	Workers' Compensation - Administrative Account
			CAP Code Paging Service-Monthly Service/800MHz
27532	\$2,517.50	County of SD/RCS	Network Admin Fees
27533	\$125.55	EDCO Waste & Recycling Inc.	Trash RSF5
27534	\$1,690.00	Engineered Mechanical Services Inc.	Building ADMIN/ RSF1/RSF2/RSF3/RSF4
27535	\$1,450.98	Fire ETC Inc.	Safety Clothing (Protective)
27536	\$3,210.00	Fitch Law Firm Inc.	Legal Services
27537	\$1,358.54	Michel, Tony J	Building RSF4
27538	\$92.81	Napa Auto Parts Inc.	Apparatus: Parts & Supplies
27539	\$1,875.91	Olivenhain Municipal Water District	Water RSF2/RSF3/RSF4
27540	\$3,291.17	Parkhouse Tire, Inc.	Apparatus: Tires & Tubes
27541	\$240.76	SDG&E	Elec/Gas/Propane RSF1
27542	\$100.09	San Diego Union-Tribune, LLC	Advertising
27543	\$1,175.01	Santa Fe Irrigation District	NCDJPA Rebill/Water RSF1
27545	\$1,775.32	SoCo Group Inc.	Fuel: Gasoline & Diesel
27546	\$110.41	Suburban Propane	Training Equipment/Supplies: Expendable
27547	\$2,635.00	Synergy Database Solutions LLC	Programming - Computer & Software FP/PR
27548	\$388.52	TelePacific Communications	Telephone ADMIN
27549	\$562.28	ThyssenKrupp Elevator Inc.	Elevator Service
27550	\$530.20	Time Warner Cable	Cable - Admin/RSF4
27551	\$14.50	U P S	Shipping Service
27552	\$14,931.62	U S Bank Corporate Payment System	Cal-Card./IMPAC program
27553	\$228.00	U S Postal Service - Postmaster	Post Office Box Rental
27555	\$1,612.15	Waste Management Inc.	Trash RSF3/RSF4/RSF1/Patrol/NCDJPA REBILL/RSF2

27556	\$43.18	Willis, Erwin L.	Computer Equipment/Parts
27557	\$1,500,000.00	CalPERS	PERS (Employer Paid) - Payment #2 for UAL
27558	\$138.39	Advanced Communication Systems Inc.	Radio Equipment Replacement
27559	\$1,369.72	All Star Fire Equipment, Inc.	Safety Clothing (Protective)
27560	\$309.00	APCD	Permit: County/City
27561	\$1,500.00	Arnold A Lewin	Consulting Services
27562	\$224.68	AT&T - U-verse	Telephone RSF5
27563	\$220.51	AT&T Calnet 2/3	Telephone ADMIN/RSF1/NCDJPA REBILL
27564	\$729.00	Fire ETC Inc.	Safety Clothing (Protective)
27565	\$599.00	Garrett Electric Inc.	Building RSF4
27566	\$1,440.00	GFI USA, Inc. dba GFI Software	Computer - License/Software
			Radio Batteries-Motorola/RSF Station
			Maintenance/Propane
27567	\$566.50	Home Depot, Inc.	Station Maintenance - RSF1/RSF4
27568	\$955.00	K & K Coatings	Safety Equipment
27569	\$1,047.60	MES California	Safety: Extinguishers (Service & Purchase
27570	\$292.44	Metro Fire & Safety Inc.	Breathing Apparatus - Supplies and Parts
27571	\$475.20	Palomar Sign Company	Water RSF5
27572	\$172.64	Rincon Del Diablo Municipal Water Di	
27573	\$8,170.34	SDG&E	Elec/Gas/Propane Admin/RSF4/RSF2/RSF1/ADMIN
27574	\$1,616.05	SoCo Group Inc.	Fuel: Gasoline & Diesel
27575	\$65.00	State Fire Training	Permit: Certification
27576	\$32.00	State of CA Dept. of Justice	Background Investigation
27577	\$14.50	U P S	Shipping Service
27578	\$695.00	Uniforms Plus	Uniforms: Safety Personnel
27579	\$100.08	Willis, Erwin L.	Computer Equipment/Parts
27580	\$13.99	4S Ranch Gasoline & Carwash LP	Apparatus: Car Wash
27581	\$159.13	A-OK Power Equipment	Fleet Equip Maintenance/Repair-Port Gen/
27582	\$151.44	Aair Purification Systems	Building RSF1
27583	\$518.87	About Service Inc.	Scheduled - ID 1282
27585	\$53.97	Complete Office of California Inc.	Office Supplies
27586	\$194.76	Cox Communications	Telephone RSF2/RSF3
27587	\$805.60	Engineered Mechanical Services Inc.	Building RSF2
27588	\$5,400.00	FireStats	GIS Services/Response Criteria Services

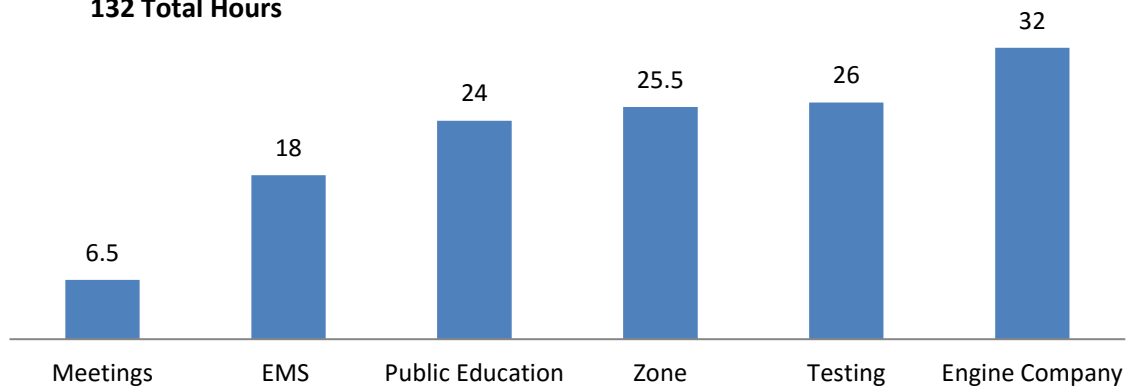
27590	\$1,500.00	Reserve Account	Postage
27591	\$70.00	RSF Mail Delivery Solutions, Inc.	Mail Delivery Service
27592	\$66.52	SDG&E	Elec/Gas/Propane RSF3/ADMIN
27593	\$222.50	SimplexGrinnell LP	Station Maintenance - RSF1
27594	\$1,436.65	SoCo Group Inc.	Fuel: Gasoline & Diesel
27595	\$14.50	U P S	Shipping Service
27596	\$151.09	AT&T	Telephone RSF2/RSF3/RSF1
27597	\$180.08	Blend	Outside Printing & Binding
27598	\$32,568.79	Blue Skies Landscape Maintenance	Building RSF2
27599	\$127,183.89	CalPERS	PERS (Employer Paid)
27600	\$1,285.64	Direct Energy Business - Dallas	Elec/Gas/Propane RSF1
27601	\$415.84	Employment Development Dept.-EDD	Unemployment Insurance
27602	\$5,289.72	Entenmann-Rovin Co Inc.	Uniforms: Safety Personnel
27603	\$4,565.70	Fire ETC Inc.	Safety Clothing (Protective)
27604	\$454.02	Metro Fire & Safety Inc.	Safety: Extinguishers (Service & Purchas
27606	\$14.50	U P S	Shipping Service
27607	\$1,502.29	Uniforms Plus	Uniforms: Safety Personnel/Administration
27608	\$1,371.11	Verizon Wireless	CSA-17/MDT Broadband+ATN Line/Cellular
EFT000000000225	\$190.00	Carey, John	Education/Training Reimbursement
EFT000000000229	\$17.00	Moscato, Joseph D.	CSA-17 Contract
EFT000000000233	\$100.00	RSFPFA	RSF Prof FF Association
VARIOUS	\$21,860.29	Various	Medical Reimbursement
<i>Sub-total</i>	<u><u>\$1,953,810.15</u></u>		
14-Jun-16	\$3,763.87	RSFFPD	PAYROLL
15-Jun-16	\$279,033.95	RSFFPD	PAYROLL
30-Jun-16	\$225,239.29	RSFFPD	PAYROLL
<i>Sub-total</i>	<u><u>\$508,037.11</u></u>		
TOTAL	\$2,461,847.26		

Training Division

June 2016

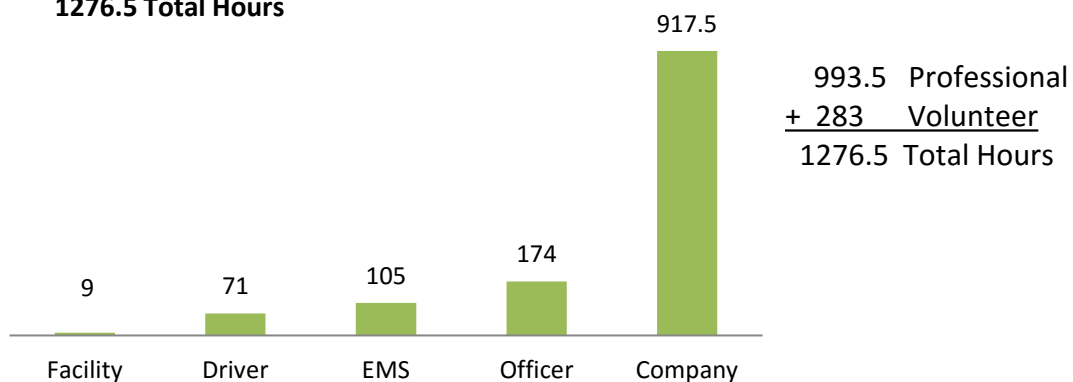
Scheduled Training

132 Total Hours



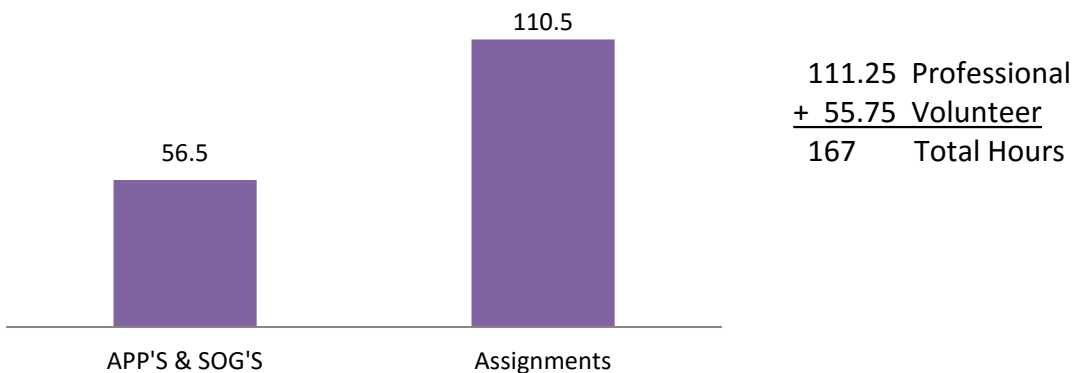
Total Individual Hours

1276.5 Total Hours



Target Solutions (On Demand) Hours

167 Total Hours



Training Division - Descriptions

Scheduled Training

Training hours are planned annually. This is to maintain a well organized year and to help the firefighters be successful with the hours required by Federal, State, Local.

Total Individual Hours - 6 Subjects

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

Mandated Hours

Hours completed through an assignment on an online database (Target Solutions). Mandated assignments are required by either Federal, State, Local.

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
June 2016

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS	Number of Structures	Sq Footage
Fire Marshal	0	0
Fire Inspector	2	11,024
Fire Inspector/Forester	15	31,245
TOTAL	17	42,269
RESIDENTIAL ADDITIONS	Original Sq Footage	Added Sq Footage
Fire Marshal	0	0
Fire Inspector	36,947	3,015
Fire Inspector/Forester	0	2,409
TOTAL	36,947	5,424
COMMERCIAL PLAN REVIEWS	Number of Structures	Sq Footage
Fire Marshal	0	0
Fire Inspector	0	0
Fire Inspector/Forester	0	0
TOTAL	0	0
TOTAL NEW CONSTRUCTION		Sq Footage
Based on permitted Sq footage	Total Added	47,693
FIRE SPRINKLER REVIEWS	Commercial	Residential
Fire Marshal	0	0
Fire Inspector	3	8
Fire Inspector/Forester	1	0
TOTAL	4	8
TENANT IMPROVEMENTS	Number of Structures	Sq Footage
Fire Marshal	0	0
Fire Inspector	0	0
Fire Inspector/Forester	2	0
TOTAL	2	0
LANDSCAPE REVIEWS	Number of Reviews	Staff Hours
Fire Marshal	0	0.00
Fire Inspector	0	0.00
Fire Inspector/Forester	17	7.00
TOTAL	17	7.00

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
June 2016

SERVICES PROVIDED- FIRE PREVENTION

DPLU -All Staff	Number	Staff Hours
Project Availability Forms	0	0.00
Use Permits	0	0.00
Zaps	0	0.00
Administrative Review	0	0.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	0	0.00
TOTAL	0	0.00
INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	10	5.00
Hydros (Fire Sprinklers)	21	21.00
Finals (Structures)	30	34.00
Landscape	10	5.50
Reinspections	0	0.00
Tents/Canopy	3	1.50
Burn Permits	0	0.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	3	1.50
Code Enforcement	1	0.50
Engine Company Follow Up	0	0.00
Misc.	0	0.00
TOTAL	78	69.00
HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	710	57.90
Weed Abatement Reinspection	84	7.50
1st Notice	190	46.25
2nd Notice	16	20.50
Final Notice	0	0.00
Forced Abatement	0	0.00
Annual Mailers	0	0.00
Homeowner Meeting	15	15.00
WUI	0	0.00
TOTAL	1,015	147.15
GRADING -All Staff	Number of Reviews	Staff Hours
Plan Review	5	4.00
TOTAL	5	4.00

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
June 2016

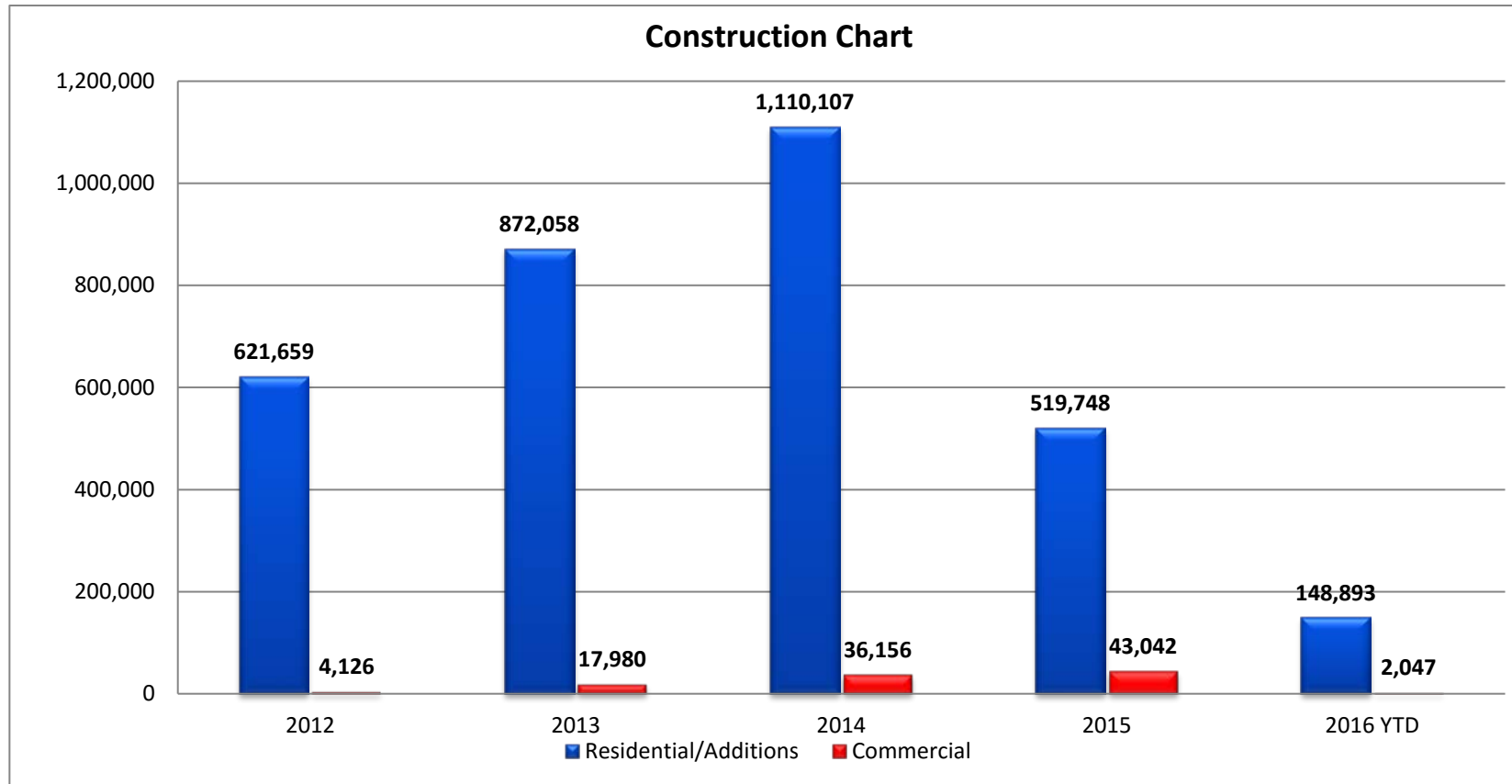
ADMINISTRATIVE SERVICES- FIRE PREVENTION

SPECIAL ACTIVITIES/EDUCATION-All Staff	Number	Staff Hours
GIS Mapping	0	0.00
CalFire Crew Projects	0	0.00
Hazmat	0	0.00
Emergency Response/Support	0	0.00
Training Classes	0	0.00
Conferences	0	0.00
Meetings	18	19.5
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
TOTAL	18	19.50
FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	364	91.00
Correspondence	159	39.75
Consultations	59	59.00
Plan Review	83	83.00
Scanning	0	0.00
General Office	93	93.00
TOTAL	758	365.75

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff) Internal & External	814	40.70
Correspondence	222	55.50
Walk in/Counter (All Administrative Staff)	281	23.42
Knox Application Request	7	1.75
UPS Outgoing Shipments	4	0.33
Plan Accepted/Routed	83	20.75
Special Projects	26	26.00
Scanning Documents/Electronic Files	80	20.00
Meetings: Admin/Prevention/Admin Shift	22	11.00
Post Office Runs	2	1.00
Deposit runs and preparations	26	13.00
TOTAL	1,567	213.45

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
June 2016

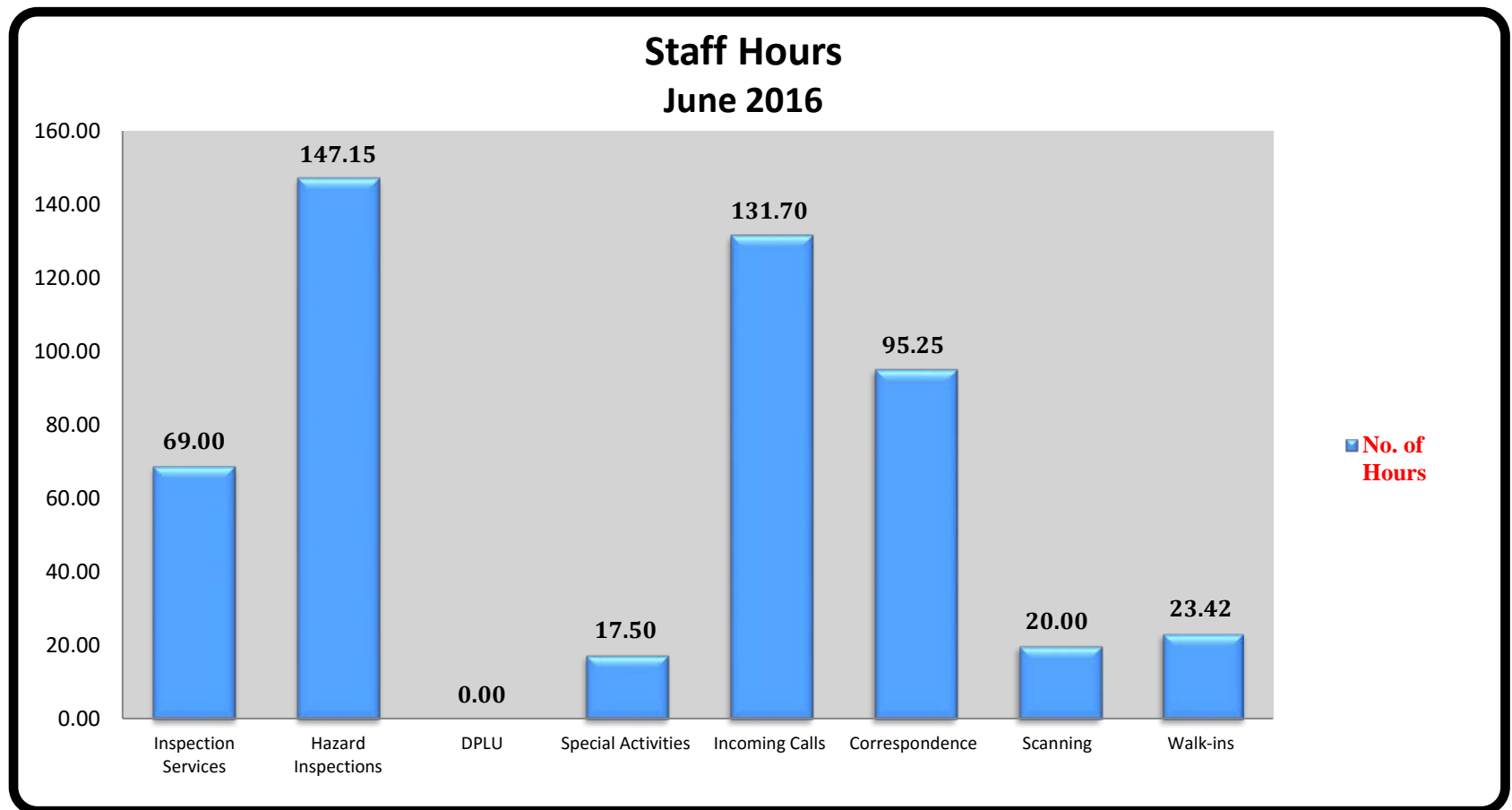
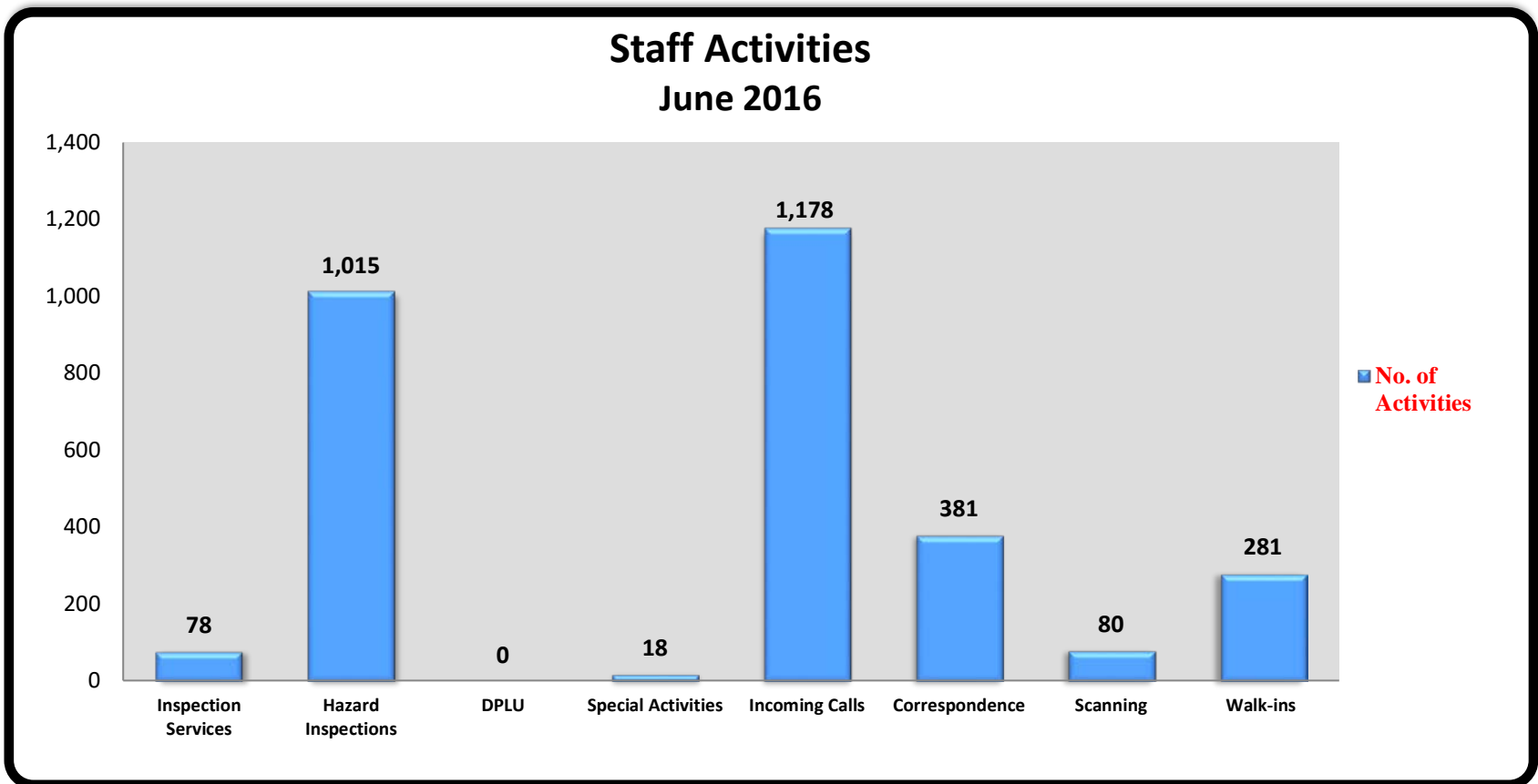


Year	Res/Add	Comm	Total
2012	621,659	4,126	625,785
2013	872,058	17,980	890,038
2014	1,110,107	36,156	1,146,263
2015	519,748	43,042	562,790
2015 YTD	245,889	26,222	272,111
2016 YTD	148,893	2,047	150,940

Comparison 2015/2016 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2015	75,647	30,699	21,404	21,404	51,601	46,651	89,960	20,996	20,996	70,781	47,216	35,865
2016	28,971	25,957	12,480	19,850	15,989	47,693						

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
June 2016



Comparison 2015/2016 Total Monthly Hours/Activities

2015	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1761	1490	2001	1985	1771	2474	2561	2189	2104	2145	1811	1727
Hours	423.45	301.18	411.9	416.92	323.8	486.28	444.52	422.95	387.67	414	402.48	356.05

2016	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1517	1448	1473	1778	1841	3031						
Hours	291.25	342.92	316.17	373.08	385.52	504.02						

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

Rancho Santa Fe Fire Protection District
Public Education Coordinator Monthly Activity Summary
June 2016

WEBSITE/INTERNET		Staff Hours
Update existing info & documents: <i>Updated home page, news, photos, etc</i>		3.0
		3.0
		0.0
Compile & write new information: <i>New Website Development</i>		12.0
		12.0
Social Media <i>Facebook "Fans" - 791</i> <i>Twitter "Followers" - 2,354</i>		8.0
		3.0
		5.0
TOTAL		23.0
PUBLICATIONS		Staff Hours
Design/write brochures, flyers, etc: <i>Elfin Forest Hand Out</i> <i>Desirable Plants Revamp</i>		4.0
		3.0
		1.0
TOTAL		4.0

Rancho Santa Fe Fire Protection District
Public Education Coordinator Monthly Activity Summary
June 2016

MEDIA RELATIONS		Staff Hours
On-scene Public Information Officer:		0.0
Press Releases:		4.0
<i>EFHG/RSF Merge</i>		2.0
<i>Fireworks</i>		1.0
<i>Smoke Alarms</i>		1.0
Other Articles/Stories/Interviews:		0.0
TOTAL		4.0

EDUCATIONAL PROGRAMS/PRESENTATIONS		Staff Hours
Children's Programs		5.0
<i>Station Tours</i>		2.0
<i>Toddler Story Time at Library</i>		1.0
<i>World's Largest Swim Lesson</i>		1.0
<i>Engine to Mom/Tot Exercise Group</i>		1.0
Adult Programs:		5.0
<i>Fire Preparedness - Elfin Forest Street Team</i>		2.0
<i>Cielo Fire Prevention Presentation</i>		3.0
TOTAL		10.0

Rancho Santa Fe Fire Protection District
Public Education Coordinator Monthly Activity Summary
June 2016

EVENTS		Staff Hours
External/Community Events:		12.0
<i>Survivors Luncheon</i>		4.0
<i>RSF Golf Club Open House</i>		3.0
<i>Elfin Forest 4th of July Picnic</i>		5.0
Internal Events:		2.0
		2.0
		0.0
TOTAL		14.0
CONTINUING EDUCATION		Staff Hours
Training Classes:		8.0
<i>Women's Conference</i>		8.0
Conferences:		0.0
Meetings:		6.0
<i>Staff meetings</i>		3.0
<i>Shift Meeting</i>		0.0
<i>Social Media Webinar</i>		1.0
<i>So Cal Pub Ed</i>		2.0
TOTAL		14.0
CLERICAL		Staff Hours
Prevention-related:		49.0
<i>Mailbox, email inbox, phone calls, news clips, etc.</i>		43.0
<i>Phone Calls</i>		6.0
Non-prevention/non-minute related:		24.0
TOTAL		73.0
TOTAL HOURS		142.0

Agreement Regarding O & M Contributions Under the Fire Service Agreement

This Agreement Regarding O & M Contributions Under the Fire Service Agreement (“**Agreement**”) is made and entered into as of July __, 2016 (“**Effective Date**”), by and between the RANCHO SANTA FE FIRE PROTECTION DISTRICT, a fire district duly organized under the Fire Protection District Law of 1987 (“**District**”); CALIFORNIA WEST COMMUNITIES, LLC, a California limited liability company (“**CWC**”) and CWV CIELO 41, LLC, a California limited liability company (“**CWV**”). CWC and CWV shall sometimes be collectively referred to as “**Cal West**”.

NOW THEREFORE, it is agreed as follows:

1. Recitals

1.1. Upon execution of the Fire Services Agreement (defined below), Rancho Cielo Development Company (“**RCC**”) owned all of that certain real property defined in the Fire Services Agreement as the “**RCC Property**”. Rancho Cielo Estates, Ltd., a California corporation (“**RCE**”) is successor in interest to RCC.

1.2. Pursuant to an Assignment and Assumption Agreement dated March 6, 2013, RCE assigned a 9.4% interest in its rights and responsibilities under the Fire Services Agreement to Cal West.

1.3. The District and RCC are parties to that certain Amended and Restated Agreement for Provision of Fire Protection and Fire Fighting Services and Facilities and Emergency Medical Response to Rancho Cielo dated November 20, 1998 and recorded with the San Diego County Recorder’s Office on January 29, 1999 [1999-0053393] (“**Fire Services Agreement**”).

1.4. Section 13 of the Fire Services Agreement requires Cal West as the successor to RCC as to a 9.4% interest to make certain contributions to the ongoing operational and maintenance costs of the Rancho Cielo Fire Station (the “**O&M**”). The amount of the required contribution less the amount of credit due is sometimes referred to in this Agreement as the “**O&M Obligation**”. A dispute has arisen among the District and Cal West regarding the calculation of the O&M Obligation under the Fire Services Agreement.

1.5. By this Agreement: (a) Cal West and the District agree upon the amount of the past, current and future O&M Obligation of Cal West under the Fire Services Agreement; and (b) the District acknowledges that payment of the Settlement Sum defined below constitutes a full and final satisfaction of any and all of Cal West’s payment obligations under the Fire Services Agreement.

2. O & M Contribution. Cal West and the District hereby agree that the sum of One Hundred Fifty-nine Thousand Four Hundred Seventy-eight Dollars and 80/100 (\$159,478.80), paid on the terms set forth in Section 3, below (the “**Settlement Sum**”), is the amount of good and sufficient payment to satisfy any and all past, current and future obligations

of Cal West under the Fire Services Agreement, including, but not limited to, payment of the O&M Obligation to the District under the Fire Services Agreement.

3. Payment. The Settlement Sum shall be paid in one lump sum payment on or before July 29, 2016 (the “**Contribution Payment**”). Upon full payment of the Settlement Sum, each and every O&M Obligation (and any and all other payment obligations) of Cal West under the Fire Services Agreement are deemed fully satisfied and extinguished.

4. Non Payment. In the event Cal West fails to pay the Contribution Payment within 30 days of the due date, interest will accrue on such payment at the annual rate of five percent (5%) from the date due until paid. This Section 4 supersedes Section 16 of the Fire Services Agreement.

5. Miscellaneous Provisions.

5.1. Venue. In the event of any legal or equitable proceeding to enforce or interpret the terms or conditions of this Agreement, the parties agree that venue shall lie only in the federal or state courts in the County of San Diego, State of California.

5.2. Modification. This Agreement may not be altered in whole or in part except by a written modification approved by the governing board of the District and executed by all the parties to this Agreement.

5.3. Attorneys’ Fees. In the event any action or proceeding is initiated to challenge, invalidate, enforce, or interpret any of the terms of this Agreement, the prevailing party shall be entitled to reasonable attorneys’ fees and litigation fees (including expert witness fees), costs, and expenses in addition to any other relief granted by law. This provision shall apply to this entire Agreement. Subject to the foregoing, the parties hereto shall bear their own attorneys’ fees and costs incurred in connection with all matters, including any disputes, preceding execution of this Agreement.

5.4. Entire Agreement. This Agreement, together with the Fire Services Agreement, contains all representations and the entire understanding between the parties with respect to the subject matter of this Agreement. In the event of a conflict between the terms of the Fire Services Agreement and this Agreement, the terms of this Agreement shall supersede the terms of the Fire Services Agreement. Any prior correspondence, memoranda, or agreements, whether or not such correspondence, memoranda, or agreements are in conflict with this Agreement, are intended to be replaced in total by this Agreement. The District shall continue to honor its obligations under the Fire Services Agreement. Each party to this Agreement warrants and represents that no representative of any party to this Agreement has made any oral representations or oral agreements not contained in this Agreement. Each party to this Agreement further warrants and represents that it has not relied upon any oral statements or promises made by any representative of any party to this Agreement in executing this Agreement.

5.5. Binding Effect. Subject to the provisions of Section 17.6 of the Fire Services Agreement, this Agreement shall inure to the benefit of and be binding upon the parties and their respective purchasers, successors, heirs, and assigns. For clarification, an individual improved lot currently or previously owned by CWV which has been or will be sold to a third party purchaser (“**Homebuyer Lot**”) shall not be subject to any continuing obligation to contribute to the Homebuyer Lot’s shortfall in the payment of any O&M Obligation to the District, since Cal West’s payment of the Settlement Sum shall be in full satisfaction of the O&M Obligation relating to the Homebuyer Lot, whether existing now or in the future. This paragraph does not apply to nor shall the District have any responsibilities for any amounts a Homeowner Lot may or may not owe any Homeowners Association (“**HOA**”) now or in the future.

5.6. Unenforceable Provisions. The terms, conditions, and covenants of this Agreement shall be construed whenever possible as consistent with all applicable laws and regulations. To the extent that any provision of this Agreement, as so interpreted, is held to violate any applicable law or regulation, the remaining provisions shall nevertheless be carried into full force and effect and remain enforceable.

5.7. Representation of Capacity to Contract. The parties to this Agreement each hereby warrant and represent that it has legal authority and capacity and direction from its principal to enter into this Agreement, and that all resolutions or other actions have been taken so as to enable it to enter into this Agreement.

5.8. Opportunity to be Represented by Independent Counsel. Each of the parties to this Agreement warrant and represent that it has been advised to consult independent legal counsel of its own choosing and has had a reasonable opportunity to do so prior to executing this Agreement.

5.9. Good Faith and Cooperation. In interpreting and applying the provisions of this Agreement, the parties agree to act in good faith and cooperate with each other, including each party providing the other with ten (10) days’ notice and thirty (30) days to cure any breach of this Agreement.

5.10. Time of the Essence. The parties to this Agreement understand that time is of the essence in the completion of all matters contemplated by this Agreement.

5.11. No Waiver. The failure of any party to enforce any term, covenant, or condition of this Agreement on the date it is to be performed shall not be construed as a waiver of that party’s right to enforce this, or any other term, covenant, or condition of this Agreement at any later date or as a waiver of any term, covenant, or condition of this Agreement.

5.12. Notices. All letters, statements, or notices required pursuant to this Agreement shall be deemed effective upon receipt when personally served, transmitted by facsimile machine, or sent certified mail, return receipt requested, to the following addresses:

District: Rancho Santa Fe Fire Protection District
P.O. Box 410 (mailing)
a special district organized under the laws of the State of California
18027 Calle Ambiente
Rancho Santa Fe, CA 92067
Telephone: (858) 756-5971

With copy to: Fitch Law Firm, APC
3465 Camino del Rio South, Suite 250
San Diego, CA 92108
Attn: Stephen J. Fitch, Esq.
Email: steve@fitchlawfirm.com
Telephone: (619) 282-8100

Cal West: California West Communities, LLC,
5927 Priestly Dr. Ste.110
Carlsbad, CA 92008
Attn: Jack Hepworth
Email: JHepworth@CaliforniaWestCommunities.com
Telephone: (760) 918-6768

With copy to: Songstad Randall Coffee & Humphrey LLP
3200 Park Center Drive Suite 950
Costa Mesa, California 92626
Attn: Andrew Leitch, Esq.
Email: aleitch@sr-firm.com
Telephone: (949) 757-1613

5.13. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Facsimile or email signature pages shall have the same force and effect as original signatures.

5.14. Defined Terms. Capitalized terms not otherwise defined in this Agreement shall be defined as provided in the Fire Services Agreement.

5.15. Execution of Additional Documents. Each of the parties hereto hereby agrees to perform such acts and execute such additional documents as might be necessary to carry out the provisions and effectuate the purposes of this Agreement, including executing a recorded memorandum of this Agreement.

[Signatures on next page]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

District

Rancho Santa Fe Fire Protection District

By: _____

Name: _____

Its: _____

CWV

CWV Cielo 41 LLC, LLC,
a California limited liability company

By: California West Communities, LLC, a
California limited liability company

Its: Manager


By:  _____

Name: Donald W. Fontana

Title: President

CWC

California West Communities, LLC, a
California limited liability company

By:  _____

Name: Donald W. Fontana

Title: President

STAFF REPORT

2016-16

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: STAFF VEHICLE REPLACEMENT – PURCHASE (CAPITAL)
DATE: JULY 8, 2016



The following budget action is requested for approval and/or modification:

Description	FY15 Budget	Funding Request	Funding Source	Action Requested
(1) 2016 Ford F-150		\$38,728.90	100% Fleet Reserves	Purchase Authorization
(1) Emergency Lighting Package		\$10,500.00		

JUSTIFICATION for Funding Request:

Staff seeks authorization to purchase one (1) replacement staff vehicle and Emergency Lighting package. This vehicle will be purchased through the City of San Diego Bid #100115785-11E and will include options.

- Total Vehicle cost including sales tax and fees – \$38,728.90
- Emergency Lighting, KeySecure and Console – \$10,500.00

Total Budget Authorization Request: \$49,228.90

The FY17 Capital Replacement plan identified the purchase of up to two (2) replacement staff vehicles. A recent fleet assessment was completed and identified the need for the purchase of one of the budgeted staff vehicles now and re-evaluate the need for a second after the transition with Elfin Forest is complete.

This vehicle will replace the current staff vehicle assigned to the District's Training Chief. The Training Chief's current vehicle will be used as a replacement for one of the older vehicles in the fleet.

Funding Source:

Rancho Santa Fe Fire Protection District FY17 budget:

- 100% Capital Replacement

Attachment:

- Quotation for Vehicle Purchase – Kearny Mesa Ford (dated July 1, 2016)

KEARNY PEARSON FORD
KEARNY PEARSON KIA



7303 CLAIREMONT MESA BLVD.
 SAN DIEGO , CA 92111

QUOTE

RANCHO SANTA FE FIRE PROTECTION DISTRICT

Attn: **CHRIS GALINDO**
 Address: **16936 EL FUEDO**
 City: **RANCHO SANTA FE** State: **CA** ZIP: **92067**
 Phone: **(858) 756-6004** FAX:

Date: **7/1/2016**
 INVOICE #: **RSF-Q003**

Qty	Description	Unit Price	TOTAL
1	2016 FORD F-150 REG CAB 4X2 XL BASE PRICE BASED ON RENEWED CONTRACT# 4600000778	\$23,629.39	\$23,629.39
1	PROVIDE CREW CAB	\$5,989.60	\$5,989.60
1	PROVIDE 4X4	\$6,233.00	\$6,233.00
1	TRAILER TOW PACKAGE	\$0.00	\$0.00
1	PROVIDE XLT RACE RED	\$0.00	\$0.00
1	CA TIRE FEE	\$8.75	\$8.75
1	CA SALES TAX 8%	\$2,868.16	\$2,868.16
QUOTE:Q003			
SIGN:		DATE:	TOTAL \$38,728.90

ADD \$10.00 LATE CHARGE FEE PER DAY, PER VEHICLE IF PAID AFTER 30
 DAYS FROM DATE OF DELIVERY

RANCHO SANTA FE FIRE COPY

STAFF REPORT

NO. 16-17

TO: BOARD OF DIRECTORS
FROM: TONY MICHEL, FIRE CHIEF
SUBJECT: ACCEPT APPARATUS DONATION
DATE: JULY 5, 2016



RECOMMENDATION

Staff recommends that the Board of Directors accept the donation of nine (9) fire apparatus and three (3) trailers from the Elfin Forest Harmony Grove Inc., a 501.C3 organization, into the Fire District and authorize the Fire Chief to transfer the apparatus into its fleet inventory.

BACKGROUND

In 2014, the Board of Directors authorized the LAFCO application for the reorganization of CSA-107 and the Fire District. In July 2016, the reorganization is scheduled to be finalized. With the LAFCO reorganization to be finalized this month, the fire apparatus purchased and owned by the Elfin Forest Harmony Grove Inc., is no longer needed by them. The Fire District will be responsible for providing the emergency response in the communities of Elfin Forest and Harmony Grove.

CURRENT SITUATION

The Elfin Forest Harmony Grove Inc., desires to donate their entire fire apparatus fleet to the Fire District. Their donation is to ensure that the Fire District does not have to expend additional funding for fire apparatus as a result of the reorganization.

The donated apparatus will be added to the District's current fleet, and will be utilized to respond to emergencies in and around the Fire District. This donation will add one additional reserve engine to the Fire District's fleet. We do not anticipate that the donated apparatus will affect the vehicle replacement fund allocations.

ATTACHMENTS

- Vehicle Identification List

**Elfin Forest/Harmony Grove Inc.,
Vehicle Inventory List**

Year	Make	Type	Use	Vin #
2000	HME	Type I Pumper	2nd Out /Reserve Engine	44KFT4281YWZ19228
2004	Chevrolet 2500 HD P/U	Type 6 Brush/Rescue Engine	Rescue, Brush and Patrol	1GBHK231X4F118710
2004	S&S Freighliner	Type 3 Brush Engine	1st Out Brush Engine	1FVDBWAK84DM58709
1998	Ford Expedition	Staff Vehicle	Division Chief	1FMPU18L9WB31308
2000	Ford Expedition	Staff Vehicle	Division Chief	1FMRU1561YLB01147
2006	HME Pumper	Type I Pumper	1st Out Engine	44KFT42866WZ20744
2008	Ford Ambulance	Rescue Ambulance		1FDXE45P38DA35547
1990	GMC	Type 3 Brush Engine	2nd Out Brush/Reserve	1GDM7D1C2LV502902
2011	Peterbilt	Water Tender	2000 gallons	2NP3HN8X6BM112188
2004	Interstate Trailer	CERT Trailer	Disaster Supply/Equipment	4RACS10134K003021
2008	Pace American Trailer	CERT Trailer	Disaster Supply/Equipment	4P2FB10198U088024
2012	Ronco Trailer	ORV Quad Trailer	Transport for Polaris Quad	1R9UE1214CV252061

RESOLUTION NO. 2016-07

A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Updating the Public Officials Travel and Training Reimbursement Policy

WHEREAS, the Board of Directors recognized the constructive value of professional conferences, seminars, meetings, and training, occasionally authorizes their board members to attend specific training which are designed to facilitate the Board member's performance of their duties; and

WHEREAS, the Fire Chief will occasionally authorize the use of District funds for a board member to attend training programs or conferences designed to improve that official's skill and information level; and

WHEREAS, the Board of Directors as a part of this resolution has adopted a *Public Officials Travel and Reimbursement Policy* (Attachment A) for the Board of Directors that sets forth those travel and training expenses for which Directors will be reimbursed.

WHEREAS, this policy satisfies the requirements of California Government Code Sections 53232.2 and 53232.3.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Rancho Santa Fe Fire Protection District adopts the *Public Officials Travel and Training Reimbursement Policy*, attached hereto as Attachment A, which is incorporated by this reference.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on July 13, 2016 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

JAMES H ASHCRAFT
President

ATTEST:

Karlana Rannals
Secretary

Rancho Santa Fe Fire Protection District

POLICY HANDBOOK

SERIES 3000: OPERATIONS
POLICY TITLE: Public Officials Travel and Training Reimbursement Policy
POLICY NUMBER: 3041

Policy and Purpose. This policy is intended to update the Board's decision on December 13, 2006 that adopted a policy pursuant to Assembly Bill 1234 (AB 1234), which addresses the reimbursement of "actual and necessary" expenses incurred by District Board members.

3041.1 Definitions. Unless the contrary is stated or clearly appears from the context, the following definitions govern the construction of the words and phrases used in this Policy. Words and phrases not given a meaning by this Policy have the meaning set forth in AB 1234 Resolution or Government Code §53232.

- A. "Actual and necessary" means expenses that were incurred due to practical necessity, not mere convenience, based on prevailing business practices and consistent with this Policy.
- B. "Public Official" means members of the Board of Directors. The term "Public Official" does not include District employees.
- C. "Reimbursement" means all forms of payment for expenses incurred by Public Officials in the course of their official duties whether paid directly by the District (including, without limitation, with a District -issued credit card) or advanced by Public Officials with personal funds and later reimbursed from District funds.

3041.2 District Business - Authorized Activities.

- A. Actual and necessary expenses incurred while engaging in the following District business activities are generally authorized expenses if all requirements of this Policy are fulfilled:
 - 1. Communicating with representatives of regional, state and national government on District adopted policy positions;
 - 2. Attending educational seminars or conferences designed to improve Public Officials' skill and information levels.
 - 3. Participating in regional, state and national organizations whose activities affect the District's interests;
 - 4. Attending District-sponsored or organized events and meetings;
 - 5. Attending meetings with constituents, neighborhood groups business organizations, and others regarding matters of District business.
 - 6. Representing the District at ceremonial events or legal proceedings.
- B. Expenditures incurred in connection with activities or events not listed in this Policy, not listed in the approved District budget, or foreseeably exceeding \$2,500, require prior approval by the District's Board of Directors.
- C. Public Officials may, if they choose, use personal funds to pay for expenses that exceed reimbursable rates.

3041.3 *Unauthorized Expenses.* The District will not reimburse Public Officials for expenses incurred outside the scope of their duties including, and not limited to, the following examples:

- A. The personal portion of any trip. For example, if a Public Official elects to travel to an event in advance or stay longer on personal business, the District need only reimburse for roundtrip travel costs and costs incurred during the event's duration;

APPROVED: Board of Directors held July 13, 2016
ATTEST:

- B. Political or charitable contributions or events;
- C. Family expenses, including partner's expenses when accompanying a Public Official on District-related business, as well as children- or pet-related expenses;
- D. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
- E. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline;
- F. Personal losses incurred while on District business, except as provided in the District's insurance coverage;
- G. Expenses for which the Public Official receives reimbursement from another agency;
- H. Alcohol/personal bar expenses;
- I. Expenses incurred in violation of federal or state law, or District ordinance or policies.

3041.4 Transportation.

- A. *Generally.* Public Officials must use the most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements, using a direct and time-efficient route. Government and group rates must be used when available.
- B. *Airfare.* The lowest possible airfare, as reflected by a comparison of airfares offered directly by commercial airlines or fare comparison websites such as Hipmunk or Farecast, shall be used when purchasing flights. No Public Official shall be reimbursed for the cost of upgrades to class or seating type for which a fare higher than basic, economy, or coach class is charged. Airfare expenses should be prepaid directly by the District where possible.
- C. *Automobile.*
 - 1. Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (see www.irs.gov). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable.
 - 2. Only a Public Official's travel for District business outside of Rancho Santa Fe Fire Protection District is authorized for reimbursement.
 - 3. A Public Official may leave from his/her home for District business. However, the District will not reimburse for mileage that exceeds mileage from the District's Administrative Offices to the destination point.
- D. *Car Rental.* Rental rates that are equal or less than those available through the State of California's website (www.catravelsmart.com/default.htm) are considered the most economical and reasonable for purposes of reimbursement under this policy.
- E. *Taxis/Shuttles.* Taxi or shuttle fares may be reimbursed, including a 15 percent maximum gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.
- F. *Parking.* Parking fees incurred at either a hotel or at a parking facility are reimbursable. However, unless the Public Official can demonstrate that no other reasonable alternative existed, valet parking cost will not be reimbursed beyond that incurred for a normal self-parking fee at the location. When airport parking is used for travel exceeding 24 hours, long-term rather than short-term parking must be used.
- G. *Baggage Fees.* Standard baggage fees may be reimbursed, including a 15 percent maximum gratuity, with accompanying airline receipts.
- H. *Internet:* Internet usage associated with District-related business will be reimbursed at a not to exceed amount of \$15 per day. If a portion of the internet service is used for non-District related business, indicate the percentage used for District-related business in the expense report.
- I. *Other.* Public Officials and Employees may, if they choose, use personal funds to pay for expenses that exceed reimbursable rates.

3041.5 Lodging.

- A. Lodging expenses will be reimbursed only at the single occupancy rate for rooms.
- B. Lodging expenses will be reimbursed when travel *On* official District business in the District Board's judgment reasonably requires an overnight stay.

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- C. Conferences/Meetings. If lodging is associated with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking.

3041.6 *Meals and Incidental Expenses.*

- A. For any overnight trip, a Public Official may receive a per diem or be reimbursed for actual expenses for meals for each day or fraction thereof they are traveling. If the Public Official receives per diem, it will be based on the limit for the District or County to which he/she is traveling as established by the U.S. General Services Administration (www.gsa.gov). Examples of per diem rates and reimbursable meals and incidental expenses, inclusive of tax and tip, may be viewed online at the website listed.
- B. Meals authorized by this policy consumed by a Public Official not associated with an overnight trip are reimbursed in amounts established by the U.S. General Services Administration and set forth in Attachment A to this policy.
- C. Per Diem rates will be deducted for applicable meals included in conference or seminar registration or program fees.
- D. The time calculations for per diem starts when the Public Official begins travel. The first and last calendar day of travel are eligible for reimbursement at 75% of the per diem rate, and the Public Official can claim the full per diem amount for each 24-hour period thereafter.
- E. Receipts are not required to claim per diem. However, a Travel Expense Report indicating time, place, and business purpose must be completed upon return.
- F. Any reimbursement claims for expenses that exceed the per diem rate may constitute additional income for tax purposes.
- G. Gratuities or tips associated with meals at a restaurant or provided by the District should not exceed 18%.
- H. Meals are reimbursable for All-Day Training Courses or Educational Seminars to the extent that the meal was for a valid business purpose and included the conduct of District-related business. For example, a lunch during which training participants collaborated on an assigned case study as part of a training session would constitute a reimbursable meal. The meal must be a venue for discussion or other consideration of a business-related topic, and the characterization as such must be documented in order to qualify for reimbursement and avoid triggering taxable income pursuant to the Internal Revenue Code.
- I. Meals for Third Parties: As a general rule, public funds may not be expended by Public Officials to purchase meals for third parties, such as constituents, legislators and private business owners. The Fire Chief, or designee is authorized to approve exceptions to this general rule in advance on a case-by-case basis for meals included or associated with an official District-sponsored event or official District business.

3041.7 *Expense Report Content and Submission Deadline:*

- A. All cash advance expenditures, credit card expenses and expense reimbursement requests must be submitted on an expense report form provided by the District.
- B. Expense reports must document that the expense in question met the requirements of this policy. For example, if a meeting is with a legislator, the Public Official should explain whose meals were purchased, include name, title and organization, what issues were discussed and how those relate to the District's adopted legislative positions and priorities.
- C. Public Officials must submit their expense report within thirty (30) days after an expense is incurred, accompanied by receipts documenting each expense. Both an itemized restaurant receipt and credit card authorization receipt (or final receipts if paid with cash) are required for reimbursement for any meals purchased.
- D. Inability to provide such documentation in a timely fashion may result in the expense being borne by the Public Official.
- E. All expenses are subject to verification that they comply with this policy.
- F. Reimbursement for any expenses associated with mileage or food/beverages must be submitted through the accounts payable process and not through petty cash.

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3041.8 Reports to Legislative Body. At the meeting of their respective legislative body following an activity, each Public Official must briefly report on meetings, seminars, conferences, educational programs, and other authorized activities attended at District expense. If multiple Public Officials attended, a joint report may be made.

3041.9 Compliance with Laws. Some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the California Public Records Act.

3041.10 Violations. Use of public resources or falsifying expense reports in violation of this Policy may result in any or all of the following:

- A. Loss of reimbursement privileges;
- B. A demand for restitution to the District;
- C. The District's reporting the expenses as income to the Public Official to state and federal tax authorities;
- D. Civil penalties of up to \$1,000 per day and three times the value of the resources used; and
- E. Prosecution for misuse of public resources.

3041.11 Severability. If any part of this Resolution or its application is deemed invalid by a court of competent jurisdiction, the District Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Resolution are severable.

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