



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

April 9, 2014
Regular Meeting
1:00 pm PDT

Director Hillgren will participate via teleconference
Los Conchas #204, Calle Camino de la Estrella
En el Desarrollo de Punta Ballena, Los Cabos, B. C. S. 23410

April 9, 2013
1:00 pm PDT

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 March 12, 2014

ACTION REQUESTED: **Approve**

b. Receive and File

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

- 1) List of Demands Check 24903 thru 24975 for the period March 1 – 31, 2014 totaling:

\$ 397,052.88

Payroll for the period March 1 – 31, 2014

\$ 444,941.16

TOTAL DISTRIBUTION

\$ 841,994.04

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, please contact the Secretary at 858-756-5971. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.

2) Activity Reports –March 2014

- Operations
- Training
- Fire Prevention

3) District Articles

- 4) Correspondence - letters/cards were received from the following members of the public:
- San Diego Mesa College Foundation

5. **Old Business**

- a. None

6. **New Business**

a. Ad Hoc Committee Appointment

To discuss the auditor's required communication to the Board of Directors and appoint two board members to serve on the District's FY14 Audit Ad hoc Committee.

ACTION REQUESTED: **Appoint ad hoc committee**

7. **Resolution/Ordinance**

a. Resolution No. 2014-02

To discuss and/or adopt a resolution *entitled* A Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5 [Staff Report 14-08](#)

ACTION REQUESTED: **Adopt**

b. Ordinance 2014-02

To introduce Ordinance No. 2014-02 *entitled* An Ordinance of the Board of Directors of the Rancho Santa Fe Fire Protection District Pertaining to Nuisance Fire and Medical Alarms. [Staff Report 14-09](#)

ACTION REQUESTED: **Board and public comments and to schedule the second reading**

8. **Oral Report**

a. Fire Chief – Michel

- i) CSA 107 Elfin Forest/Harmony Grove - Update
- ii) District Activities
 - Dispatcher Appreciation Week – April 14-18, 2014
 - Pancake Breakfast (4S Ranch) – April 19, 2014
 - CERT Graduation – April 19, 2014

b. Operations – Deputy Chief

c. Training – Battalion Chief

d. Fire Prevention – Deputy Fire Marshal

e. Administrative Manager

f. Board of Directors

- i) North County Dispatch JPA – Update
- ii) County Service Area – 17 – Update
- iii) Comments

9. **Adjournment**

The next regular Board of Directors meeting to be held May 14, 2014 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, April 9, 2014 1:00 pm PT

CERTIFICATION OF POSTING

I certify that on April 4, 2014 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 April 4, 2014

Karlana Rannals
Board Clerk



**RANCHO SANTA FE FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING
MINUTES – March 12, 2014**

President Ashcraft called to order the regular session of the Rancho Santa Fe Fire Protection District Board of Directors at 1:02 pm.

Pledge of Allegiance

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

1. Roll Call

Directors Present: Ashcraft, Hillgren, Malin, Stine, Tanner

Directors Absent: None

Staff Present: Tony Michel, Fire Chief; Mike Gibbs, Deputy Chief; Bret Davidson, Battalion Chief; Chris Galindo, Battalion Chief; Jim Sturtevant, Battalion Chief; and Renee Hill, Deputy Fire Marshal

2. Public Comment

No one requested to speak to the board.

3. 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.

4. Consent Calendar

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

a. Board of Directors Minutes

MOTION BY DIRECTOR MALIN, SECOND BY DIRECTOR HILLGREN, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve:

i) Board of Directors minutes of February 12, 2014, *with a typo corrected, page 5*

ii) Board of Directors minutes of February 25, 2014

b. Receive and File

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

i) Monthly/Quarterly Reports

1) List of Demands

Check 24728 thru 24821 the period February 1 – 28, 2014 totaling: \$ 344,246.15

Payroll for the period February 1– 28, 2014 \$ 442,420.16

TOTAL DISTRIBUTION \$ 786,666.31

2) Activity Reports – February 2014

- Operations
- Training
- Fire Prevention

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

March 12, 2014

Page 2 of 5

- 3) District Articles
- 4) Correspondence
 - None

5. Old Business

- a. None

6. Consent Calendar

- a. Surplus of Equipment

Chief Michel reminded the board that we received grant funds for the purchase of a new printer/plotter/scanner. There are options to the District Options to dispose of equipment, which include:

- 1. County Auction – not recommended, County assesses an 80% service charge, staff does not believe this is viable
- 2. Online Auction – discouraged by legal counsel because of liability behind it
- 3. Sealed Public bid – not recommended extra staff time involved
- 4. Donation to another governmental or public agency

Staff recommends that the Board agree to donate the equipment to San Diego Mesa College GIS program, which provides training to fire service personnel in our zone, which does support the fire service overall.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, 5 AYES; 0 NOES; 0 ABSENT to approve the donation of surplus equipment (*printer/scanner/plotter*) to San Diego Mesa College and authorize the Fire Chief to execute all appropriate documents required for the donation.

- b. Ad hoc Committee

Chief Michel requested board representatives to serve on an ad hoc committee to update the strategic plan. He informed the board members that money was included in the FY14 budget to retain the services of a consultant. The District last updated the strategic plan in 2009, and to date, many of the objectives are complete.

He is seeking many stakeholders to participate in the process in addition to the board representatives, such as both bargaining groups (firefighter and administration), and other internal and external stakeholders. Staff responded to questions from the board. At the conclusion of the discussion, Directors' Stine and Tanner agreed to serve on the ad hoc committee.

- c. Board Meeting Schedule – April 9, 2014

Director Hillgren due to a prior commitment requested to participate in the regular meeting for April 9, 2014 via teleconference. She agreed to comply with all of the requirements to phone in. President Ashcraft responded that the Board Clerk will follow-up to ensure the District is in compliance for teleconference participants.

7. Resolution/Ordinance

a. Resolution 2014-01

Chief Michel informed the Board that the District must update its resolution annually to participate in the Fire Mitigation Fee Fund program administered by the County of San Diego.

MOTION BY DIRECTOR HILLGREN, SECOND BY DIRECTOR STINE, and ADOPTED Resolution No. 2014-01 entitled a *Resolution of the Board of Directors of the Rancho Santa Fe Fire Protection District to participate in the San Diego County Fire Mitigation Fee Program* on the following roll call vote:

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

8. Oral Report

a. Fire Chief – Michel

- i) List of Demands – he informed the board that the district has recently experienced large expenditures as of result of repairs and maintenance of the apparatus.
- ii) CSA 107 – Elfin Forest/Harmony Grove – Update: he informed the board that a meeting was held February 18 with representatives from the Fire District, Elfin Forest, County Fire Authority and developer to discuss the status of the fire station location. Subsequent conversations with the County regarding a property tax exchange to increase revenue to provide. The County is negotiating between departments, and if they are successful, he knows that there is still a shortfall in revenues to operate a full-time fire station. The County is looking for alternative revenue to make up the short
- iii) District Activities:
 - 1) CSDA Legislative Days – May 20 – 21, 2014 (*Sacramento*) – if there is an interest for up to two board members to attend, please contact him.
 - 2) Fire Mitigation Fee Program Annual Committee Meeting – each year an annual meeting is conducted and this year, there was a recommendation from the Fire Mitigation Fee Committee to increase the fire mitigation fees an additional five cents (.05). The fee will only increase if the Board of Supervisors approves the recommendation.
 - 3) Firehouse World (*San Diego*) – he thanked the three board members for attending.
 - 4) San Diego County Fire Chiefs’ Annual Wildland Training Drill – April 3, 4 and 7 – a summary of the planned activities was provided. If there is an interest by any board member to attend this training in Viejas, please contact him.
 - 5) Additional Topics
 - Boot Drive – the annual boot drive benefiting the San Diego Burn Institute is planned for March 13, 2014. The District plans to participate.
 - Administrative Professionals Day – April 23, 2014

Minutes

Rancho Santa Fe Fire Protection District Board of Directors

March 12, 2014

Page 4 of 5

b. Operations – Deputy Chief

Chief Gibbs summarized the monthly report, noting that the calls are down approximately 6% from the previous year. He also reported that the fuel moisture report is different from previously provided. He explained the changes, and with the assistance of Director Malin, they believe the new format will provide more the board more useful information. There were no significant calls to report for February.

c. Training – Battalion Chief

Chief Davidson summarized the training activity for February. It included:

- 1) Hose lays/hose testing
- 2) Large area search
- 3) Critical Incident Stress Debriefing
- 4) New hire recruitment will begin in April as a result of a firefighter/paramedic submitting their resignation.

d. Fire Prevention – Deputy Fire Marshal

DFM Hill summarized the activity for the previous month. She reported that the “new construction” square footage for February decreased considerably, however the plan reviews are consistent to previous months. She is preparing the flyer to recruit a summer intern for the *Shelter in Place* communities. They are seeking an intern with fuel management experience. They are also in the beginning stages of getting some smaller residential communities within the Fire District recognized by the State as a FireWise community. This recognition helps in obtaining grants. Chief Michel also informed the board that secondary access and dead end road ways are still an issue that staff is dealing with.

e. Administrative Manager

- i) Chief Michel reported on her behalf that the North County Dispatch JPA has been the focus of a random audit by CalPERS. She anticipates findings in the final report that must be corrected. The corrections include primarily reporting statutory compensation.
- ii) District received a California Public Records Request Act request from the Union Tribune regarding emails sent and received by the Fire Chief. He informed them that the information prepared and reviewed by legal counsel, was submitted within the specified time.

f. Board of Directors

- i) North County Dispatch JPA – Update: Ashcraft – encouraged board members to stop by the dispatch center during Dispatcher Appreciation Week – April 14-18, 2014.
- ii) County Service Area – 17 – Update: Hillgren – no report.
- iii) Comments
 - 1) Stine – appreciated the opportunity to tour the Elfin Forest/Harmony Grove area. It helped in understanding the District’s concern.
 - 2) Tanner – he also appreciated the opportunity to tour the Elfin Forest/Harmony Grove area.

Ten-minute recess

9. Closed Session

Pursuant to section 54957, the board met in closed session from 2:09 – 2:44 pm to discuss the following:

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54957:

Public Employee Performance Evaluation – Title: Fire Chief

All board members listed and Chief Michel attended the closed session. Chief Gibbs attended a portion of the session.

Upon reconvening to open session, President Ashcraft reported that the Board of Directors discussed the matter listed and took no action.

2. Adjournment

Meeting adjourned at 2:46 pm.

Karlana Rannals
Secretary

James H Ashcraft
President

Rancho Santa Fe Fire Protection District

List of Demands ~ March 2014

<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
24903	\$192.46	ABC Mowers & Supply	Apparatus Tools/Equipment Repair
24904	\$53.64	AT&T	Telephone ADMIN
24905	\$1,300.63	AT&T Calnet 2	Telephone RSF2/3/4
24906	\$916.50	C.A.P.F.	Disability/Life Insurance
24907	\$4,490.00	California Tree Service Inc	Weed Abatement
24908	\$6,850.47	CDW Government Inc.	Computer Equipment/Parts
24909	\$2,481.50	County of SD/RCS	800 MHz Network Admin Fees and CAP Code Paging Service-Monthly Service
24911	\$39.92	Napa Auto Parts Inc	Apparatus Parts & Supplies and Station Maintenance - RSF-1
24912	\$2,869.86	Olivenhain Municipal Water District	Water RSF2/3/4
24913	\$138,441.27	CalPERS	PERS (Employer Paid)
24914	\$700.00	Santa Fe Irrigation District	NCDJPA
24915	\$40.50	Savmart Pharmaceutical Service	CSA-17 Contract
24917	\$382.50	Scott Davis Consulting	Computer Programming - Custom FP & PR
24918	\$40.00	State Fire Training	Certification
24919	\$161.99	Sturtevant, James F.	Station Replacement Items - RSF3 Reimbursement
24921	\$59.00	Terminix International	Building RSF2
24922	\$3,696.76	SoCo Group Inc	Gasoline & Diesel Fuel
24923	\$526.42	ThyssenKrupp Elevator Inc	Elevator Service
24924	\$11.92	U P S	Shipping Service
24925	\$13,035.66	U S Bank Corporate Payment System	Cal-Card./IMPAC program
24926	\$21.30	Uniforms Plus	Uniform - Administrative
24927	\$1,353.51	Waste Management Inc	Trash RSF1/2/3/4, RSF Assn - Patrol and NCDJPA
24928	\$5,500.00	WinTech Computer Services	Consulting Services
24929	\$65.00	Durso, Marcia	CERT Program - Live Scan Services Reimbursement
24930	\$354.00	Accme Janitorial Service Inc	Building ADMIN
24931	\$105.02	Adam Walsh	Dental Insurance Reimbursement
24932	\$293.58	AT&T Calnet 2	Telephone ADMIN/RSF1/3 and NCDJPA
24933	\$252.19	Blend	Outside Printing & Binding
24934	\$2,057.00	CDW Government Inc.	Computer - License/Software
24935	\$20.00	Coastal Live Scan & Insurance Svc	CERT Program

Rancho Santa Fe Fire Protection District

List of Demands ~ March 2014

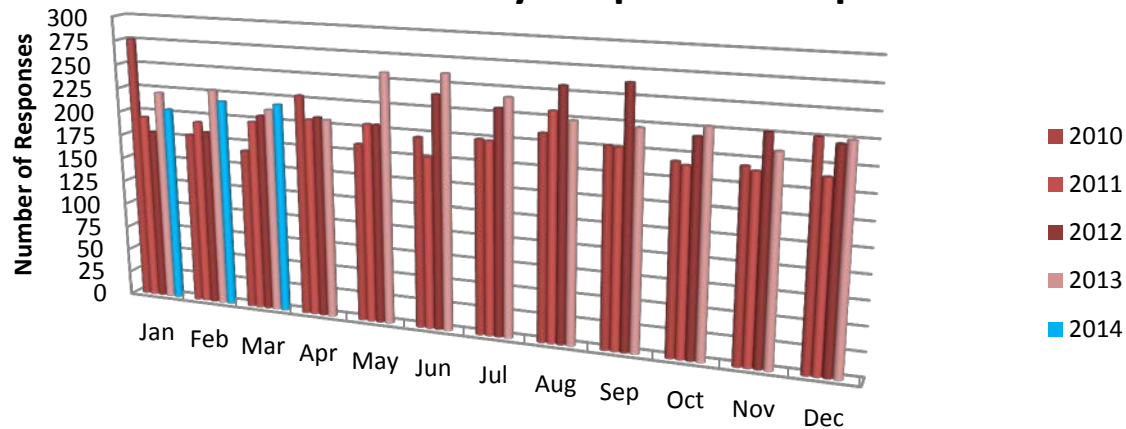
<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
24936	\$111.18	Complete Office of California Inc	Office Supplies
24937	\$660.00	Fitch Law Firm Inc	Legal Services
24938	\$13.00	Mora, Sandra N.	Postage Reimbursement
24939	\$1,366.50	San Diego Gas & Electric	Elec/Gas/Propane RSF3
24940	\$40.50	Savmart Pharmaceutical Service	CSA-17 Contract
24941	\$4,417.07	SoCo Group Inc	Gasoline & Diesel Fuel
24942	\$32.00	State of CA Dept of Justice	Background Investigation
24943	\$439.38	TelePacific Communications	Telephone ADMIN
24944	\$53.00	Thompson, Cole T.	Class B License and Certification Reimbursement
24945	\$12.30	U P S	Shipping Service
24946	\$329.35	AT&T Calnet 2	Telephone ADMIN/RSF1/2/4 and NCDJPA
24947	\$75.00	Bennett, Luke D.	Education/Training Reimbursement
24948	\$3,200.00	Corelogic Information Solutions Inc	Computer - License/Software
24949	\$34.54	Costco Inc.	Association Dues
24951	\$95.00	Dependable Alarm Systems Inc	Alarm System Monitoring RSF4
24952	\$1,935.01	Direct Energy Business - Dallas	Elec/Gas/Propane RSF1
24953	\$300.00	Elen Consulting Inc.	Building ADMIN
24954	\$3,365.60	Guardian Life Insurance Co	Medical Insurance
24955	\$53,788.87	Health Net	Medical Insurance
24956	\$1,204.81	Home Depot, Inc	Books - Training, Apparatus Parts & Supplies, Apparatus Tool/Equipment Replacement, Apparatus/Vehicle Security System, Car Wash, Battery's - Engine Battery, Janitorial Supplies, Landscape Maintenance Supply, Tools - Maintenance & Construction, Station Maintenance - RSF1/2/3/4 and Hydrant Maintenance
24957	\$16,872.97	Kaiser Permanente	Medical Insurance
24958	\$1,177.20	Knox Company Inc	2014 Ford Utility Vehicle (A) & (B)
24959	\$3.02	Lee's Lock & Safe Inc	Keys
24960	\$28.50	Metro Fire & Safety Inc	Extinguishers - Service & Purchase
24961	\$43,090.02	Motorola Solutions Inc	Radio Equipment Replacement and Homeland Security Grant 2012
24963	\$32.88	Napa Auto Parts Inc	Apparatus Parts & Supplies

Rancho Santa Fe Fire Protection District

List of Demands ~ March 2014

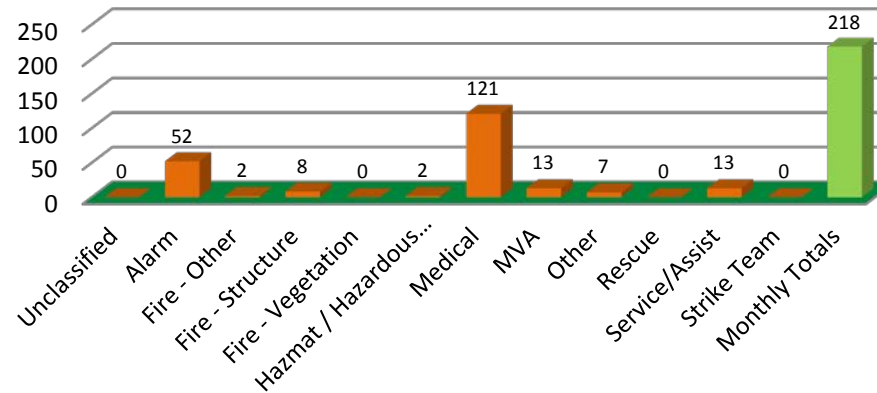
<i>Check</i>	<i>Amount</i>	<i>Vendor</i>	<i>Purpose</i>
24964	\$31,586.75	North County Dispatch JPA	Dispatching
24965	\$21,675.92	North County EVS Inc	Scheduled and Repair - ID 9611, Repair - ID 0811, Repair - ID 0262, and Repair - ID 0312
24966	\$8,850.00	Pacific Sun Development	Building RSF1
24967	\$5,963.95	San Diego Gas & Electric	Elec/Gas/Propane RSF1/2/4/ADMIN
24968	\$6,524.56	SoCo Group Inc	Gasoline & Diesel Fuel
24971	\$605.41	The Lincoln National Life Ins Co	Disability/Life Insurance
24972	\$81.58	Time Warner Cable	Cable Service - Admin
24973	\$12.30	U P S	Shipping Service
24974	\$182.52	Uniforms Plus	Boots Safety
24975	\$1,779.80	United Imaging	Office Supplies
EFT43	\$756.35	Caccavo, Alicea I.	Education/Training Reimbursement
EFT46	\$43.44	Shore, Stuart W.	Station Maintenance-Training Tower Reimbursement
Various	\$8,804.50	Medical Reimbursements	Various
subtotal	\$397,052.88		
15-Mar-14	195,836.96	Payroll	RSFFPD
31-Mar-14	249,104.20	Payroll	RSFFPD
subtotal	\$ 444,941.16		
Grand	\$841,994.04		

Five Year Monthly Response Comparison

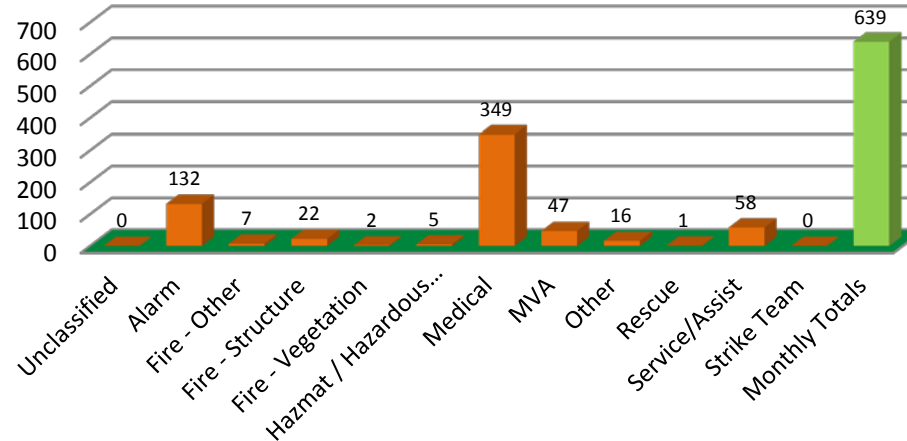


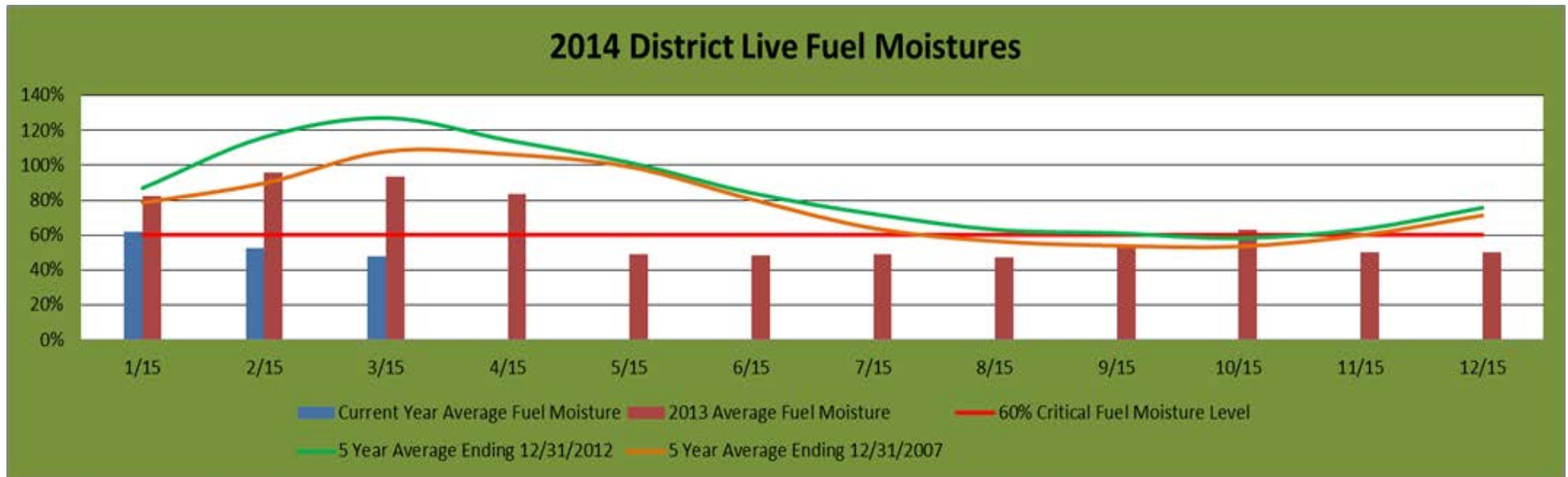
2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	204	217	218										639
YTD	204	421	639										-3%
2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	221	228	212	206	258	261	242	224	222	228	210	225	2,737
YTD	221	449	661	867	1,125	1,386	1,628	1,852	2,074	2,302	2,512	2,737	4%
2012	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	179	183	205	208	205	240	231	257	264	218	227	221	2,638
YTD	179	362	567	775	980	1,220	1,451	1,708	1,972	2,190	2,417	2,638	11.12%
2011	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	194	193	198	205	205	177	198	232	202	190	190	190	2,374
YTD	194	387	585	790	995	1,172	1,370	1,602	1,804	1,994	2,184	2,374	-3%
2010	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Responses
Responses	276	179	167	229	184	196	199	210	203	193	194	226	2,456
YTD	276	455	622	851	1,035	1,231	1,430	1,640	1,843	2,036	2,230	2,456	4.7%

Call Volume By Incident Type March
2014



Call Volume By Incident Type YTD 2014





Significant Incidents/Overhead Assignments

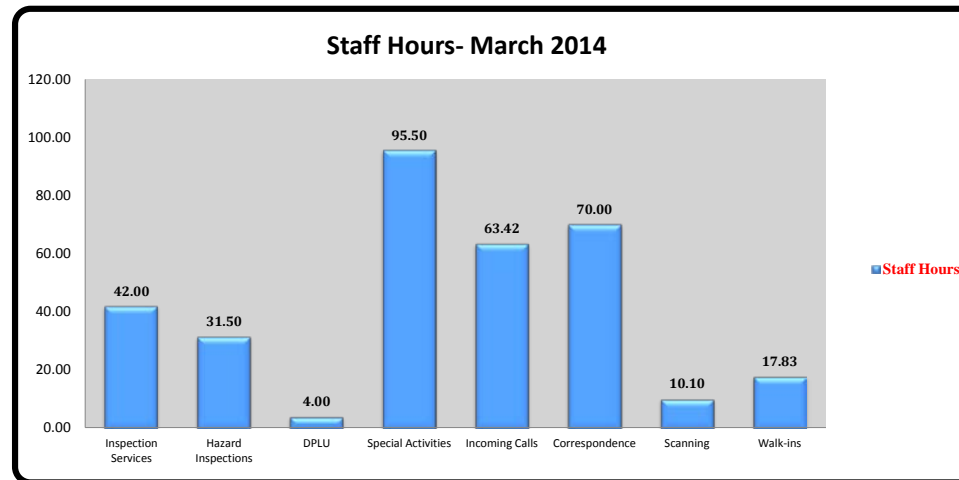
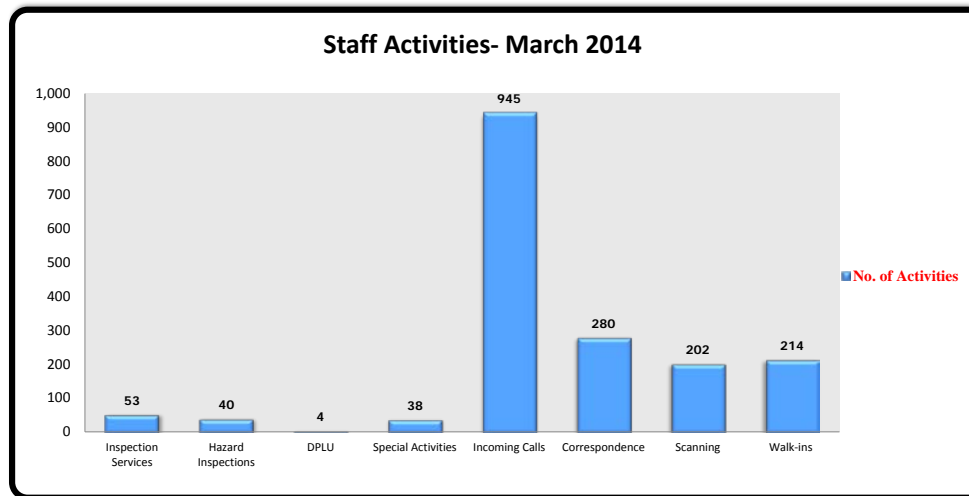
DATE	Incident/ Location	TYPE	UNIT/PERSON	DOLLAR LOSS
3/2/2014	15708 Via De La Valle	Structure Fire	B2604 - Sturtevant	Unknown
3/4/2014	3700 Block Via De La Valle	Structure Fire	B2604 - Galindo	Unknown
3/6/2014	5000 Sienna Hills	Hazardous Materials	B2604 - Galindo	N/A

March 2014

March 2014							April 2014						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	1	6	7	1	2	3	4	5
9	10	11	12	13	14	8	13	14	8	9	10	11	12
16	17	18	19	20	21	15	20	21	15	16	17	18	19
23	24	25	26	27	28	22	27	28	22	23	24	25	26
30	31					29			29	30			

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Feb 23	24	25	26	27	28	Mar 1
2/23 - 28							C Shift 7:45am 8:45am Canceled: League League Opening Day - WEATHER PEN
3/2 - 7	2	3	4	5	6	7	8
	Hose Testing	8:00am 8:30am Hose Lays (RSF Sta 2 Tower)	8:00am 8:30am Hose Lays (RSF Sta 2 Tower)	8:30am 12:30pm ACLS Renewel (ENC 5) 1:30pm 5:30pm ACLS Renewal (RSF 1)	8:30am 12:30pm ACLS Renewel (ENC 5) 1:30pm 5:30pm ACLS (RSF 1)	8:30am 12:30pm ACLS Renewel (ENC 5) 12:30pm 1:00pm Pizza Party (Diegueno Cou 1:30pm 5:30pm ACLS R	A Shift
3/9 - 14	9	10	11	12	13	14	15
	B Shift 12:00pm 3:00pm Birthday Party (RSF-2 Training Room) - Julie E. Tab	9:00am 12:00pm Fire Simulations - North Zone Sim (RSF Sta 1)	9:00am 12:00pm Fire Simulations - North Zone Sim (RSF Sta 1)	9:00am 12:00pm Engineers Prep Training (RSF-4 Training Room) - Activity Calendar	Boot Drive (RSF) - Nath 1:30pm 4:00pm Reinspection (10708 Thornmint) - Mark W. Richards	9:00am 12:00pm Pre Plans and Building Familiarization (All St 9:00am 11:30am Fire Sim Make-up (RSF 2)	Hose Testing 9:00am 10:30am Fire Simulations - Make u 11:30am 1:30pm Birthday Party (Stati
3/16 - 21	16	17	18	19	20	21	22
	Hose Testing	A Shift 11:15am 12:15pm Pizza Party (Solana Santa Fe) - Julie E. Taber	9:00am 12:00pm Forcible Entry (CBD Safety Center) 1:30pm 4:30pm Forcible Entry (CBD S	9:00am 12:00pm Forcible Entry (CBD Safety Center) 1:30pm 4:30pm Forcible Entry (CBD S	9:00am 12:00pm San Marcos Zone MCI Dri 9:30am 10:00am Reinspection (San M 1:30pm 4:30pm Forcibl	9:00am 12:00pm Pre Plans and Building Familiarization (All Stations within first in Districts)	B Shift 8:00am 8:30am Hose Lays (RSF Sta 2 Tower)
3/23 - 28	23	24	25	26	27	28	29
	Hose Testing 11:00am 12:00pm City Church (4-S Ranch)	B Shift 9:00am 12:00pm Pre Plans and Building Familiarization (All Stations within first i	9:00am 12:00pm Fire Simulations - North Zone Sim (RSF Sta 1) 9:00am 12:00pm OES Assignee Update Me	8:45am 11:45am Captains Meeting (R 9:00am 12:00pm Forcible Entry (CBD S 1:30pm 4:30pm Forcibl	9:00am 12:00pm Forcible Entry (CBD S 1:30pm 4:30pm Forcible Entry (CBD S 9:30pm 11:30pm E2614	8:00am 5:00pm Reserve Engine to Palomar Fi 9:00am 12:00pm Forcibl 10:30am 11:30am Tour 1:30pm 4:30pm Forcibl	Hose Testing
3/30 - 4/4	30	31	Apr 1	2	3	4	5
	A Shift	B Shift 8:00am 5:00pm Reserve Engine to Palomar Fi 9:00am 12:00pm Radio 9:30am 2:30pm CPS Job					

Fire Prevention Monthly Staff Report March 2014



Comparison 2013/2014 Total Monthly Hours/Activities

2013	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1487	1658	2077	2150	2217	2677	2981	2772	2007	2375	1710	1503
Hours	241.40	230.15	385.33	329.17	347.97	388.33	736.1	516.18	434.48	446.22	283.17	253.95

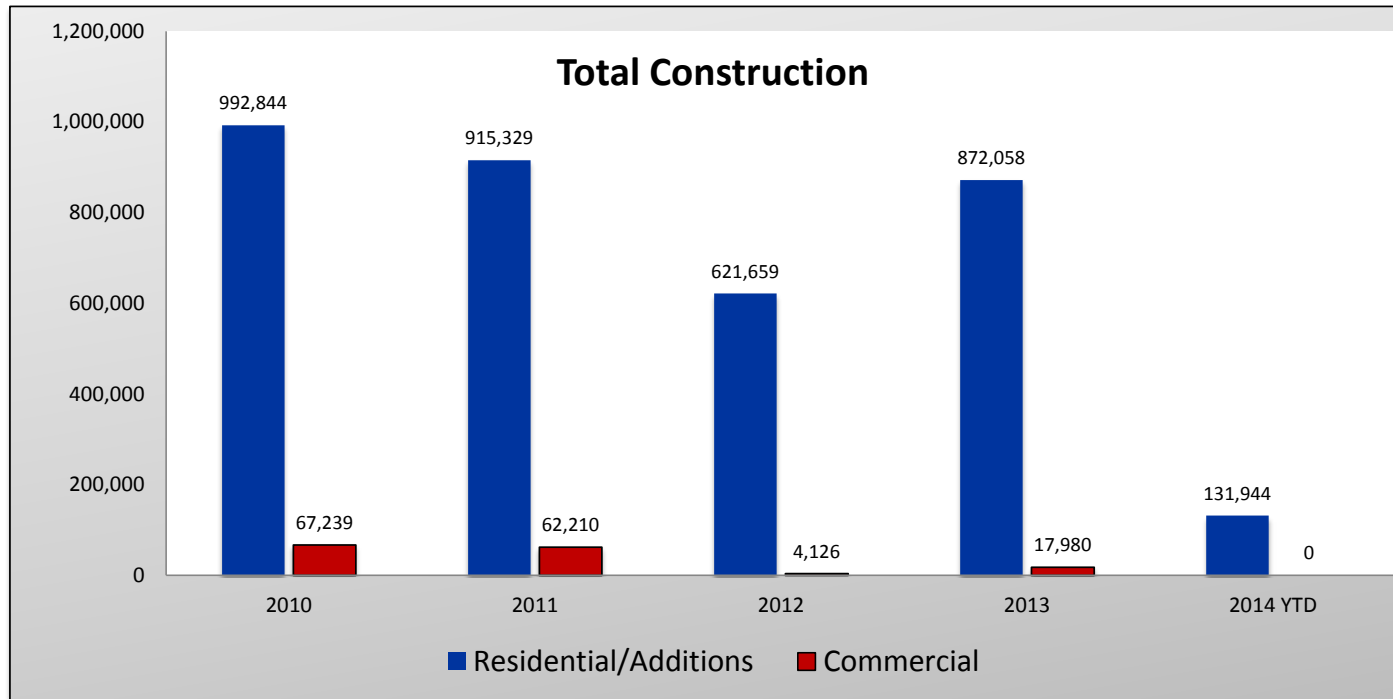
2014	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Activities	1592	1662	1776									
Hours	269.25	325.08	334.35									

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

Rancho Santa Fe Fire Protection District

Fire Prevention Bureau -Construction

March 2014



Year	Res/Add	Comm	Total
2010	992,844	67,239	1,060,083
2011	915,329	62,210	977,539
2012	621,659	4,126	625,785
2013	872,058	17,980	890,038
2013 YTD	146,556	1,000	147,556
2014 YTD	131,944	0	131,944

Comparison 2013/2014 Total Square Footage

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2013	47,186	70,209	30,161	133,234	23,840	175,693	47,280	117,083	47,197	56,405	115,144	26,606
2014	66,782	12,561	52,601									

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
March 2014

PLAN REVIEW

RESIDENTIAL PLAN REVIEWS		
	Number of Structures	Sq Footage
Deputy Fire Marshal	18	49,736
Fire Inspector	0	0
Fire Inspector/Forester	0	0
TOTAL	18	49,736
RESIDENTIAL ADDITIONS		
	Original Sq Footage	Added Sq Footage
Deputy Fire Marshal	6,683	2,865
Fire Inspector	0	0
Fire Inspector/Forester	0	0
TOTAL	6,683	2,865
COMMERCIAL PLAN REVIEWS		
	Number of Structures	Sq Footage
Deputy Fire Marshal	0	0
Fire Inspector	0	0
Fire Inspector/Forester	0	0
TOTAL	0	0
TOTAL NEW CONSTRUCTION		
Based on permitted Sq footage	Total Added	52,601
FIRE SPRINKLER REVIEWS		
	Commercial	Residential
Deputy Fire Marshal	2	0
Fire Inspector	0	5
Fire Inspector/Forester	4	0
TOTAL	6	5
TENANT IMPROVEMENTS		
	Number of Structures	Sq Footage
Deputy Fire Marshal	3	5,214
Fire Inspector	0	0
Fire Inspector/Forester	0	0
TOTAL	3	5,214
LANDSCAPE REVIEWS		
	Number of Reviews	Staff Hours
Deputy Fire Marshal	0	0.00
Fire Inspector	0	0.00
Fire Inspector/Forester	42	17.25
TOTAL	42	17.25

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
March 2014

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	4	4.00
Habit Plans	0	0.00
Approval Letters	0	0.00
CWPP/FPP	0	0.00
TOTAL	4	4.00
INSPECTION SERVICES- All Staff	Number of Inspections	Staff Hours
Undergrounds	0	0.00
Hydros (Fire Sprinklers)	19	14.00
Finals (Structures)	26	18.00
Landscape	4	2.00
Reinspections	2	2.00
Tents/Canopy	0	0.00
Burn Permits	0	0.00
Department of Social Service Licensing	0	0.00
Knox/Strobe	2	6.00
Code Enforcement	0	0.00
Engine Company Follow Up	0	0.00
Misc.	0	0.00
TOTAL	53	42.00
HAZARD INSPECTIONS - All Staff	Number of Inspections	Staff Hours
Weed Abatement Inspection	22	4.00
Weed Abatement Reinspection	0	0.00
1st Notice	7	1.00
2nd Notice	0	0.00
Final Notice	0	0.00
Forced Abatement	0	0.00
Postings	0	0.00
Annual Mailers	1	20.00
Homeowner Meeting	10	6.50
WUI	0	0.00
TOTAL	40	31.50
GRADING -All Staff	Number of Inspections	Staff Hours
Plan Review	8	8.00
TOTAL	8	8.00

Rancho Santa Fe Fire Protection District
Fire Prevention Bureau Monthly Activity Summary
March 2014

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	5	30.00
Conferences	5	20.00
Meetings	28	45.50
Other	0	0.00
Supervision	0	0.00
Fuels Reduction	0	0.00
TOTAL	38	95.50
FIRE PREVENTION -All Staff	Number	Staff Hours
Incoming Phone Calls	945	63.42
Correspondence	280	70.00
Consultations	76	53.00
Plan Review	93	74.35
Scanning	202	10.10
General Office	55	78.00
TOTAL	1,651	348.87

ADMINISTRATIVE SERVICES- OFFICE SUPPORT

OFFICE COORDINATOR-PREVENTION	Number	Staff Hours
Phone Calls (All Administrative Staff) Internal & External	675	33.75
Correspondence	119	29.75
Walk in/Counter (All Administrative Staff)	214	17.83
Knox Application Request	2	0.17
UPS Outgoing Shipments	4	0.33
Plan Accepted/Routed	93	15.50
Special Projects	10	40.00
Scanning Documents/Electronic Files	202	10.10
Meetings: Admin/Prevention/Admin Shift	8	8.00
Post Office Runs	27	15.00
Deposit runs and preparations	4	4.00
TOTAL	1,358	174



"The San Diego Mesa College Foundation builds its community, inspires excellence and creates an enlightened tomorrow."

250 Mesa College Drive
San Diego, CA 92111

March 19, 2014

**SAN DIEGO MESA COLLEGE
FOUNDATION
BOARD
of
DIRECTORS**

Jeff Marston, President
Steve Cooke, Vice President
Kathy Fennessey, Secretary
Jeremy Sanders, Treasurer
Rachelle Agatha
Elizabeth Armstrong
Dr. Julianna Barnes
Barbara Busch
Sarah Farmer
Lina Heil
Celeste Kupperbusch
Laurie Mackenzie
Tim McGrath
Dr. Denise Rogers
Jerry Roxas
Susan Topham

Mr. Michael J. Gibbs, Deputy Chief - Operations
Rancho Santa Fe Fire Protection District
P.O. Box 410
Rancho Santa Fe, CA 92067

Dear Deputy-Chief Gibbs:

The San Diego Mesa College Foundation is very appreciative of the plotter/scanner donated by the Rancho Santa Fe Fire Protection District for use in our GIS Program. This is a very popular program, and the plotter/scanner will be put into service immediately!

According to IRS regulations, we are not allowed to place a value on your donation. But you did save us thousands of dollars by keeping the college from purchasing another plotter/scanner. These are dollars which we are able to apply directly to support student success at Mesa.

On behalf of the faculty, staff and especially the students in the GIS program, thank you for your thoughtfulness in considering Mesa College for this donation.

Sincerely,


Anne Zacovic

Dr. Pamela T. Luster, President
San Diego Mesa College

*The San Diego Mesa College is a 501 (c)3. IRS Tax ID 33-0141259.
No goods or services were received in exchange for this donation.*

Anne Zacovic
Director of Resource Development

STAFF REPORT

NO. 14-08

TO: BOARD OF DIRECTORS
TONY MICHEL, FIRE CHIEF

FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER

SUBJECT: DISTRICT PAY SCHEDULE

DATE: APRIL 4, 2014



RECOMMENDATION

The Administrative Manager recommends the Board of Directors adopt, by Resolution the District Pay Schedule in accordance with California Code of Regulations Title 2, Section 570.5, Requirement for a Publicly Available Pay Schedule.

BACKGROUND

In a CalPERS circular letter dated August 19, 2011, the PERS Board of Administration adopted an amendment to California Code of Regulations Section 570.5 (and was effective August 10, 2011) for a requirement of a publicly available pay schedule. The regulation specifies that compensation earnable is defined in statute and further clarified by California Code of Regulations (CCR) Section 570.5, and that salaries shall be “duly approved and adopted by the employer’s governing body in accordance with requirements of applicable public meetings laws.” Therefore, only those pay amounts that meet the definition of compensation earnable can be used when calculating retirement benefits. This regulation applies to all employers reporting compensation to CalPERS. A copy of the regulation is attached to this report.

Because of a recent CalPERS audit for the District’s contract agency (North County Dispatch Joint Powers Authority), staff learned that the various pay schedules included within the various MOUs and resolutions; do not satisfy the CalPERS requirement of adopting a “publicly available pay schedule.”

The pay schedule “Attachment A” to Resolution 2014-02 reflects salaries currently in place and previously agreed to by the District Board of Directors or Fire Chief.

Circular Letter No. 200-056-11 Enclosure

**PUBLICLY AVAILABLE PAY SCHEDULE AND WRITTEN LABOR POLICY OR
AGREEMENT REGULATIONS**

California Code of Regulations, title 2, §§ 570.5 and 571

Title 2. Administration
Division 1. Administrative Personnel
Chapter 2. Board of Administration of Public Employees' Retirement System
Subchapter 1. Employees' Retirement System Regulations
Article 4. Contracts

ADD 2 CCR § 570.5

§ 570.5. Requirement for a Publicly Available Pay Schedule.

(a) For purposes of determining the amount of “compensation earnable” pursuant to Government Code Sections 20630, 20636, and 20636.1, payrate shall be limited to the amount listed on a pay schedule that meets all of the following requirements:

- (1) Has been duly approved and adopted by the employer’s governing body in accordance with requirements of applicable public meetings laws;
- (2) Identifies the position title for every employee position;
- (3) Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
- (4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
- (5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer’s internet website;
- (6) Indicates an effective date and date of any revisions;
- (7) Is retained by the employer and available for public inspection for not less than five years; and
- (8) Does not reference another document in lieu of disclosing the payrate.

(b) Whenever an employer fails to meet the requirements of subdivision (a) above, the Board, in its sole discretion, may determine an amount that will be considered to be payrate, taking into consideration all information it deems relevant including, but not limited to, the following:

- (1) Documents approved by the employer’s governing body in accordance with requirements of public meetings laws and maintained by the employer;
- (2) Last payrate listed on a pay schedule that conforms to the requirements of subdivision (a) with the same employer for the position at issue;
- (3) Last payrate for the member that is listed on a pay schedule that conforms with the requirements of subdivision (a) with the same employer for a different position;
- (4) Last payrate for the member in a position that was held by the member and that is listed on a pay schedule that conforms with the requirements of subdivision (a) of a former CalPERS employer.

NOTE: Authority cited: Sections 20120 and 20121, Government Code. Reference: Sections 20630, 20636 and 20636.1, Government Code.

AMEND §571(b)

§ 571. Definition of Special Compensation.

(a) – (No changes).

(b) The Board has determined that all items of special compensation listed in subsection (a) are:

(1) Contained in a written labor policy or agreement as defined at Government Code section 20049, provided that the document:

(A) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws;

(B) Indicates the conditions for payment of the item of special compensation, including, but not limited to, eligibility for, and amount of, the special compensation;

(C) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;

(D) Indicates an effective date and date of any revisions;

(E) Is retained by the employer and available for public inspection for not less than five years; and

(F) Does not reference another document in lieu of disclosing the item of special compensation;

(2) Available to all members in the group or class;

(3) Part of normally required duties;

(4) Performed during normal hours of employment;

(5) Paid periodically as earned;

(6) Historically consistent with prior payments for the job classification;

(7) Not paid exclusively in the final compensation period;

(8) Not final settlement pay; and

(9) Not creating an unfunded liability over and above PERS' actuarial assumptions.

(c) – (No changes).

(d) – (No changes).

NOTE: Authority cited: Sections 20636(c)(6), 20636.1(c)(6), 20120 and 20121, Government Code; Calif. Const. Art. XVI, Section 17. Reference: Sections 20630, 20636, 20636.1 and 20691, Government Code.

Research Note: - (No changes).

RESOLUTION No. 2014-02

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RANCHO SANTA FE FIRE PROTECTION DISTRICT ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5

WHEREAS, the California Public Employees Retirement System (“PERS”) recently adopted the California Code of Regulations, Title 2, Section 570.5 on August 10, 2011; and

WHEREAS, the California Code of Regulations, Title 2, Section 570.5 requires the District’s Board of Directors approve and adopt all pay schedules; and

WHEREAS, the Regulations require that the pay schedule be made public without reference to another document in disclosure of the payrate.

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

- 1) That the attached pay schedule titled Rancho Santa Fe Fire Protection District Pay Schedule, set forth in Exhibit “A” attached hereto and incorporated herein by reference is approved and adopted.
- 2) That the pay schedule approved and adopted by this resolution shall be periodically updated by the Board of Directors, in accordance with the California Code of Regulations requirements.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District on April 9, 2014 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES H ASHCRAFT
President

ATTEST:

Karlana Rannals
Secretary

Rancho Santa Fe Fire Protection District

Pay Schedule

Resolution No. 2014-02
Attachment "A"

Effective Date: 1/1/2014

Memorandum of Understanding Positions - Administration

Steps or Range

Deputy Fire Marshal	A	B	C	D	E
Hourly	\$39.881	\$41.875	\$43.968	\$46.167	\$48.475
Monthly	\$6,913	\$7,258	\$7,621	\$8,002	\$8,402
Annual	\$82,951	\$87,099	\$91,454	\$96,027	\$100,828
Fire Prevention Specialist	A	B	C	D	E
Hourly	\$30.280	\$31.794	\$33.384	\$35.053	\$36.806
Monthly	\$5,249	\$5,511	\$5,787	\$6,076	\$6,380
Annual	\$62,983	\$66,132	\$69,439	\$72,911	\$76,556
Fire Prevention Specialist II/Forester	A	B	C	D	E
Hourly	\$33.309	\$34.974	\$36.723	\$38.559	\$40.487
Monthly	\$5,774	\$6,062	\$6,365	\$6,684	\$7,018
Annual	\$69,282	\$72,746	\$76,384	\$80,203	\$84,213
Public Education Coordinator	A	B	C	D	E
Hourly	\$31.045	\$32.597	\$34.227	\$35.938	\$37.735
Monthly	\$5,381	\$5,650	\$5,933	\$6,229	\$6,541
Annual	\$64,573	\$67,802	\$71,192	\$74,751	\$78,489
Office Support Coordinator - FP	A	B	C	D	E
Hourly	\$21.884	\$22.978	\$24.127	\$25.333	\$26.600
Monthly	\$3,793	\$3,983	\$4,182	\$4,391	\$4,611
Annual	\$45,518	\$47,794	\$50,184	\$52,693	\$55,328
Accounting Specialist	A	B	C	D	E
Hourly	\$26.729	\$28.065	\$29.468	\$30.942	\$32.489
Monthly	\$4,633	\$4,865	\$5,108	\$5,363	\$5,631
Annual	\$55,596	\$58,376	\$61,294	\$64,359	\$67,577
Staff Assistant - ADMIN	A	B	C	D	E
Hourly	\$23.589	\$24.768	\$26.006	\$27.307	\$28.672
Monthly	\$4,089	\$4,293	\$4,508	\$4,733	\$4,970
Annual	\$49,064	\$51,517	\$54,093	\$56,798	\$59,638

Memorandum of Understanding Positions - Safety

Firefighter/Paramedic	A	B	C	D	E
Hourly	\$23.692	\$24.876	\$26.120	\$27.426	\$28.797
Monthly <i>(Includes FLSA)</i>	\$5,903	\$6,198	\$6,508	\$6,834	\$7,175
Annual <i>(Includes FLSA)</i>	\$70,838	\$74,380	\$78,099	\$82,004	\$86,104
Engineer	A	B	C	D	E
Hourly	\$24.386	\$25.605	\$26.885	\$28.230	\$29.641
Monthly <i>(Includes FLSA)</i>	\$6,076	\$6,380	\$6,699	\$7,034	\$7,386
Annual <i>(Includes FLSA)</i>	\$72,914	\$76,559	\$80,387	\$84,407	\$88,627
Engineer/Paramedic	A	B	C	D	E
Hourly	\$25.041	\$26.293	\$27.607	\$28.988	\$30.437
Monthly <i>(Includes FLSA)</i>	\$6,239	\$6,551	\$6,879	\$7,223	\$7,584
Annual <i>(Includes FLSA)</i>	\$74,871	\$78,615	\$82,546	\$86,673	\$91,007
Captain	A	B	C	D	E
Hourly	\$28.335	\$29.751	\$31.239	\$32.801	\$34.441
Monthly <i>(Includes FLSA)</i>	\$7,060	\$7,413	\$7,784	\$8,173	\$8,581
Annual <i>(Includes FLSA)</i>	\$84,720	\$88,956	\$93,404	\$98,074	\$102,978

Rancho Santa Fe Fire Protection District Pay Schedule

Resolution No. 2014-02
Attachment "A"

Board Resolution Positions - Exempt

Emergency Medical Services Coordinator	Min	Range	Max
Monthly	\$6,864		\$8,343
Annual	\$82,366	→	\$100,116
Fire Chief	Min	Range	Max
Monthly	\$13,202		\$16,047
Annual	\$158,419	→	\$192,560
Deputy Chief	Min	Range	Max
Monthly	\$10,852		\$13,191
Annual	\$130,229	→	\$158,295
Battalion Chief	Min	Range	Max
Monthly	\$9,411		\$11,439
Annual	\$112,927	→	\$137,264
Fire Marshal	Min	Range	Max
Monthly	\$9,552		\$11,610
Annual	\$114,619	→	\$139,320
Administrative Manager	Min	Range	Max
Monthly	\$7,502		\$9,119
Annual	\$90,024	→	\$109,425

Temporary Positions - Non-exempt

Temporary (as needed and determined by the Fire Chief)	Min	Range	Max
Hourly	\$10.000	→	\$76.100

Examples of a temporary employee's position includes but is not limited to:
Fire Services Assistant; Interns (Administration, Fire Prevention, Training); Fire Prevention (Weed Abatement; Plan Review)

STAFF REPORT

NO. 14-09

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

FROM: MIKE GIBBS, DEPUTY CHIEF

SUBJECT: NUISANCE ALARM ORDINANCE

DATE: MARCH 19, 2014



RECOMMENDATION

Staff recommends the Board of Directors proceed with the ordinance adoption for nuisance alarms. The intent of this ordinance is through compliance to reduce the number of false alarm activations and be able to recover the costs associated with responding to nuisance alarms.

BACKGROUND

In the September (what year) report titled Fire Loss in the United States During 2012, The National Fire Protection Association (NFPA) identified that false alarms nationally accounted for 7% of all incidents. For 2012, false alarms within the District accounted for 13% (259) of all incidents. Staff believes this number is closer to 24% (497). It was determined during research for the nuisance alarm ordinance, that during 2012, approximately 11% of "alarm" responses where North Comm canceled the engine company prior to arrival, which were misclassified as "Cancelled Enroute" and not as a "False Alarm." During 2013, false alarms within the District again accounted for 13% (303) of all incidents. Staff believes this number to be closer to 26% (582) due to the same misclassification problem discovered in 2012.

Not only does the District respond to a higher number of false alarms, the frequency of false alarms where the responsible party has not taken the necessary actions to repair or prevent additional alarm activations is also high. In 2013, 36 addresses recorded two or more false alarms, six with four or more, and one address with over twenty false alarms during the year. During 2013, the top six causes for a false alarm and the number of occurrences were:

88	Smoke Detector Activation, No Fire, Unintentional
47	Unintentional Transmission Of An Alarm, Other
38	Smoke Detector Malfunction
37	Alarm System Malfunction
30	Alarm system sounded, No Fire, Unintentional

CURRENT SITUATION

The adoption of a Nuisance Alarm ordinance will reduce the number of false alarms and the frequency of repeat false alarms. Reducing the number of false alarms will also have a positive effect on the District operationally by improving our emergency response, increasing firefighter safety and reducing apparatus costs.

Responding to false alarms is increasingly creating situations where engine companies are out of position for other emergencies. This requires the next closest engine company from another station or jurisdiction to respond. These situations are compounded when we respond to the same location on multiple occasions. If the number of false alarms is reduced, more fire engines will be available for other emergencies. Responding to and returning from any incident poses a higher risk of injury to our firefighters. In 2012, 4190 firefighters were injured and 8 were killed in vehicle accidents while responding to, and returning from emergency's (*U.S. Firefighter Injuries – 2012, NFPA*). The District responds to alarm activations with the same urgency as other emergencies. By reducing the number responses to false alarms, we will reduce the chance of exposing our personnel to being involved in and possibly injured from a vehicle accident. Each time a fire engine responds to an emergency, there is a cost associated with the operation of the fire engine. Fuel and maintenance costs are approximately \$11 per mile for a District engine company. With an average incident round trip of four miles, apparatus costs are approximately \$44 per incident. Although small in appearance, this cost increases rapidly when you consider the number of false alarms the engine company responds to annually.

ORDINANCE NO. 2014-02

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF
RANCHO SANTA FE FIRE PROTECTION DISTRICT PERTAINING
TO NUISANCE FIRE AND MEDICAL ALARMS**

WHEREAS, alarm systems installed by private property owners protect the public health, safety, and welfare, by providing fire personnel with the opportunity to respond quickly to fire, medical emergencies or other public peril; and

WHEREAS, alarm systems create a public expectation that the Fire Districts fire and emergency medical personnel will respond to such alarms when they are activated, and therefore, owners of fire and medical alarms expect the Rancho Santa Fire Protection District ("District") to know the property location and exact purpose of such alarms; and

WHEREAS, alarm systems that are accidentally or maliciously activated and that falsely alert the District fire and emergency medical personal of an emergency situation which is not in fact taking place nonetheless require the District's personnel to respond to such alarms, and detract from the ability of such personnel to respond to other legitimate emergencies; and

WHEREAS, the District receives it emergency dispatching services from the North County Dispatch Joint Powers Authority, and incurs a per call cost for the dispatching of alarm system activations, and the cost of personnel and equipment for responding to such activations, whether they are false or legitimate.

NOW, THEREFORE, BE IT RESOLVED, that The Rancho Santa Fire Protection District Board of Directors DO HEREBY adopt the following ordinance and fee schedule for nuisance fire and medical alarms.

SECTION I Purpose

- A. The purpose of this ordinance is to recover the costs associated with, and to reduce the number of, false alarms as well as to subject fire and medical alarm systems to reasonable regulation to protect the safety and welfare of District residents from the adverse impacts caused by false alarms. Whenever public safety personnel respond to false alarms there is a waste of limited public safety resources, an unnecessary expenditure of tax dollars and increased risk to personnel. This ordinance is intended to encourage alarm systems operators and users to maintain alarm systems in a manner which prevents false alarms and to establish a procedure for the abatement of nuisances resulting from false alarms and establish penalties for the improper maintenance and use of alarm systems.

SECTION II

Definitions

- A. North County Dispatch Joint Powers Authority, (“NCDJPA”) is the emergency communications center used by the District for the dispatching of District emergency resources.
- B. Alarm Systems means a Fire Alarm or a Medical Alarm.
- C. Fire Alarm means any mechanical or electrical device that is designed to cause or causes a local audible alarm or transmission of a signal in the event a fire or smoke is detected, an alarm system that sends a signal to a third party who notifies NCDJPA to report the detection of fire or smoke and any alarm system that is otherwise used to evoke a response by the District.
- D. Fire Code is a model code adopted by the state or local jurisdiction and enforced by fire district personnel within the fire district’s boundaries. It is a set of rules prescribing minimum requirements to prevent fire and/or hazards arising from storage, handling, or use of dangerous materials, or from other specific hazardous conditions. It complements the building code. The fire code is aimed primarily at preventing fires, ensuring that necessary training and equipment will be on hand, and that the original design basis of the building, including the basic plan set out by the architect, is not compromised. The fire code also addresses inspection and maintenance requirements of various fire protection equipment in order to maintain optimal active fire protection and passive fire protection measures
- E. Medical Alarm means any mechanical or electrical device that is designed to cause or causes a local audible alarm or transmission of a signal in the event a person is experiencing or witnessing a medical emergency or other peril to human life, an alarm system that sends a signal to a third party who notifies NCDJPA to report a medical emergency in progress, any alarm that is otherwise used to evoke a response by fire or emergency medical personnel.
- F. False Alarm means the activation of an fire or medical alarm due to, system malfunction, accidental or misuse by an alarm user or the users employees, agents or other persons lawfully occupying the premises, a system test conducted without prior notification to the alarm system monitoring service, or cause other than an emergency event for which the alarm system is designed to detect.
- G. Nuisance Alarms means any false alarms in excess of two within any 365 day period.
- H. Alarm User means the person who has possession and control of an alarm system for a premise. A person providing alarm monitoring or response services shall not be deemed to be an alarm user with respect to an alarm system located on the premises of another alarm

user to whom the person provides such services pursuant to a contract. For residential property, the owner of the property as shown on the last equalized assessment roll shall be presumed to be the alarm user. A residential owner may rebut the presumption by demonstrating that a tenant has possession and control of the alarm system. For nonresidential property, the owner of the property as shown on the last equalized assessment roll and the property manager (if any) shall be presumed to be the alarm user. A nonresidential property owner or property manager may rebut this presumption by demonstrating that a tenant has possession and control of the alarm system.

SECTION III Alarm System Standards and Restrictions

- A. Alarm systems shall be Underwriters Laboratory approved and conform to the requirements of the Fire Code or other regulations of the State Fire Marshal.
- B. Alarm systems that directly dial any telephone number of the Rancho Santa Fe Fire Protection District, the North County Dispatch Joint Powers Authority, the San Diego County sheriff's department or 911, are prohibited.
- C. The district fire marshal or his or her designee may issue a correction notice to an alarm user whose system results in nuisance alarms. A notice of correction may be given in connection with a notice of violation. A notice of correction shall specify the correction or corrections required and allow a reasonable time to complete the work.
- D. Alarm system testing shall be done by an alarm system service provider or by an alarm system user after notification to the user's alarm system provider.

SECTION IV Nuisance Alarms

- A. The number of nuisance alarms (as defined in Section II) shall be calculated by starting on the day of the first false alarm and any subsequent false alarms occurring within a 365 day period. The determination of whether a false alarm occurred for the purpose of this Ordinance shall be solely determined by the District.

SECTION V Nuisance Alarm Fines

- A. When a false alarm is determined to be a nuisance, the user of the alarm system must pay a Nuisance Alarm Fine to the District to cover the costs associated with the false alarm. A Notice of Violation indicating the amount of the fine will be issued to the alarm user. Nuisance alarms fines are established as follows:

1. \$423.00 for the first and subsequent nuisance alarms.
 2. An additional penalty of \$100.00 will be added to the nuisance alarm fine for any false alarms in excess of three to ensure compliance with this ordinance.
- B. A notice of violation may be served on an alarm user personal service or by first class mail, postage prepaid and sent to the alarm user at the address of the property where the alarm is located, or at the address shown on the last equalized property tax assessment roll.
1. The notice of violation shall contain a statement giving notice to the alarm user of the user's right to request a hearing before the fire chief or such other hearing officer as may be designated by the District. The sole issue at the hearing shall be whether the history of false alarms determines the system to be a nuisance. The notice of violation shall constitute prima facie evidence of a violation of this ordinance, and testimony at the hearing by the person who issued the notice shall not be required. The hearing may be conducted on the basis of written declarations. A request for a hearing shall be made in writing filed with the District not later than the date stated on the notice of violation, which date shall be no sooner than 10 days following personal delivery of the notice of violation or 15 days from the date the notice is placed in the mail. Appeals of the decision of the fire chief shall be made to the District Board of Directors.
 2. A late payment penalty of 15 percent will be added to any fee not paid within 30 days of the billing date.

SECTION VI Limitation on Liability

- A. Nothing in this ordinance shall be construed to create any duty of the Rancho Santa Fe Fire Protection District, the North County Dispatch Joint Powers Agency, the County Service Area 17, or any employee or agent of any of these agencies to respond to any alarm or other emergency.

SECTION VII Exemptions

- A. Institutions insured by the Federal Deposit Insurance Corporation, and the federal, state and local government, or agencies thereof, shall not be considered to be alarm users and this ordinance shall not apply to alarm systems of such institutions.
- B. Activation of an alarm system caused by a malfunction of a telephone line circuit, earthquake or natural catastrophic condition does not constitute a false alarm.
- C. The alarm user shall have the burden of establishing the applicability of an exemption.

SECTION VIII Limitations

- A. Nothing in this ordinance shall limit the District from enforcing other provisions of the Fire Code

SECTION IX Adoption

- A. The Secretary to the Board of Directors will certify to the adoption of this Ordinance and cause the same to be published in the manner required by law. This Ordinance will take effect forty-five (45) days after its final passage at a public hearing as required by law.
- B. First Read at a regular meeting of the Board of Directors of the Rancho Santa Fe Fire Protection District of the County of San Diego, California, on the 9th day of April 2014. A second reading occurred at a regular meeting on _____, 2014 and a public hearing and final adoption on the 00th day of _____ 2014 by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

James Ashcraft
President

ATTEST

KARLENA RANNALS
Secretary