

# NORTH COUNTY FIRE PROTECTION DISTRICT

330 S. Main Avenue • Fallbrook, California 92028-2938 • Phone: (760) 723-2005 • Fax: (760) 723-2072 • Web: [www.ncfire.org](http://www.ncfire.org)

## BOARD OF DIRECTORS

RUTH HARRIS  
BOB HOFFMAN  
FRED LUEVANO  
KENNETH E. MUNSON  
JOHN VAN DOORN

STEPHEN J. ABBOTT - Fire Chief/CEO - [sabbott@ncfire.org](mailto:sabbott@ncfire.org)  
ROBERT H. JAMES - District Counsel - [robertjameslaw@gmail.com](mailto:robertjameslaw@gmail.com)  
LOREN A. STEPHEN-PORTER - Executive Assistant/Board Secretary - [lstephen@ncfire.org](mailto:lstephen@ncfire.org)

**TO:** BOARD OF DIRECTORS  
**FROM:** STEPHEN ABBOTT, FIRE CHIEF/CEO  
**SUBJECT:** BOARD MEETING PACKAGE  
**DATE:** OCTOBER 27, 2020

Enclosed is your Board package for the Regular October Board Meeting. We have tried to include the information you will need to effectively consider and act on agenda items. The Board meeting will be held at the normal meeting venue at **FALLBROOK PUBLIC UTILITY DISTRICT, 990 EAST MISSION ROAD, FALLBROOK, CALIFORNIA.**

**Please note this month's meeting is scheduled for Tuesday, October 27, 2020, beginning at **4:00 p.m.****

It is our goal to be prepared to respond accurately to Board questions and concerns. You can help us achieve this goal by contacting me prior to the Board meeting with your questions and concerns. This will allow time for the Staff and me to provide the appropriate information for review at the Board meeting.

*To ensure a quorum is present, please call Loren in advance of the meeting if you will be unable to attend. She may be reached at (760) 723-2012.*

Respectfully,



Stephen Abbott  
Fire Chief/CEO



PROUDLY SERVING THE COMMUNITIES OF FALLBROOK, BONSALL AND RAINBOW

DUTY ~ INTEGRITY ~ RESPECT

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# NORTH COUNTY FIRE PROTECTION DISTRICT

## AGENDA FOR REGULAR BOARD MEETING

OCTOBER 27, 2020 - 4:00 p.m.

**ROLL CALL  
INVOCATION  
PLEDGE OF ALLEGIANCE**

**FALLBROOK PUBLIC UTILITY DISTRICT  
990 EAST MISSION ROAD  
FALLBROOK CALIFORNIA**

### PUBLIC ACTIVITIES AGENDA

*For those joining us for the Public Activities Agenda, please feel free to depart at the close of the agenda. We invite you to stay for the remainder of the business meeting.*

1. **PUBLIC COMMENT — PRESIDENT LUEVANO** (pgs. 7-8)  
*Standing Item:* Members of the Public may directly address the Board of Directors on items of interest to the Public provided no action will be taken on non-agenda items. The Presiding Officer may limit comments to three minutes per speaker (Board of Directors Operations Policy Elections, Officers and Terms SOG § 4.2.6.3.).
- 
2. **RECOGNITION OF RETIRING BOARD MEMBERS — DIRECTORS HARRIS, HOFFMAN AND LUEVANO — CHIEF ABBOTT** (pgs. 9-10)  
*Recurring Item:* Opportunity to recognize the retiring members for their service to the District.
- 

### ACTION AGENDA

#### CONSENT ITEMS:

*All items listed under the Consent Items are considered routine and will be enacted in one motion. There will be no separate discussion of these items prior to the Board action on the motion, unless members of the Board, Staff or public request specific items be removed from the Consent Agenda.*

3. **APPROVE REGULAR BOARD MEETING MINUTES, SEPTEMBER 2020** (pgs. 11-18)  
*Standing Item:* Review and approve minutes from September meeting as presented.
- 
4. **REVIEW AND ACCEPT FINANCIAL REPORT FOR SEPTEMBER 2020** (pgs. 19-28)  
*Standing Item:* Review and Accept Financial Report for September as presented.
- 
5. **REVIEW AND ACCEPT POLICIES & PROCEDURES:** (pgs. 29-66)  
*Standing Item:*  
a) Career Development – Non-Safety Certification Program: Revised Program as attached.
6. **MONTHLY OPERATIONS ACTIVITY REPORT – SEPTEMBER 2020** (pgs. 67-78)  
*Standing Event:* Monthly Report demonstrating Call Mix, Turnout Time, Call by Unit, Transports, Total Response Times, Aid Received & Provided, Monthly Inspection Report, Health & Safety – injuries & Accidents and Turnover of Care statistics.
7. **REVIEW AND ACCEPT 1ST QUARTER EMERGENCY SERVICE OVERTIME TRACKING REPORT** (pgs. 79-84)  
*Quarterly Report:* Review and accept report that indicates overtime expenditures are at approximately 52.21% of budgeted amounts, with \$320,000 outstanding for Mutual Aid, which will reduce overtime to 22.08% when reimbursed; the adjust will bring overtime 3% below the current quarter percentage.
- 
8. **REVIEW AND ACCEPT 3<sup>RD</sup> QUARTER CUSTOMER SATISFACTION SURVEY PROGRAM RESULTS** (pgs. 85-92)  
*Quarterly Report:* Review and accept report that reflects customer satisfaction reports returned are 98% in the "excellent" range, with 27% (81) surveys returned.
9. **2020 ANNUAL OVERVIEW OF DISTRICT FACILITIES** (pgs. 93-96)  
*Recurring Report:* Report from Facilities Coordinator outlining facilities needs and direction for 2020.
- 

**Note:** The Americans with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied the benefits of, District business. If you need assistance to participate in this meeting, please contact the District Office 72 hours prior to the meeting at (760) 723-2012.



## AGENDA FOR REGULAR BOARD MEETING

OCTOBER 27, 2020

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### ACTION ITEMS:

All items listed under the Action Items Agenda will be presented and discussed prior to the Board taking action on any matter. Time Certain Items will commence at the time announced in the Agenda or as soon thereafter as such matter can be heard.

10. **PUBLIC HEARING DATE/TIME CERTAIN — OCTOBER 27, 2020 (4:15 P.M.) TO REVIEW AND APPROVE RESOLUTION 2020-13 ADOPTING AMBULANCE FEE SCHEDULE AND AMBULANCE TRANSPORT REVENUE POLICY — D/C MAHR AND CHIEF ABBOTT** (pgs. 97-104)
  - *Recurring Item:* Review and approve Resolution 2020-13 adopting Ambulance Fee Schedule and Ambulance Transport Revenue Policy in keeping with direction of Board from August 2020 meeting.
11. **PUBLIC HEARING DATE/TIME CERTAIN — OCTOBER 27, 2020 (4:25 P.M.) TO REVIEW AND APPROVE RESOLUTION 2020-14 ADOPTING COST RECOVERY FEE SCHEDULE AND COST RECOVERY POLICY — D/C MAHR AND CHIEF ABBOTT** (pgs. 105-18)
  - *Recurring Item:* Review and approve Resolution 2020-14 adopting Cost Recovery Fee Schedule and Cost Recovery Policy in keeping with direction of Board from August 2020 meeting.
12. **PUBLIC HEARING DATE/TIME CERTAIN — OCTOBER 27, 2020 (4:35 P.M.) TO REVIEW AND APPROVE ORDINANCE 20202-01 ADOPTING THE FIRE PREVENTION FEE ORDINANCE, FIRE PREVENTION FEE SCHEDULE AND FIRE PREVENTION FEE POLICY & APPENDICES — FM FIERI CHIEF ABBOTT** (pgs. 119-34)
  - *Recurring Item:* Review and approve revised Ordinance 2020-01 adopting the Fire Prevention Fee Schedule and Fire Prevention Fee Policy & Appendices in keeping with direction of Board from August 2020 meeting.
13. **REVIEW AND APPROVE FACILITIES REPLACEMENT PLAN POLICY AND ATTACHMENTS — CHIEF ABBOTT** (pgs. 135-142)
  - *New Item:* Review and approve Plan, Policy and Attachments as presented. There will be presentation with this item.
14. **REVIEW AND APPROVE ACCELERATED FILLING OF FF/PM POSITIONS — CHIEF ABBOTT** (pgs. 143-44)
  - *New Item:* Review and approve request to allocate up to \$30,000 from Contingency funds to fill three positions in December.
15. **REVIEW AND APPROVE RESOLUTION 2020-15 ADOPTING AN UPDATED PAY SCHEDULE — FM JUUL AND CHIEF ABBOTT** (pgs. 145-48)
  - *Recurring Item:* Review and approve Resolution 2020-15 adopting revised Pay Schedule document as required by California Code of Regulations §570.5 and which is being amended due additions of and changes in job classifications.
16. **APPROVE MEETING SCHEDULE AND PLACE FOR NORTH COUNTY FIRE PROTECTION DISTRICT BOARD MEETINGS FOR THE YEAR 2021 — CHIEF ABBOTT AND B/S STEPHEN-PORTER** (pgs. 149-50)
  - *Annual Item:* Review and approve new meeting schedule for 2021.
17. **REVIEW AND CONSIDER NOMINATIONS FOR LAFCO SPECIAL DISTRICT ADVISORY COMMITTEE — CHIEF ABBOTT** (pgs. 151-54)
  - *Recurring Event:* Review options for making a nomination to the LAFCO Special District Advisory Committee.

### DISCUSSION AGENDA

No action shall be undertaken on any Discussion item. The Board may: acknowledge receipt of the information or report and make comments; refer the matter to Staff for further study or report; or refer the matter to a future agenda.

18. There are no Discussion Agenda items for the October 27, 2020 Board meeting. (pgs. 155-56)



# AGENDA FOR REGULAR BOARD MEETING

OCTOBER 27, 2020

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## STANDING DISCUSSION ITEMS:

*All items listed under the Standing Discussion Items are presented every meeting.*

- **LEGAL COUNSEL REPORT:** (pgs. 157-58)
  - "Employer Obligation to Report COVID-19 Exposure in the Workplace – Assembly Bill 685 Expands Cal/OSHA Authority"
- **WRITTEN COMMUNICATION** (pgs. 159-60)
  - **BOARD RECOGNITION PROGRAM**
- **NEWS ARTICLES** (pgs. 161-86)
- **COMMENTS/QUESTIONS:** (pgs. 187-88)
- **STAFF:**
  - Chief Abbott
  - Other Staff
- **BOARD**
- **BARGAINING GROUPS**
- **PUBLIC COMMENT**

## CLOSED SESSION

The Board will enter closed session to discuss items as outlined herein. As provided in the Government Code, the public will not be present during these discussions. At the end of the Closed Session, the Board shall publicly report any action taken in Closed Session and the vote or abstention on that action of every member present) in accordance with Government Code § 54950 ET. seq.

- CS-1. **ANNOUNCEMENT — PRESIDENT LUEVANO:** (pgs. 189-90)
  - An announcement regarding the items to be discussed in Closed Session will be made prior to the commencement of Closed Session.
- CS-2. **CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION — GOVERNMENT CODE §54956.9 — CHIEF ABBOTT:**
  - Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code §54956.9 – one case.
- CS-3. **CONFERENCE WITH REAL PROPERTY NEGOTIATOR — GOVERNMENT CODE § 54956.8 — CHIEF ABBOTT:**
  - **PROPERTY LOCATION:** 311 Minnesota, Fallbrook, CA 92028;
  - PARTIES:** North County Fire Protection District (Seller);
  - UNDER NEGOTIATION:** Terms of Cell Lease/Purchase;
  - DISTRICT NEGOTIATORS:** Chief Abbott, FM Juul, District Counsel James
- CS-4. **CONFERENCE WITH REAL PROPERTY NEGOTIATOR — GOVERNMENT CODE § 54956.8 — CHIEF ABBOTT:**
  - **PROPERTY LOCATION:** 4157 Olive Hill Road, Fallbrook, CA 92028;
  - PARTIES:** North County Fire Protection District (Seller);
  - UNDER NEGOTIATION:** Terms of Purchase;
  - DISTRICT NEGOTIATORS:** Chief Abbott, District Counsel James



## AGENDA FOR REGULAR BOARD MEETING

OCTOBER 27, 2020

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**CS-5. CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 — MANAGEMENT GROUP NEGOTIATIONS – CHIEF ABBOTT:**

- NCFPD MANAGEMENT GROUP      DISTRICT NEGOTIATORS:  
CHIEF ABBOTT, DISTRICT COUNSEL JAMES, Special Counsel Rogers

**CS-6. CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 — NON-SAFETY GROUP NEGOTIATIONS – CHIEF ABBOTT:**

- FFA NON-SAFETY GROUP NEGOTIATORS      DISTRICT NEGOTIATORS:  
CHIEF ABBOTT, DISTRICT COUNSEL JAMES, Special Counsel Rogers

**CS-7. CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 — SAFETY GROUP NEGOTIATIONS – CHIEF ABBOTT:**

- FFA SAFETY GROUP NEGOTIATORS      DISTRICT NEGOTIATORS:  
CHIEF ABBOTT, DISTRICT COUNSEL JAMES, Special Counsel Rogers

**CS-8. EVALUATION OF PERFORMANCE – GOVERNMENT CODE § 54957:**

- FIRE CHIEF/CEO      DISTRICT NEGOTIATOR:  
DISTRICT COUNSEL JAMES

**CS-9. REPORT FROM CLOSED SESSION — PRESIDENT LUEVANO**

## ADJOURNMENT

### SCHEDULED MEETINGS

The next Board meeting is Tuesday, **December 1, 2020** at 9:00 a.m. at FPUD. This is a Board education meeting.

### CERTIFICATION OF AGENDA POSTING

"I certify that this Agenda was posted in accordance with the provisions of the Government Code § 54950 et. seq. The posting locations were: [1] the entrance of North County Fire Protection District Administrative Offices, [2] Fallbrook Public Utility District Administrative Offices and [3] the Roy Noon Meeting Hall; [4] District's website at <http://www.ncfire.org>. The Agenda was also available for review at the Office of the Board Secretary, located at located at 330 S. Main Avenue, Fallbrook (760) 723-2012. Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet, are available for public inspection in the Office of the Board Secretary, during normal business hours or may be found on the District website, subject to the Staff's ability to post the documents before the meeting. The date of posting was **October 23, 2020.**"

Board Secretary Loren Stephen-Porter:



Date: October 23, 2020



**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
FIRE CHIEF/CEO**

**TO:** BOARD OF DIRECTORS  
**FROM:** STEPHEN ABBOTT, FIRE CHIEF/CEO  
**DATE:** OCTOBER 27, 2020  
**SUBJECT:** PUBLIC COMMENT

**PUBLIC COMMENT:**

- 1. Members of the Public may directly address the Board of Directors on items of interest to the Public provided no action will be taken on non-agenda items. The Board President may limit comments to three minutes per speaker (Board of Directors Operations – Elections, Officers and Terms SOG § 4.2.6.3.).*

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**NORTH COUNTY FIRE  
PROTECTION DISTRICT**  
FIRE CHIEF/CEO

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF ABBOTT  
**DATE:** OCTOBER 27, 2020  
**SUBJECT:** RECOGNITION OF RETIRING BOARD MEMBERS

## **ACTION AGENDA**

### **RECOMMENDATION:**

To provide an opportunity to recognize retiring Directors Harris, Hoffman and Luevano for their service to the District.

### **BACKGROUND:**

Director Harris was elected to her position on the Board in 2004 and is completing her 16<sup>th</sup> year of consecutive service. Both Director Hoffman and Director Luevano were elected to their positions on the NCFPD Board of Directors in 2016 and are both completing 4 years of consecutive service.

### **DISCUSSION:**

#### **DIRECTOR RUTHIE HARRIS:**

Director Harris has been on the North County Fire Protection District since 2004. Director Harris served as President of the Board in 2008, 2014 and 2016. She served as Vice President to the Board in 2006 and 2019.

Director Harris has been a long-term business owner in Fallbrook who currently has a service-based business she runs from home. She also works with the Bonsall Chamber of Commerce. She has been active in the communities of Fallbrook and Bonsall, serving with numerous service and business groups within the communities.

Director Harris was a Lions/Lioness Club member for 25 years, serving as President for four terms. In addition, she has been a member of the Fallbrook Chamber of Commerce since 2001, serving as committee chair for various committees within the Chamber and a member of the Fallbrook Connections Networking Group. She has received awards as Lioness of the Year, Lion of the Year and Small Business of the Year.

#### **DIRECTOR BOB HOFFMAN:**

Director Hoffman has served with the Board since December of 2016. For over 30 years Director Hoffman, was a Sales and Marketing Executive with expertise in the Biotech,

**RETIRING BOARD MEMBER RECOGNITION**

**OCTOBER 27, 2020**

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Medical Device and Electronics manufacturing industries, as well as ten years of technical product sales and training into the First Responder and First Receiver hospital community for disaster preparedness. Currently Director Hoffman with his wife, own and operate a small local, residential real-estate rental company.

Director Hoffman has served his community and industry through involvement with such groups as the Boy Scout of America, as a FYS soccer coach, on various HOA Board of Directors, community service outreach with local church, IAFC Member, IFFA Member, American Association of Industrial Hygiene and International Safety Equipment Association. He has received numerous awards for his business involvement, including Strategic Alliance Award for Distribution Excellence, Partners in Progress Award, Marketing Manager of the Year awards, District and Regional Sales Manager Awards, and Gross Profit Increase Awards. Director Hoffman's First Responder and First Receiver hospital community disaster preparedness has served the District well through his tenure.

**DIRECTOR FRED LUEVANO:**

Director Luevano is a Certified Business Continuity and Disaster Recovery Services professional with over 40 years of Information Technology experience in both the Public and Private Sectors. Director Luevano's experience includes a senior level position with Gartner Consulting as Vice President of the Western Region where he managed their Information Systems Consulting Practice and established their Disaster Recovery and Business Continuity consulting practice worldwide. Prior to Gartner, Director Luevano held the positions of Manager, Data Center Operations, at Northrop Grumman Information Services. Director Luevano's background includes numerous senior management and analytical positions with several other large high-technology companies and public-sector organizations. Director Luevano is a recognized Subject Matter Expert in Disaster Recovery and Business Continuity.

Director Luevano has served with the Board since December of 2016. During his tenure with North County Fire Protection District, Director Luevano served as Vice President for one year and two years as President. Director Luevano was Co-Chair of the Fallbrook Fire Safe Council for nine years, where he obtained over \$700,000 for vegetation abatement projects in Fallbrook, Bonsall, De Luz and Rainbow. In 2006 and 2008, Director Luevano was the recipient of the Distinguished Service Award by the San Diego County Fire Safe Council. He has served as a Senior Volunteer Patrol Sheriff for San Diego County for over 14 years.

**FISCAL ANALYSIS:**

No fiscal impact.

**SUMMARY:**

Staff wishes to join the Board in acknowledging Directors Harris, Hoffman and Luevano for their years of dedicated service on the District's Board of Directors.

1 **SEPTEMBER 22, 2020**

2 **REGULAR MEETING OF THE BOARD OF DIRECTORS OF**  
3 **THE NORTH COUNTY FIRE PROTECTION DISTRICT**

4 President Luevano called the meeting to order at 4:07 p.m.

5 **THE INVOCATION GIVEN BY Chaplain Helman.**

6 **ALL RECITED THE PLEDGE OF ALLEGIANCE.**

7 **ROLL CALL:**

8 **Present:** Directors Harris, Hoffman, Luevano, Munson and Van Doorn.

9 **Absent:** None.

10 **Staff Present:** Fire Chief/CEO Abbott, Attorney James and Board Secretary Stephen-  
11 Porter. In the audience were: DFC Marovich, FM Juul, D/Cs Mahr and McReynolds, B/C  
12 Macmillan, F/M Fieri, and members of the public and Association.

13  
14 **PUBLIC ACTIVITIES AGENDA**

15 1. **PUBLIC COMMENT:** President Luevano addressed the audience and inquired whether  
16 there were any public comments regarding items not on the Agenda. He noted the Board  
17 wished to recognize DFC Marovich for his thirty-three years of service to the District with a  
18 framed Declaration from the Board. The Declaration was read to the audience. President  
19 Luevano thanked DFC Marovich for his guidance in his Division and for the  
20 accomplishments he achieved for the District. DFC Marovich thanked the Board for the  
21 recognition and made brief comments regarding his time at North County Fire Protection  
22 District. There being no further comments, the Public Comment Section was closed.

23  
24 **ACTION AGENDA**

25 **CONSENT ITEMS:**

- 26 2. **REVIEW AND ACCEPT REGULAR BOARD MEETING MINUTES FOR AUGUST 2020**  
27 3. **REVIEW AND ACCEPT FINANCIAL REPORT FOR AUGUST 2020**  
28 4. **REVIEW AND ACCEPT POLICIES & PROCEDURES**  
29 5. **MONTHLY OPERATIONS ACTIVITY REPORT - AUGUST 2020**

30 President Luevano inquired whether there were any questions on Consent Items 2-5. There  
31 being no discussion, President Luevano asked for a motion to approve the Consent Agenda.  
32 On a motion by Vice President Van Doorn, seconded by Director Hoffman the motion to  
33 approve the Consent Agenda as presented passed unanimously.

34  
35 **ACTION ITEMS:**

36 6. **PUBLIC HEARING DATE/TIME CERTAIN SEPTEMBER 22, 2020 (4:15 P.M.): REVIEW AND**  
37 **APPROVE FINAL BUDGET FOR FY 2020/2021 AND ADOPTION OF RESOLUTION 2020-11 – FM JUUL,**  
38 **DFC MAROVICH AND CHIEF ABBOTT:** President open the public hearing, reading the matter to  
39 be approved. There were no comments so the public hearing portion was closed. FM Juul  
40 presented the Final Budget to the Board noting the changes from the Preliminary Budget.  
41 She noted there has been a 4.89% increase from last year's property tax, which resulted in  
42 an increase of approximately \$757,341. FM Juul noted the remaining changes were directly  
43 related to increase in ambulance revenue, interest income, Fallbrook Regional Health  
44 District and anticipated mitigation fees. FM Juul reviewed the increases in expenses over  
45 last year that includes increases in salaries for FF/PM, reclassification of the Finance  
46 Manager and additional Single Role Medics. Implementation of the Pension Obligation Bond  
47 increased the UAL by \$320,000.00, health care costs were up \$115,000.00 and two larger  
48 claims for Worker's Compensation. She reviewed the increases in each Divisional area and  
49 noted increase in the Facility/CIP of \$400,000.00 toward the purchase and installation of a  
50 modular at Station 3. Funding to Reserves was discussed, including the payoff of the loan  
51 on Station 5. The Board commended Finance and FM Juul on the clear, concise  
52 presentation of a balanced Budget. Director Van Doorn inquired about the reduction in  
53 reserves and the reason it occurred this year. After discussion, Chief Abbott noted that the  
54 changes to Reserves meets the Finance policies. Discussion ensued regarding modify the  
55 Budget to include a contingency to hire three positions for Station 3. These positions were  
56 slated to be filed in January. Chief Abbott discussed the rationale for adding this request.  
57 The Board requested Chief Abbott bring the matter to the next Board meeting, rather than  
58 modifying the Budget. On a motion by Director Munson, seconded by Director Harris the

59 motion to approve the Final Budget and Resolution 2020-11 as presented, passed by the  
60 following roll call vote: **Ayes:** Directors Harris, Hoffman, Luevano, Munson and Van Doorn.  
61 **Noes:** None.

62 7. **SET PUBLIC HEARINGS DATE/TIME CERTAIN OCTOBER 27, 2020: FOR ADOPTION OF**  
63 **UPDATED AMBULANCE FEE SCHEDULE RESOLUTION (4:15 P.M.), FOR ADOPTION OF**  
64 **UPDATED COST RECOVERY RESOLUTION (4:25 P.M.) AND FOR ADOPTION OF UPDATED FIRE**  
65 **PREVENTION FEES RESOLUTION/ORDINANCE (4:35 P.M.) — D/C MAHR, FM FIERI AND CHIEF**

66 **ABBOTT:** Chief Abbott present the request to set the hearings, noting this is a follow-up  
67 from the August discussion to improve revenue capture. The hearings will start at 4:15  
68 p.m. and will be ten minutes apart. The complete information will be presented at the  
69 October meeting. On a motion by Director Hoffman, seconded by Vice President Van  
70 Doorn, the motion to set the three hearings at the time and date requested passed  
71 unanimously.

72 8. **REVIEW AND APPROVE RESOLUTION 2020-12 RE: TERMS AND CONDITIONS FOR**  
73 **DEPARTMENT RESPONSE AWAY FROM OFFICIAL DUTY STATIONS & ASSIGNED TO AN EMERGENCY**  
74 **EVENT — DFC MAROVICH AND CHIEF ABBOTT:** DFC Marovich presented the Resolution to the

75 Board noting that Resolution 2015-03 was initially adopted to allow the District receive  
76 reimbursement portal-to-portal at our present rate of pay for each named employee. With  
77 adoption of Resolution 2020-12, the District is adding the Fire Marshal and Medical Service  
78 Officer to the list of response personnel who will be included the portal-to-portal  
79 reimbursement. On a motion by Director Hoffman, seconded by Vice President Van Doorn,  
80 the motion to approve Resolution 2020-12 as presented passed unanimously.

81  
82 **DISCUSSION AGENDA**

83 9. There were no Discussion Agenda Items for the September 22, 2020, Board Meeting.

84 **STANDING DISCUSSION ITEMS:**

- 85 ● **LEGAL COUNSEL REPORT:** Counsel James presented his report “Special Taxes  
86 by Voter Initiative Not Restricted by Proposition 13 or Proposition 218.” Brief discussion  
87 ensued with him noting the manner this decision may impact the District for future measures.

88 Director Harris inquired the status of the current CFD. Counsel James informed the Board  
89 since it was not funded, it is essentially defunct. This is informational only, no action  
90 required.

91 ● **WRITTEN COMMUNICATIONS:** Brief discussion ensued regarding the items,  
92 Informational only, no action required.

93 ● **BOARD RECOGNITION PROGRAM**

94 ● **NEWS ARTICLES:** Brief discussion ensued regarding articles. This is informational  
95 only, no action required.

96 ● **COMMENTS:**

97 ● **STAFF REPORTS/UPDATES:**

98 ● **STEPHEN ABBOTT, FIRE CHIEF/CEO:** Chief Abbott noted that the matter of addition to  
99 the Budget came up after the publishing of the Board packet but did not qualify for an  
100 emergency or urgent matter under the Government Code. He discussed the rationale for  
101 the early onboarding of the new staff, noting they are either current or past employees. He  
102 stated he could not make a job offer until funding was authorized. After a conversation with  
103 Ed Sprague at LAFCO, who is the new Fire Services Coordinator, Chief Abbott noted that  
104 North County Fire Protection District can expect the Municipal Service Review to begin in  
105 January 2021. With the work being done for the facilities, Station 3 and revenue capture,  
106 the District will be in a good position when the review starts. Chief Abbott noted we have  
107 one individual out with COVID at this time and potentially one other person. Chief Abbott  
108 updated the Board of the status of out of District Strike Teams and personnel. Informational  
109 only, no further action required.

110 ● **CHIEF OFFICERS AND OTHER STAFF: DFC MAROVICH:** DFC Marovich thanked the Board  
111 for the presentation, stating he was "just doing his job." He thanked the Board for their  
112 support during his tenure as DFC. He opined they pushed him to excel and for the finance  
113 division to be the best it could. He commended the Board on their performance and  
114 involvement. **D/C McREYNOLDS:** D/C McReynolds informed the Board the District had  
115 training in Bonsall with FF/PM Sam Russell taking the lead. He commended the cadre on  
116 their performance. He noted the Human Resources Division had recruited for FF/PM

117 position with a list of nine highly qualified candidates.

118 ● **BOARD: DIRECTOR HARRIS:** Director Harris stated she was excited and sad to be  
119 ending her tenure after sixteen year. She noted the relationship she developed with DFC  
120 Marovich and lauded his work on behalf of the district, staff and Board. **DIRECTOR HOFFMAN:**  
121 Director Hoffman thanked DFC Marovich for his thirty-three years of work, stating DFC  
122 Marovich should be proud of his accomplishments. He stated it was an honor to serve with  
123 DFC Marovich. He thanked the remaining staff for helping to pick up the work when he  
124 leaves. **PRESIDENT LUEVANO:** President Luevano echoed the words of the other Directors  
125 stated the Union and staff have a lot to be thankful for all the work done by DFC Marovich  
126 and his Division. **DIRECTOR VAN DOORN:** Director Van Doorn also echoed the words of the  
127 previous Directors, thanking DFC Marovich for his work. He expressed a concern that the  
128 recent efforts of the County to return to open business practices at this time. He expressed  
129 concerns if the Board would go back to open meetings and encouraged everyone to do what  
130 is right and wear a mask, stay at home and appreciate the fact you are on the front lines.

131 ● **BARGAINING GROUPS:** No comments.

132 ● **PUBLIC COMMENT:** No comments.

## 134 **CLOSED SESSION**

### 135 ● **OPENING CLOSED SESSION:**

136 At 5:10 p.m., President Luevano inquired whether there was a motion to adjourn to Closed  
137 Session. There being no objection, President Luevano read the items to be discussed in  
138 Closed Session and the Open Session was closed. A short break ensued after the reading  
139 of the Closed Session Items. At 5:16 p.m., and the Board entered Closed Session to hear:  
140 CS-1. **ANNOUNCEMENT — PRESIDENT LUEVANO:** An announcement regarding the items to be  
141 discussed in Closed Session will be made prior to the commencement of Closed Session.  
142 CS-2. **CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION — GOVERNMENT CODE**  
143 **§54956.9 — CHIEF ABBOTT:** Initiation of litigation pursuant to paragraph (4) of subdivision (d)  
144 of Government Code § 54956.9 – one case.

145 **CS-3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR — GOVERNMENT CODE**

146 **§ 54956.8 — CHIEF ABBOTT:**

147 **PROPERTY LOCATION:** 4157 Olive Hill Road, Fallbrook, CA 92028;

148 **PARTIES:** North County Fire Protection District (Seller);

149 **UNDER NEGOTIATION:** Terms of Sale

150 **DISTRICT NEGOTIATORS:** Chief Abbott, District Counsel James

151 **CS-4. CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 — MANAGEMENT**

152 **GROUP NEGOTIATIONS – CHIEF ABBOTT:**

153 NCFPD MANAGEMENT GROUP **DISTRICT NEGOTIATORS:** CHIEF ABBOTT, DISTRICT

154 COUNSEL JAMES, SPECIAL COUNSEL ROGERS

155 **CS-5. CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 — NON-SAFETY**

156 **GROUP NEGOTIATIONS – CHIEF ABBOTT:**

157 FFA NON-SAFETY GROUP NEGOTIATORS **DISTRICT NEGOTIATORS:** CHIEF ABBOTT, DISTRICT

158 COUNSEL JAMES, SPECIAL COUNSEL ROGERS

159 **CS-6. CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 — SAFETY**

160 **GROUP NEGOTIATIONS – CHIEF ABBOTT:**

161 FFA SAFETY GROUP NEGOTIATORS **DISTRICT NEGOTIATORS:** CHIEF ABBOTT, DISTRICT

162 COUNSEL JAMES, SPECIAL COUNSEL ROGERS

163 **CS-7. EVALUATION OF PERFORMANCE — Government Code § 54957:**

164 Fire Chief/CEO **DISTRICT NEGOTIATOR:** DISTRICT COUNSEL JAMES

165 **CS-8. REPORT FROM CLOSED SESSION — PRESIDENT LUEVANO**

166 ● **REOPENING OPEN SESSION:**

167 On a motion by Director Hoffman, which was seconded by Vice President Van Doorn, which  
168 passed unanimously, the Board returned Open Session at 6:00 p.m. the following items were  
169 reported out to the public:

170 **CS-2. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION — GOVERNMENT CODE**

171 **§54956.9 — CHIEF ABBOTT:** No reportable action.

172 **CS-3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR — GOVERNMENT CODE**

173 **§ 54956.8 — CHIEF ABBOTT:** No reportable action.



- 174 CS-4. CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 — MANAGEMENT  
175 GROUP NEGOTIATIONS – CHIEF ABBOTT: No reportable action.  
176 CS-5. CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 — NON-SAFETY  
177 GROUP NEGOTIATIONS – CHIEF ABBOTT: No reportable action.  
178 CS-6. CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 — SAFETY  
179 GROUP NEGOTIATIONS – CHIEF ABBOTT: No reportable action.  
180 CS-7. EVALUATION OF PERFORMANCE — GOVERNMENT CODE § 54957: No reportable action.

181

182 **ADJOURNMENT**

183 A motion was made at 6:04 p.m. by Director Harris and seconded by Vice President Van  
184 Doorn to adjourn the meeting and reconvene on October 27, 2020, at 4:00 p.m. The motion  
185 carried unanimously.

186 Respectfully submitted,

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189 Loren Stephen-Porter

190 Board Secretary

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192 Minutes approved at the Board of Director's Meeting on: October 27, 2020

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**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
ADMINISTRATION - BUDGET & FINANCE**

**TO:** BOARD OF DIRECTORS  
**FROM:** FM CHERIE JUUL AND CHIEF ABBOTT  
**DATE:** OCTOBER 27, 2020  
**SUBJECT:** REVENUE & EXPENDITURES AS OF SEPTEMBER 30, 2020 (25%)

Revenue Sources	Budgeted	Collected	Over/Under	% of Budget
Property Taxes - FBK	15,940,646.00	430,324.00	(15,510,322.00)	3%
Property Taxes - RNBW	303,000.00	8,282.00	(294,718.00)	3%
Ambulance and Collections	2,245,000.00	612,972.00	(1,632,028.00)	27%
GEMT-State Supplement	90,000.00	-	(90,000.00)	0%
Prevention Fees	185,000.00	40,146.00	(144,854.00)	22%
Tower Lease Agreements	103,000.00	28,252.58	(74,747.42)	27%
Other Revenue Sources	50,000.00	4,142.80	(45,857.20)	8%
Interest	50,000.00	14,634.54	(35,365.46)	29%
Cost Recovery	80,000.00	10,650.00	(69,350.00)	13%
Fallbrook Healthcare District	92,000.00	33,790.35	(58,209.65)	37%
Community Facilities District (CFD)	116,942.00	11,893.00	(105,049.00)	10%
Strike Team Reimbursements	151,523.00	-	(151,523.00)	0%
Other Reimbursements	100,000.00	-	(100,000.00)	0%
Mitigation Fees & Interest - FBK	300,000.00	2,633.30	(297,366.70)	1%
Donations & Grants	104,157.00	47,076.80	(57,080.20)	45%
Annexation fees	-	-	-	
Transfers & Loans	-	-	-	
<b>Total Revenue:</b>	<b>19,911,268.00</b>	<b>1,244,797.37</b>	<b>(18,666,470.63)</b>	<b>6%</b>
	<b>Budgeted</b>	<b>Spent</b>	<b>Over/Under</b>	<b>% of Budget</b>
<b>TTL Expenditures YTD thru 09-30-2020</b>	<b>18,855,478.00</b>	<b>5,454,713.00</b>	<b>(13,400,765.00)</b>	<b>29%</b>
<b>Revenue over Expenditures</b>		<b>(4,209,915.63)</b>		

North County Fire Protection District  
For the Tenth Month Ending April 30, 2020

**83% of Budget**

COLOR KEY	
Within/Below Budget	
Within 10% of Budget	
>10% of Budget (see notes)	

Description	September actual	Running Total	Final Budget	Amount Remaining	% Used	Notes
<b>TOTAL PERSONNEL</b>	1,457,272.00	4,702,072.00	15,424,695.00	10,722,623.00	30.5%	
101 Total Board Administration	8,461.00	44,570.00	464,900.00	420,330.00	9.6%	
102 Total Administration	26,543.00	117,531.00	679,303.00	561,772.00	17.3%	
103 Total Fire Prevention	3,717.00	4,757.00	62,400.00	57,643.00	7.6%	
104 Total Emergency Services	4,120.00	267,438.00	457,102.00	189,664.00	58.5%	Vehicle and Facility ins paid
105 Total Emergency Med Svcs	18,896.00	54,948.00	460,202.00	405,254.00	11.9%	
106 Total Volunteers/Explorers	-	-	-	-	0.0%	
107 Total Communications	10,298.00	197,125.00	620,004.00	422,879.00	31.8%	Q1 Dispatch fees/MDC & AVL paid
108 Total Shop/Maintenance	14,401.00	56,452.00	355,905.00	299,453.00	15.9%	
109 Total Training	2,177.00	9,820.00	83,265.00	73,445.00	11.8%	
120 Total General Fund Reserve	-	-	350,000.00	350,000.00	0.0%	
<b>GRAND TOTAL</b>	1,545,885.00	5,454,713.00	18,957,776.00	13,503,063.00	28.8%	
<b>200 Total Capital Expenditures</b>	65,085.00	296,554.97	1,610,935.00	1,314,380.03	18.4%	

**NORTH COUNTY FIRE PROTECTION DISTRICT  
Tax Apportionments FY 20-21**

DATE	APP #	GROSS	REFUNDS & ADJUSTMENTS	FY 20/21 NET	FY 20/21 RUNNING	FY 19/20 NET	FY 19/20 RUNNING
08 12 2020	1	223,517.70	1,322.63	222,195.07	222,195.07	229,418.43	229,418.43
09 22 2020	2	206,806.13	1,611.36	205,194.77	427,389.84	79,480.12	308,898.55
10 20 2020	3			-	427,389.84	154,586.49	463,485.04
11 17 2020	4			-	427,389.84	534,416.39	997,901.43
12 15 2020	5			-	427,389.84	5,133,895.38	6,131,796.81
01 19 2021	6			-	427,389.84	2,451,410.99	8,583,207.80
02 16 2021	7			-	427,389.84	359,238.37	8,942,446.17
03 16 2021	8			-	-	-	-
04 13 2021	9			-	427,389.84	3,210,146.99	12,152,593.16
05 11 2021	10			-	427,389.84	2,553,885.70	14,706,478.86
06 22 2021	11			-	427,389.84	290,352.38	14,996,831.24
07 22 2021	12			-	427,389.84	373,389.57	15,370,220.81
						66,170.93	15,436,391.74
						-	
<b>TOTAL YTD</b>		<b>430,323.83</b>	<b>2,933.99</b>	<b>427,389.84</b>	<b>427,389.84</b>	<b>308,898.55</b>	<b>308,898.55</b>
						<b>Net Rev Increase</b>	<b>38.36%</b>

**RAINBOW FIRE PROTECTION SUBZONE**

**Tax Apportionments FY 20/21**

DATE	APP #	GROSS	REFUNDS & ADJUSTMENTS	FY 20/21 NET	FY 20/21 RUNNING	FY 19/20 NET	FY 19/20 RUNNING
08 18 2020	1	4,301.57	25.45	4,276.12	4,276.12	4,195.51	4,195.51
09 22 2020	2	3,980.01	31.01	3,949.00	8,225.12	1,453.47	5,648.98
10 20 2020	3			-	8,225.12	2,826.97	8,475.95
11 17 2020	4			-	8,225.12	9,760.17	18,236.12
12 15 2020	5			-	8,225.12	94,409.63	112,645.75
01 19 2021	6			-	8,225.12	53,866.73	166,512.48
02 16 2021	7			-	8,225.12	6,951.95	173,464.43
03 16 2021	8			-	8,225.12	-	173,464.43
04 13 2021	9			-	8,225.12	62,105.80	235,570.23
05 11 2021	10			-	8,225.12	50,125.46	285,695.69
06 22 2021	11			-	8,225.12	5,661.27	291,356.96
07 22 2021	12			-	8,225.12	7,164.56	298,521.52
<b>TOTAL YTD</b>		<b>8,281.58</b>	<b>56.46</b>	<b>8,225.12</b>	<b>8,225.12</b>	<b>5,648.98</b>	<b>5,648.98</b>
<b>Net Rev Increase</b>							<b>45.60%</b>

**NORTH COUNTY FIRE PROTECTION DISTRICT  
AMBULANCE REVENUE FY 2020-2021**

<b>MONTH</b>	<b>BILLED</b>	<b>CONTRACTUAL WRITE DOWNS</b>	<b>TOTAL AR FY 20-21</b>	<b>TOTAL AR FY 19-20</b>	<b>BAD DEBT WRITE-OFFS</b>	<b>REFUNDS</b>	<b>ADJ AR</b>	<b>DEPOSITS RECIEVED</b>	<b>BILLING FEES</b>	<b>FY 20-21 NET REVENUE</b>	<b>FY 19-20 NET REVENUE</b>
07 31 2020	492,609.07	283,771.92	208,837.15	274,112.06	28,136.09	1,978.64	178,722.42	208,837.15	11,557.11	197,280.04	155,833.88
08 31 2020	582,819.64	342,604.08	240,215.56	215,953.31	22,564.45	(488.08)	218,139.19	240,215.56	11,527.20	228,688.36	181,256.99
09 30 2020	501,223.47	311,137.26	190,086.21	307,159.93	34,584.87	-	155,501.34	190,086.21	11,559.78	178,526.43	199,107.55
10 31 2020			-	248,890.07			-			-	205,273.64
11 30 2020			-	229,003.49			-			-	196,525.33
12 31 2020			-	331,817.90			-			-	179,942.32
01 31 2021			-	201,170.29			-			-	212,967.00
02 28 2021			-	240,188.15			-			-	188,887.92
03 31 2021			-	208,936.67			-			-	175,643.85
04 30 2021			-	198,311.38			-			-	172,516.79
05 31 2021			-	279,286.84			-			-	162,862.20
06 30 2021			-	230,124.08			-			-	217,930.48
<b>TOTAL:</b>	<b>1,576,652.18</b>	<b>937,513.26</b>	<b>639,138.92</b>	<b>797,225.30</b>	<b>85,285.41</b>	<b>1,490.56</b>	<b>552,362.95</b>	<b>639,138.92</b>	<b>34,644.09</b>	<b>604,494.83</b>	<b>536,198.42</b>
					<b>Net A/R Change</b>		<b>-19.83%</b>			<b>New Revenue Change</b>	<b>12.74%</b>

<b>NORTH COUNTY FIRE PROTECTION DISTRICT</b> <b>MONTHLY INVESTMENT REPORT</b>
--

**September 30, 2020**

<b>FALLBROOK</b>	<b>BALANCE</b>	<b>INTEREST</b>	
		<b>RATE</b>	
County of San Diego/General Fund - FBK	14,984.39	0.01%	Operating
County of San Diego/General Fund - RNBW	1,177,872.87	0.01%	Operating
County of San Diego/Capital Reserve	399,799.89	0.01%	Capital Reserves
County of San Diego/Fire Mitigation Fund - FBK	772,391.31	0.01%	Mitigation Fees
County of San Diego/Fire Mitigation Fund - RNBW	4,050.26	0.01%	Mitigation Fees
Local Agency Investment Fund	2,144,919.87	0.78%	LAIF
Workers' Comp JPA	476,263.62	0.26%	PASIS Funds
Bank of America/PASIS	188,403.70	0.01%	
First National/Benefit Fund	156,259.79	0.50%	
First National/Payroll	227,658.46	0.50%	
First National/Accounts Payable	21,170.40	0.50%	
First National/Accounts Receivable	56,622.45	0.50%	
Pacific Western Bank/Accounts Receivable	1,452,746.80	0.00%	
<b>TOTAL</b>	<b>7,093,143.81</b>		



**NORTH COUNTY FIRE PROTECTION DISTRICT  
COST RECOVERY FY 2020/2021**

<u>Month</u>	<u>Billed</u>	<u>Collected</u>	<u>YTD % Collected</u>	<u>Billing Fees</u>	<u>Net Revenue 20/21</u>	<u>Net Revenue 19/20</u>
7 31 2020	6,940.75	6,636.04	95.61%	1,327.21	5,308.83	2,791.46
8 30 2020	4,267.15	3,342.00	78.32%	668.40	2,673.60	10,144.80
9 30 2020	2,781.75	2,583.33	92.87%	516.67	2,066.66	3,820.80
10 31 2020			#DIV/0!	-	-	7,134.40
11 30 2020			#DIV/0!	-	-	4,703.90
12 31 2020			#DIV/0!	-	-	5,374.67
1 31 2021			#DIV/0!	-	-	7,444.82
2 28 2021			#DIV/0!	-	-	5,974.40
3 30 2021			#DIV/0!	-	-	10,046.76
4 30 2021			#DIV/0!	-	-	8,884.00
5 31 2021			#DIV/0!	-	-	11,421.86
6 30 2021			#DIV/0!	-	-	2,667.60
<b>TOTAL:</b>	<b>13,989.65</b>	<b>12,561.37</b>	<b>89.79%</b>	<b>2,512.27</b>	<b>10,049.10</b>	<b>16,757.06</b>
					<b>Net Rev Increase</b>	<b>-40.03%</b>

therecoveryhub.com  
Ncfpd1110 Explorer  
Claims>reports

Document Date	Document Number	Vendor Name	Transaction Description	Document Amount
09 1 2020	9/1/20 STMNT	ROBERT JAMES	SERVICES 8/4-8/27/20	5,052.50
09 1 2020	1160	SPECIALTY MOWING SERVICES, INC	IVY HILL WEED ABATEMNT	3,496.76
09 1 2020	52593	UNIFORMS PLUS	CAMI NAJARRO	423.55
09 1 2020	9861833925	VERIZON WIRELESS	SERV AUG 2-SEPT 1	77.40
09 1 2020	21NOCFPDN02	COUNTY OF SAN DIEGO - RCS	SEPT SRVC	5,652.25
09 1 2020	21NOCFPDC02-1	COUNTY OF SAN DIEGO - RCS	SEPT SERVC CAP COD	52.50
09 1 2020	E101033284	EIDE BAILLY	AUG CONSULT 2020	2,726.25
09 1 2020	011279701	XEROX - PASADENA	AUG SERVCS	576.13
09 1 2020	011279700	XEROX - PASADENA	METER READ AUG SERVC	151.94
09 1 2020	000015263693	AT&T	SERV 8/1-8/31/20	1,968.55
09 1 2020	210918	OSTARI	SEPT 2020 SERVC	1,850.00
09 2 2020	ACCNT 703962	US POSTAL SERVICE	POSTAL ACCOUNT 703962	100.00
09 2 2020	7/22-8/23 FLEET	SDG&E	JUL 22 AUG 23, 2020 FLEET	15.28
09 2 2020	062292	M&M Air Conditioning	STA 4 SERVICE	380.81
09 2 2020	0381456090220	TIME WARNER CABLE	SERV 9/2-10/1/20 MAIN	341.58
09 2 2020	0381472090220	TIME WARNER CABLE	SERV 9/2/20-10/1/20 STA 1	1,146.58
09 2 2020	77127	THE COUNSELING TEAM	AUG STMNT	675.00
09 3 2020	45-9/1-9/30/20	Employee Benefit Specialists, Inc.	BILL PERIOD 45 9/1-9/30/20	8,621.75
09 3 2020	0002779370	DIAMOND ENVIRONMENTAL SVS	ste 0005 monserate pl	351.44
09 3 2020	8/4-9/3/20	FALLBROOK PUBLIC UTILITY DISTR	SERV 8/4/20-9/3/20 STA 2	331.81
09 3 2020	8/4-9/3/20MAIN	FALLBROOK PUBLIC UTILITY DISTR	SERV 8/4/20-9/3/20 MAIN	419.53
09 3 2020	210903RN1	OSTARI	PO 21-016	558.90
09 3 2020	01340095	Controlled Motion Solutions, Inc.	HOSE/HYD STA 1	151.33
09 4 2020	98816607 OXYGEN	Linde Gas North America LLC	98816607 OXYGEN	89.42
09 4 2020	98816606 OXYGEN	Linde Gas North America LLC	98816606 OXYGEN	77.98
09 4 2020	98816605 OXYGEN	Linde Gas North America LLC	98816605 OXYGEN	124.00
09 4 2020	1208133491	Citrix Systems, Inc	9/11/20-10/11/20	117.00
09 8 2020	79450324	WAXIE SANITARY SUPPLY	HAND SOAP	2,504.97
09 8 2020	9/8/20 STMNT	Fowler Pest Control	SERV AUG STA 2, 3, M, 4 & 5	540.00
09 8 2020	114739732	TOYOTA LIFT, INC	FORK LIFT SERVC	180.80
09 9 2020	911	RIDEOUT ELECTRIC	RAINBOW SERVICE	208.00
09 10 2020	PR 9/11/2020	LINCOLN NATIONAL	LINCOLN NATIONAL 9/11/2020 PR	2,437.10
09 10 2020	12910	MICHEL'S APPLIANCE REPAIR	DRYER ELEMENT STA 1	223.91
09 10 2020	12906	MICHEL'S APPLIANCE REPAIR	WASHER DOOR LATCH REPAIR STA 5	199.14
09 10 2020	22728	FALLBROOK PRINTING CORP.	STAMP	35.56
09 11 2020	PR 9/11/20	FALLBROOK FIREFIGHTERS' ASSN	PR 9/11/20	2,502.44
09 11 2020	PR AP SR 9/11/20	FALLBROOK FIREFIGHTERS' ASSN	PR AP SR 9/11/20	30.42
09 11 2020	FLAG 9/11/20 PR	FIREFIGHTERS LEG. ACTION GRP	FLAG 9/11/20 PR	84.00
09 11 2020	0417565091120	TIME WARNER CABLE	9/11/20-10/10/20 SRC	96.98
09 11 2020	2008099	Wittman Enterprises, LLC	SERVCS AUG 2020	11,527.20

Document Date	Document Number	Vendor Name	Transaction Description	Document Amount
09 12 2020	1208096386	Citrix Systems, Inc	Aug 12-Sept 11, 2020	117.00
09 12 2020	0010036333755	READY FRESH	8/11/20-9/10/20	48.23
09 13 2020	287294515164X0921202	AT&T Mobility	SRVC 8/14-9/12	824.23
09 14 2020	11397	FOWLER PLUMBING	STA 1 SERVC	400.00
09 14 2020	SEPT BILLING	LEGAL SHIELD	SEPT BILLING	586.20
09 15 2020	62431 LEASE	Community First Ntional Bank	AUG 17 STMNT LEASE	50,793.70
09 15 2020	DRIVER OP 1A & 1B	Doug de Brauwere	DRIVER OP 1A & 1B	600.00
09 16 2020	EMG 6600	KEITH MCREYNOLDS	emg 600	1,066.50
09 16 2020	9307874611	LAWSON PRODUCTS INC.	PARTS STA 1	522.35
09 21 2020	6116	LUCAS & HAVERKAMP	PROF FEES 8/24-8/28/20	2,700.00
09 22 2020	9/22/20	A-Check America, Inc.	A-Check Global Stmnt 9/2020	1,146.36
09 22 2020	A1002079	ADMINISTRATIVE SOLUTIONS	admin sept	108.00
09 22 2020	103	ARIES ADVISORS, LLC	ATT GEN NEGOTIATION	2,750.00
09 22 2020	10/1-10/31/20	Harry J. Wilson Insurance Center	10/1-10/31/20	1,044.00
09 23 2020	SEPT STMNT	THE STANDARD		577.50
09 23 2020	STA 4 FLAG LIGHT	BRENDAN MCREYNOLDS	FLAG LIGHT REISSUED CHK	82.27
09 23 2020	1030 REISSUED STA 5	CABO CEILINGS	1030 REISSUED CHK STA 5	975.00
09 25 2020	PR 9/25/20	LINCOLN NATIONAL	PR 08/30/20-09/12/20	2,667.27
09 25 2020	PR 9/25/20	FALLBROOK FIREFIGHTERS' ASSN	PR 9/25/2020	2,558.16
09 25 2020	PR AP SR 9/25/20	FALLBROOK FIREFIGHTERS' ASSN	PR AP SR 9/25/20 8/30-9/12/20	28.08
09 25 2020	PR 8/30-9/12/20 FLAG	FIREFIGHTERS LEG. ACTION GRP	PR 8/30-9/12/20 FLAG	84.00
09 25 2020	8/24/20	US BANK GOVERNMENT SERVICES	US BANK AUGUST 8/24/20	8.68
09 25 2020	8/24/20 BEEGHLY	US BANK GOVERNMENT SERVICES	US BANK BEEGHLEY 8/24/20	0.99
09 25 2020	8/24/2 BRADSHW	US BANK GOVERNMENT SERVICES	BRADSHAW 8/24/20	8.65
09 25 2020	CHOI 8/24/20	US BANK GOVERNMENT SERVICES	8/24/20 CHOI	618.49
09 25 2020	FIERI 8/24/20	US BANK GOVERNMENT SERVICES	FIERI 8/24/20	95.00
09 25 2020	GLASGOWMURG 8/24/20	US BANK GOVERNMENT SERVICES	GLASGOWMURG 8/24/20	315.85
09 25 2020	HARRINGTON 8/24	US BANK GOVERNMENT SERVICES	HARRINGTON 8/24/20	129.70
09 25 2020	NIETO 8/24/20	US BANK GOVERNMENT SERVICES	NIETO 8/24/20	5,243.62
09 25 2020	SAHAGUN8/24	US BANK GOVERNMENT SERVICES	SAHAGUN 8/24/20	21.40
09 25 2020	SWANGER 8/24	US BANK GOVERNMENT SERVICES	SWANGER 8/2/20	32.97
09 30 2020	SEPT 14 & 28 SERVC	D&F Cleaning Services	SERVIC SEPT 14 & 28	440.00
09 30 2020	MILAGE EL DORADO	Dustin Glasgow	GLASGOW REIMBURSE MILAGE	135.70
09 30 2020	8905	California Auto Registration Services	Title tx 2021 Ford VIN00533	297.00

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**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
FIRE CHIEF/CEO**

**TO:** BOARD OF DIRECTORS

**FROM:** STEPHEN ABBOTT, FIRE CHIEF/CEO

**DATE:** OCTOBER 27, 2020

**SUBJECT:** APPROVAL OF POLICIES AND PROCEDURES

The following Policies and Procedures are being presented for review and approval:

1. Career Development – Non-Safety Certification Program:
  - Revised Program as attached.



**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
TRAINING DIVISION**

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF ABBOTT AND D/C McREYNOLDS  
**DATE:** OCTOBER 27, 2020  
**SUBJECT:** NON-SAFETY CERTIFICATION PROGRAM

## **CONSENT AGENDA**

### **RECOMMENDATION:**

Staff recommends the NCFPD Board of Directors approve revisions to the Non-Safety Certification Program.

### **BACKGROUND:**

The Non-Safety Certification Program, which was adopted in April 2011, was established to standardize professional development criteria for the District's Non-Safety employees with the goal of providing direction for achieving career path training and compensated pay steps. The Program needed revision since many of the classes and certifications listed in the older tracks have either changed or are no longer available. The original Program was also structured in a way that required the completion of classes annually that may or not be available for an employee to maintain a compensated pay step.

### **DISCUSSION:**

The revised Program has been structured to allow Non-Safety employees to attain and remain at step certification through a combination of time in position and completing education/certification. This voluntary career development process encourages Non-Safety personnel to continually improve their knowledge and skills specific to their current or desired position within the organization.

### **FISCAL ANALYSIS:**

The revised certification track is expected to reclassify two current Non-Safety employees to higher pay steps at 1.25% each costing the district < \$2,000 in FY 20/21.

### **SUMMARY:**

The revised Non-Safety Certification Program will better serve the District and our Non-Safety employees with an achievable and realistic pathway to achieve position compensation based on job experience and position related knowledge.



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### CERTIFICATION PROGRAM

#### 1.0. PURPOSE:

~~1.1. To establish standardized criteria for professional development criteria and direction for the District's designated non-safety employees, in order to augment their training, experience and education, with the goal of achieving education and certification enhancing achievement of the District's mission, values and visions.~~

~~1.1. 1.2. To provide a standardized outline by which these employees may meet the requirements of the designated certification program as outlined in the relevant MOUs and other contracts.~~

~~1.3. To ensure a standardized method of review, when deviation from the certification program is being considered for approval.~~

#### 2.0. POLICY:

2.1. The employees holding the specified personnel classifications who complete the requirements contained herein, are eligible for certification at the specified **step level**. Refer to the specific Job Descriptions, Non-Safety MOU and other contracts.

2.2. The following job classifications are eligible for this Certification Program, as outlined here:

~~2.2.1. Executive Assistant/Board Secretary;~~

~~2.2.2. 2.2.1. Human Resources (HR)/Finance Specialist~~ **Fire Mechanic: I and II**

~~2.2.3. 2.2.2. Fleet Mechanic~~ **Fire Mechanic Supervisor: III**

~~2.2.4. 2.2.3. Fire Protection Specialist~~ **Prevention Specialist**

~~2.2.5. 2.2.4. Admin/IT Specialist~~ **Medical Services Officer**

2.2.5. Payroll/AP Specialist

2.2.6. Medical Services Officer (MSO) ~~Support Staff: Administrative, Finance and Payroll Specialists.~~

2.2.7. Customer Service/Social Media Specialist

~~2.2.6.~~

#### 3.0. INTENT:



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- 3.1. The intent of the Certification Program is to establish a voluntary incentive program that encourages ~~the specified~~ personnel to continually improve their knowledge and skills specific to their current job or, specific to a desired position within the organization.
- 3.2. ~~All programs shall be reviewed and approved by the Fire Chief/CEO as noted in the Education Plan Form, prior to commencement of the certification program.~~
- 4.0. PROCEDURE APPLICATION:
- 4.1. BEFORE BEGINNING CERTIFICATION PROCESS:
- 4.1.1. Prior to commencement of ~~the~~ certification track program, employees ~~applicants~~ must ~~will~~ obtain approval ~~by~~ of their direct supervisor and the Training Chief through an annual Educational Plan. ~~by completion of the appropriate documentation.~~
- 4.1.2. ~~All employees seeking certification must complete one of the following:~~
- 4.1.2.1.4.1.2. Employees must submit ~~an~~ ~~The employee is taking individual classes to meet their requirements of their certification process; the employee shall complete and submit an Educational Support Request Form~~ Educational Support Request Form for approval prior to any class, conference, or training if reimbursement will be requested. ~~to their supervisor for approval.~~
- 4.1.2.2. ~~When the employee seeking financial support for a degree or certificate as part of the certification process, the employee shall submit an Education Plan to their supervisor for approval. Educational Plans are to be reviewed and approved as outlined in the Tuition Reimbursement Policy.~~
- 4.1.2.3. ~~In order to plan for the upcoming fiscal year, all requests must be received by no later than March 31<sup>st</sup> of each fiscal year.~~
- 4.1.3. Supervisors shall meet with their employees ~~All certification plans are to be reviewed with the employee and his/her supervisor on a yearly basis to evaluate~~ determine the employee's certification program progress ~~compliance with the plan, as part of the annual employee~~ employee's EDR performance evaluation process.





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4.1.4 All Educational Plans must be reviewed and approved by the Fire Chief/CEO.

4.1.5 The Fire Chief/CEO has the discretion to place new hire employees in the appropriate pay step based off experience and education.  
~~4.1.3. It is the responsibility of the employee to provide supporting documentation of program compliance in order to receive or continue Certification pay.~~

~~4.1.4. Some tracks may have the same programs at each level of the Certification Program. In these cases, the employee may only use the completion of that program at one level. The employee is prohibited from submitting the same education, training or experience to more than one level.~~

#### 4.2. APPLYING FOR PAY STEP INCREASE~~COMPLETION OF CERTIFICATION PROCESS:~~

4.2.1. Employees seeking ~~Applicants a~~ for certification pay step increase shall meet ~~all those requirements in effect~~ at the time they request the step increase.

4.2.2. Pay step increase requests shall be made to the Training Chief through an Administrative Action Form, then forwarded to the Fire Chief for final approval.~~The completed application for certification must be submitted to their supervisor as follows:~~

~~4.2.2. Copies of each certificate, college transcript, or other appropriate documentation must be included in the request packet.~~

~~4.2.2.1. Application for or written request for certification for step increase to desired Certification level.~~

~~4.2.2.2. Copies of each certificate, college transcripts or other appropriate documentation.~~

~~4.2.2.3. A completed, reviewed and approved checklist signed by the employee's Supervisor.~~



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~~4.2.2.4.4.2.3. Once certification requirements are met and the employee's supervisor has approved the checklist, completed documentation shall be submitted through the final approval process through the Training Division for processing.~~

#### 5.0. INTRODUCTION:

5.1. The following are common to all certification programs and therefore, are incorporated by reference to this section:

5.2. PROGRAM LEVELS: The Program is a three-step certification process, commencing with StepLevel 1 and terminating at StepLevel 3. Each of the three steps is achieved through both experience and education/certification with each awarding a 2.5% pay increase.

5.3. EXPERIENCE LEVELS: There is an experience requirement for each Certification Level as follows:

5.3.1. STEPLEVEL 1: Two (2) years employment in the position for which certification is sought ;

5.3.2. STEPLEVEL 2: Four (4) years employment in the position for which certification is sought;

5.3.3. STEPLEVEL 3: Six (6) years employment in the position for which certification is sought .

#### 5.4. CONTINUING EDUCATION/(RE)CERTIFICATION:

5.4.1. Education is position specific and is defined in each position appendices below. EDUCATION:

~~5.4.1.1. It is the responsibility of the employee to obtain a minimum continuing education of twenty four (24) hours every two years.~~

~~5.4.1.2. Continuing education may be satisfied in the following manner:~~



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- ~~5.4.1.2.1. Mandatory training assigned by the Department; or~~
- ~~5.4.1.2.2. Education or training, approved in advance by the employee's direct supervisor.~~

- ~~5.4.1.3. Satisfaction of the Education requirements will be verified annually by the Training Officer as part of the EDR process.~~

#### ~~5.4.2. CERTIFICATION:~~

- ~~5.4.2.1. It is the responsibility of the employee to maintain or renew any mandatory certification as outlined in any subsection of this policy. (See Maintenance of Minimal Credentialing Requirements.)~~

#### ~~5.4.3. FAILURE TO OBTAIN CONTINUING EDUCATION/(RE)CERTIFICATION:~~

- ~~5.4.3.1. Failure to maintain a mandatory education/certification will result in a step decrease to the highest achieved certification level where the mandatory education/(re)certification is not required. The employee will remain at the new step until the certification is renewed.~~

#### ~~5.5. EMPLOYEE DEVELOPMENT REVIEW:~~

- ~~5.5.1. The employee must be in compliance with all aspects of the Certification Program during the period educational assistance or certification is requested. Compliance will be evaluated in the employee's yearly EDR.~~

#### ~~6.0. CERTIFICATION PATH – EXECUTIVE ASSISTANT:~~

- ~~6.1. EXECUTIVE ASSISTANT: There is currently no California State Fire Marshal Certification program for this position.~~

#### ~~6.2. CERTIFICATION LEVEL 1:~~

- ~~6.2.1. EDUCATION PREREQUISITES: A Bachelor's Degree from an accredited college or university in Public Administration, Business Administration or another major course of study applicable to the roles and responsibilities of the position. As determined by the Fire Chief/CEO, demonstrated proficiency in:~~



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#### 6.2.2. EXPERIENCE PREREQUISITES:

6.2.2.1. The District's current computer systems, including:

- 6.2.2.1.1. Word;
- 6.2.2.1.2. Excel;
- 6.2.2.1.3. PowerPoint.

#### 6.2.3. ADDITIONAL EXPERIENCE/TRAINING:

6.2.3.1. Completion of the Special District Institute Leadership and/or California Special District Association's Management Certificate Program, which may include:

- 6.2.3.1.1. Leadership;
- 6.2.3.1.2. Personnel policy;
- 6.2.3.1.3. Community relations;
- 6.2.3.1.4. Organization and management;
- 6.2.3.1.5. Financial management and control;
- 6.2.3.1.6. Government;
- 6.2.3.1.7. Legal aspects;
- 6.2.3.1.8. Communication;
- 6.2.3.1.9. Board administration; or
- 6.2.3.1.10. Inter-governmental relations.

#### 6.3. CERTIFICATION LEVEL 2:

6.2.1. PREREQUISITE: Achieved Certification Level 1.

6.2.2. EDUCATION REQUIREMENTS: Certification Level 2 is intended to demonstrate advanced training or education that will assist the Executive Assistant in more capably fulfilling the needs of the position. Meeting any one of the following requirements will satisfy Certification Level 2:

6.2.2.1. Eighteen (18) units of upper division coursework toward a graduate degree or certificate in Public Administration, Business Administration or another major course of study applicable to the roles and responsibilities of the position. The following subject matter is recommended:



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- 6.2.2.1.1. Theory and Practice of Organizational Development;
- 6.2.2.1.2. Foundations of Public Administration;
- 6.2.2.1.3. Urban Affairs;
- 6.2.2.1.4. Public Personnel Policy;
- 6.2.2.1.5. Quantitative Methods in Public Administration;
- 6.2.2.1.6. Financial Management and Grant Administration;
- 6.2.2.1.7. Urban Planning and Redevelopment;
- 6.2.2.1.8. MPA Project Developing and Implementing Groups and Teams;
- 6.2.2.1.9. Organizational Leadership;
- 6.2.2.1.10. Change and Adaptation within Organizations; and
- 6.2.2.1.11. Negotiation, Bargaining, Conflict Resolution.

OR

- 6.2.2.2. Completion of the California Special District Association Administrator Certification Program, consisting of:

- 6.2.2.2.1. Governance;
- 6.2.2.2.2. Legal Requirements;
- 6.2.2.2.3. Policy Development;
- 6.2.2.2.4. Ethics in Public Service;
- 6.2.2.2.5. External Relations and Leadership;
- 6.2.2.2.6. Strategic Planning;
- 6.2.2.2.7. Boardpersonship;
- 6.2.2.2.8. Finance;
- 6.2.2.2.9. Public and Customer Relations;
- 6.2.2.2.10. Organization;
- 6.2.2.2.11. Budget, Audit, Purchasing, Records, and Public Finance; and/or
- 6.2.2.2.12. Personnel and Supervision.

OR

- 6.2.2.3. Completion of a Certificate Program relating to the duties of the Executive Assistant. A total of 240 Hours or (18) college units will be required to be completed. Where units are not designated, courses will be given 0.6 units for every eight (8) hours of training. Such Certificate programs include:

- 6.2.2.3.1. Web design;
- 6.2.2.3.2. Graphic Arts;
- 6.2.2.3.3. Business Marketing;
- 6.2.2.3.4. Information Systems/Security;
- 6.2.2.3.5. Fund Accounting and GASb;
- 6.2.2.3.6. Regulatory Affairs;



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- ~~6.2.2.3.7. Risk Management;~~
- ~~6.2.2.3.8. Applied Business;~~
- ~~6.2.2.3.9. Other certificate program as approved by the Fire Chief/CEO.~~

#### ~~6.3. CERTIFICATION LEVEL 3:~~

~~6.3.1. PREREQUISITE: Achieved Certification Level 2.~~

~~6.3.2. EDUCATION REQUIREMENTS: Certification Level 3 is intended to demonstrate a more advanced training or education than achieved in Certification Level II. This may be satisfied by any one of the following:~~

- ~~6.3.2.1. Completion of graduate level degree or certificate in Public Administration, Business Administration or another major course of study applicable to the roles and responsibilities of the position; OR~~
- ~~6.3.2.2. Completion of either or both the California Special District Association Administrator Certification Program or/and Certificate Program relating to the duties of the Executive Assistant (if not achieved at Certification Level II); OR~~
- ~~6.3.2.3. Certification as either a Municipal Clerk or Master Municipal Clerk through the International Institute of municipal Clerks; OR~~
- ~~6.3.2.4. Completion of college level coursework (220-240 hours) from the National Fire Academy in any of the following:~~
  - ~~6.3.2.4.1. Executive Development (R123);~~
  - ~~6.3.2.4.2. Executive Leadership (R125);~~
  - ~~6.3.2.4.3. Executive Skills Series: Leading Diverse Communities Beyond Conflict (F516);~~
  - ~~6.3.2.4.4. Executive Skills Series: Managing and Leading Change (F517);~~
  - ~~6.3.2.4.5. Leadership and Administration (R810);~~
  - ~~6.3.2.4.6. Evaluating Performance Based Designs (R108);~~
  - ~~6.3.2.4.7. ICS 100, Introduction to ICS for Operational First Responders;~~
  - ~~6.3.2.4.8. ICS 200, Basics ICS for Operational First Responders;~~
  - ~~6.3.2.4.9. Fire Service Supervision (Q318);~~
  - ~~6.3.2.4.10. Interpersonal Dynamics in the Fire Service Organization (R332);~~
  - ~~6.3.2.4.11. Leadership II: Strategies for Personal Success (R804);~~
  - ~~6.3.2.4.12. Leadership III: Strategies for Supervisory Success (W805);~~
  - ~~6.3.2.4.13. Managing Strategies for Success (R824)~~
  - ~~6.3.2.4.14. Organizational Theory in Practice (R331);~~



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- 6.3.2.4.15. ~~Shaping the Future (F602);~~
- 6.3.2.4.16. ~~Advance Analysis for Decision Making (R493);~~
- 6.3.2.4.17. ~~Executive Planning (R506);~~
- 6.3.2.4.18. ~~Fire Service Financial Management (R333).~~

**OR**

- 6.3.2.5. ~~Other advanced level training or degrees that relate to or assist in performance of the position of Executive Assistant (Doctorate, secondary Bachelor or Master Degree) as approved by the Fire Chief/CEO.~~

7.0. ~~**CERTIFICATION PATH – FIRE MECHANIC 1-3:** There is currently a California State Fire Marshal Certification for this position.~~

7.1. ~~**FIRE MECHANIC I:**~~

7.1.1. ~~**EDUCATIONAL/EXPERIENCE PREREQUISITES:**~~

- 7.1.1.1. ~~Minimum of two (2) years experience as a fulltime, paid heavy equipment mechanic; AND~~
- 7.1.1.2. ~~At least one (1) year much be related to the maintenance of fire apparatus; OR~~
- 7.1.1.3. ~~Minimum of three (3) years experience as a fulltime, paid truck mechanic (no fire apparatus required).~~

7.1.2. ~~**ADDITIONAL EDUCATION/TRAINING PREREQUISITES:**~~

- 7.1.2.1. ~~CFSTES Certification for Mechanic I;~~
- 7.1.2.2. ~~Firefighter restricted "B" California Driver's License;~~
- 7.1.2.3. ~~California Class C Driver's License;~~

**AND**

7.1.3. ~~**SUCCESSFUL COMPLETION OF THE NATIONAL INSTITUTE FOR AUTO SERVICE EXCELLENCE (NIASE) COURSES AND TESTS:**~~

- 7.1.3.1. ~~Gasoline (Heavy Duty Truck T1);~~
- 7.1.3.2. ~~Brakes (Heavy Duty Truck T4);~~
- 7.1.3.3. ~~Electrical Systems (Heavy Duty Truck T6); and~~
- 7.1.3.4. ~~Preventative Maintenance Inspections (Heavy Duty Truck T8).~~

**AND**

7.1.4. ~~Fire Mechanic 1 – Fire Pumps and Accessories.~~

**AND**



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#### 7.1.5. COMPLETE AND MAINTAIN SFM MECHANIC CERTIFICATION:

- 7.1.5.1. Complete SFM Mechanic I Level Training & Certification; and
- 7.1.5.2. Maintain SFM Mechanic I Level Certification.

#### 7.1.6. APPLICATION FOR CERTIFICATION:

7.1.6.1. Application for certification and payment of the certification fee may be made at any time. Applicants will be obligated to meet only those requirements in effect at the time of payment. To complete the application for certification, the following must be submitted to California Fire Service Training and Education System (CFSTES):

- 7.1.6.1.1. An application form or letter requesting certification;
- 7.1.6.1.2. Copy of the completion certificate for the Fire Pumps and Accessories course;
- 7.1.6.1.3. Copies of the completion certificates for the five National Institute for Automotive Excellence Tests;
- 7.1.6.1.4. Verification of the experience requirement signed by the Fire Chief/CEO or Personnel Officer and written on department letterhead; and
- 7.1.6.1.5. The certification fee.

#### 7.2. FIRE MECHANIC 2:

7.2.1. Fire Mechanic 2 certification identifies the advanced skills and knowledge necessary for the contemporary fire apparatus mechanic. This certification addresses the latest level of expertise needed to properly maintain the new and complex fire apparatus in service today. Training is currently offered annually at the CPGA Fire Mechanics' Academy.

#### 7.2.2. EXPERIENCE/EDUCATION PREREQUISITE:

- 7.2.2.1. Fire Mechanic 1 Certification.  
**AND**
- 7.2.2.2. Minimum of four (4) years fulltime, paid experience in a California fire department, public agency or private industry as an automotive or truck mechanic, three (3) years of which must be related to the maintenance of fire apparatus.





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#### 7.2.3. ADDITIONAL EDUCATIONAL/TRAINING REQUIREMENTS:

7.2.3.1. GSEFM COURSES: Three courses comprises the educational requirement:

7.2.3.1.1. Fire Mechanic 2A: Fire Apparatus Electrical Systems;

7.2.3.1.2. Fire Mechanic 2B: Allison Transmissions; and

7.2.3.1.3. Fire Mechanic 3C: Aerial Apparatus.

7.2.3.2. Successfully complete the following tests from the National Institute for Auto Service Excellence (NIASE):

7.2.3.2.1. Diesel Engines (Heavy Duty Truck T-2);

7.2.3.2.2. Drive Train (Heavy Duty Truck T-3);

7.2.3.2.3. Suspension and Steering (Heavy Duty Truck T-5).

**AND**

#### 7.2.4. COMPLETE AND MAINTAIN SFM MECHANIC CERTIFICATION:

7.2.4.1. Complete SFM Mechanic II Level Training and Certification; and

7.2.4.2. Maintain SFM Mechanic I and II Level Certification.

#### 7.3. FIRE MECHANIC 3:

7.3.1. Certification Level 3 is intended to demonstrate advanced training or education that will assist the Fire Mechanic III (Non-Supervisory) to more capably fulfill the needs of the position. The following groups of training will satisfy Certification Level 3:

#### 7.3.2. EDUCATIONAL/EXPERIENCE PREREQUISITES:

7.3.2.1. Certification Level 3 is intended to demonstrate advanced training or education that will assist the Fire Mechanic III (Non-Supervisory) to more capably fulfill the needs of the position. The following groups of training will satisfy Certification Level 3:



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- 7.3.2.1.1. ——— Achieve and maintain Certification Level 2; and
- 7.3.2.1.2. ——— Ten (10) years of diesel experience in diesel mechanics.

#### 7.3.3. ADDITIONAL EDUCATION/TRAINING:

##### 7.3.3.1. ——— ADVANCED DIESEL AND GASOLINE MECHANICS EDUCATION/TRAINING IN:

- 7.3.3.1.1. ——— Hydraulic Brakes;
- 7.3.3.1.2. ——— Electric Systems;
- 7.3.3.1.3. ——— Apparatus;
- 7.3.3.1.4. ——— Vehicle and Equipment;
- 7.3.3.1.5. ——— Manual and Automatic Transmissions; and
- 7.3.3.1.6. ——— Pumps.

#### 7.3.4. VOCATIONAL PROGRAM AND TEACHING: Ability to set up vocational programs and teach principals of fire pumps and related systems;

#### 7.3.5. ADDITIONAL EDUCATION/TRAINING:

- 7.3.5.1. — Fire Management 1 — Management/Supervision for the Company Officer;
- 7.3.5.2. — Fire Mechanic 3A — Ambulance Service & Maintenance; and
- 7.3.5.3. — Fire Mechanic 3B — Aerial Apparatus.
- 7.3.5.4. — M.A.C.S.;
- 7.3.5.5. — R12 and HC134 Air Condition Certification;
- 7.3.5.6. — Air Brakes System Update;
- 7.3.5.7. — Fire Pump Trouble Shooting;
- 7.3.5.8. — Detroit Diesel Service; and
- 7.3.5.9. — International Diesel Service.

#### 7.3.6. NAISE COURSES/TESTING:

- 7.3.6.1. — Gasoline Engines (Heavy Duty Trucks T1);
- 7.3.6.2. — Brakes (Heavy Duty Trucks T4); and
- 7.3.6.3. — Electrical/Electronic Systems (Heavy Duty Trucks T6).

#### 7.3.7. COMPLETE AND MAINTAIN SFM MECHANIC CERTIFICATION:



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- ~~7.3.7.1. Complete SFM Mechanic I, II and III Level Training and Certification;~~
- ~~7.3.7.2. Maintain SFM Mechanic I, II and III Level Certification.~~

~~8.0. **FIRE MECHANIC 3 SUPERVISOR:** There is currently a California State Fire Certification for Fire Mechanic I, II and III. There is no separate Certification for the Fire Mechanic III Supervisor.~~

~~8.1. **FIRE MECHANIC 3 SUPERVISOR — LEVEL 1:** Fire Mechanic 3 Supervisor Certification Level 1 identifies the advanced skills and knowledge necessary for the highly experienced fire apparatus mechanic supervisor. This certification addresses the latest level of expertise needed to properly maintain the new and complex fire apparatus in service today, as well as overseeing the maintenance facility and fleet division.~~

~~8.1.1. **EDUCATIONAL/EXPERIENCE PREREQUISITES:**~~

- ~~8.1.1.1. High School/GED; and~~
- ~~8.1.1.2. Ten years of diesel experience and~~
- ~~8.1.1.3. Management and supervisory training applicable to the roles and responsibilities of the position.~~
- ~~8.1.1.4. CFSTES Certification for Mechanic I;~~
- ~~8.1.1.5. CFSTES Certification for Mechanic II;~~
- ~~8.1.1.6. CFSTES Certification Fire Mechanic III;~~
- ~~8.1.1.7. ASE Master Heavy Truck Technician Certification;~~
- ~~8.1.1.8. Firefighter restricted "B" California Driver's License;~~
- ~~8.1.1.9. California Class C Driver's License;~~
- ~~8.1.1.10. Advanced diesel and gasoline mechanics, hydraulic brakes, pumps, electric systems, apparatus, vehicle and equipment, manual and automatic transmissions; and~~
- ~~8.1.1.11. The ability to set up vocational programs and teach the principles of fire pumps and related systems.~~

~~8.1.2. **LEVEL 1 EDUCATIONAL REQUIREMENTS:** Certification of Fire Mechanic III—Supervisor Level 1 requires the following additional education:~~

~~8.1.3. **18 UNITS (180-240 HOURS) OF COLLEGE LEVEL COURSEWORK IN:** A Course of Study Pertinent to the Mechanic III Supervisor, such as:~~

- ~~8.1.3.1. Human Resources;~~



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- ~~8.1.3.2. Personnel Benefits;~~
- ~~8.1.3.3. Legal/Employment Issues;~~
- ~~8.1.3.4. Records Management & Retention;~~
- ~~8.1.3.5. Computer Programs & Software;~~
- ~~8.1.3.6. Fire Service Curricula (e.g. Fireground Support; Emergency Management);~~
- ~~8.1.3.7. Management;~~
- ~~8.1.3.8. Business Management;~~
- ~~8.1.3.9. Emergency Management;~~
- ~~8.1.3.10. Finance;~~
- ~~8.1.3.11. Marketing;~~
- ~~8.1.3.12. Data Analysis/Statistics;~~
- ~~8.1.3.13. Other college coursework toward an approved Associate of Arts/Science Degree in a field related to the performance of the position, as approved by the Fire Chief/CEO.~~

~~8.1.4. **OTHER REQUIREMENTS:** Maintain CSFM Levels Certification I, II and III for entirety of Level 1 Certification Period.~~

~~8.2. **FIRE MECHANIC 3 SUPERVISOR — LEVEL 2:** Certification Level 2 is intended to demonstrate advancing training or education that will assist the Fire Mechanic 3 Supervisor Level 2 to more capably fulfill the needs of the position.~~

~~8.2.1. **PREREQUISITES:** Achieve and maintain Certification Level 1.~~

~~8.2.2. **ADDITIONAL EDUCATION/TRAINING REQUIREMENTS:** Any one of the following groups of training will satisfy Certification Level 2:~~

~~8.2.2.1. CSFM Officer Management Level Coursework:~~

- ~~8.2.2.1.1. Management 2A;~~
- ~~8.2.2.1.2. Management 2B;~~
- ~~8.2.2.1.3. Management 2C;~~
- ~~8.2.2.1.4. Management 2D; and~~
- ~~8.2.2.1.5. Management 2E.~~

~~OR~~

~~8.2.2.2. Completion of college level coursework as outlined and approved in Certification 1, for a minimum of 18 units (180-240 hours).~~



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~~8.2.3. **OTHER REQUIREMENTS:** Maintain CSFM Levels Certification I, II and III for entirety of Level 2 Certification Period.~~

~~8.3. **FIRE MECHANIC 3 SUPERVISOR — LEVEL 3:** Certification Level 3 is intended to demonstrate advanced training or education that will assist the Fire Mechanic 3 Supervisor Level 3 to more capably fulfill the needs of the position and to assist with the managerial functions of the position.~~

~~8.3.1. **PREREQUISITES:** Achieve and maintain Certification Level 2.~~

~~8.3.2. **ADDITIONAL EDUCATION/TRAINING:** The following groups of training will satisfy Certification Level 3:~~

~~8.3.2.1. Completion 220-240 hours of any of the levels of College Level education specified in § 9.2.2., that were not completed in satisfaction of Level 2 training;~~

~~OR~~

~~8.3.2.2. **COMPLETION OF 220-240 HOURS OF COLLEGE LEVEL COURSEWORK FROM THE NFA, FOR EXAMPLE:**~~

~~8.3.2.2.1. Executive Development (R123);~~

~~8.3.2.2.2. Executive Leadership (R125);~~

~~8.3.2.2.3. Executive Skill Series: Leading Diverse Communities Beyond Conflict (516);~~

~~8.3.2.2.4. Executive Skill Series: Managing and Leading Change (517);~~

~~8.3.2.2.5. Evaluating Performance Based Designs (R108);~~

~~8.3.2.2.6. Leadership and Administration (R108);~~

~~8.3.2.2.7. ICS 100: Introduction to ICS for Operational First Responders;~~

~~8.3.2.2.8. ICS 200: Basic ICS for Operational First Responders;~~

~~8.3.2.2.9. Fire Service Supervision (Q318);~~

~~8.3.2.2.10. Interpersonal Dynamics in the Fire Service Organization (F332);~~

~~8.3.2.2.11. Leadership II: Strategies for Personal Success (W805);~~

~~8.3.2.2.12. Leadership III: Strategies for Supervisory Success (F804);~~

~~8.3.2.2.13. Managing Strategies for Success (R824);~~

~~8.3.2.2.14. Managing in a Changing Environment (W604);~~

~~8.3.2.2.15. Organizational Theory in Practice (R331);~~

~~8.3.2.2.16. Shaping the Future (F602);~~

~~8.3.2.2.17. Advance Analysis for Decision Making (R493);~~

~~8.3.2.2.18. Executive Planning (R506); or~~

~~8.3.2.2.19. Fire Service Financial Management (R333).~~



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~~8.3.3. **OTHER REQUIREMENTS:** Complete and Maintain CSFM Mechanic Certification; Maintain SFM Mechanic I, II and III Levels Certification for entirety of Level 3 Certification Period.~~

#### ~~9.0. **CERTIFICATION PATH – FIRE PREVENTION SPECIALIST:**~~

~~9.1. **CERTIFICATION LEVEL 1:** The Fire Protection Specialist 1 covers those subject areas and skills necessary to conduct basic inspections.~~

##### ~~9.1.1. **EDUCATIONAL/EXPERIENCE PREREQUISITES:**~~

###### ~~9.1.1.1. **EDUCATION:**~~

~~9.1.1.1.1. High School/GED;~~

~~9.1.1.1.2. Fire Prevention 1A: Introduction to the California Fire Code;~~

~~9.1.1.1.3. Fire Prevention 1B: Inspection of Fire Protection Systems and Special Hazards; and~~

~~9.1.1.1.4. Fire Prevention 1C: Flammable Liquids and Gases.~~

###### ~~9.1.2. **EXPERIENCE:**~~

~~9.1.2.1. **OPTION 1 – OSFM CERTIFIED FIRE FIGHTER II:** Appointed to the rank of officer (Lieutenant or higher) waives this requisite. Performing in an "acting" capacity does not qualify for this waiver; or~~

~~9.1.2.2. **OPTION 2:** Completion of the thirty (30) semester units from an accredited college, fifteen (15) of which must be from the five (5) core classes (three units each) from an approved Fire Science Curricula or from an approved California Community College (CFSTES classes are not considered core curricula and do not qualify):~~

~~9.1.2.2.1. Fire Protection Organization;~~

~~9.1.2.2.2. Fire Prevention Technology;~~

~~9.1.2.2.3. Fire Protection Equipment and Systems;~~

~~9.1.2.2.4. Building Construction for Fire Protection; and~~

~~9.1.2.2.5. Fire Behavior and Combustion.~~

~~AND~~

~~9.1.2.3. Minimum of one (1) year of experience in a California Fire Department as a fulltime, paid fire fighter performing company inspections; or~~



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~~9.1.2.4. Minimum of one (1) year of experience in a California Fire Department as a paid Fire Inspector; or~~

~~9.1.2.5. Minimum of one (1) year of fulltime, paid experience enforcing the CFC/CBC or equivalent.~~

~~9.1.3. OTHER PREREQUISITES:~~

~~9.1.3.1. California Drivers License, Class C; and~~

~~9.1.3.2. International Code Council Certification as a Fire Code Inspector.~~

~~9.1.4. LEVEL 1 - ADDITIONAL EDUCATIONAL/EXPERIENCE REQUIREMENTS:~~

~~9.1.4.1. Fire Prevention 2A: Fire Prevention Systems/Building Components;~~

~~9.1.4.2. Fire Prevention 2B: Interpreting the UBC and CCR;~~

~~9.1.4.3. Fire Prevention 2C: Special Hazard Occupancies; and~~

~~9.1.4.4. Must maintain current ICC Code Inspection Certification.~~

~~9.1.5. COMPLETE AND MAINTAIN CSFM FIRE PREVENTION OFFICER I CERTIFICATION:  
Obtain CSFM FPO I Levels Certification for entirety of Level 1 Certification Period.~~

~~9.2. FIRE PREVENTION OFFICER CERTIFICATION LEVEL 2: Certification Level 2 is intended to demonstrate advancing training or education that will assist the Fire Prevention Specialist to more capably fulfill the needs of the position.~~

~~9.2.1. PREREQUISITES: Achieve and maintain Certification Level 1.~~

~~9.2.2. ADDITIONAL EDUCATION/TRAINING: The following groups of training will satisfy Certification Level 2:~~

~~9.2.2.1. Fire Prevention 3A: Hydraulic Sprinkler Calculations;~~

~~9.2.2.2. Fire Prevention 3B: Plan Review;~~

~~9.2.2.3. Management 1: Management/Supervision for Company Officers;~~

~~9.2.2.4. Instructor 2B: Group Dynamics/Problem Solving; and~~

~~9.2.2.5. 180-240 hours of college level coursework related to obtaining an Associate of Arts/Science in a pre-approved course of study related to the position of Fire Prevention Specialist.~~

~~9.2.3. COMPLETE CSFM FPO I AND II CERTIFICATION:~~



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~~9.2.3.1. CSFM FPO I Level Certification for entirety of Level 2 Certification Period; and~~

~~9.2.3.2. Obtain CSFM FPO II Level Certification.~~

~~9.2.4. OTHER CERTIFICATION:~~

~~9.2.4.1. Maintain current ICG (International Code Council) Code Inspection Certification.~~

~~9.3. CERTIFICATION LEVEL 3: Certification Level 3 is intended to demonstrate advanced training or education that will assist the Fire Prevention Specialist to more capably fulfill the needs of the position.~~

~~9.3.1. PREREQUISITES: Achieve and maintain Certification Level 2.~~

~~9.3.1.1. ADDITIONAL EDUCATION/TRAINING: The following groups of training will satisfy Certification Level 3:~~

~~9.3.2. NFA FIRE PREVENTION: PUBLIC EDUCATION TRAINING:~~

~~9.3.2.1. Code Management: A Systems Approach (R101);~~

~~9.3.2.2. Management of Fire Prevention Programs (R225);~~

~~9.3.2.3. Executive Analysis of Community Risk Reduction (R274);~~

~~9.3.2.4. Demonstrating Your Fire Prevention Program's Worth (R378);~~

~~9.3.2.5. Leading Community Fire Prevention (R823).~~

~~AND~~

~~9.3.3. CSFM Training for Level III FPO:~~

~~9.3.3.1. Fire Management 2A: Organizational Development and Human Relations;~~

~~9.3.3.2. Fire Management 2B: Fire Service Financial Management;~~

~~9.3.3.3. Fire Management 2D: Disaster Planning; and~~

~~9.3.3.4. Fire Management 2E: Contemporary Issues and Concepts.~~

~~AND~~

~~9.3.4. OTHER EDUCATIONAL REQUIREMENTS:~~

~~9.3.4.1. Completion coursework to obtain an Associate of Arts/Science in a pre-approved course of study related to the position of Fire Prevention Specialist in Fire Technology/Fire Science.~~





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**AND**

**9.3.5. CSFM FPO I AND II CERTIFICATION:**

9.3.5.1. ~~CSFM FPO I and II Level Certification for entirety of Level 3 Certification Period.~~

~~10.0. **MEDICAL SERVICES OFFICER (MSO):** This is a three-step certification process, commencing with Level 1 and completing at Level 3. There is currently no California State Fire Marshal Certification for this position.~~

~~10.1. **EDUCATIONAL PREREQUISITES:** An Associate's Degree from an accredited college or university in Fire Science, Nursing, Business, Management or another major course of study applicable to the roles and responsibilities of the position, as approved by the Fire Chief/CEO.~~

~~10.2. **ADDITIONAL EDUCATION/TRAINING PREREQUISITES:**~~

~~10.2.1. Licensed California MD, RN, EMT-P or PA;~~

~~10.2.2. ACLS and CPR Healthcare Provider/Instructor Certification;~~

~~10.2.3. Obtain and maintain approved provider status of ALS/BLS CE in San Diego County;~~

~~10.2.4. Bachelor's Degree in Nursing, Education or related Health Sciences field;~~

~~10.2.5. Techniques of Teaching (60 hours) plus four semester units of upper division elective credit.~~

~~10.3. **CERTIFICATION LEVEL 1:** Recognized by San Diego County EMS as a Paramedic Continuing Education Provider, plus:~~

~~10.3.1. **ADDITIONAL EDUCATION/TRAINING:**~~

~~10.3.1.1. PEPP/PALS instructor;~~

~~10.3.1.2. PHTLS instructor; and~~

~~10.3.1.3. ICS 200; and~~

~~10.3.1.4. Fire Instructor Training Through the State Fire Marshal, including:~~

~~10.3.1.4.1. Fire Instructor 1A;~~

~~10.3.1.4.2. Fire Instructor 1B; and~~

~~10.3.1.4.3. Fire Instructor 2A.~~



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~~10.4. CERTIFICATION LEVEL 2: Certification Level 2 is intended to demonstrate advancing training or education that will assist the Medical Services Officer to more capably fulfill the needs of the position. Any one of the following groups of training will satisfy Certification Level 2:~~

~~10.4.1. ADDITIONAL EDUCATION/TRAINING:~~

~~10.4.1.1. EIGHTEEN UNITS (180-240 HOURS) OF UPPER DIVISION COURSE WORK:~~

- ~~10.4.1.1.1. CQI, Quality Management, Organizational Development and/or Human Resources (Equiv. of CSFM Mgmt. 2A or NFA R-150);~~
- ~~10.4.1.1.2. Finance, EMS Reimbursement, and/or Budgeting (Equiv. of Mgmt. 2B or NFA R-333);~~
- ~~10.4.1.1.3. Human Relations, Personnel & Labor Relations (Equiv. of Mgmt. 2C or NFA R-151);~~
- ~~10.4.1.1.4. Master Planning, System Design, Contracting (Equiv. of Mgmt. 2D or NFA R-152); or~~
- ~~10.4.1.1.5. EMS Law & Policy, Contemporary Legal Issues (Equiv. of Mgmt. 2E or NFA R-154).~~

~~OR~~

~~10.4.1.2. FIRE INSTRUCTOR TRAINING THROUGH THE STATE FIRE MARSHAL:~~

- ~~10.4.1.2.1. Fire Instructor 2B;~~
- ~~10.4.1.2.2. Fire Instructor 2C;~~
- ~~10.4.1.2.3. Fire Instructor 2E; and~~
- ~~10.4.1.2.4. Fire Instructor 3.~~

~~OR~~

~~10.4.1.3. COMPLETION OF OES SPECIALIST TRAINING CERTIFICATE:~~

~~10.4.1.3.1. Emergency Management Specialist:~~

- ~~10.4.1.3.1.1. Introduction to Emergency Management in California—Earthquakes;~~
- ~~10.4.1.3.1.2. Disaster Planning;~~
- ~~10.4.1.3.1.3. Disaster Mitigation;~~
- ~~10.4.1.3.1.4. Disaster Recovery;~~

~~AND~~

~~10.4.1.3.2. THREE ELECTIVE COURSES FROM THE FOLLOWING:~~



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- 10.4.1.3.2.1. Terrorism 1;
- 10.4.1.3.2.2. Enhanced Exercise Design;
- 10.4.1.3.2.3. Crisis Communications;
- 10.4.1.3.2.4. Disaster Medical Operations;
- 10.4.1.3.2.5. Emergency Mgmt/Homeland Security for Business & Industry; or
- 10.4.1.3.2.6. Managing Sustained Operations.

10.4.2. **OTHER REQUIREMENTS:** Maintain Level 1 Certification for entirety of Level 2 Certification Period.

10.5. **CERTIFICATION LEVEL 3:** Certification Level 3 is intended to demonstrate advanced training or education that will assist the Medical Services Officer to more capably fulfill the needs of the position.

10.5.1. **EIGHTEEN UNITS (220-240 HOURS) OF UPPER DIVISION COURSEWORK IN THE FIELD OF EMS ADMINISTRATION, INCLUDING:** The following groups of training will satisfy Certification Level 3:

- 10.5.1.1. Business Development;
- 10.5.1.2. Issue Analysis, Proposal Writing, and/or EMS Research;
- 10.5.1.3. Event Driven Resource Deployment;
- 10.5.1.4. Disaster Health Services;
- 10.5.1.5. Information Systems;
- 10.5.1.6. Principles of Epidemiology and/or Biostatistics;
- 10.5.1.7. Healthcare Economics;
- 10.5.1.8. Environmental/Occupational Medicine;
- 10.5.1.9. Political Context of EMS Policy;
- 10.5.1.10. Planning Theory & Policy Formation;
- 10.5.1.11. Research Design in Education;
- 10.5.1.12. Standardized Testing Theory;
- 10.5.1.13. Best Practices in Training Development; or
- 10.5.1.14. Introduction to High Performance EMS.

OR

10.5.2. **220-240 HOURS OF COLLEGE-LEVEL COURSEWORK FROM THE NFA IN:**

- 10.5.2.1. Advanced Leadership Issues in Emergency Medical Services (R151);
- 10.5.2.2. Advanced Life Support Responses to Hazardous Materials Incidents (O247);



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- ~~10.5.2.3. EMS: Management of Community Health Risks (R149);~~
- ~~10.5.2.4. EMS: Special Operations (R152);~~
- ~~10.5.2.5. Management of EMS (R150); or~~
- ~~10.5.2.6. NIMS: Incident Command System for EMS (W163).~~

**AND**

- ~~10.5.3. OTHER REQUIREMENTS: Maintain Level 2 Certification for entirety of Level 3 Certification Period.~~



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~~11.0. **CERTIFICATION PATH – OTHER SUPPORT STAFF DESIGNATIONS:** Except for positions otherwise specifically listed herein, all Finance, Operations and other Support Staff positions are eligible for the Support Staff Certification as outlined herein. There is currently no California State Fire Marshal Certification program for these positions. The Support Staff positions currently included in this Certification Path are: Administrative Specialist; Finance Specialist; and Payroll Specialist.~~

~~11.1. **CERTIFICATION LEVEL 1:**~~

~~11.1.1. **EDUCATIONAL PREREQUISITES:** An Associate's Degree from an accredited college or university in Public Administration, Business Administration, Human Resources, Finance/Accounting or another major course of study applicable to the roles and responsibilities of the position, as approved by the Fire Chief/CEO.~~

~~11.1.2. **ADDITIONAL EDUCATION/TRAINING:**~~

~~11.1.3. Completion of Cal Chiefs Administrative Fire Services Section (CFCA) Level 1 Professional Recognition Program Certification;~~

~~AND~~

~~11.1.4. Completion of an additional 180-240 hours or eighteen (18) Bachelor level units from the categories listed below:~~

~~11.1.4.1. Human Resources;~~

~~11.1.4.2. Personnel Benefits;~~

~~11.1.4.3. Legal/Employment Issues;~~

~~11.1.4.4. Information Systems;~~

~~11.1.4.5. Fire Service Curriculum (Fireground Support, Emergency Management, PIO, Prevention, etc.);~~

~~11.1.4.6. Data Analysis and/or Statistics; or~~

~~11.1.4.7. Other Bachelor level courses related to the pre-approved degree track.~~

~~OR~~

~~11.1.5. Obtain and maintain a Notary Certificate in California for the course of the certification.~~

~~AND~~



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#### 11.1.6. COMPLETION OF EITHER:

11.1.6.1. The Special District Institute Leadership Program; or

11.1.6.2. California Special District's Association Management Certificate Program.

11.2. CERTIFICATION LEVEL 2: Certification Level 2 is intended to demonstrate advanced training or education that will assist Support Staff in more capably fulfilling the needs of the positions. The following will satisfy Certification Level 2:

11.2.1. PREREQUISITE: Achieve and maintain Support Staff Certification Level 1.

#### 11.2.2. EDUCATION REQUIREMENTS:

11.2.2.1. Completion of California Chiefs Administrative Fire Services Section (CFA) Level 2 Professional Recognition Program Certification;

**AND**

11.2.2.2. Eighteen (18) units (180-240 hours) of Bachelor level coursework for an approved/accepted Bachelor's Degree or certificate, including:

11.2.2.2.1. Human Resources;

11.2.2.2.2. Personnel Benefits;

11.2.2.2.3. Legal/Employment Issues;

11.2.2.2.4. Information Systems;

11.2.2.2.5. Data Analysis/Statistics;

11.2.2.2.6. Fire Service Curriculum:

11.2.2.2.6.1. Fireground Support;

11.2.2.2.6.2. Emergency Management;

11.2.2.2.6.3. Public Information Officer;

11.2.2.2.6.4. Prevention Management, etc.

11.2.2.2.7. Theory & Practice of Organizational Development;

11.2.2.2.8. Foundations of Public Affairs;

11.2.2.2.9. Public Personnel Policy;

11.2.2.2.10. Quantitative Methods in Public Administration;

11.2.2.2.11. Financial Management & Grant Administration;

11.2.2.2.12. Urban Planning & Redevelopment MPA Project Developing & Implementing Groups & Teams;



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- ~~11.2.2.2.13. Organizational Leadership;~~
- ~~11.2.2.2.14. Change & Adaptation within Organizations; and/or~~
- ~~11.2.2.2.15. Negotiation, Bargaining & Conflict Resolution.~~

~~11.3. **CERTIFICATION LEVEL 3:** Certification Level 3 is intended to demonstrate advanced training or education that will assist Support Staff in more capably fulfilling the needs of the positions. The following will satisfy Certification Level 3:~~

~~11.3.1. **PREREQUISITES:** Achieve and maintain Certification Level 2.~~

~~11.3.2. **ADDITIONAL EDUCATION/TRAINING:**~~

~~11.3.2.1. Completion of 220-240 (18) units of Bachelor-level college units, obtaining an approved/accepted Bachelor's level degree as outlined in Level 2.~~

**OR**

~~11.3.2.2. Completion of the California Special Districts Association Administrator Certification Program, consisting of the following courses:~~

- ~~11.3.2.3. Governance;~~
- ~~11.3.2.4. Legal Requirements;~~
- ~~11.3.2.5. Policy Development;~~
- ~~11.3.2.6. Ethics in Public Service;~~
- ~~11.3.2.7. External Relations and Leadership;~~
- ~~11.3.2.8. Strategic Planning;~~
- ~~11.3.2.9. Boardpersonship;~~
- ~~11.3.2.10. Finance;~~
- ~~11.3.2.11. Public and Customer Relations;~~
- ~~11.3.2.12. Organization;~~
- ~~11.3.2.13. Budget, Audit and Purchasing;~~
- ~~11.3.2.14. Records and Public Finance; and~~
- ~~11.3.2.15. Personnel and Supervision.~~

**OR**

~~11.3.3. Other advanced level training or advanced degree education that relates to the performance of the position in question, as approved by the Fire Chief/CEO, which consists of a minimum of 220-240 hours (18 units).~~



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1. ~~REFERENCES: None.~~

2. ~~RELATED POLICIES/FORMS:~~

2.1. ~~FORMS:~~

- 2.1.1. ~~Executive Assistant Checklist;~~
- 2.1.2. ~~Fire Mechanic Checklist;~~
- 2.1.3. ~~Fire Mechanic 3 – Supervisor Checklist;~~
- 2.1.4. ~~Fire Prevention Specialist Checklist;~~
- 2.1.5. ~~Medical Services Officer Checklist;~~
- 2.1.6. ~~Support Staff Checklist.~~

LAST REVIEW: 07-27-2010  
LAST UPDATE: 08-02-2010  
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### NON-SAFETY CERTIFICATION PROGRAM—APPENDIX A

#### Appendix A

Human Resources (HR)/Finance Specialist

Appendix B

Fleet Mechanic

Appendix C

Fire Protection Specialist

Appendix D

Admin/IT Specialist

Appendix E

Payroll/AP Specialist

Appendix F

Medical Services Officer (MSO)

Appendix G

Customer Service/Social Media Specialist

#### ~~1.0. Provisions for employees hired prior to July 1, 2010:~~

~~1.1. Employees who become certified prior to enactment of the July 2010 revision will retain their current Certification Level as completed under the previously approved policy. These employees will not be required to meet any of the new requirements while remaining in their current Certification Level.~~

~~2.0. For the employees outlined in Appendix A, § 1.1., only: If the employee is unable to reach the next Certification Level due to circumstances out of their control, such as a class cancellation or delay in class offering, etc., he/she may be awarded the next level of certification once all other requirements of that Certification Level are completed. All requests will be reviewed on a case by case submission to the Fire Chief/CEO. Determination of eligibility will be at the Fire Chief/CEO's sole discretion. Such determination is not grievable.~~

~~3.0. Employees will be required to meet all requirements of the next Certification Level prior to receiving that level's Certification Pay.~~

~~4.0. If an employee does not meet the education degree requirements for the next certification track, the employee must develop an educational plan to include at least six (6) units per year toward obtaining a degree at an accredited educational institution. This will continue until the employee either receives their degree or they leave the organization. Education plans will be evaluated annually and if annual goals are not met, Certification Pay may be withdrawn at the discretion of Fire Chief/CEO.~~

~~5.0. All employees currently under the Fire Mechanics track will not be obligated to meet the Fire Mechanic Supervisor Requirements.~~

## HR/FINANCE SPECIALIST CERTIFICATION TRACK - Appendix A

PROBATION	REGULAR	STEP I		STEP II		STEP III	
TIME: 1 YEAR	TIME: 1 YEAR	TIME: 2 YEARS	1.25%	TIME: 4 YEARS	1.25%	TIME: 6 YEARS	1.25%
	5.0%	REQ'D EDUCATION/CERTS	1.25%	REQ'D EDUCATION/CERTS	1.25%	REQ'D EDUCATION/CERTS	1.25%
		REQUIRED EDUCATION/CERTIFICATIONS	REQUIRED EDUCATION/CERTIFICATIONS	REQUIRED EDUCATION/CERTIFICATIONS	REQUIRED EDUCATION/CERTIFICATIONS	REQUIRED EDUCATION/CERTIFICATIONS	REQUIRED EDUCATION/CERTIFICATIONS
		<ul style="list-style-type: none"> <li>THREE MICROSOFT OFFICE COURSES (Min. 3 hr. each)</li> <li>ATTEND THREE CSDA EVENTS OR WEBINARS (Min. 3 hr. each)</li> <li>ATTEND THREE LCW EVENTS OR WEBINARS (Min. 3 hr.)</li> <li>IPMA-HR MEMBERSHIP</li> <li>SHRM MEMBERSHIP</li> <li>FOUR CLASSES COMPLETED TOWARD BACHELOR'S DEGREE</li> </ul>	<ul style="list-style-type: none"> <li>THREE COURSES RELEVANT TO HR OFFERED THROUGH IPMA-HR, GOVERNMENT TRAINING AGENCY OR OTHER COURSE AS APPROVED BY SUPERVISOR (Min. 8 hr. each)</li> <li>ATTEND SHRM, IPMA OR LCW CONFERENCE (Min. 16 hr.)</li> <li>COMPLETE FIRE SERVICE SPECIFIC TRAINING ON DISCIPLINARY PROCESS (Min 16 hr.)</li> <li>ATTEND 3 CSDA EVENTS OR WEBINARS (Min. 3 hr. each)</li> <li>ATTEND 3 LCW EVENTS OR WEBINARS (Min 3 hr. each)</li> <li>FOUR CLASSES COMPLETED TOWARD BACHELOR'S DEGREE</li> </ul>	<ul style="list-style-type: none"> <li>OBTAIN BACHELOR'S DEGREE</li> <li>OBTAIN SHRM-CP CREDENTIAL</li> <li>ATTEND 3 CSDA EVENTS OR WEBINARS (Min. 3 hr. each)</li> <li>ATTEND 3 LCW EVENTS OR WEBINARS (Min. 3 hr. each)</li> <li>COMPLETE CSDA LEADERSHIP ACADEMY (20 hrs.)</li> <li style="text-align: center;"><b>OR</b></li> <li>COMPLETE PUBLIC SECTOR EMPLOYMENT RELATIONS CERTIFICATION PROGRAM (LCW) (CONSISTS OF 8 CLASSES EQUALING 32 hrs.)</li> </ul>			

## FLEET MECHANIC CERTIFICATION TRACK -Appendix B

PROBATION	REGULAR	STEP I		STEP II		STEP III	
TIME: 1 YEAR	TIME: 1 YEAR	TIME: 2 YEARS	1.25%	TIME: 4 YEARS	1.25%	TIME: 6 YEARS	1.25%
	5.0%	REQ'D EDUCATION/CERTS	1.25%	REQ'D EDUCATION/CERTS	1.25%	REQ'D EDUCATION/CERTS	1.25%
		REQUIRED EDUCATION/CERTIFICATIONS	REQUIRED EDUCATION/CERTIFICATIONS	REQUIRED EDUCATION/CERTIFICATIONS	REQUIRED EDUCATION/CERTIFICATIONS	REQUIRED EDUCATION/CERTIFICATIONS	REQUIRED EDUCATION/CERTIFICATIONS
		<b>EVT I</b> <b>STATE FIRE TRAINING</b> <ul style="list-style-type: none"> <li>• EMERGENCY VEHICLE TECHNICIAN 1A (8 hr.)</li> <li>• EMERGENCY VEHICLE TECHNICIAN 1B (16 hr)</li> <li>• EMERGENCY VEHICLE TECHNICIAN 1C (12 hr)</li> <li>• EMERGENCY VEHICLE TECHNICIAN 1D (36 hr)</li> <li>• EMERGENCY VEHICLE TECHNICIAN 1E (36 hr)</li> <li>• EMERGENCY VEHICLE TECHNICIAN 1F (8 hr)</li> </ul> <p style="text-align: center;"><b>NATIONAL INSTITUTE FOR AUTO SERVICE EXCELLENCE (ASE)</b></p> <ul style="list-style-type: none"> <li>• GASOLINE ENGINES (T1) (2.5 hr)</li> <li>• DRIVE TRAIN (T3) (2.5 hr)</li> <li>• BRAKES (T4) (2.5 hr)</li> <li>• SUSPENSION AND STEERING (T5) (2.5 hr)</li> <li>• PREVENTATIVE MAINTENANCE INSPECTIONS (T8) (2.5 hr)</li> </ul> <p><b>DOT BRAKE INSPECTOR QUALIFICATION (BENDIX, MERRITOR, OEM CLASS)</b></p>	<b>EVT II</b> <b>STATE FIRE TRAINING</b> <ul style="list-style-type: none"> <li>• EMERGENCY VEHICLE TECHNICIAN 2A (36 hr.)</li> </ul> <p style="text-align: center;"><b>NATIONAL INSTITUTE FOR AUTO SERVICE EXCELLENCE (ASE)</b></p> <ul style="list-style-type: none"> <li>• DIESEL ENGINES (T2) (2.5 hr.)</li> <li>• ELECTRICAL / ELECTRONIC SYSTEMS (T6) (2.5 hr.)</li> <li>• HEATING, VENTILATION AND AIR CONDITIONING (HVAC) (T7) (2.5 hr.)</li> </ul> <p style="text-align: center;"><b>MANUFACTURER SPECIALTY TRAINING (two courses of the following)</b></p> <p>PIERCE, MERRITOR, BENDIX, WATEROUS, CUMMINS, CATERPILLAR, DETROIT, INTERNATIONAL, FORD, LIFELINE, STRYKER, BME, HME, OES, WHELEN, CODE 3, OPACITY TESTING, MACS, R134A, R1234YF, WELDING, MOTOROLA, KENWOOD, STATIONARY GENERATORS, DOT, EMISSIONS, NFPA, OSHA, TOYOTA (FORKLIFT), KNOX, NARC, ALLISON OR OTHER MANUFACTURER-SPECIFIC TRAINING AS NEW EQUIPMENT &amp; TECHNOLOGY IS ADOPTED. (40 hr. each)</p>	<b>EVT III</b> <b>STATE FIRE TRAINING</b> <ul style="list-style-type: none"> <li>• EMERGENCY VEHICLE TECHNICIAN 3A (16 hr.)</li> <li>• EMERGENCY VEHICLE TECHNICIAN 3B (12 hr.)</li> </ul> <p style="text-align: center;"><b>MANUFACTURER SPECIALITY TRAINING (two courses of the following)</b></p> <p>PIERCE, MERRITOR, BENDIX, WATEROUS, CUMMINS, CATERPILLAR, DETROIT, INTERNATIONAL, FORD, LIFELINE, STRYKER, BME, HME, OES, WHELEN, CODE 3, OPACITY TESTING, MACS, R134A, R1234YF, WELDING, MOTOROLA, KENWOOD, STATIONARY GENERATORS, DOT, EMISSIONS, NFPA, OSHA, TOYOTA (FORKLIFT), KNOX, NARC, ALLISON OR OTHER MANUFACTURER-SPECIFIC TRAINING AS NEW EQUIPMENT &amp; TECHNOLOGY IS ADOPTED. (40 Hr. each)</p> <p style="text-align: center;"><b>RECERTIFICATION</b></p> <ul style="list-style-type: none"> <li>• EVT I II III, RECERTIFICATION EVERY 5 YEARS (36 HR) OF APPROVED CONTINUING EDUCATION AT FIRE MECHANICS ACADEMY.</li> </ul>			

		<p><b>CLASS B COMMERCIAL DRIVERS LICENSE, (TANKER, AIR BRAKE ENDORSEMENT) (40 hr)</b></p> <p><b>SECTION 609 CLEAN AIR ACT (CFC-12, HFC-134A, R-1234YF) MACS TRAINING HVAC (20 hr)</b></p>		<ul style="list-style-type: none"> <li>• ASE T1-T8, RECERTIFICATION EVERY 5 YEARS (12 HR)</li> </ul>
--	--	---	--	--

## FIRE PROTECTION SPECIALIST CERTIFICATION TRACK -Appendix C

PROBATION	REGULAR	STEP I		STEP II		STEP III	
TIME: 1 YEAR	TIME: 1 YEAR	TIME: 2 YEARS	1.25%	TIME: 4 YEARS	1.25%	TIME: 6 YEARS	1.25%
	5.0%	REQ'D EDUCATION/CERTS	1.25%	REQ'D EDUCATION/CERTS	1.25%	REQ'D EDUCATION/CERTS	1.25%
		REQUIRED EDUCATION/CERTIFICATIONS		REQUIRED EDUCATION/CERTIFICATIONS		REQUIRED EDUCATION/CERTIFICATIONS	
		<ul style="list-style-type: none"> <li>• FIRE INSPECTOR 1A (24 hr.)</li> <li>• FIRE INSPECTOR 1B (24 hr.)</li> <li>• FIRE INSPECTOR 1C (24 hr.)</li> <li>• FIRE INSPECTOR 1D (16 hr.)</li> <li>• PC 832 LAWS OF ARREST (40 hr.)</li> <li>• PREVENTION RELATED COURSE FROM A RECOGNIZED INSTITUTION (Min. 40 hr.)</li> <li>• TWO CLASSES TOWARD ASSOCIATES DEGREE</li> </ul>		<ul style="list-style-type: none"> <li>• OSFM FIRE INSPECTOR 1 CERT</li> <li>• FIRE INSPECTOR 2A (16 hr.)</li> <li>• FIRE INSPECTOR 2B (24 hr.)</li> <li>• FIRE INSPECTOR 2C (24 hr.)</li> <li>• FIRE INSPECTOR 2D (32 hr.)</li> <li>• ATTEND FIRE PROTECTION CONFERENCE (Min. 16 hr.)</li> <li>• ICC FIRE CODE LEVEL I CERTIFICATION (Min. 40 hr.)</li> <li>• TECHNICAL RELATED COURSE FROM A RECOGNIZED INSTITUTION (Min. 24 hrs.)</li> <li>• TWO CLASSES TOWARD ASSOCIATES DEGREE</li> </ul>		<ul style="list-style-type: none"> <li>• OSFM FIRE INSPECTOR II CERT</li> <li>• PLAN EXAMINER 1A (26 hr.)</li> <li>• PLAN EXAMINER 1B (27 hr.)</li> <li>• PLAN EXAMINER 1C (28 hr.)</li> <li>• OSFM PLAN EXAMINER CERT</li> <li>• ATTEND FIRE PROTECTION CONFERENCE TO MAINTAIN ICC LICENSURE (Min. 8 hr.)</li> <li>• ICC FIRE CODE LEVEL II OR PLANS EXAMINER CERTIFICATION (Min. 40 hr.)</li> <li>• ASSOCIATES DEGREE</li> </ul>	

## ADMIN/IT SPECIALIST CERTIFICATION TRACK -Appendix D

PROBATION	REGULAR	STEP I		STEP II		STEP III	
TIME: 1 YEAR	TIME: 1 YEAR	TIME: 2 YEARS	1.25%	TIME: 4 YEARS	1.25%	TIME: 6 YEARS	1.25%
	5.0%	REQ'D EDUCATION/CERTS	1.25%	REQ'D EDUCATION/CERTS	1.25%	REQ'D EDUCATION/CERTS	1.25%
		REQUIRED EDUCATION/CERTIFICATIONS		REQUIRED EDUCATION/CERTIFICATIONS		REQUIRED EDUCATION/CERTIFICATIONS	
		<ul style="list-style-type: none"> <li>• COMPLETION OF CAL CHIEFS ADMINISTRATIVE FIRE SERVICES SECTION (CFCA) LEVEL 1 PROFESSIONAL RECOGNITION PROGRAM CERTIFICATION (50-60 hrs.)</li> <li>• ATTEND ONE GRANT TRAINING CLASS (SHSGP, UASI, ETC.) (Min. 8 hrs.)</li> <li>• ATTEND CYBER SECURITY CLASS (Min. 3 hrs.)</li> <li>• ATTEND DATA BREACH CLASS (Min. 3 hrs.)</li> <li>• FOUR CLASSES COMPLETED TOWARD BACHELOR'S DEGREE</li> </ul>		<ul style="list-style-type: none"> <li>• COMPLETION OF CAL CHIEFS ADMINISTRATIVE FIRE SERVICES SECTION (CFCA) LEVEL 2 PROFESSIONAL RECOGNITION PROGRAM CERTIFICATION (50-60 hrs.)</li> <li>• COMPLETE ONE IT CERTIFICATION (COMPTIA, CISCO CERTIFIED, ETC.) (40-60 hrs.)</li> <li>• WEBINARS IN RELATED FIELDS (Min. 8 hrs.)</li> <li>• FOUR CLASSES COMPLETED TOWARD BACHELOR'S DEGREE</li> </ul>		<ul style="list-style-type: none"> <li>• COMPLETION OF CAL CHIEFS ADMINISTRATIVE FIRE SERVICES SECTION (CFCA) LEVEL 3 PROFESSIONAL RECOGNITION PROGRAM CERTIFICATION (50-60 hrs.)</li> <li>• COMPLETE ONE IT CERTIFICATION (COMPTIA, CISCO CERTIFIED, ETC.) (40-60 hrs.)</li> <li>• ATTEND LEADERSHIP CONFERENCE (Min. 16 hr.)</li> <li>• OBTAIN BACHELOR'S DEGREE</li> </ul>	

## PAYROLL/AP SPECIALIST CERTIFICATION TRACK -Appendix E

PROBATION	REGULAR	STEP I		STEP II		STEP III	
TIME: 1 YEAR	TIME: 1 YEAR	TIME: 2 YEARS	1.25%	TIME: 4 YEARS	1.25%	TIME: 6 YEARS	1.25%
	5.0%	REQ'D EDUCATION/CERTS	1.25%	REQ'D EDUCATION/CERTS	1.25%	REQ'D EDUCATION/CERTS	1.25%
		REQUIRED EDUCATION/CERTIFICATIONS	REQUIRED EDUCATION/CERTIFICATIONS	REQUIRED EDUCATION/CERTIFICATIONS	REQUIRED EDUCATION/CERTIFICATIONS	REQUIRED EDUCATION/CERTIFICATIONS	REQUIRED EDUCATION/CERTIFICATIONS
		<ul style="list-style-type: none"> <li>• BASIC ACCOUNTING COURSE (Min. 8 hr.)</li> <li>• REFRESHER COURSE EXCEL-INTERMEDIATE LEVEL (Min. 3 hr.)</li> <li>• REFRESHER COURSE MICROSOFT OFFICE -INTERMEDIATE LEVEL (Min. 3 hr.)</li> <li>• THREE TRAINING COURSES FOR ACCOUNTING SOFTWARE NCFPD USES (Min. 8 hr. each)</li> <li>• CONFERENCE, IST, OR WEBINAR ATTENDANCE (AFSS or LCW) (Min. 16 hr.)</li> <li>• FOUR CLASSES COMPLETED TOWARD BACHELOR'S DEGREE</li> </ul>	<ul style="list-style-type: none"> <li>• REFRESHER ACCOUNTING COURSE (Min. 8 hr.)</li> <li>• REFRESHER COURSE EXCEL-ADVANCED LEVEL (Min. 6 hr.)</li> <li>• REFRESHER COURSE MICROSOFT OFFICE ADVANCED LEVEL (Min. 6 hr.)</li> <li>• THREE TRAINING COURSES FOR ACCOUNTING SOFTWARE NCFPD USES (Min. 8 hr. each)</li> <li>• COMPLETE A CSDA CERTIFICATION TO GAIN KNOWLEDGE ABOUT SPECIAL DISTRICT LEADERSHIP (Min. 6 hr.)</li> <li>• FOUR CLASSES COMPLETED TOWARD BACHELOR'S DEGREE</li> </ul>	<ul style="list-style-type: none"> <li>• 3 COURSES IN ACCOUNTING/TREASURY TRAINING AT AN ACCREDITED/APPROVED EDUCATIONAL FACILITY (Min. 8 hr. each)</li> <li>• ATTEND 2 AFSS EVENTS OR WEBINARS (Min. 3 hr. each)</li> <li>• COMPLETE A CSDA CERTIFICATION TO GAIN KNOWLEDGE ABOUT SPECIAL DISTRICT LEADERSHIP (Min. 6 hr.)</li> <li>• ATTEND 2 AFSS EVENTS OR WEBINARS (Min. 16 hr.)</li> <li>• OBTAIN BACHELOR'S DEGREE</li> </ul>			

## MEDICAL SERVICES OFFICER -Appendix F

PROBATION	REGULAR	STEP I		STEP II		STEP III	
TIME: 1 YEAR	TIME: 1 YEAR	TIME: 2 YEARS	1.25%	TIME: 4 YEARS	1.25%	TIME: 6 YEARS	1.25%
	5.0%	REQ'D EDUCATION/CERTS	1.25%	REQ'D EDUCATION/CERTS	1.25%	REQ'D EDUCATION/CERTS	1.25%
		REQUIRED EDUCATION/CERTIFICATIONS		REQUIRED EDUCATION/CERTIFICATIONS		REQUIRED EDUCATION/CERTIFICATIONS	
		<ul style="list-style-type: none"> <li>• EMS ACADEMY THROUGH CAL NEP (Min. 24 hrs.)</li> <li>• DICO CERTIFICATION (Min. 16 hrs.)</li> <li>• ICS 200 AND 300 (8 hrs. each)</li> <li>• ETHICS AND RIO (8 hrs. each)</li> <li>• FIRE INSTRUCTOR 1 (40 hr.)</li> <li>• FIRE INSTRUCTOR 2 (40 hr.)</li> </ul>		<ul style="list-style-type: none"> <li>• FIRE INSTRUCTOR III (40 hr.)</li> <li>• HEALTH AND SAFETY OFFICER CERT (16 hr.)</li> <li>• WEBINAR RELATED TO POSITION (Min. 8 hr.)</li> <li>• COMPLETE ANY ONE OF THE FOLLOWING SUBJECTS:                             <ul style="list-style-type: none"> <li>➤ CQI, QUALITY MANAGEMENT, ORGANIZATIONAL DEVELOPMENT (Min. 40 hr.)</li> <li>➤ FINANCE, EMS REIMBURSEMENT AND/OR BUDGETING (Min. 40 hr.)</li> <li>➤ HUMAN RELATIONS/ HUMAN RESOURCES, PERSONNEL, LABOR RELATIONS (Min. 40 hr.)</li> <li>➤ EMS LAW &amp; POLICY, CONTEMPORARY LEGAL ISSUES (Min. 40 hr.)</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• COMPLETION OF AN UPPER DIVISION COURSE IN THE FIELD OF EMS ADMINISTRATION</li> <li>• COMPLETION OF COLLEGE LEVEL COURSE RELATED TO EMS FROM THE NFA</li> <li>• WEBINAR RELATED TO EMS LEGALITIES (Min. 8 hr.)</li> </ul>	



## CUSTOMER SERVICE/SOCIAL MEDIA SPECIALIST -Appendix G

PROBATION	REGULAR	STEP I		STEP II		STEP III	
TIME: 1 YEAR	TIME: 1 YEAR	TIME: 2 YEARS	1.25%	TIME: 4 YEARS	1.25%	TIME: 6 YEARS	1.25%
	5.0%	REQ'D EDUCATION/CERTS	1.25%	REQ'D EDUCATION/CERTS	1.25%	REQ'D EDUCATION/CERTS	1.25%
		REQUIRED EDUCATION/CERTIFICATIONS	REQUIRED EDUCATION/CERTIFICATIONS	REQUIRED EDUCATION/CERTIFICATIONS	REQUIRED EDUCATION/CERTIFICATIONS	REQUIRED EDUCATION/CERTIFICATIONS	REQUIRED EDUCATION/CERTIFICATIONS
		<ul style="list-style-type: none"> <li>• ATTEND TWO RELEVANT WEBINARS/WORKSHOPS FROM CSDA WEBINAR/SEMINAR (Min. 8 hr. each)</li> <li>• ATTEND CRISIS COMMUNICATION SEMINAR (Min. 8 hr.)</li> <li>• ATTEND LEGALITIES COURSE RELATED TO MEDIA (Min. 4 hr.)</li> <li>• COMPLETE FOUR CLASSES TOWARDS BACHELOR'S DEGREE</li> </ul>	<ul style="list-style-type: none"> <li>• ATTEND PIO LEGALITIES CLASS (Min. 36 hr.)</li> <li>• STREAMLINE SEMINARS/WEBINARS TAILORED TO SPECIAL DISTRICTS/FIRST RESPONDERS (Min. 16 hr.)</li> <li>• COMPLETE FOUR CLASSES TOWARDS</li> </ul>	<ul style="list-style-type: none"> <li>• ATTEND TWO RELEVANT WEBINARS/WORKSHOPS FROM CSDA (Min. 8 hr. each)</li> <li>• ATTEND CSDA LEADERSHIP ACADEMY (Min. 16 hr.)</li> <li>• FEMA IS-42: SOCIAL MEDIA IN EMERGENCY MANAGEMENT (social media-centered course from FEMA/CSDA) (Min. 3 hr.)</li> <li>• OBTAIN BACHELOR'S DEGREE</li> </ul>			

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# North County Fire

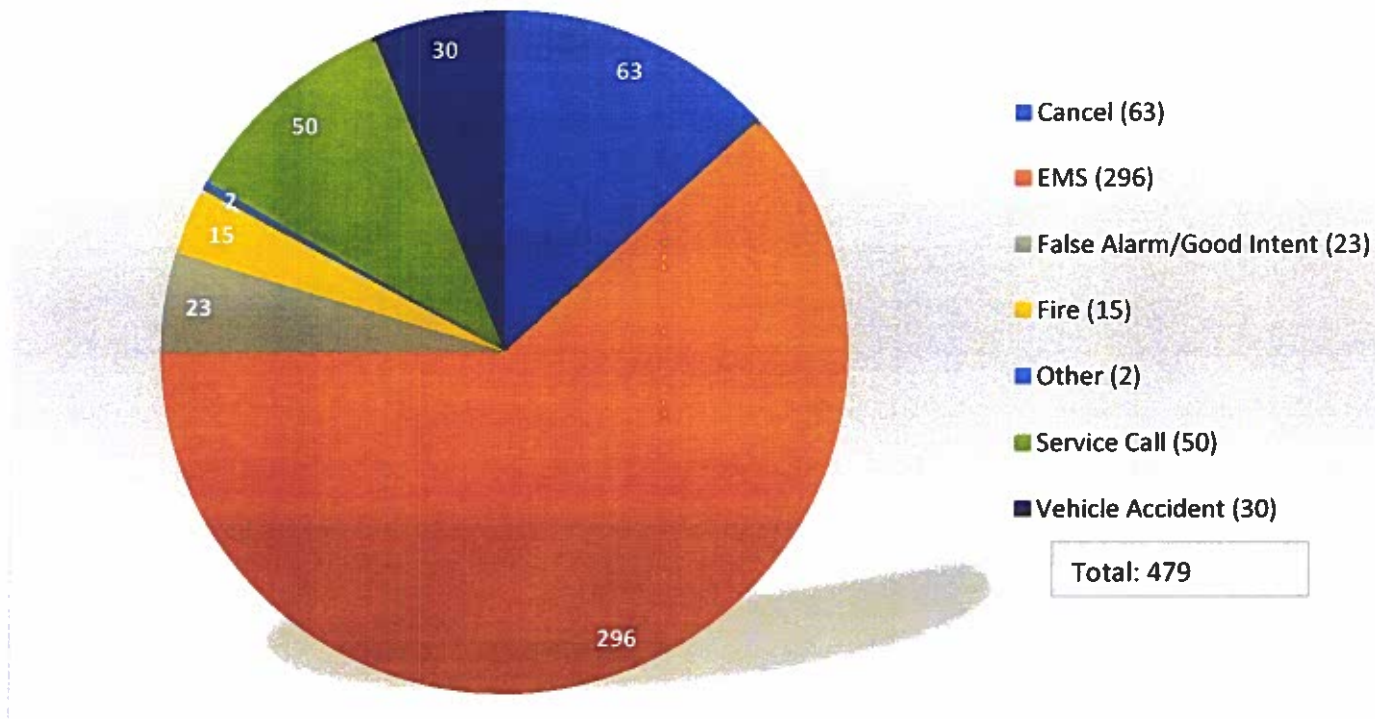


## MONTHLY OPERATIONS ACTIVITY REPORT:

# Sept 2020

# Call Mix

September



\* Future reports will separate true Mechanical False Alarms VS Good Intent

**Total incidents year to date:**

**Sept 2019: 4569**

**Sept 2020: 4450**



# Turnout Time

(Time of station notification to responding)

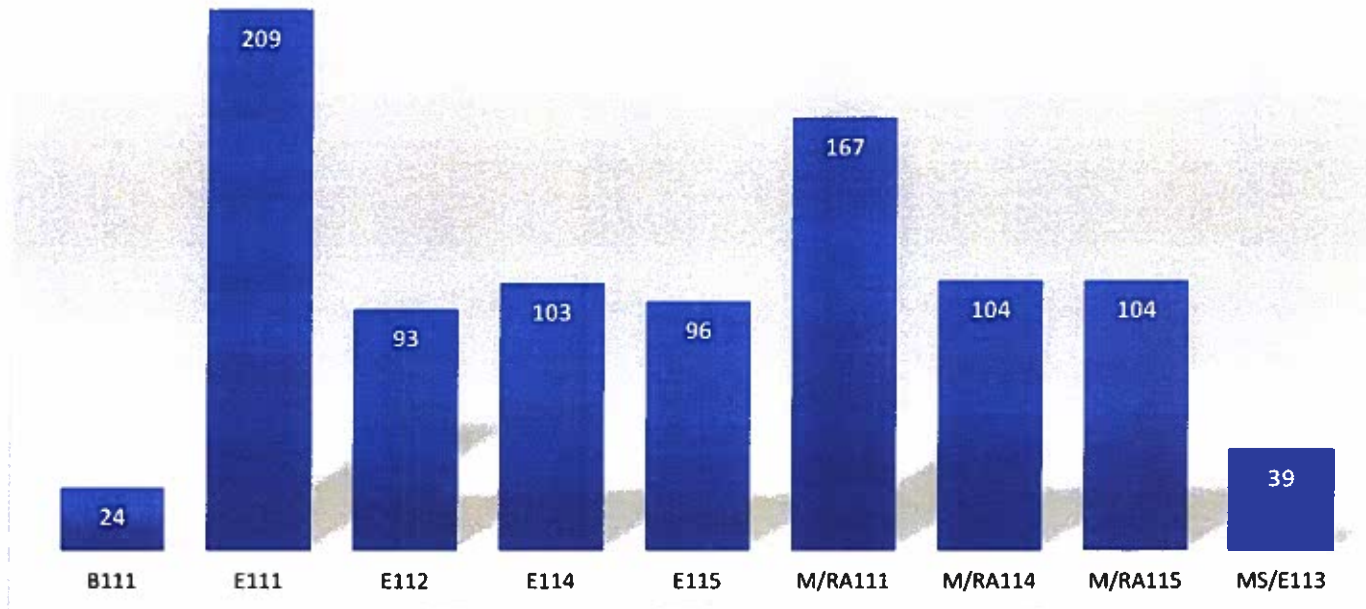
90<sup>th</sup> Percentile – Emergency Calls Only

Shift	Unit Name	September	Shift	Unit Name	September	Shift	Unit Name	September
A-SHIFT	B111	0:01:52 (7)	B-SHIFT	B111	0:01:19 (7)	C-SHIFT	B111	0:02:16 (8)
	E111	0:02:18 (70)		E111	0:02:10 (61)		E111	0:01:58 (58)
	E112	0:02:51 (25)		E112	0:02:30 (26)		E112	0:02:24 (31)
	E113	0:01:31 (4)		E114	0:02:49 (31)		E113	0:00:04 (1)
	E114	0:02:42 (29)		E115	0:02:14 (30)		E114	0:02:47 (27)
	E115	0:02:00 (21)		M111	0:02:32 (53)		E115	0:01:55 (27)
	M111	0:01:38 (56)		M114	0:02:33 (32)		M114	0:02:13 (33)
	M114	0:02:23 (35)		M115	0:01:54 (30)		M115	0:01:48 (35)
	M115	0:01:23 (34)		MS113	0:02:12 (7)		MS113	0:01:46 (16)
	MS113	0:01:57 (8)					RA111	0:02:45 (53)
	RA111	(1)						



# Calls by Unit

September

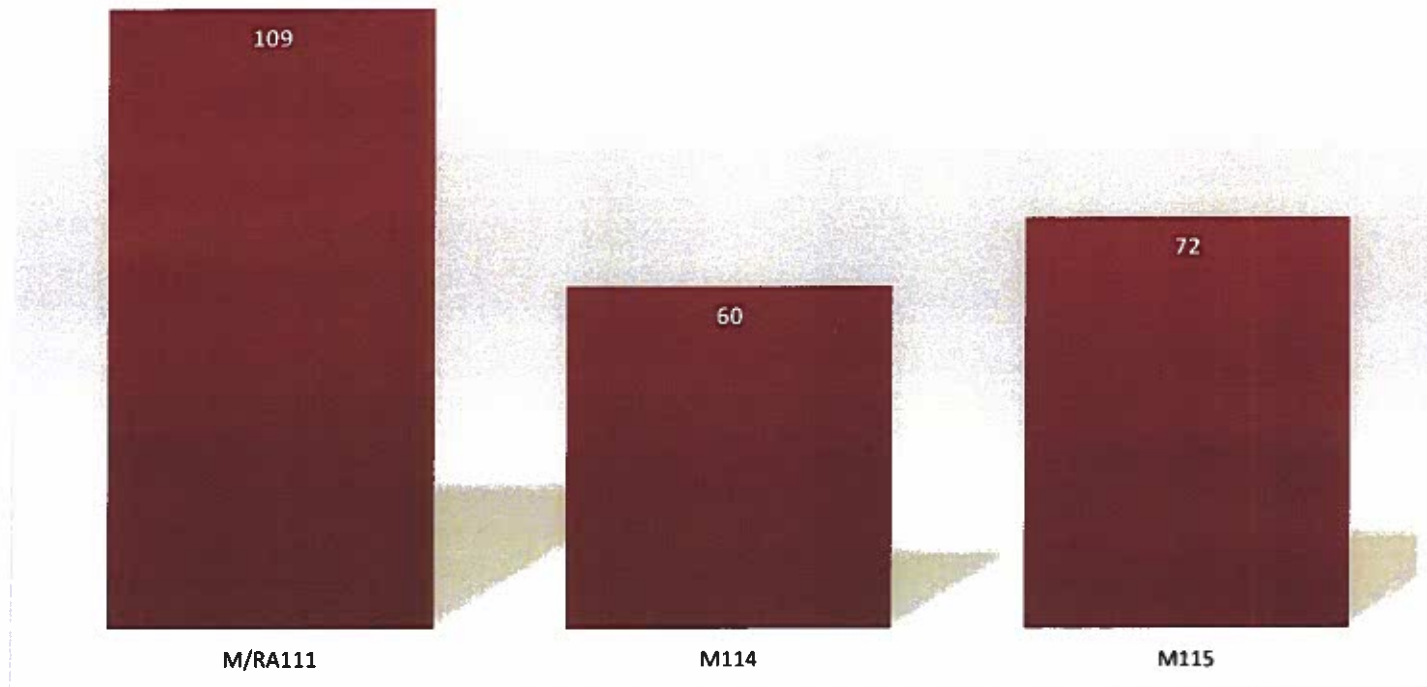


\*Includes calls that were canceled in route



# Transports

Total



**Aug 2020: 287**  
**Sept 2020: 241**



# Total Response Times

90<sup>th</sup> Percentile – Emergency Calls Only – 1<sup>st</sup> On Scene

	Urban	Suburban	Rural
September	0:07:55 (219)	0:11:40 (14)	0:09:49 (22)

September 2020





# Aid Received & Aid Provided

**Aid Received** (time arrived) into NORTH COUNTY FPD from CAL FIRE, OCEANSIDE FD, VISTA FD

Jurisdiction	Home Jurisdiction	Incidents/Responses Filter (Time Arrived)
NORTH COUNTY FPD	CAL FIRE	3.00
	CAMP PENDLETON	4.00
	OCEANSIDE FD	3.00
	PALA FD	5.00
	VISTA FD	7.00
<b>Grand Total</b>		<b>22.00</b>

**Aid Provided** (count) by NORTH COUNTY FPD into CAL FIRE, OCEANSIDE FD, VISTA FD

Home Jurisdiction	Jurisdiction	Incidents/Responses Filter
NORTH COUNTY FPD	CAL FIRE	10
	CAMP PENDLETON	2
	OCEANSIDE FD	20
	PALA FD	4
	VISTA FD	7
<b>Grand Total</b>		<b>43</b>



# Monthly Inspection Report

2020

September		
Crew	Assigned	Completed
1A	6	1
1B	6	6
1C	6	4
2A	5	2
2B	5	5
2C	5	2
3A	5	4
3B	6	6
3C	6	2
4A	6	5
4B	5	5
4C	4	0
5A	5	2
5B	4	4
5C	5	4



# Health & Safety

## Injuries

**0** Injuries

## Accidents

**1** Vehicle



# Turnover of Care

<p>Total Offloads</p> <p><b>(Blank)</b></p>	<p><b>San Diego County</b>  <b>Transfer of Care - via FirstWatch</b>  <b>Ambulance Operating Area Data</b>  <i>Use filters below to select data by</i>  <i>Ambulance Operating Area, Month, and Year</i></p> <p><b>Ambulance Operating Area</b></p> <table border="1"> <tr> <td>SD COUNTY</td> <td>AMR Float Units</td> </tr> <tr> <td>Barona</td> <td>Carlsbad</td> </tr> <tr> <td>Chula Vista</td> <td>Coronado</td> </tr> <tr> <td>CSA 17</td> <td>CSA 69</td> </tr> <tr> <td>El Cajon</td> <td>Escondido</td> </tr> <tr> <td>GHD Zone 1</td> <td>Inland Central</td> </tr> <tr> <td>Inland North</td> <td>Inland South</td> </tr> <tr> <td>National City</td> <td><b>North County FPD</b></td> </tr> <tr> <td>Oceanside</td> <td>Poway</td> </tr> <tr> <td>Ramona</td> <td>San Diego</td> </tr> <tr> <td>San Marcos</td> <td>Sycuan</td> </tr> <tr> <td>Viejas</td> <td>Vista</td> </tr> </table> <p><b>Month</b></p> <table border="1"> <tr> <td>January</td> <td>February</td> <td>March</td> </tr> <tr> <td>April</td> <td>May</td> <td>June</td> </tr> <tr> <td>July</td> <td>August</td> <td><b>September</b></td> </tr> <tr> <td>October</td> <td>November</td> <td>December</td> </tr> </table> <p><b>Year</b></p> <table border="1"> <tr> <td>2018</td> <td>2019</td> <td>2020</td> </tr> </table>	SD COUNTY	AMR Float Units	Barona	Carlsbad	Chula Vista	Coronado	CSA 17	CSA 69	El Cajon	Escondido	GHD Zone 1	Inland Central	Inland North	Inland South	National City	<b>North County FPD</b>	Oceanside	Poway	Ramona	San Diego	San Marcos	Sycuan	Viejas	Vista	January	February	March	April	May	June	July	August	<b>September</b>	October	November	December	2018	2019	2020	<p>Ambulance Operating Area Ranking - TOC Compliance</p> <p><b>(Blank)</b></p>
SD COUNTY		AMR Float Units																																							
Barona		Carlsbad																																							
Chula Vista		Coronado																																							
CSA 17		CSA 69																																							
El Cajon	Escondido																																								
GHD Zone 1	Inland Central																																								
Inland North	Inland South																																								
National City	<b>North County FPD</b>																																								
Oceanside	Poway																																								
Ramona	San Diego																																								
San Marcos	Sycuan																																								
Viejas	Vista																																								
January	February	March																																							
April	May	June																																							
July	August	<b>September</b>																																							
October	November	December																																							
2018	2019	2020																																							
<p>TOC Compliance</p> <p><b>(Blank)</b></p>	<p>TOC Compliance</p>																																								
<p>90th Percentile Offload Time in Minutes</p> <p><b>(Blank)</b></p>																																									
<p>Median Offload Time in Minutes</p> <p><b>(Blank)</b></p>																																									
<p>Percent Offloads Under 30 Minutes</p> <p><b>(Blank)</b></p>		<p>Percent Offloads Under 20 Minutes</p> <p><b>(Blank)</b></p>																																							

\*Information from the county is unavailable at this time



# Leadership



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**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
ADMINISTRATIVE SERVICES – BUDGET & FINANCE**

**TO:** BOARD OF DIRECTORS  
**FROM:** FINANCE MANAGER JUUL AND CHIEF ABBOTT  
**DATE:** OCTOBER 27, 2020  
**SUBJECT:** FIRST QUARTER OVERTIME TRACKING REPORT

## **CONSENT AGENDA**

### **BACKGROUND:**

This report is designed to provide an overview of the overtime expenditures in comparison with the budgeted amounts and historical usage. In addition, this report documents overtime based on the leave that generates it and includes reimbursements from providing Mutual Aid.

### **DISCUSSION:**

The attached charts provide multiple views of overtime usage and the leave that generates it. The reporting periods coincide with the month divisions and not pay periods. Therefore, there may be variations from month to month. An increase in overtime may be attributed to an additional pay period falling within that particular month or unusually high overtime due to an event or mutual aid activity. Four charts are included to give a quick visual comparison of the tracked areas:

- Leave Analysis by Type
- Two Year Overtime Comparison by Month
- Five Year Overtime History
- Total Overtime and Reimbursement

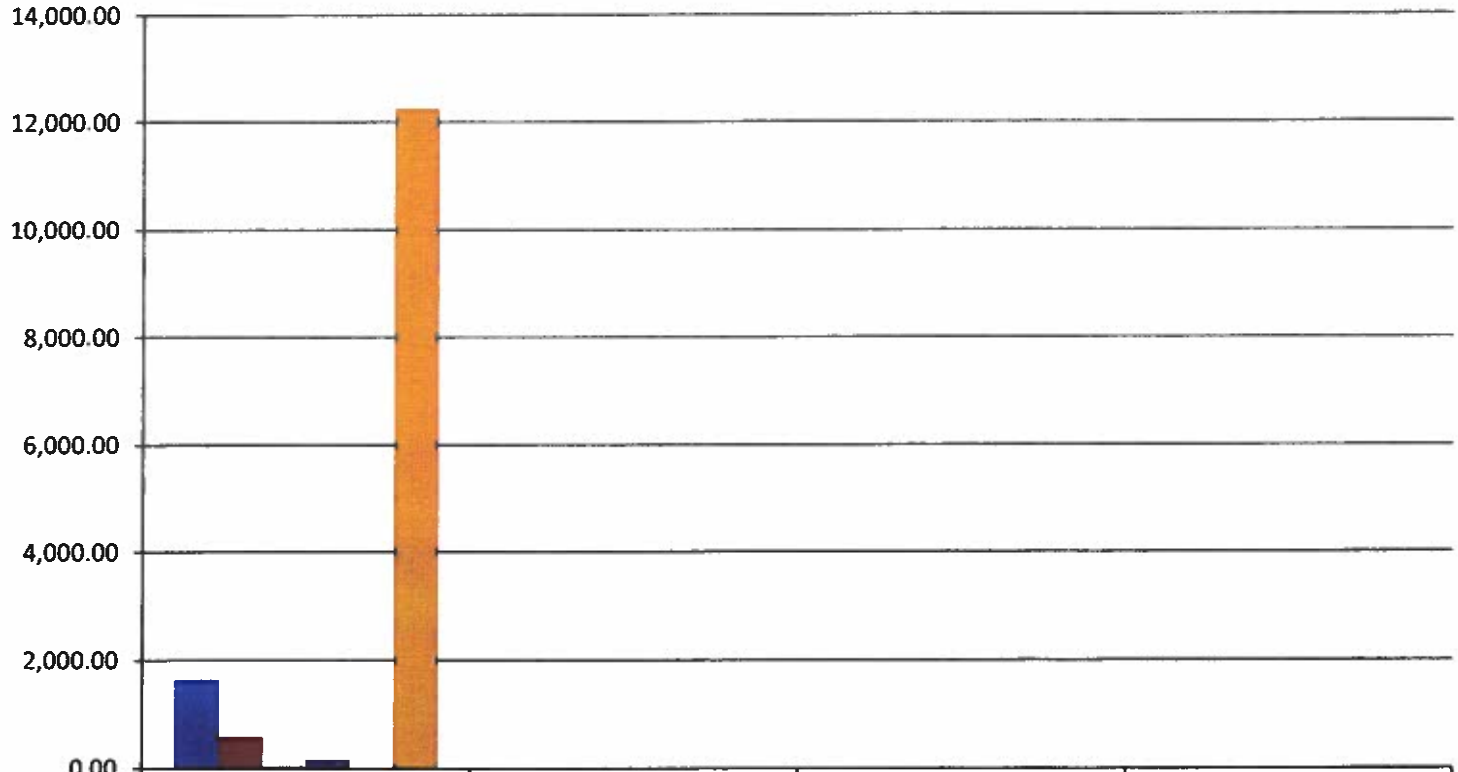
### **FISCAL ANALYSIS:**

The District finished the first quarter with sick leave being one-third of annual leave, but both sick/annual leave are 300 hours less in each type respectively when compared to the same quarter last year. Current overtime is 52.21% expended, but the District has outstanding reimbursements for mutual aid approximately \$320,000, which will reduce the overtime down to 22.08% of the current budget. This adjustment brings overtime 3% below the current quarter percentage.

### **SUMMARY:**

Information only, no action needed.

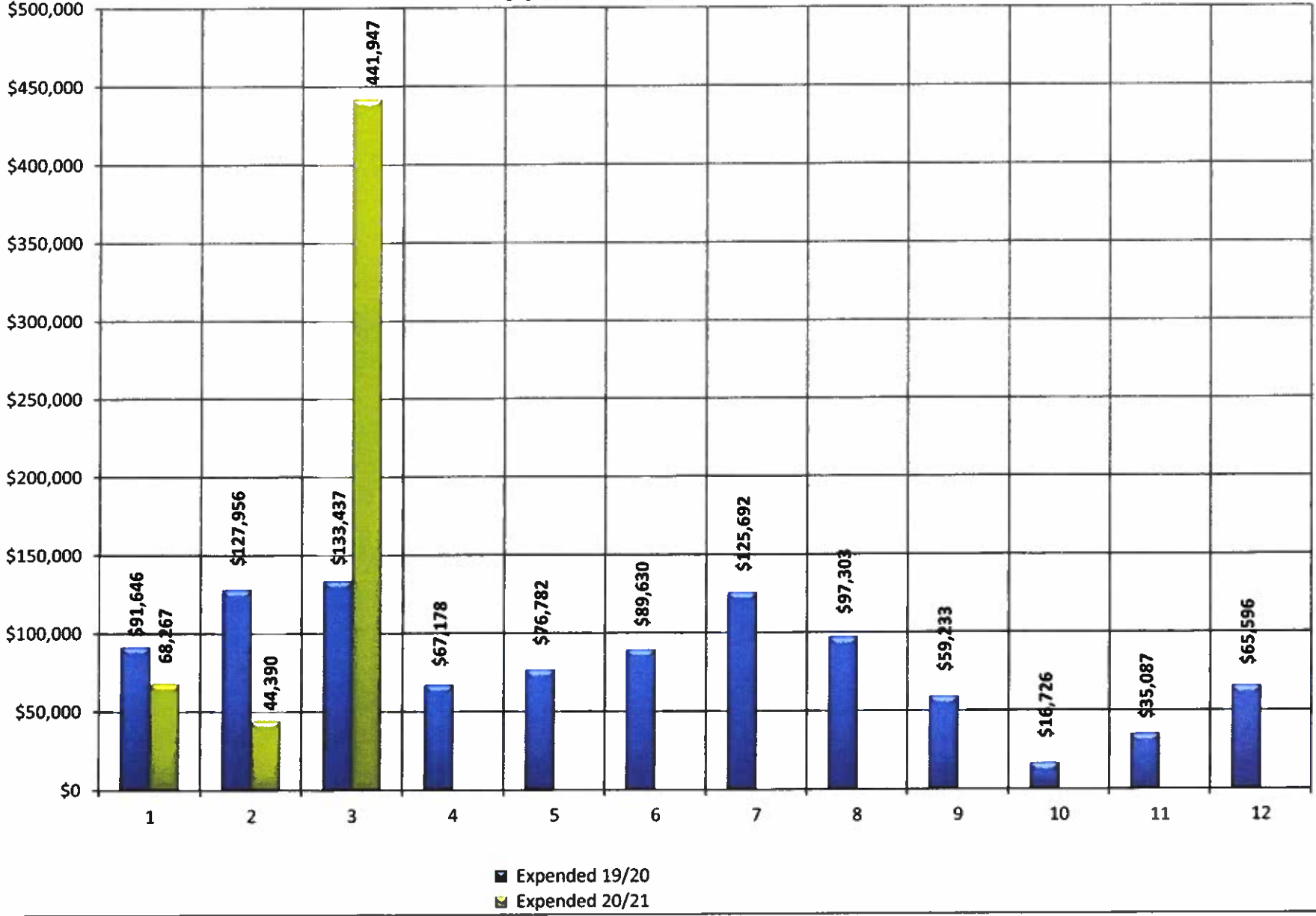
**NCFPD EMERGENCY SERVICES  
NUMBER OF HOURS BY TYPE  
1ST QUARTER 20/21**



	1st Qtr 20/21	2nd Qtr 20/21	3rd Qtr 20/21	4th Qtr 20/21
■ Annual Leave	1,642.50	0.00	0.00	0.00
■ Sick Leave	580.00	0.00	0.00	0.00
■ Industrial Injury	48.00	0.00	0.00	0.00
■ All Other Leave	152.00	0.00	0.00	0.00
■ SR FT Cov	0.00	0.00	0.00	0.00
■ Mutual Aid	12,229.75	0.00	0.00	0.00



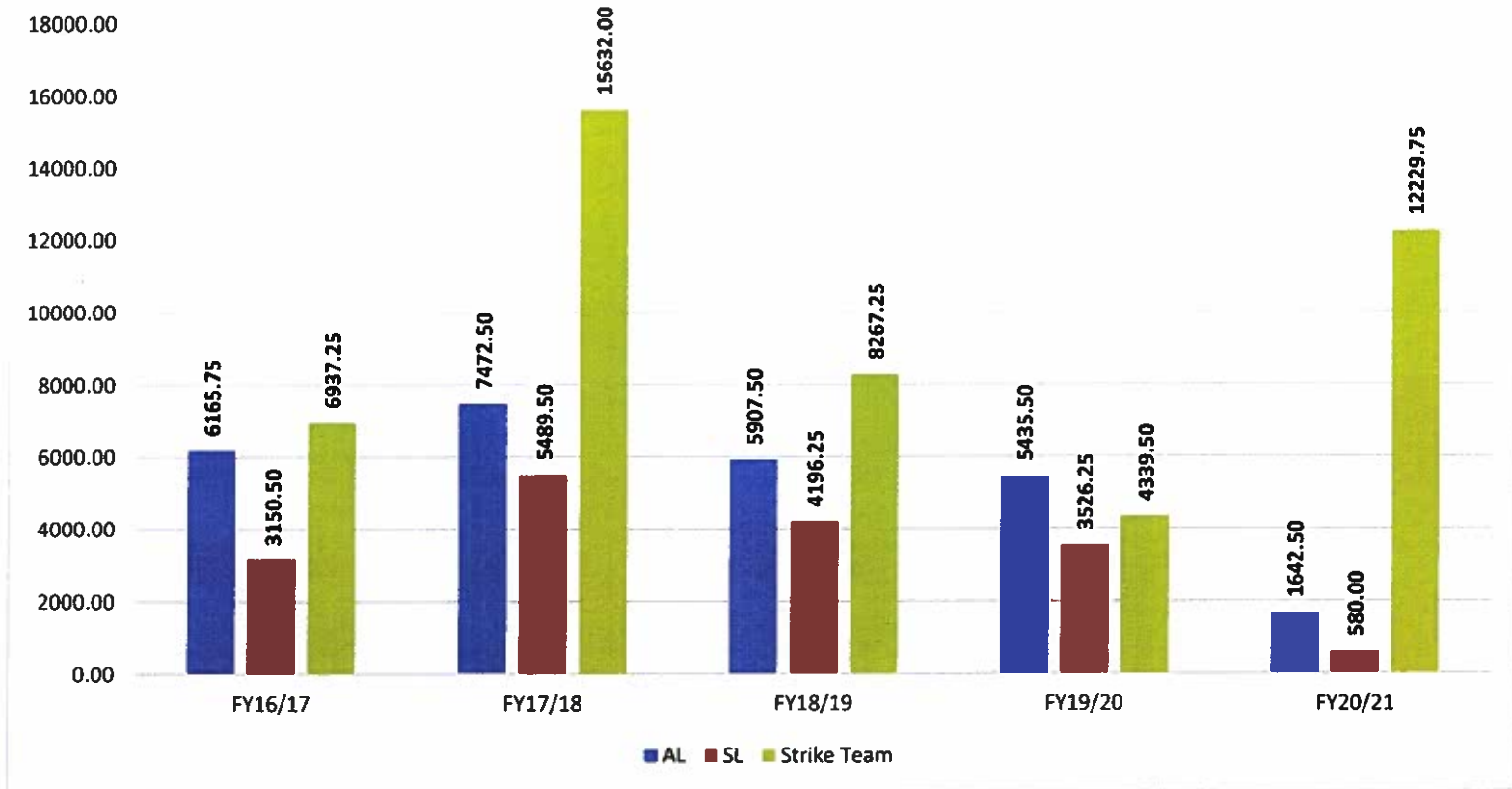
### NCFPD EMERGENCY SERVICES TWO YEAR OVERTIME COMPARISON BY MONTH



AL SL STCOV

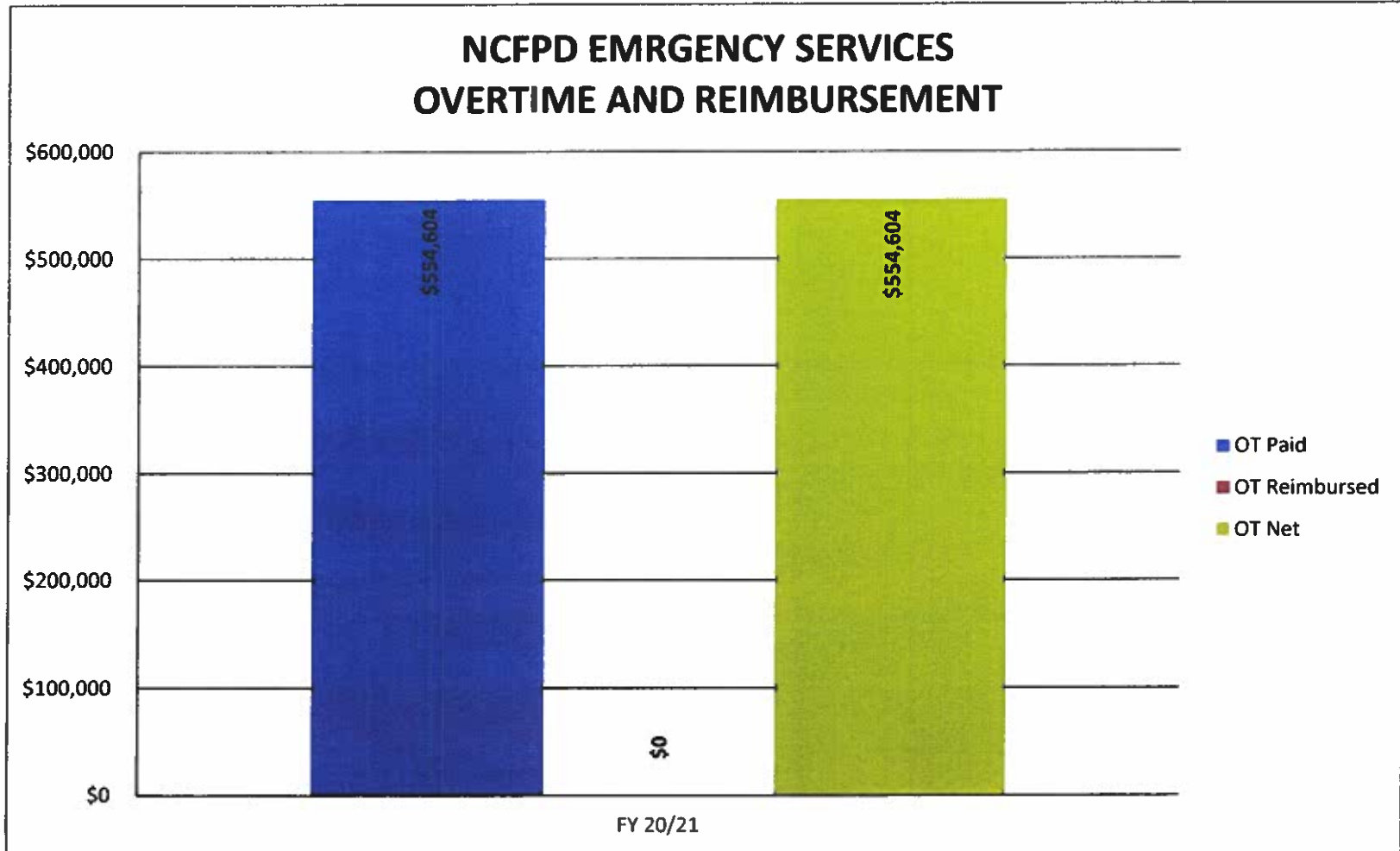
	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21
AL	6165.75	7472.50	5907.50	5435.50	1642.50
SL	3150.50	5489.50	4196.25	3526.25	580.00
Strike Team	6937.25	15632.00	8267.25	4339.50	12229.75

### 5 YR HISTORY AL-SL, STCOV



Emer Services

	FY 20/21
OT Paid	\$554,604
OT Reimbursed	\$0
OT Net	\$554,604



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**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
OPERATIONS**

**TO:** Board of Directors  
**FROM:** Operations/EMS Division  
**DATE:** Tuesday, October 27<sup>TH</sup>, 2020  
**SUBJECT:** Customer Satisfaction Survey Program, 2020 – 3<sup>rd</sup> Quarter Results

**CONSENT AGENDA**

**RECOMMENDATION:**

Review the report as submitted. In looking at the overall percentage of satisfaction with our service, our customers continue to rate their level of satisfaction overwhelmingly in the "excellent" category.

**BACKGROUND:**

This report focuses on two areas, direct feedback based on surveys sent to patients transported by North County Fire and our Service/Sympathy card program. The distribution of the survey is based on the 2020 Payer Class percentages according to our ambulance billing company, Wittman Enterprises. This quarter's customer satisfaction results incorporate surveys received from July 1<sup>st</sup>, 2020 through Sep 30<sup>th</sup>, 2020. The following is a listing of the type and number of individual payer classes that are randomly mailed surveys on a monthly basis.

<b>2020 Payer Class</b>	
Private Commercial Insurance (includes Champus/Active Duty)	26
Medi Cal	10
Medicare (includes Senior HMO)	54
Cash	10
<b>Total</b>	<b>100</b>

**DISCUSSION:**

The survey results are reported on quarterly intervals to all safety employees. The sharing of this information with all employees provides a heightened awareness regarding our customer's experience in the field. If a system or human deficiency trend is noted, the management staff will coordinate any measures necessary to correct the problem.

## Customer Satisfaction Survey Program

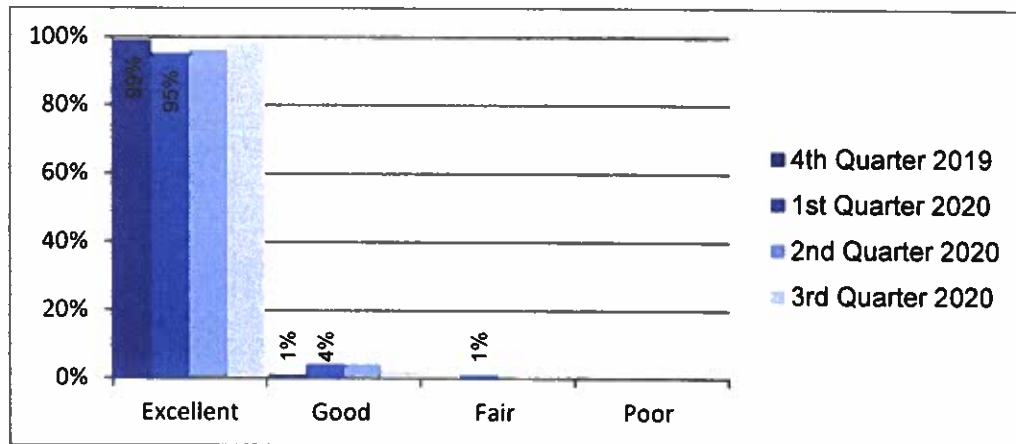
Tuesday, Oct 27, 2020

Page 2 of 3

The first section of the *Satisfaction Survey Form* evaluates the customer's overall satisfaction with our service by rating it from "Excellent" to "Poor." The second section of the form allows the customer to provide comments on their perception of the service they received. This quarter 300 surveys were mailed and 81 surveys were returned (27%).

Ninety five percent (95%), or 79, of the surveys returned indicated "excellent" customer satisfaction as indicated on the chart below:

### 2019-2020 Customer Satisfaction Results



The customer comment portion of the survey has proven to be most effective by allowing us to hear the customer's opinions or concerns firsthand, thus allowing us to mitigate any problems as quickly as possible. These comments are reported on *Attachment-A* of this report.

In order to maintain Continual Quality Improvement (CQI) for this program, the responses are reviewed for any unusual comments or areas of concern. When necessary, incident documents will be reviewed. If a poor rating or adverse report is noted, the Operations Chief reaches out to seek clarification and ultimately improve services. If indicated, this review may warrant further investigation or training to mitigate potential customer service issues.

### SERVICE/SYMPATHY CARD PROGRAM:

The District continues to utilize a Service/Sympathy Card Program to promote excellence in our emergency delivery services. This particular program allows our firefighters to correspond with our customers by personally signing and mailing "Service Cards." This post-incident program has proven invaluable in maintaining a positive relationship with our community through personal contact between our firefighters and the customers they serve. The "Sympathy Cards" are utilized in the same way by corresponding concern with a deceased patient's family.

**Customer Satisfaction Survey Program**

**Tuesday, Oct 27, 2020**

**Page 3 of 3**

The following data identifies the total number of Service and Sympathy cards completed by each crew during this report's time frame:

	<b>"A" CREW</b>	<b>"B" CREW</b>	<b>"C" CREW</b>	<b>TOTAL</b>
<b>3<sup>RD</sup> Q 2020</b>	122	131	86	339
<b>2<sup>ND</sup> Q 2020</b>	154	157	119	430
<b>1<sup>ST</sup> Q 2020</b>	90	101	84	275
<b>4th Q 2019</b>	211	121	98	430

The above numbers represent 36% of total cards sent by A Shift, 38% of total cards sent by B Shift and 26% of total cards sent by C Shift.

**FISCAL ANALYSIS:**

The increased use of Service Cards has contributed to increased expenditures in both printing and postage. Annually, the Program costs approximately \$2,000.00 to operate. It is our belief that enhanced public relations and the benefits these cards represent is worth the expenditure.

**SUMMARY:**

The North County Fire Protection District takes seriously the demeanor and professional conduct of its employees while providing emergency services. Our Customer Survey Program provides a tool to measure and quantify this area and if necessary, implement and/or modify the emergency delivery system to ensure its ability to meet customer expectations. This program, which is now in its seventeenth year, consistently reflects a high degree of satisfaction with the services delivered by the employees of the North County Fire Protection District, beginning from the request for service up to and including final mitigation of the incident.



North County Fire Protection District  
Customer Satisfaction Survey  
Third Quarter 2020  
July-September  
Attachment A



Intake Number	Date Received	Follow Up	Customer Comments
20-03-01	7/1/2020		You are the very best! Thanks for looking after my husband when he was at urgent care. Thank you also for installing early fire etc. at my unit. We have moved in the meantime. Glad we don't have to "climb" those steps anymore! Thanks again for all the great work you do for our beautiful community! When times get back to normal, will be happy to bring you all some "super nachos."
20-03-02	7/1/2020		My daughter has used the North County Fire Protection numerous times and found the men exceptional in what they do to get my daughter to the hospital. They are knowledgeable and kind and gentle and asked her good questions to determine her immediate problem. We have the most respect for them. Thank you.
20-03-03	7/1/2020		They have been very knowledgeable and kind. They don't rush my daughter and ask a lot of good questions before they leave to the hospital.
20-03-04	7/1/2020		Excellent.
20-03-05	7/9/2020		Every time the men from the fire department come out they are so kind and helpful. They took wonderful care of my husband and wanted to know what they could do for me. I appreciate them more than they will even know. God bless you for the work you do.
20-03-06	7/10/2020		They were professional, knowledgeable, and kind.
20-03-07	7/11/2020		Excellent.
20-03-08	7/15/2020		Professional, polite, prompt response and transport time. Thank you.
20-03-09	7/23/2020		No, I do not have any suggestions for improvement. I have had to call you countless times and every time has been a great experience. Re: you all, not what I was going through. Everyone was polite, professional and attentive. Thank you all for everything you have done for me over the years. There were times I didn't think I would make it but you always come through for me. Thank you again, keep up the good work.
20-03-10	7/24/2020		We have no suggestions for improvement. North County Fire Protection District employs AWESOME people. They are caring and thoughtful people. I am very thankful to have them here.
20-03-11	7/24/2020		Nope they were all fabulous and we thank everyone for the great job they do!
20-03-12	7/25/2020		Thank you!
20-03-13	7/25/2020		I cannot think of any ways to improve. The response time was extremely fast. Each member of the response teams was polite, professional, very competent, and compassionate. As soon as they arrived our stress level dropped considerably because they stabilized the patient, calmly asked questions, and transported him in a fast manner. Things could've ended up very differently had the teams not been so good at what they do. I thank god for them.
20-03-14	7/25/2020		Good.
20-03-15	7/25/2020		90-year-old person, excellent performance in all my requests in the last ten years.
20-03-16	7/25/2020		Although my father passed away, I am responding on his behalf as your team has responded several times and they are always wonderful! Thank you!





North County Fire Protection District  
Customer Satisfaction Survey  
Third Quarter 2020  
July-September  
Attachment A



Intake Number	Date Received	Follow Up	Customer Comments
20-03-17	7/27/2020		I would like to thank all who responded to my home for this 911 call. It is a pleasure to have them serve the community of Fallbrook and surrounding area. They work with great pride, professionalism, and experience. I don't know how they could have served us better. We are grateful and again, thank you very much for great service.
20-03-18	7/27/2020		No, everything was excellent. Thank you for your service.
20-03-19	7/28/2020		Excellent.
20-03-20	7/28/2020	Left Message.	The only thing I wished that didn't happen is I was sent to the wrong hospital and it was out of network. All the doctors at Palomar after the hospital stay, I was unable to keep and I had to get new ones at Scripps. The fire men were all really nice.
20-03-21	7/28/2020		The firefighters were extremely professional and took good care of my father-in-law. This particular station had been to my father-in-law's home on several occasions. Unfortunately, he has passed but we are thankful for the care provided by our local fire station. The members were well trained and disciplined.
20-03-22	7/29/2020	Satisfied.	Was O.K. Made easier if staff got insurance info before leaving patient at Emergency Room. Had to send copies of insurance cards to billing in Sacramento. Never had to do that before. I understand we are all under great stress due to COVID-10. It's okay! God bless all of you.
20-03-23	7/30/2020		Excellent.
20-03-24	8/3/2020		Excellent.
20-03-25	8/3/2020		Excellent.
20-03-26	8/3/2020		Response time was less than 15 minutes! It was a false alarm and ADT didn't get to you in time. I had contractors sawing on the deck and it set off the alarm. Thank you! Fire staff was very professional and polite.
20-03-27	8/4/2020		Following an accident in my home where I broke my left hip and arm in a fall, the fire department arrived very quickly-we were all amazed at how fast they reached our home. I cannot differentiate if there were separate services between fire and ambulance, but I received excellent care and was treated with kindness and great care for my pain level. I am thankful for your service.
20-03-28	8/4/2020		Excellent.
20-03-29	8/4/2020		So glad they came so fast. I didn't know it at the time, but I was having complications from my surgery. I had a high fever (102.8) on the way to hospital. Medic realized I was pretty sick. I also had pneumonia, and 2 fracture risks. CT Confirmed next day, also had trouble breathing. Right lung filling with fluid. Thanks to all involved in my care. Thanks for their professional care.
20-03-30	8/4/2020		In the past 2-2.5 weeks I had to call 911 four times for my husband. Each time the wonderful gentlemen that responded were so great to us. He is now home but has much healing to do. May God bless each and every one of you for what you do. We'd be lost without you.
20-03-31	8/5/2020		We appreciate that the ambulance was available for us. Thank you.



North County Fire Protection District  
Customer Satisfaction Survey  
Third Quarter 2020  
July-September  
Attachment A



Intake Number	Date Received	Follow Up	Customer Comments
20-03-32	8/8/2020		The paramedics have always been very professional. They respond quickly. Thank you.
20-03-33	8/10/2020		Excellent.
20-03-34	8/10/2020		Just perfect in every way.
20-03-35	8/10/2020		Excellent.
20-03-36	8/21/2020		Servicio? Excelente.
20-03-37	8/21/2020		Excellent and professional. I hope to never need your services again but from this experience I know your crews are fully capable. Thank you.
20-03-38	8/21/2020		Everybody was courteous, polite, and professional. Thanks so much.
20-03-39	8/21/2020		Everyone was very helpful in assisting me and helping me to stay calm. I thank everyone in my last few transports for the prompt care that I received.
20-03-40	8/21/2020		The service provided was above expectations. Response was there in approximately 5 minutes. Each individual conducted themselves in a very professional manner. And all explanations provided were easy to comprehend and provided in a courteous manner. In addition to providing the medical services required, North County then assisted the homeowner in unloading hay and placing in the barn. This assistance was beyond the scope of the call and very much appreciated. Congratulations on a job well done!
20-03-41	8/22/2020		Excellent.
20-03-42	8/22/2020		EMTs were patient, professional, kind and considerate. We thank North County Fire & the EMTs for their quick response, we are very grateful.
20-03-43	8/22/2020		They were very courteous, respectful, and professional. Thank you.
20-03-44	8/24/2020		The men and women were all very great.
20-03-45	8/24/2020		This was the second time the same guys came. They were extremely patient and kind. They were professional in answering all my questions and giving advice on how to handle everything during the COVID time. Thank you.
20-03-46	8/25/2020		The paramedics were great! Very understanding and patient with me in my condition. They were polite, compassionate and respectful. A huge thank you to all who came to my aid.
20-03-47	8/25/2020		Good.
20-03-48	8/27/2020	State Fire Fee.	Adore the young men who came to help me when I fell or who drove me to the hospital. They are all very polite, considerate, professional, kind, respectful, thoughtful and arrived in a timely manner. As for the Fallbrook Fire Protection District, I would really appreciate the money you billed me illegally after the 10/23/2007 fires. Thank you.
20-03-49	8/28/2020		They took good care of my father. Thank you for your service.
20-03-50	8/28/2020		Excellent.
20-03-51	8/28/2020		Fast and effective. But they left my outside and inside lights on. Very courteous.



North County Fire Protection District  
Customer Satisfaction Survey  
Third Quarter 2020  
July-September  
Attachment A



Intake Number	Date Received	Follow Up	Customer Comments
20-03-52	8/28/2020		Excellent.
20-03-53	8/29/2020		Excellent.
20-03-54	8/29/2020		Excellent.
20-03-55	8/31/2020		Very good service, I am doing great. Thank you.
20-03-56	8/31/2020		Excellent.
20-03-57	8/31/2020		Excellent.
20-03-58	8/31/2020		They arrived quickly. Both people were very professional.
20-03-59	9/4/2020		We don't have any suggestions for improvement. We called 911 because our son had an emergency. He was very well taken care of till the end of his life. We will always be grateful for your love towards him and for caring for him also. And for treating him and us as his parents with respect and keeping us calm and being patient with us in a difficult moment. Thank you for your hard work and for coming fast when we dialed 911 for help. Keep up the good work. Thank you.
20-03-60	9/12/2020		To residence within minutes. Provided vital tests and kept vocal contact to hospital.
20-03-61	9/16/2020		Taken by fire dept. ambulance to hospital.
20-03-62	9/23/2020		Thank you! I felt very cared for and safe. I was very scared, and they talked me through and made me feel as if I had known them forever.
20-03-63	9/24/2020		How can you evaluate the best? Your firefighters have the wings of angels. Unfortunately, for us, my husband has had 3 incidents of falling and your men have been so kind and very thorough. They are the best personnel that we have ever met. On a scale of 1 to a trillion of ratings. Even for an incident and 3 visits this year. No matter where he fell your wonderful personnel have been so kind and caring. They should receive a medal each for giving us care and love and lets not forget how the incidents were handled with kit gloves
20-03-64	9/24/2020		They were awesome and thoughtful and cared about me. It is so nice to have the North County Fire Protection District. I had the COVID19. If it wasn't for all of them who were here, I would have died. You are the best. Thank you for the get-well card I will never forget you guys!
20-03-65	9/24/2020		Excellent.
20-03-66	9/24/2020		Excellent.
20-03-67	9/25/2020		We have had to call 911 more times than we wanted to. But thank God they were always there to help us. The finest men and women we know. We have to call for help 4 times in 2 weeks and another was two days in a row. Always treated with respect and kindness. There really aren't words to express the feeling that you have when you see that beautiful red truck pull up to make everything better. Thank you from a very grateful family.



North County Fire Protection District  
Customer Satisfaction Survey  
Third Quarter 2020  
July-September  
Attachment A



Intake Number	Date Received	Follow Up	Customer Comments
20-03-68	9/25/2020		Very compassionate, knowledgeable, and professional team. Years ago, I had a mental health issue and the ambulance driver was rude and condescending. The difference between then and now is astounding. Thank you for the exceptional care.
20-03-69	9/25/2020		This past August was the first time in my life that I have ever needed to call 911! The woman who took my call was so concise while preparing me for the speedy arrival of the paramedics. The team arrived perfectly orchestrated, taking over with warm care and extreme professionalism. Happily, my husband is doing well! God bless this fine team.
20-03-70	9/25/2020		They responded very quickly and were very knowledgeable and gentle when taking my mom's vitals.
20-03-71	9/25/2020		Very kind and accommodating personnel arrived promptly. Much appreciated.
20-03-72	9/25/2020		This was my first time using 911. They made me feel comfortable and well taken care of. I felt I was in good hands. Thank you.
20-03-73	9/26/2020		I was very pleased with the quick response of the fire department. Thank you.
20-03-74	9/26/2020		Absolute professional behavior from F.D. team during their involvement. 911 operator was extremely helpful. Please congratulate all of them from us. We were fortunate. Thanks.
20-03-75	9/27/2020		Excellent.
20-03-76	9/28/2020		Excellent.
20-03-77	9/28/2020		Excellent.
20-03-78	9/28/2020		No. Everyone performed first class.
20-03-79	9/29/2020		Excellent.
20-03-80	9/29/2020		We are more than pleased with the response of NCFPD. Thank you for always being here.
20-03-81	9/29/2020		Everyone was very professional. Thank you and all the fire dept. for serving us all so well.



**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
FACILITY COMMITTEE**

**TO:** BOARD OF DIRECTORS  
**FROM:** BC KRUMWIEDE, D/C McREYNOLDS AND CHIEF ABBOTT  
**DATE:** OCTOBER 27, 2020  
**SUBJECT:** OVERVIEW OF THE DISTRICT'S FACILITIES

## **CONSENT AGENDA**

### **BACKGROUND:**

The Facilities Committee continually inspects the thirteen facilities owned by the District, identifies any maintenance or improvements needed and encourages feedback from the crews at their respective Stations. The Facilities Committee then meets and discusses the priorities and develops a plan for the next fiscal year.

The Facilities Committee has taken into account the annual budget of \$175,000 and has developed a priorities list based on these factors:

- Health and Safety Issues
- Functional Needs
- Jorgensen's report
- Facility Appearance

Each District facility was evaluated and an overall prioritized list was developed. As has happened in the past, there seems to be more needs than there are funds. This is mainly due to the age of most of our facilities and some deferred maintenance due to budget constraints.

### **DISCUSSION:**

All of the repairs and upgrades identified for the upcoming year will be funded through the Stations and Grounds portion of the Budget. This list is fluid and is continually being updated with items throughout the year that need repairing or replacing. Listed below are the anticipated facility requirements for this Fiscal Year.

#### **Station 1:**

1. Alumawood patio cover on west side
2. HVAC on east side is past its life span and could fail any day.

**OVERVIEW OF THE DISTRICT'S FACILITIES STATUS AND IMPROVEMENTS**  
**OCTOBER 27, 2020**  
*Page 2 of 3*

**Station 2:**

1. Remodel station 2
2. Bathroom remodel
3. Add a female/unisex bathroom
4. Kitchen remodel
5. Flooring
6. Remove wall in dorm for an open room
7. Add an exterior door on the dorm side
8. Exterior paint
9. Interior paint

**Station 3:**

1. Replacement of the modular
2. Perimeter fence RFP
3. Existing Station remodel RFP

**Station 3 Training Trailer:**

1. Maintain current status and remove when appropriate

**Old Station 3:**

1. Maintain current status

**Station 4:**

1. Prepare for a replacement Station
2. Surveying

**Station 5:**

1. Maintain current status

**Admin building:**

1. Repair exterior drainage issue

**Maintenance facility:**

1. Maintain current status

**Old Shop:**

1. Maintain current status

**OVERVIEW OF THE DISTRICT'S FACILITIES STATUS AND IMPROVEMENTS**  
**OCTOBER 27, 2020**  
*Page 3 of 3*

**Scout Hut:**

1. Maintain current status

**Communication Structures Ivy/Minnesota (2):**

1. Maintain current status and wait for a county facilities infrastructure grant to address the many issues with these two structures.

**FISCAL ANALYSIS:**

- The initial cost estimate for these projects is \$575,000.
- Total allocation to Structures and Grounds this year is \$175,000 for remodel, repairs and maintenance.
- The Capital Improvement Plan allocated \$400,000 towards a new modular at Station 3.

**SUMMARY:**

The goal of the Facilities Committee is to identify any maintenance or improvements needed and prioritize a list based on Health and Safety Issues, functional needs, Jorgensen's report and facility appearance. Within the limits of the budgetary constraints, the Finance Committee has allocated the available funds to meet the projects that meet the Committee and District's facilities goals.

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# NORTH COUNTY FIRE PROTECTION DISTRICT

OPERATIONS DIVISION

**TO:** BOARD OF DIRECTORS  
**FROM:** DIVISION CHIEF MAHR AND CHIEF ABBOTT  
**DATE:** OCTOBER 27, 2020  
**SUBJECT:** AMBULANCE FEE SCHEDULE ADOPTION

## **ACTION AGENDA**

### **RECOMMENDATION:**

The Board review and adopt Resolution 2020-13, the attached Ambulance Fee Schedule (Exhibit "A") and Ambulance Transport Revenue Policy.

### **BACKGROUND:**

For the purpose of cost recovery, statute allows public entities to charge for emergency medical services (EMS). This may be accomplished by cost recovery based upon a full cost basis or alternatively, by charging a "reasonable fee." The District currently charges users of the Districts paramedic ambulance services for services rendered.

Historically, the District's EMS fees have been that of regional average as compared to other fire-based EMS transporting agencies within San Diego County. In August 2020, the Board voted to incrementally raise the Districts EMS fees to that of regional average of all transporting EMS providers within San Diego County, in order to capture total costs of providing EMS to include first response and infrastructure.

### **DISCUSSION:**

The District conducted a review to determine the total rate increase to regional average of all EMS transporting providers within San Diego County and then divided it into the Board approved increments of two-thirds of the total increase by December 31, 2020, with the last one-third to be implemented no later than October 2021. By approval of the proposed resolution, the first (two-thirds) rate increase will occur on November 1, 2020.

### **FISCAL ANALYSIS:**

By October 2021, once both rate increases have been fully implemented, the District anticipates a net annual increase in EMS and ambulance transportation revenue of up to Two Hundred and Forty Thousand Dollars (\$240,000.00).

### **SUMMARY:**

In accordance with our regional rate analysis and Board directive, Staff recommends approval of Resolution 2020-13, the rate increases as contained in Exhibit "A" of the Resolution and the Ambulance Transport Revenue Policy. The adoption of these rates and the subsequent rate increase in October 2021, will bring the District's EMS fees to regional average of all EMS transport providers within San Diego County.



# NORTH COUNTY FIRE PROTECTION DISTRICT

## RESOLUTION NO. 2020-13

RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, AMENDING THE CURRENT FEE SCHEDULE FOR EMERGENCY AND NON-EMERGENCY MEDICAL SERVICES AND TRANSPORTATION

**WHEREAS**, the North County Fire Protection District provides emergency and non-emergency services as part of the operation of the fire district; and

**WHEREAS**, the rules and regulatory fees and charges for services and transportation have previously been established for the operation of these services; and

**WHEREAS**, under the authority of the Health and Safety Code Section 13916, a District may charge a fee to cover the cost of any service which the District provides or the cost of enforcing any regulation for which the fee is charged; and

**WHEREAS**, it has been necessary to revise these rules, regulations, fees and charges from time to time on the recommendations of the Fire Chief/CEO and the Operations Chief; and

**WHEREAS**, the adoption of this fee schedule is required to recover the costs of providing emergency medical services, including pharmaceuticals, supplies, equipment and infrastructure charges from the users thereof to maintain an effective EMS Delivery System; and

**WHEREAS**, the fee structure was last changed in October of 2018 by Resolution; and

**WHEREAS**, the analysis of the current fee schedule indicates that an increase in the fees and rates is warranted. The rate of user fees shall be that which is usual, customary and reasonable based upon the regional averages obtained from the most recent rate survey of 9-1-1 ambulance providers within San Diego County as set forth in "Exhibit A"; and

**WHEREAS**, the Board of Directors of the North County Fire Protection District desires at this time and based on the findings submitted, deems it in the best public interest to increase EMS fees as set forth in "Exhibit A" (incorporated as a part of this Resolution) to become effective **October 27, 2020**;

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

1. The above recitations are true;
2. The Board of Directors hereby approves the Fee Schedule for the Emergency Medical Services, attached hereto and made part thereof as "Exhibit A" to this Resolution and which is incorporated by this reference;



# NORTH COUNTY FIRE PROTECTION DISTRICT

## RESOLUTION No. 2020-13

RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, AMENDING THE CURRENT FEE SCHEDULE FOR EMERGENCY AND NON-EMERGENCY MEDICAL SERVICES AND TRANSPORTATION

3. That Resolution 2020-13 supersedes Resolution 2018-20.

**APPROVED, SIGNED AND ADOPTED** by the Board of Directors, North County Fire Protection District, County of San Diego, State of California, on this **27<sup>th</sup> day of October, 2020**, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**RECUSED:**

\_\_\_\_\_  
Fred Luevano, Board President

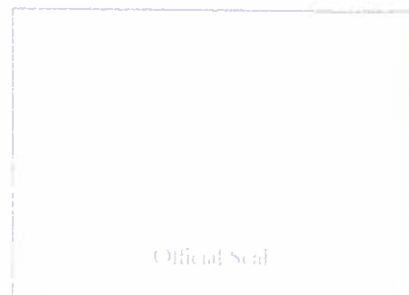
**ATTEST:**

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of the Resolution duly and regularly adopted by the Board of Directors of the North County Fire Protection District thereof held on the **27<sup>th</sup> day of October, 2020**, and that the same now appears on record in my office.

**IN WITNESS THEREOF**, I hereunto set my hand and affixed by official seal this **27<sup>th</sup> day of October, 2020**.

*Loren A. Stephen-Porter*

\_\_\_\_\_  
Loren Stephen-Porter, Board Secretary





# NORTH COUNTY FIRE PROTECTION DISTRICT

## RESOLUTION No. 2020-13

RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, AMENDING THE CURRENT FEE SCHEDULE FOR EMERGENCY AND NON-EMERGENCY MEDICAL SERVICES AND TRANSPORTATION - **EXHIBIT "A"**

### EMERGENCY MEDICAL SERVICES FEES

**1. RESPONSE/TRANSPORT FEE:**

Emergency ALS Base Transport Fee	\$12661941
Emergency ALS Base Transport - Non-Resident	\$14562048
Emergency ALS 2 Transport Fee	\$12872077
Emergency ALS 2 Transport Fee - Non-resident	\$15192197
Emergency BLS Transport Fee	\$10551337
Emergency BLS Transport - Non-Resident	\$12241428
ALS Treatment, Non-transport – Resident	\$211
ALS Treatment, Non-transport – Non-Resident	\$232
ALS Treatment, Non-transport CPR - Resident	\$601814
ALS Treatment, Non-transport CPR - Non-Resident	\$665840
ALS Treatment, Non-transport Level II Trauma	\$643
ALS Treatment, Non-transport Level II Trauma - Non-Resident	\$717
Mileage (per loaded mile or fraction)	\$23.2133.82

**2. SUPPLIES/PHARMACEUTICALS/EQUIPMENT:**

Level I Disposables Bundle (ALS, BLS, T&R)	\$124127
Level II Disposables Bundle (ALS2)	\$238244
Oxygen	\$71102
EKG	\$3537

**3. Miscellaneous CHARGES:**

Night Charge	\$4261
Admin/Continuous Quality Improvement (CQI)	\$130

**4. STANDBY: All Stand-by Charges are as defined and provided in the Fire Prevention Service Fee Schedule.**

PERSONNEL	PARAMEDIC	EMT	ADDED ADMINISTRATIVE FEE
Career	Top Step Eng / Medic Hourly Rate	Top Step Eng. Hourly Rate	20% Composite Rate
Reserve	N/A	\$20.55/Rate	20% Of Composite Rate

**5. RESOLUTION:**

All patients shall receive an invoice for services. The Fire Chief or his/her designee shall have the authority to adjust ambulance transportation fees billed to a patient(s) in order to resolve any disputes, legal settlements, Worker's Compensation claims or to maintain the good reputation and/or will of the District. Said reductions shall be retained by the billing service provider and be made available upon demand. NCFPD employees or retired members shall receive ALS/BLS services at no charge.



# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

ADMINISTRATION  
BUDGET MANAGEMENT  
TAXES & REVENUE

SECTION 218.08

July 23, 1999 October 27, 2020

Page 1 of 2

### AMBULANCE TRANSPORT REVENUE

#### 1.0. PURPOSE:

- 1.1. To describe the procedures for establishing, billing and collecting ambulance transport revenue.

#### 2.0. POLICY:

- 2.1. ~~As established in the Major Departmental Programs policy,~~ The District operates and maintains an ambulance transportation program and as such, shall establish and collect from private citizens for any and all such services rendered. All rates for such services and supplies shall be established by the North County Fire Protection District Board of Directors. It shall be the policy of the District to *not* charge current and retired District employees for ambulance services.

#### 3.0. PROCEDURE:

- 3.1. ESTABLISHMENT OF SERVICE RATES: The Board of Directors shall establish current rates for services and supplies.

- 3.2. SERVICES: The process for determining services (base rate, mileage, procedures) shall be based upon an average of the current rates billed by ~~like agencies~~ 9-1-1 ambulance service providers ~~(within San Diego County industry standard)~~. Service rates shall be established for residents of the District and non-residents, and for emergency and non-emergency responses. Additionally, rates shall be established for treatment and release. Citizens residing outside District boundaries shall be charged a non-resident rate, unless otherwise specified by contract.

- 3.3. SUPPLIES/PHARMACEUTICALS: Billing rates for expendable supplies and pharmaceuticals are based upon the total retail cost of the item, including sales tax, plus 50%. When supplies are grouped together and billed as a service (i.e. intubation, IV, etc.), the service fee is determined by calculating the total cost of all supplies required to perform the standard service, plus 50%.

- 3.4. AMBULANCE BILLING: ~~All pertinent medical records (PPR, Supply and Billing sheets, First Responder Claim Fund forms, and face sheets) are~~



# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

ADMINISTRATION  
BUDGET MANAGEMENT  
TAXES & REVENUE

SECTION 218.08  
July 23, 1999 October 27, 2020  
Page 2 of 2

### AMBULANCE TRANSPORT REVENUE

~~submitted to Communications for initial processing. Communications will enter the critical transportation data into the billing database to maintain a record of the transport Utilizing the Districts Electronic Patient Care Report (ePCR) software. Completed and compiled billing information will then be forwarded to the District's contract billing agency (currently Critical Care Specialty Billing). This billing agency will in turn bill the individual patient and/or the designated medical insurance carrier. Refer to the Billing Information Collection policy and First Responder Claim Fund policy for more information.~~

- 3.5. PAYMENTS: ~~By contract, the District's billing agency, by contract, supplies Bookkeeping- Finance with weekly- monthly deposits Accounts Receivable Reconciliation, which exist as a compilation of payment checks issued by the insurer and/or private party.~~
- 3.6. COLLECTIONS: ~~Checks returned due to "insufficient funds" are forwarded to the District's contract billing agency, which will in turn re activate the affected party's account.~~ The billing agency handles all collection services, and returns a portion of the collected total bill to the District, less a collection fee.
- 3.7. DEPOSITS: ~~Weekly- Regular~~ payments are deposited in the Districts Accounts Receivable account, ~~currently administered by Inland Empire National Bank~~ . Per Board direction, this account shall maintain a \$5,000 minimum balance. ~~On a monthly basis~~ As necessary, monies in this account (in excess of \$5,000) are transferred from this account to the ~~general operating fund~~ Accounts Payable, ~~via cash deposit into the County of San Diego Investment Fund.~~

**PROOF OF PUBLICATION  
(2010 & 2011 C.C.P.)**

**PUBLIC NOTICES**

**NOTICE IS HEREBY GIVEN THAT THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, 330 South Main Avenue, Fallbrook, California, County of San Diego, will conduct a Public Hearing on Tuesday, October 27, 2020, at a time certain of 4:15 p.m. or as soon thereafter as such matter can be heard, at the Fallbrook Public Utility District, 990 E. Mission Road, Fallbrook, California, OR alternatively, if COVID-19 meeting restrictions continue to apply, the public hearing will be TELEPHONIC, to discuss and approve modification to the fee structure for Emergency Medical Services. The potential rate modification is due to the increased cost of operating Emergency Medical Services and ambulance transport services in the greater Fallbrook, Bonsall and Rainbow area. Members of the public will have an opportunity to make public comment pertaining to the adoption of this fee structure. A copy of the suggested fee schedule may be obtained via fax or email by contacting Division Chief Kevin Mahr by phone at (760) 723-2015, via email at kmahr@ncfire.org, or it may be picked up in person at the District Office, located at 330 S. Main Avenue, Fallbrook, California, 92028, between 7:00 a.m. and 4:00 p.m., Monday through Friday.**

**STATE OF CALIFORNIA  
County of San Diego**

I am a citizen of the United States and a resident of the County aforesaid: I am over the age of eighteen years and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of

**The San Diego Union Tribune**

Formerly known as the North County Times and UT North County and which newspaper has been adjudicated as a newspaper of general circulation by the Superior Court of the County of San Diego, State of California, for the City of Oceanside and the City of Escondido, Court Decree numbers 171349 & 172171, for the County of San Diego, that the notice of which the annexed is a printed copy (set in type not smaller than nonpariel), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

**September 25<sup>th</sup> & October 2<sup>nd</sup>, 2020**

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

**Dated at TEMECULA, California this  
2<sup>nd</sup>, day October, 2020**

*Jane Allshouse*  
**Jane Allshouse**

**The San Diego Union Tribune Legal Advertising**

Kevin Mahr, Division Chief - Operations  
North County Fire Protection District  
330 S. Main Avenue, Fallbrook, California, 92028-2938  
(760) 723-2015

**NOTICE IS ALSO HEREBY GIVEN THAT THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, 330 South Main Avenue, Fallbrook, California, County of San Diego, will conduct a Public Hearing on Tuesday, October 27, 2020, at a time certain of 4:25 p.m. or as soon thereafter as such matter can be heard, at the Fallbrook Public Utility District, 990 E. Mission Road, Fallbrook, California, OR alternatively, if COVID-19 meeting restrictions continue to apply, the public hearing will be TELEPHONIC, to discuss and consider modification of the Cost Recovery Program. The Program permits the District to recover certain response costs and the modification will be to add recovery for false alarms and other related incidents. Members of the public will have an opportunity to make public comment pertaining to the modification of this Recovery Cost schedule. A copy of the suggested schedule may be obtained via fax or email by contacting Division Chief Kevin Mahr by phone at (760) 723-2015, via email at kmahr@ncfire.org, or it may be picked up in person at the District Office, located at 330 S. Main Avenue, Fallbrook, California, 92028, between 7:00 a.m. and 4:00 p.m., Monday through Friday.**

**NOTICE IS FURTHER GIVEN THAT THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, 330 South Main Avenue, Fallbrook, California, County of San Diego, will conduct a Public Hearing on Tuesday, October 27, 2020, at a time certain of 4:35 p.m. at the Fallbrook Public Utility District, 990 East Mission Road, Fallbrook, California, or as soon thereafter as such matter can be heard, OR alternatively, if COVID-19 meeting restrictions continue to apply, the public hearing will be TELEPHONIC, to discuss and approve the updated Fire Prevention Fee Schedule. The Fire Prevention Ordinance imposes fees for services provided by the Fire Prevention Bureau for plan review, inspection, land divisions and annual permits for certain occupancies and processes. Members of the public will have an opportunity to make public comment pertaining to the adoption of this schedule. A copy of this fee schedule may be obtained from the Fire Prevention Bureau of the North County Fire Protection District Headquarters Fire Station at 330 S. Main Avenue in Fallbrook, California, between 7:00 a.m. and 4:00 p.m. Monday through Friday, or may be obtained by fax or email by contacting Fire Marshal Dominic Fierl by phone at (760) 723-2010 or email at dferl@ncfire.org.**

Dominic Fierl, Fire Marshal  
North County Fire Protection District  
330 S. Main Avenue, Fallbrook, California, 92028-2938  
(760) 723-2010

**BY ORDER OF THE BOARD OF DIRECTORS OF  
THE NORTH COUNTY FIRE PROTECTION DISTRICT.**

Loren Stephen-Porter  
Board Secretary  
Dated: September 22, 2020

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**NORTH COUNTY FIRE  
PROTECTION DISTRICT**

**OPERATIONS DIVISION**

**TO:** BOARD OF DIRECTORS  
**FROM:** DIVISION CHIEF MAHR AND CHIEF ABBOTT  
**DATE:** OCTOBER 27, 2020  
**SUBJECT:** COST RECOVERY SCHEDULE AND POLICY ADOPTION

**ACTION AGENDA**

**RECOMMENDATION:**

The Board review and approve Resolution 2020-14, attached Cost Recovery Fee Schedule (Exhibit "A") and Cost Recovery Policy.

**BACKGROUND:**

Under the authority of the Health and Safety Code § 13916, a district board may charge a fee to cover the cost of any service which the District provides. Furthermore, the California Vehicle Code (CVC §§17300-17303) allows fire agencies to recover costs related to response for incidents that occur on a public highway. As a result, in April of 2009, North County Fire Protection District instituted a Cost Recovery Program from which the District has been only seeking cost recovery from vehicle accidents.

**DISCUSSION:**

In August of 2020, the Board voted to expand the Districts cost recovery potential to include seeking cost recovery for responses to false alarms. If approved, Resolution 2020-14 will supersede Resolution 2018-16 and allow the District to seek cost recovery for a wider range of responses, which includes the proposed False Alarm Fee Schedule within Exhibit A.

**FISCAL ANALYSIS:**

With the adoption of Resolution 2020-14 it is estimated that the District could realize an additional \$9,000.00 in new revenue.

**SUMMARY:**

Staff recommends that the Board adopt Resolution 2020-14, the attached Fee Schedule in Exhibit A, and the Cost Recovery Policy to expand the Cost Recovery Program as outlined.

# NORTH COUNTY FIRE PROTECTION DISTRICT

## RESOLUTION 2020-14

### A RESOLUTION MODIFYING THE ESTABLISHED PROGRAM TO RECOVER COSTS FOR RESPONSE BY THE NORTH COUNTY FIRE PROTECTION DISTRICT TO CERTAIN INCIDENTS



**WHEREAS**, the North County Fire Protection District's **emergency** response activity to incidents ~~on the highways~~ continues to increase each year; Environmental Protection requirements involving equipment and training and Homeland Security regulations involving equipment and training, create additional demands on all operational aspects of the North County Fire Protection District; and

**WHEREAS**, the North County Fire Protection District has investigated different methods to maintain a high level of quality of emergency service capability throughout times of constantly increasing service demands and decreasing revenue while maintaining an effective response by the North County Fire Protection District; and

**WHEREAS**, cost effective, specific response costs to users decreases the costs of incidents to insurance carriers through timely and effective management of emergency situations, saving lives and reducing property damage; and

~~WHEREAS, a district board may charge a fee to cover the cost of any service which the district provides or the cost of enforcing any regulation for which the fee is charged; and~~

**WHEREAS**, under the authority of the Health and Safety Code Section 13916, a District may charge a fee to cover the cost of any service which the District provides or the cost of enforcing any regulation for which the fee is charged; and

**WHEREAS**, the California Vehicle Code (CVC 17300-17303) allows fire departments to recover costs incurred responding to motor vehicle accidents; including response equipment and manpower to secure, cleanup and/or dispose of any hazardous waste; and

**WHEREAS**, the Board of Directors of the North County Fire Protection District desires to implement a fair and equitable procedure by which to recover said ~~MVA~~ costs and shall establish a billing system in accordance with applicable laws, regulations and guidelines.

**NOW, THEREFORE, LET IT BE RESOLVED BY THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT:**

**SECTION 1:** The North County Fire Protection District has initiated a Cost Recovery Program for the delivery of Fire and Rescue Services, personnel, supplies and equipment to the scene of ~~motor vehicle accidents and other~~ **emergency** incidents ~~on the highways~~ occurring within the District. The rate of user fees shall be that which is usual, customary and reasonable (UCR) as shown in "EXHIBIT A," which may include any services, personnel, supplies and equipment and with baselines established by addendum to this document. ~~The Cost~~

# NORTH COUNTY FIRE PROTECTION DISTRICT

## RESOLUTION 2020-14

### A RESOLUTION MODIFYING THE ESTABLISHED PROGRAM TO RECOVER COSTS FOR RESPONSE BY THE NORTH COUNTY FIRE PROTECTION DISTRICT TO CERTAIN INCIDENTS



Recovery Program will apply to all responses to motor vehicle incidents occurring within the District.

**SECTION 2:** For motor vehicle accidents tThe cost recovery fee shall be filed with the responsible party's motor vehicle insurance carrier, representing the cost of the claim to damages of the vehicles, property and/or injuries. In the event services are required relating to utilities causing safety problems to highway areas and if the area is deemed unsafe by emergency responders, the same billing process shall apply to said utility, whose equipment related problems cause an emergency services response. The claim costs shall be filed with the insurance carrier of the owner of a vehicle, owner of property or responsible party/parties[~~KM1~~],[~~LS2~~]

**SECTION 3:** The North County Fire Protection District Board of Directors authorizes the Fire Chief/CEO to take the necessary steps to continue this Cost Recovery Program, including development and amendment of the necessary policies and procedures and continuing/entering into a contract(s) with billing services to perform the actual cost recovery activity.

**SECTION 4:** The modification of this Cost Recovery Program shall take effect immediately and Resolution ~~2019-16~~ 2020-14 supersedes Resolution ~~2018-16~~ 2019-16.

**PASSED, ADOPTED AND SIGNED** by the Board of Directors, North County Fire Protection District, County of San Diego, State of California, on this **27<sup>th</sup> day of October, 2020**, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**RECUSED:**

\_\_\_\_\_  
Fred Luevano, Board President

**NORTH COUNTY FIRE PROTECTION DISTRICT**

**RESOLUTION 2020-14**

**A RESOLUTION MODIFYING THE ESTABLISHED PROGRAM TO  
RECOVER COSTS FOR RESPONSE BY THE  
NORTH COUNTY FIRE PROTECTION DISTRICT TO CERTAIN INCIDENTS**



**ATTEST:**

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of the resolution duly and regularly adopted by the Board of Directors of the North County Fire Protection District thereof held \_\_\_\_\_ on \_\_\_\_\_ the 27<sup>th</sup> day of **October, 2020**, and that the same now appears on record in my office.

**IN WITNESS THEREOF**, I hereunto set my hand and affixed by official seal this 27<sup>th</sup> day of **October, 2020**.

\_\_\_\_\_  
Loren A. Stephen-Porter, Board Secretary

# NORTH COUNTY FIRE PROTECTION DISTRICT



## RESOLUTION 2020-14

### A RESOLUTION MODIFYING THE ESTABLISHED PROGRAM TO RECOVER COSTS FOR RESPONSE BY THE NORTH COUNTY FIRE PROTECTION DISTRICT TO CERTAIN INCIDENTS

#### **"EXHIBIT A"**

### **MOTOR VEHICLE INCIDENTS**

**1. LEVEL 1 - \$494.00:**

Provide hazardous materials assessment and scene stabilization. This will be the most common "billing level." This occurs almost every time the fire department responds to an accident/incident.

**2. LEVEL 2 - \$562.00:**

Includes Level 1 services as well as clean up and material used (sorbents) for hazardous fluid clean up and disposal. Will bill at this level if the fire department has to clean up any gasoline or other automotive fluids that are spilled as a result of the accident/incident.

**3. LEVEL 3 – CAR FIRE - \$687.00:**

Provide scene safety, fire suppression, breathing air, rescue tools, hand tools, hose, tip use, foam, structure protection, and clean up gasoline or other automotive fluids that are spilled as a result of the accident/incident.

### **ADD-ON SERVICES:**

**4. EXTRICATION - \$1,483.00:**

Includes heavy rescue tools, ropes, airbags, cribbing etc. This charge will be added if the fire department has to free/remove anyone from the vehicle(s) using any equipment. Will not bill at this level if the patient is simply unconscious and fire department is able to open the door to access the patient. This level is to be billed only if equipment is deployed.

**5. CREATING A LANDING ZONE - \$454.00:**

Includes Air Care (multi-engine company response, mutual aid, helicopter). Will bill at this level any time a helicopter landing zone is created and/or is utilized to transport the patient(s).

**6. ITEMIZED RESPONSE:**

Bill each incident as an independent event with custom mitigation rates, for each incident using, itemized rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus, per personnel, plus products and equipment used.

# NORTH COUNTY FIRE PROTECTION DISTRICT



## RESOLUTION 2020-14

### A RESOLUTION MODIFYING THE ESTABLISHED PROGRAM TO RECOVER COSTS FOR RESPONSE BY THE NORTH COUNTY FIRE PROTECTION DISTRICT TO CERTAIN INCIDENTS

#### "EXHIBIT A"

#### 7. ADDITIONAL TIME ON-SCENE (for all levels of service):

- 6.1. Engine billed at \$455 per hour.
- 6.2. Truck billed at \$568 per hour.
- 6.3. Miscellaneous equipment billed at \$341.

#### **HAZ-MAT**

#### 1. LEVEL 1 - BASIC RESPONSE - \$796.00:

Claim will include engine response, first responder assignment, perimeter establishment, evacuations, set-up and command.

#### 2. LEVEL 2 - INTERMEDIATE RESPONSE - \$2,842.00:

Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, set-up and command, Level A or B suit donning, breathing air and detection equipment. Set-up and removal of DECON center.

#### 3. LEVEL 3 - ADVANCED RESPONSE - \$6,707.00:

Claim will include engine response, first responder assignment, hazmat certified team and appropriate equipment, perimeter establishment, evacuations, first responder set-up and command, Level A or B suit donning, breathing air and detection equipment and robot deployment. Set-up and removal of DECON center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene. Includes 3 hours of on scene time - **each additional hour @ \$336.00 per HAZMAT team.**

#### 4. ADDITIONAL TIME ON-SCENE (FOR ALL LEVELS OF SERVICE):

- 4.1. Engine billed at \$455 per hour.
- 4.2. Truck billed at \$568 per hour.
- 4.3. Miscellaneous equipment billed at \$341.

# NORTH COUNTY FIRE PROTECTION DISTRICT



## RESOLUTION 2020-14

### A RESOLUTION MODIFYING THE ESTABLISHED PROGRAM TO RECOVER COSTS FOR RESPONSE BY THE NORTH COUNTY FIRE PROTECTION DISTRICT TO CERTAIN INCIDENTS

#### **"EXHIBIT A"**

#### **FIRE INVESTIGATION**

*(The claim begins when the Fire Investigator responds to the incident and is billed for logged time only.)*

#### **1. FIRE INVESTIGATION TEAM - \$313.00 PER HOUR:**

##### **INCLUDES:**

- 1.1. Scene Safety;
- 1.2. Investigation;
- 1.3. Source Identification;
- 1.4. K-9/Arson Dog Unit;
- 1.5. Identification Equipment;
- 1.6. Mobile Detection Unit; and
- 1.7. Fire Report.

#### **FIRES**

*(This will be the most common "billing level." This occurs almost every time the fire department responds to this type of incident.)*

#### **1. ASSIGNMENT - \$455.00 PER HOUR, PER ENGINE / \$568.00 PER HOUR, PER TRUCK:**

- 1.1. Scene Safety;
- 1.2. Investigation;
- 1.3. Fire/Hazard Control.

#### **ILLEGAL FIRES**

#### **1. ASSIGNMENT - \$455.00 PER HOUR, PER ENGINE / \$568.00 PER HOUR, PER TRUCK:**

#### **2. FOR THE PURPOSES OF THIS SECTION, AN ILLEGAL FIRE IS DEFINED AS:**

- 2.1. When a fire is started by any person or persons that requires a fire department response during a time or season when fires are regulated or controlled by local or state rules, provisions or ordinances because of pollution or fire danger concerns, such person or persons will be liable for the fire department response at a cost not to exceed the actual expenses incurred by the fire department to respond and contain the fire.
- 2.2. Similarly, if a fire is started where permits are required for such a fire and the permit was not obtained and the fire department is required to respond to contain the fire,

# NORTH COUNTY FIRE PROTECTION DISTRICT



## RESOLUTION 2020-14

### A RESOLUTION MODIFYING THE ESTABLISHED PROGRAM TO RECOVER COSTS FOR RESPONSE BY THE NORTH COUNTY FIRE PROTECTION DISTRICT TO CERTAIN INCIDENTS

#### **"EXHIBIT A"**

the responsible party will be liable for the response at a cost not to exceed the actual expenses incurred by the fire department. The actual expenses will include direct labor, equipment costs and any other costs that can be reasonably allocated to the cost of the response.

#### ***WATER INCIDENTS***

1. **Level 1 - Basic Response - Billed at \$455 plus \$57 per hour, per rescue person:**

Claim will include engine response, first responder assignment, perimeter establishment, evacuations, first responder set-up and command, scene safety and investigation (including possible patient contact, hazard control). This will be the most common "billing level". This occurs almost every time the fire department responds to a water incident.

2. **Level 2 - Intermediate Response - Billed at \$909 plus \$57 per hour, per rescue person:**

Includes Level 1 services as well as clean up and material used (sorbents), minor hazardous clean up and disposal. We will bill at this level if the fire department has to clean up small amounts of gasoline or other fluids that are spilled as a result of the incident.

3. **LEVEL 3 - ADVANCED RESPONSE - BILLED AT \$2,274 PLUS \$57 PER HOUR PER RESCUE PERSON, PLUS \$114 PER HOUR PER HAZMAT TEAM MEMBER:**

Includes Level 1 and Level 2 services as well as D.A.R.T. activation, donning breathing apparatus and detection equipment. Set up and removal of DECON center, detection equipment, recovery and identification of material. Disposal and environment clean up. Includes above in addition to any disposal rates of material and contaminated equipment and material used at scene.

#### ***BACK COUNTRY OR SPECIAL RESCUE***

1. **Itemized Response:** Each incident will be billed with custom mitigation rates deemed usual, customary and reasonable (UCR). These incidents will be billed, itemized per apparatus per hour, per trained rescue person per hour, plus rescue products used.



# NORTH COUNTY FIRE PROTECTION DISTRICT



## RESOLUTION 2020-14

### A RESOLUTION MODIFYING THE ESTABLISHED PROGRAM TO RECOVER COSTS FOR RESPONSE BY THE NORTH COUNTY FIRE PROTECTION DISTRICT TO CERTAIN INCIDENTS

#### **"EXHIBIT A"**

- 1.1. **Minimum billed \$455 for the first response vehicle plus \$57 per rescue person.**
- 1.2. **Additional rates of \$455 per hour per response vehicle and \$57 per hour per rescue person.**
2. **CHIEF RESPONSE - BILLED AT \$284 PER HOUR:**

This includes the set-up of Command and providing direction of the incident. This could include operations, safety and administration of the incident.

3. **MISCELLANEOUS/ADDITIONAL TIME ON-SCENE:**
  - 3.1. Engine billed at \$455 per hour.
  - 3.2. Truck billed at \$568 per hour.
  - 3.3. Miscellaneous equipment billed at \$341.

#### *False Alarm Cost Recovery*

1. **ITEMIZED RESPONSE:** The False Alarm cost recovery fee assesses individuals whose alarm systems generate an excessive number of False Alarms responded to by the District. There is a graduating scale for continued False Alarms. In determining the number of false alarms that have occurred, the District shall only consider False Alarms that have occurred within on an annual basis, in the previous twelve (12) calendar months.

FALSE ALARM RESPONSE	RESPONSE FEE
1 <sup>st</sup> Response	No Charge
2 <sup>nd</sup> Response	\$100
3 <sup>rd</sup> Response	\$200
4 <sup>th</sup> Response	\$300
5 <sup>th</sup> Response and greater	\$500

# NORTH COUNTY FIRE PROTECTION DISTRICT



## RESOLUTION 2020-14

### A RESOLUTION MODIFYING THE ESTABLISHED PROGRAM TO RECOVER COSTS FOR RESPONSE BY THE NORTH COUNTY FIRE PROTECTION DISTRICT TO CERTAIN INCIDENTS

#### **"EXHIBIT A"**

### ***ANNUAL CHARGE ADJUSTMENTS***

#### **1. ANNUAL ADJUSTMENT OF CHARGES:**

- 1.1. The charges identified in this Resolution will be increased annually on July 1<sup>st</sup> in an amount equal to the CPI-Urban index for San Diego (CPI-U, San Diego) as published the preceding January by the Bureau of Labor Statistics; and then rounded up to the nearest ten-dollar (\$10) increment. This adjustment is not to exceed the regional average of increase.



# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

ADMINISTRATION  
BUSINESS MANAGEMENT  
TAXES AND REVENUE

SECTION 218.10  
~~JULY 26, 2011~~ OCTOBER 27, 2020  
PAGE 1 OF 3

### COST RECOVERY

#### 1.0. PURPOSE:

- 1.1. To increase public awareness of the need to avoid negligent acts and violations of local, state, and federal laws.
- 1.2. To provide a procedure for the timely reimbursement for expenses incurred by the District for mitigating cost recoverable incidents.

#### 2.0. POLICY:

- 2.1. It shall be the policy of the North County Fire Protection District to pursue collection of funds expended by the North County Fire Protection District because of an emergency or other incident caused by a negligent or unlawful act and to recover costs for services. For reimbursement of salaries because of strike team responses or worker's compensation claims, Refer to the Salary Reimbursement Policy.
- 2.1.1. In cases of motor vehicular accidents, the District will only seek cost recovery from the at-fault responsible party via their insurance carrier. The District may seek reimbursement from the responsible party for all other cost-recoverable incidents. Inasmuch as all California motor vehicle drivers are required to carry insurance, uninsured drivers will receive a claim notification. Such uninsured driver cases are not to be forwarded to collection agencies.

#### 3.0. AUTHORITY:

- 3.1. The District recovers suppression costs under the authority of the Health and Safety Code Section 13009. This Section allows the District to be reimbursed for mitigating an incident when any person who negligently or in violation of law sets a fire, allows a fire to be set, or allows a fire kindled or attended by him/her to escape onto forestlands, range or grass lands. Additionally, under the authority of the Health and Safety Code §13916, a district board may charge a fee to cover the cost of any service which the District provides or the cost of enforcing any regulation for which the fee is charged.
- 3.2. The California Vehicle Code § 17300 requires owners of motor vehicles to assume liability "for the reasonable cost of necessary safety precautions, including, but not limited to, warning traffic, the removal of debris resulting from accidents, the removal of any materials, or providing detours. Local authorities, with respect to highways under their respective jurisdictions, may present claims for liability under this section, bring actions for recovery."



# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

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### COST RECOVERY

3.3. Such a charge will constitute a debt of such person and is collectable by the District incurring such expense in the same manner as in a case of obligation under a contract, expressed or implied.

#### 4.0. PROCEDURE:

4.1. INITIATING ACTION: Examples of incidents which would fall within cost recovery are:

- 4.1.1. Fire hydrant damaged by a citizen's vehicle;
- 4.1.2. Mowing without proper equipment;
- 4.1.3. Unlawful discharge of fireworks resulting in a fire or injury;
- 4.1.4. Intentionally set fires (arson) including juveniles playing with fire;
- 4.1.5. Unlawful disposal or handling of hazardous chemicals, waste, material, resulting in spill or contamination;
- 4.1.6. Violations of fire prevention regulations which resulted in a response by the District to abate or mitigate the hazard;
- 4.1.7. Malicious or repeated false alarms;
- 4.1.8. Accidents as a result of driving under the influence of drugs or alcohol;
- 4.1.9. Vehicle accidents with an 'at fault' party;
- 4.1.10. Inadequate control of open burning;
- 4.1.11. Trespassing in fire closure area resulting in a fire;
- 4.1.12. Unsafe or negligent act resulting in a fire or injury;
- 4.1.13. Power line or utility related fires;
- 4.1.14. Fire Investigation;
- 4.1.15. Water Related Incidents; or
- 4.1.16. Back Country or Special Rescue Related Incidents.

#### 4.2. COLLECTION OF INFORMATION:



# NORTH COUNTY FIRE PROTECTION DISTRICT

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### COST RECOVERY

- 4.2.1. At the scene of ~~the~~ a motor vehicle accident-related incident, the first due Company Officer or his/her designee shall obtain ~~Automobile~~ insurance information from the involved party or from the investigating law enforcement agency.
- 4.2.2. Where multiple parties are involved, the Company Officer may get insurance information from any of the parties, preferably the party presumed to be at fault, if this information is apparent.
- 4.2.3. For all other cost recovery incidents, the Company Officer or their designee shall obtain the name, mailing address and phone number from the party and/or business for which the response was intended.
- 4.2.4. If the party or parties involved cannot provide insurance information, or are uninsured, obtain relevant personal identifying information in the same manner as noted in § 4.2.2.
- 4.2.5. Automobile insurance information is to also be passed on to the transporting unit(s) for medical billing purposes.
- 4.3. COMPLETION OF COST RECOVERY DOCUMENTATION:
  - 4.3.1. As soon as practical, but no later than end of shift, the first due Company Officer shall ensure the cost recovery information is appropriately submitted to the cost recovery online database or fax form when the database is inaccessible.
  - 4.3.2. The Duty Chief is to reconcile completed cost recovery documents with the runs for each day to ensure documentation is completed for every appropriate response. Once reconciled, the calls are to be submitted to the cost recovery agency.

**PROOF OF PUBLICATION  
(2010 & 2011 C.C.P.)**

**PUBLIC NOTICES**

**NOTICE IS HEREBY GIVEN THAT THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, 330 South Main Avenue, Fallbrook, California, County of San Diego, will conduct a Public Hearing on Tuesday, October 27, 2020, at a time certain of 4:15 p.m. or as soon thereafter as such matter can be heard, at the Fallbrook Public Utility District, 990 E. Mission Road, Fallbrook, California, OR alternatively, if COVID-19 meeting restrictions continue to apply, the public hearing will be TELEPHONIC, to discuss and approve modification to the fee structure for Emergency Medical Services. The potential rate modification is due to the increased cost of operating Emergency Medical Services and ambulance transport services in the greater Fallbrook, Bonsall and Rainbow area. Members of the public will have an opportunity to make public comment pertaining to the adoption of this fee structure. A copy of the suggested fee schedule may be obtained via fax or email by contacting Division Chief Kevin Mahr by phone at (760) 723-2015, via email at kmahr@ncfire.org, or it may be picked up in person at the District Office, located at 330 S. Main Avenue, Fallbrook, California, 92028, between 7:00 a.m. and 4:00 p.m., Monday through Friday.**

**STATE OF CALIFORNIA  
County of San Diego**

I am a citizen of the United States and a resident of the County aforesaid: I am over the age of eighteen years and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of

**The San Diego Union Tribune**

Formerly known as the North County Times and UT North County and which newspaper has been adjudicated as a newspaper of general circulation by the Superior Court of the County of San Diego, State of California, for the City of Oceanside and the City of Escondido, Court Decree numbers 171349 & 172171, for the County of San Diego, that the notice of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

Kevin Mahr, Division Chief - Operations  
North County Fire Protection District  
330 S. Main Avenue, Fallbrook, California, 92028-2938  
(760) 723-2015

**NOTICE IS ALSO HEREBY GIVEN THAT THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, 330 South Main Avenue, Fallbrook, California, County of San Diego, will conduct a Public Hearing on Tuesday, October 27, 2020, at a time certain of 4:25 p.m. or as soon thereafter as such matter can be heard, at the Fallbrook Public Utility District, 990 E. Mission Road, Fallbrook, California, OR alternatively, if COVID-19 meeting restrictions continue to apply, the public hearing will be TELEPHONIC, to discuss and consider modification of the Cost Recovery Program. The Program permits the District to recover certain response costs and the modification will be to add recovery for false alarms and other related incidents. Members of the public will have an opportunity to make public comment pertaining to the modification of this Recovery Cost schedule. A copy of the suggested schedule may be obtained via fax or email by contacting Division Chief Kevin Mahr by phone at (760) 723-2015, via email at kmahr@ncfire.org, or it may be picked up in person at the District Office, located at 330 S. Main Avenue, Fallbrook, California, 92028, between 7:00 a.m. and 4:00 p.m., Monday through Friday.**

**NOTICE IS FURTHER GIVEN THAT THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, 330 South Main Avenue, Fallbrook, California, County of San Diego, will conduct a Public Hearing on Tuesday, October 27, 2020, at a time certain of 4:35 p.m. at the Fallbrook Public Utility District, 990 East Mission Road, Fallbrook, California, or as soon thereafter as such matter can be heard, OR alternatively, if COVID-19 meeting restrictions continue to apply, the public hearing will be TELEPHONIC, to discuss and approve the updated Fire Prevention Fee Schedule. The Fire Prevention Ordinance imposes fees for services provided by the Fire Prevention Bureau for plan review, inspection, land divisions and annual permits for certain occupancies and processes. Members of the public will have an opportunity to make public comment pertaining to the adoption of this schedule. A copy of this fee schedule may be obtained from the Fire Prevention Bureau of the North County Fire Protection District Headquarters Fire Station at 330 S. Main Avenue in Fallbrook, California, between 7:00 a.m. and 4:00 p.m. Monday through Friday, or may be obtained by fax or email by contacting Fire Marshal Dominic Fieri by phone at (760) 723-2010 or email at dfieri@ncfire.org.**

Dominic Fieri, Fire Marshal  
North County Fire Protection District  
330 S. Main Avenue, Fallbrook, California, 92028-2938  
(760) 723-2010

**BY ORDER OF THE BOARD OF DIRECTORS OF  
THE NORTH COUNTY FIRE PROTECTION DISTRICT.**

Loren Stephen-Porter  
Board Secretary  
Dated: September 22, 2020

**September 25<sup>th</sup> & October 2<sup>nd</sup>, 2020**

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

**Dated at TEMECULA, California this  
2<sup>nd</sup>, day October, 2020**

*Jane Allshouse*  
**Jane Allshouse**

The San Diego Union Tribune Legal Advertising



# NORTH COUNTY FIRE PROTECTION DISTRICT

FIRE PREVENTION BUREAU

**TO:** BOARD OF DIRECTORS  
**FROM:** FM FIERI AND CHIEF ABBOTT  
**DATE:** OCTOBER 27, 2020  
**SUBJECT:** APPROVAL OF FIRE PREVENTION ORDINANCE, FEE SCHEDULE AND POLICY

## **ACTION AGENDA**

### **RECOMMENDATION:**

Staff recommends approval of Ordinance 2020-01, the incorporated Fee Schedule and Fire Prevention Fees Policy and Appendices as presented.

### **BACKGROUND:**

The Fire Chief/CEO may impose a fee to cover the cost of any service which the District provides or the cost of enforcing any regulation for which the fee is charged, pursuant to Health & Safety Code §§13146, 13916, 14930; Government Code §§ 25845, 66014. The District may recover costs for violations of State and Local fire codes pursuant to the San Diego County Consolidated Fire Code §§ 104.12, 104.12.1, 105.3.9.

The Fee Schedule is a list of fees for services provided by the District and their associated costs. The District may recover its actual cost for services based upon a full cost basis. These fees are based upon the total compensation of the employee providing the particular service, as well as the associated overhead costs.

### **DISCUSSION:**

In August of 2020, the Board approved the review the Fee Schedule and requested Staff amend the Schedule to recover costs for services provided by the District. The revised Fee Schedule reflects changes in pay and administrative costs for Fire Prevention Services and standby fees. Adoption of this Ordinance improves the District ability to recover actual cost for services it renders.

### **FISCAL ANALYSIS:**

When the rate increases have been fully implemented, the District anticipates a net annual increase in revenue of at least \$12,000 per the CSUSM study. In addition, the District anticipates additional revenue due to the changes in the Fee Schedule from adjustments in personnel and administrative costs (as outlined in Appendix D).

### **SUMMARY:**

It is in the best fiscal interest of the District to approve Ordinance 2020-01, the updated Fee Schedule and Fire Prevention Fee Policy and Appendices as presented. The adoption of these rates will allow the District to more completely recover its actual expenses related to the rendering of services in the Fee Schedule.

# NORTH COUNTY FIRE PROTECTION DISTRICT

## ORDINANCE NO. 2020-01



AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, COUNTY OF SAN DIEGO, CALIFORNIA, ESTABLISHING A SCHEDULE OF FIRE PREVENTION SERVICES AND ACTUAL FEES AND ESTABLISHING STAND-BY FEES FOR CERTAIN PUBLIC EVENTS AND REPEALING FIRE PREVENTION FEE ORDINANCE 2018-01

**ARTICLE I.** The North County Fire Protection District has incurred unreimbursed discretionary development costs and is anticipating that further new discretionary development will occur within the District which will place a greater demand on the existing staffing resources of the Fire Prevention Bureau. Also, escalating demands have been placed upon personnel in conducting increasingly numerous and complex inspections.

**ARTICLE II.** The North County Fire Protection District is charged with the responsibility of providing fire, rescue and emergency medical services pursuant to California Health & Safety Code §1.11.2.1.1(2) of the California Fire Code.

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

**ARTICLE IV.** The Fire Chief/CEO may impose a fee to cover the cost of any service which the District provides or the cost of enforcing any regulation for which the fee is charged, pursuant to Health & Safety Code §§ 13146, 13916, 14930; -Government Code §§ 25845, 66014. ~~California Fire Code § 1.11.2.1.1.(5), and~~ The District may recover costs for violations of State and Local fire codes pursuant to the ~~County~~ San Diego County Consolidated Fire Code §§ 104.12, 104.12.1., 105.3.9.

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

**ARTICLE VI.** Stand-by fees are based upon the actual costs incurred by the fire agency, based upon the total compensation of the employee(s) providing a particular service and includes total personnel hours utilized for emergency stand-by services relating to fire, rescue and emergency medical services and enforcing applicable codes pertaining to fire and panic safety.

**ARTICLE VII.** The actual fee shall be paid by the applicant to the District at time of application, request for stand-by coverage or submittal to cover the actual costs in accordance with the aforementioned schedule for an inspection or plan review or any other services listed on the Fee Schedule.





# NORTH COUNTY FIRE PROTECTION DISTRICT

## ORDINANCE NO. 2020-01

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, COUNTY OF SAN DIEGO, CALIFORNIA, ESTABLISHING A SCHEDULE OF FIRE PREVENTION SERVICES AND ACTUAL FEES AND ESTABLISHING STAND-BY FEES FOR CERTAIN PUBLIC EVENTS AND REPEALING FIRE PREVENTION FEE ORDINANCE 2018-01

**ARTICLE VIII.** The actual cost for the provision of said services shall not exceed the actual cost incurred by the District.

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

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

**ARTICLE XI.** The Board of Directors of the North County Fire Protection District does hereby approve the adoption of the attached Schedule of Services and Fees therefore (**Appendices B-C**), to become effective ~~December 1, 2020~~ **September 1, 2019**. This Ordinance shall be published according to law.

**ARTICLE XII.** Ordinance 2018-01 is hereby repealed.

**ADOPTED, SIGNED AND APPROVED** by the Board of Directors of the North County Fire Protection District, County of San Diego, State of California, on this ~~23<sup>rd</sup>~~ **27<sup>th</sup>** day of ~~July, 2019~~ **October, 2020**, by the following **Roll Call Vote**:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**RECUSED:**

\_\_\_\_\_  
Fred Luevano, Board President



# NORTH COUNTY FIRE PROTECTION DISTRICT

## ORDINANCE NO. 2020-01

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, COUNTY OF SAN DIEGO, CALIFORNIA, ESTABLISHING A SCHEDULE OF FIRE PREVENTION SERVICES AND ACTUAL FEES AND ESTABLISHING STAND-BY FEES FOR CERTAIN PUBLIC EVENTS AND REPEALING FIRE PREVENTION FEE ORDINANCE 2018-01

### ATTEST:

I HEREBY CERTIFY that the foregoing is a true and correct copy of the Ordinance duly and regularly adopted by the Board of Directors of the North County Fire Protection District thereof held on the 27<sup>th</sup> day of October, 2020~~23<sup>rd</sup> day of July, 2019~~, and that the same now appears on record in my office.

IN WITNESS THEREOF, I hereunto set my hand and affixed by official seal this 27<sup>th</sup> day of October, 2020~~23<sup>rd</sup> day of July, 2019~~.

Loren Stephen-Porter  
Board Secretary





# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

ADMINISTRATION  
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### FIRE PREVENTION FEES

#### 1.0. PURPOSE:

- 1.1. To describe the procedures for the establishment, collection and management of Fire Prevention and Stand-by Fees.

#### 2.0. POLICY:

- 2.1. As a condition of reviewing plans for discretionary development and enforcement of the fire code, the District will collect fees to cover costs incurred for provision of these services, pursuant to the Fee Schedule Ordinance.
- 2.2. As a condition to meet requests at contracted and/or for-profit events for Standby Services of engine companies, emergency medical and overhead resources availability on site for the duration of a specific event, the District will collect fees to cover costs incurred for provision of these services, pursuant to the Fee Schedule Ordinance.
- 2.3. In accordance with this Ordinance, the District shall not be obligated to review, approve or take action, or provide any service necessitating a fee, on any activity or service delineated in the Fee Schedule, for which the fee indicated has not been remitted or for which additional fees are required.

#### 3.0. AUTHORITY:

- 3.1. ~~The North County Fire Protection District retains the right to collect fees for certain fire prevention services pursuant to Government Code § 66014, California Fire Code § 1.11.2.1.1(5), and County of San Diego Consolidated Fire Code §105.3.9. The District has established an approved Fee Schedule.~~ The Fire Chief/CEO may impose a fee to cover the cost of any service which the District provides or the cost of enforcing any regulation for which the fee is charged, pursuant to Health & Safety Code §§ 13146, 13916, 14930; Government Code §§ 25845, 66014. The District may recover costs for violations of State and Local fire codes pursuant to the San Diego County Consolidated Fire Code §§ 104.12, 104.12.1., 105.3.9.

- 3.1.3.2. The North County Fire Protection District is charged with the responsibility of providing fire, rescue and emergency medical services pursuant to California Health & Safety Code §13862 to enforcing applicable codes pertaining to fire and panic safety and other regulations of the State Fire Marshal pursuant to §13146 of the California Health & Safety Code and §1.11.2.1.1.(2) of the California Fire Code. The District has established an approved Fee Schedule.



# NORTH COUNTY FIRE PROTECTION DISTRICT

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### FIRE PREVENTION FEES

#### 4.0. PROCEDURE:

##### 4.1. ESTABLISHMENT OF FEE SCHEDULE:

4.1.1. **FIRE PREVENTION FEES:** Fire Prevention Fees are based upon the actual personnel (Appendix 'A') and overhead administrative costs (Appendix 'B') incurred for services provided. Personnel costs are determined by multiplying the total hourly compensation (including benefits) by the average time required to complete the specified assignment. The total time allotment includes the total time required to review plans, enter database information, travel to and from the site and conduct a site inspection (Appendices 'C' and 'D').

4.1.2. **STAND-BY FEES:** Stand-by Fees are based upon the actual personnel (Appendices 'C' and 'D' and 'E') and overhead administrative costs incurred for services provided. The total time allotment includes the total time required to travel to site, set up, render services for the entire period on site, deliver care or services on site, travel from the site back to District station.

##### 4.2. PAYMENT OF FEES:

4.2.1. **PLAN REVIEW, CONSTRUCTION AND OTHER SERVICE FEES:** Payment for these services provided is collected at time of request for service or plan submittal. Payments made by check or money order shall be to the North County Fire Protection District. A receipt shall be provided, which shall identify the purchaser and project in question.

~~4.2.2.~~ **ADDITIONAL AND COST RECOVERY FEES:** If the estimated fees remitted are found to be insufficient to compensate the District for actual personnel costs incurred, the District will require the payment of additional fees by the applicant in order to process or complete the specified service(s). ~~The District will also collect the cost to recover unpaid fees.~~

~~4.2.3.~~ **NON-COMPLIANCE INSPECTION FEES:** Fees for non-compliance inspections must be submitted prior to rescheduling of a re-inspection. A non-compliance inspection is defined as a second and any subsequent inspection.



# NORTH COUNTY FIRE PROTECTION DISTRICT

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### FIRE PREVENTION FEES

**4.2.4.4.2.3. SERVICES GENERATED BY OUTSIDE AGENCIES:** Fees for services generated by outside agencies (i.e. DPLU or DPW) as a result of a request for agency recommendation or similar request are billed to the responsible party (owner, developer, etc.). Said responsible party is to be notified that no future action will be taken by the District on subject project until payment has been received for such services. At such time as payment has been received, a receipt shall be provided, which shall identify the purchaser and project in question.

#### 4.3. RECORDKEEPING:

4.3.1. Fee collection shall be recorded in the current recordkeeping/financial database for the subject property or event.



# NORTH COUNTY FIRE PROTECTION DISTRICT



October 27, 2020

Appendix A

FULLY BURDENED PERSONNEL COST BREAKDOWN				
Rank	Fire Marshal	Deputy Fire Marshal	Fire Prevention Officer	Administrative Specialist
Total Compensation	\$260,809.40	\$149,538.00	\$138,866.60	\$78,204.00
		unfilled position		unfilled position
Total	\$260,809.40		\$138,886.60	\$78,204.00
divided by 2080 hours		2080	2080	2080
Equals the hourly rate	\$125.39	\$71.89	\$66.77	\$37.60
			Part Time Admin	\$18.80



# NORTH COUNTY FIRE PROTECTION DISTRICT



October 27, 2020

Appendix B

ADMINISTRATIVE INCIDENTAL COST BREAKDOWN							
Expense	Cost	Per	Divided by Unit/Type	Unit Cost	# of Units	Annual Hours	Cost Per Hour
Building Lease	\$85,750.68	year	12 employees	\$ 7,145.89	1	2080	\$ 3.44
SDG&E	\$10,800.00	year	10 employees	\$1,080.00	1	2080	\$ 0.52
FPUD	\$4,002.00	year	10 employees	\$400.20	1	2080	\$ 0.19
Mitel Phones	\$6,420.00	year	14 phones	\$458.57	1	2080	\$ 0.22
AT&T Fax	\$215.00	year	5 employees	\$43.00	1	2080	\$ 0.02
Office Supplies	\$6,300.00	year	10 employees	\$630.00	1	2080	\$ 0.30
Admin Charges (101-102)	\$27,737.00	year	12 employees	\$ 2,311.42	1	2080	\$ 1.11
<b>Subtotal for Expenses</b>							<b>\$ 5.80</b>
Individual Expenses							
Verizon Cell Phones	\$ 2,016.00	year	2	\$ 1,008.00		2080	\$ 0.48
Ipads	\$ 1,368.00	year	3	\$ 456.00	1	2080	\$ 0.22
Computer: Hard/Software	\$ 30,000.00	year	69	\$ 434.78	1	2080	\$ 0.21
Computer Support	\$ 120,000.00	year	69	\$ 1,739.13	1	2080	\$ 0.84
Vehicle (15,000*.575)	\$ 8,250.00	year	3	\$ 2,750.00	1	2080	\$ 1.32
Code Books	\$ 1,400.00	year	2	\$ 700.00	1	2080	\$ 0.34
Training	\$ 5,500.00	year	2	\$ 2,750.00	1	2080	\$ 1.32
Subscriptions/Member	\$ 4,000.00	year	2	\$ 2,000.00	1	2080	\$ 0.96
Admin Support-Supervisor*	\$ 2,080,476.89	year	5.00%	\$ 104,023.84	1	2080	\$ 50.01
<b>Subtotal for Individual Expenses</b>							<b>\$ 55.70</b>
<b>Total Admin Hourly Rate</b>							<b>\$ 61.51</b>

\* Includes 9 Admin Support/Supervisory Staff



# NORTH COUNTY FIRE PROTECTION DISTRICT



October 27, 2020

Appendix C

Basic Description	Duty	Hourly Average				Hourly Personnel Rate	Total Personnel Cost	Cost Recovery Fee	Vehicle Rates	Hourly Admin Rate	Total Admin Cost	New 2020 Fee (Rounded to the nearest \$)
		Review Time	Data Entry	Travel Time	Total Time							
1 Service Letter for TPM/Minor Subdivision (5 Parcels or Less)	FM	1.50	0.25	0.50	2.25	125.39	282.13			61.51	138.40	\$ 421.00
2 Service Letter for TM/Major Subdivision (6 Parcels or More)	FM	2.00	0.25	0.50	2.75	125.39	344.82			61.51	169.15	\$ 514.00
3 TPM/Minor Subdivision Letter Renewal	FM	1.00	0.25		1.25	125.39	156.74			61.51	76.89	\$ 234.00
4 TM/Major Subdivision Letter Renewal	FM	1.50	0.25		1.75	125.39	219.43			61.51	107.64	\$ 327.00
5 Final Map/Mylar Review	FM	1.00	0.25		1.25	125.39	156.74			61.51	76.89	\$ 234.00
6 Release of Map Covenants	FM	1.00	0.25	0.50	1.75	125.39	219.43			61.51	107.64	\$ 327.00
7 Cellular Sites	FM	1.50	0.25	0.50	2.25	125.39	282.13		6.39	61.51	138.40	\$ 427.00
8 Major Use Permit (MUP) or Site Plan (STP)	FM	1.50	0.25	0.50	2.25	125.39	282.13			61.51	138.40	\$ 421.00
9 Fire Protection Plans or Environmental Review	FM	3.00	0.25	0.50	3.50	125.39	438.87		6.39	61.51	215.29	\$ 661.00
10 Fire Protection Plan TPM Letter Review (no mitigation)	FM	1.5	0.25	0.5	2.00	125.39	250.78			61.51	123.02	\$ 374.00
11 L Grading Plan	FM	1.50	0.25		1.75	125.39	219.43			61.51	107.64	\$ 327.00
12 AD, VAR, VAC or ZAP	FM	1.00	0.25	0.50	1.75	125.39	219.43			61.51	107.64	\$ 327.00
13 Improvement Plans - PRD	FM	1.75	0.25		2.00	125.39	250.78			61.51	123.02	\$ 374.00
14 Remote Water Meter	FM	1.00	0.25	0.50	1.75	125.39	219.43		6.39	61.51	107.64	\$ 333.00
15 Site Plan Review - Single Occupancy	FM	1.25	0.25	0.50	2.00	125.39	250.78			61.51	123.02	\$ 374.00
16 Code Appeal	FM	1.25	0.25		1.50	125.39	188.09			61.51	92.27	\$ 280.00
17 Consultation (Min 1 Hour)	FM	1.00			1.00	125.39	125.39			61.51	61.51	\$ 187.00
18 Gate Plans	FPO	0.25	0.25	0.50	1.00	66.76	66.76		6.39	61.51	61.51	\$ 135.00
19 Grading Plan	FM	1.00	0.25	0.50	1.75	125.39	219.43		6.39	61.51	107.64	\$ 333.00
20 Grading Plan Resubmittal	FM	0.25	0.25		0.50	125.39	62.70			61.51	30.76	\$ 93.00
21 New Residential or > 50% Remodel	FPO	2.50	0.25	0.50	3.25	66.76	216.97		6.39	61.51	199.91	\$ 423.00
22 Residential Resubmittal	FPO	0.75	0.25		1.00	66.76	66.76			61.51	61.51	\$ 128.00
23 Residential PRD, Each Addition Unit	FPO	1.50	0.25	0.50	2.25	66.76	150.21		6.39	61.51	138.40	\$ 295.00
24 Room Addition or T.I. < 50% Without Sprinklers	FPO	1.50	0.25	0.50	2.25	66.76	150.21		6.39	61.51	138.40	\$ 295.00
25 Barns & Outbuildings	FPO	2.00	0.25	0.50	2.75	66.76	183.59		6.39	61.51	169.15	\$ 359.00
26 Commercial Plans	FM	3.75	0.25	0.50	4.50	125.39	564.26		6.39	61.51	276.80	\$ 847.00
27 Commercial T.I. >2000 Sq. Ft. &/or > 50% Major Improvements	FM	3.00	0.25	0.50	3.75	125.39	470.21		6.39	61.51	230.66	\$ 707.00
28 Commercial Plan T.I. < 2000 Sq. Ft. minor improvements	FM	1.50	0.25	0.50	2.25	125.39	282.13		6.39	61.51	138.40	\$ 427.00
29 Solar Commercial Plan Submittal	FM	1.50	0.25	0.50	2.25	125.39	282.13			61.51	138.40	\$ 421.00
30 Solar/Other <10kw	FPO	1.00	0.25	0.50	1.75	66.76	116.83		6.39	61.51	107.64	\$ 231.00
31 Commercial Plan Resubmittal	FM	1.25	0.25	0.50	2.00	125.39	250.78			61.51	123.02	\$ 374.00



Basic Description	Duty	Hourly Average				Hourly Personnel Rate	Total Personnel Cost	Cost Recovery Fee	Vehicle Rates	Hourly Admin Rate	Total Admin Cost	New 2020 Fee (Rounded to the nearest \$)
		Review Time	Data Entry	Travel Time	Total Time							
32 Residential Fire Sprinklers, 13-D or 13-R	FPO	1.50	0.25	0.50	2.25	66.76	150.21		6.39	61.51	138.40	\$ 295.00
33 Residential Fire Sprinklers - PRD, Each Additional Unit	FPO	1.00	0.25	0.50	1.75	66.76	116.83		6.39	61.51	107.64	\$ 231.00
34 Residential Fire Sprinkler Plan Resubmittal	FPO	0.50	0.25		0.75	66.76	50.07			61.51	46.13	\$ 96.00
35 Commercial Fire Sprinklers	FM	3.50	0.25	0.50	4.25	125.39	532.91		6.39	61.51	261.42	\$ 801.00
36 Underground Sprinkler Systems	FM	1.50	0.25	0.50	2.25	125.39	282.13		6.39	61.51	138.40	\$ 427.00
37 Underground Sprinkler System Additional Inspection	FM	0.50	0.25	0.50	1.25	125.39	156.74		6.39	61.51	76.89	\$ 240.00
38 Commercial Sprinkler Resubmittal	FM	0.75	0.25		1.00	125.39	125.39			61.51	61.51	\$ 187.00
39 Commercial Sprinkler Tenant Improvement	FM	1.50	0.25	0.50	2.25	125.39	282.13		6.39	61.51	138.40	\$ 427.00
40 Special Fire Protection Installations	FM	2.25	0.25	0.50	3.00	125.39	376.17			61.51	184.53	\$ 561.00
41 Special Hazard Installations	FM	2.25	0.25	0.50	3.00	125.39	376.17		6.39	61.51	184.53	\$ 567.00
42 Fire Alarm System	FM	2.25	0.25	0.50	3.00	125.39	376.17		6.39	61.51	184.53	\$ 567.00
43 Fire Alarm - Pre-Wire Inspection	FPO	1.00	0.25	0.50	1.75	66.76	116.83		6.39	61.51	107.64	\$ 231.00
44 Stamp Transfer	FPO	0.25			0.25	66.76	16.69			61.51	15.38	\$ 32.00
45 Business License Inspection	FPO	0.75		0.50	1.25	66.76	83.45		6.39	61.51	76.89	\$ 167.00
46 Pre-License Inspection/Consultation (Residential Care)	FPO	1.50	0.25	0.50	2.00	66.76	105.10		6.39	61.51	67.40	\$ 179.00
47 Non-Compliance Re-Inspection	FPO	1.00	0.25	0.50	1.75	66.76	116.83	18.50	6.39	61.51	107.64	\$ 249.00
48 Non-Compliance Weed Abatement Re-Inspection	FPO	1.75	0.25	0.50	2.50	66.76	166.90	18.50	6.39	61.51	153.78	\$ 346.00
49 Forced Weed Abatement Administrative Fee	FPO	5.00	0.25	0.50	5.75	66.76	383.87	18.50		61.51	353.68	\$ 756.00
50 Annual Burn Permit Inspection Fee	FPO	0.25	0.25	0.50	1.00	66.76	66.76		6.39	61.51	61.51	\$ 135.00
51 Special Event Permit Review	FPO	1.00	0.25		1.25	66.76	83.45			61.51	76.89	\$ 160.00
52 Other Services Not Listed (Min 1 Hr) Per Hour	FM	1.00			1.00	125.39	125.39			61.51	61.51	\$ 187.00
53 Event Staff-Fire Prevention (Min 1 Hr) Per Hour	FPO	1.00			1.00	66.76	66.76			61.51	61.51	\$ 128.00
54 Apartment Inspection Small Complex 10 or Less	FPO	1.00	0.25	0.50	1.75	66.76	116.83	18.50	6.39	61.51	107.64	\$ 249.00
55 Apartment Inspection Med 11 to 50 Units	FPO	2.00	0.25	0.50	2.75	66.76	183.59	18.50	6.39	61.51	169.15	\$ 378.00
56 Apartment Inspection Large > 50 Units	FPO	2.50	0.25	0.50	3.25	66.76	216.97	18.50	6.39	61.51	199.91	\$ 442.00
57 Hotel/Motel/Lodging	FPO	1.00	0.25	0.50	1.75	66.76	116.83	18.50	6.39	61.51	107.64	\$ 249.00
58 Care Facility 7 to 20 Beds	FPO	1.00	0.25	0.50	1.75	66.76	116.83	18.50	6.39	61.51	107.64	\$ 249.00
59 Care Facility > 20	FPO	2.00	0.25	0.50	2.75	66.76	183.59	18.50	6.39	61.51	169.15	\$ 378.00
60 Large Child Care Facility	FPO	1.00	0.25	0.50	1.75	66.76	116.83	18.50	6.39	61.51	107.64	\$ 249.00
61 School Inspection E Occupancies - Mandated	FPO	1.00	0.25	0.50	1.75	66.76	116.83	18.50	6.39	61.51	107.64	\$ 249.00
62 "S" Occupancies - Mandated	FPO	1.00	0.25	0.50	1.75	66.76	116.83		6.39	61.51	107.64	\$ 231.00
63 Ambulance Standby per hour rate (with 1 hour minimum)						41.80	49.50	49.50		11.64	11.64	\$ 103.00
64 Battalion Chief Standby - per hour rate (with 1 hour minimum)						22.99	78.41	78.41		17.40	17.40	\$ 119.00
65 Brush Engine Standby - per hour rate (with 1 hour minimum)						126.50	285.27	285.27		63.30	63.30	\$ 475.00
66 Engine Standby - per hour rate (with 1 hour minimum)						140.00	285.27	285.27		63.30	63.30	\$ 489.00
67 Annexation Fees												\$ 1,000.00
Annexation Fees												\$ 500.00
Annexation Fees												\$ 1,000.00
68 Cost Recovery Billing Fee (For those items marked with 🚩)												\$ 18.50



# NORTH COUNTY FIRE PROTECTION DISTRICT



October 27, 2020

Appendix D

PLAN REVIEW, CONSTRUCTION and SERVICE FEES				
DEVELOPMENT PLAN REVIEW (Includes plan review & written response if applicable)	FEE DESCRIPTION	Aver. Rev. Insp. & Travel Time (in hrs.)	Total Fee	Revised Rates
1	Service Letter for TPM/Minor Subdivision (5 Parcels or Less)	4-5 2.25	\$ 283.00	\$ 421.00
2	Service Letter for TM/Major Subdivision (6 Parcels or More)	2.75	\$ 346.00	\$ 514.00
3	TPM or Minor Subdivision Service Letter Renewal	1.25	\$ 157.00	\$ 234.00
4	TM or Major Subdivision Service Letter Renewal	1.75	\$ 220.00	\$ 327.00
5	Final Map/Mylar Review	1.25	\$ 157.00	\$ 234.00
6	Release of Map Covenants	1.75	\$ 220.00	\$ 327.00
7	Cellular Sites	2.25	\$ 283.00	\$ 427.00
8	Major Use Permit (P or MUP) or Site Plan (S or STP)	2.25	\$ 283.00	\$ 421.00
9	Fire Protection plans or Environmental Review: Mitigated Negative Declaration	3.50	\$ 441.00	\$ 661.00
10	Fire Protection Plans TPM Letter Review (no mitigation)	2.00	\$ 252.00	\$ 374.00
11	Light Grading Plan	1.75	\$ 220.00	\$ 327.00
12	Administrative (AD), Variance (VAR), Vacation Review (VAC), or Zoning (ZAP)	1.75	\$ 220.00	\$ 327.00
13	Improvement Plans Planned Residential Development (PRD)	2.00	\$ 252.00	\$ 374.00
14	Remote Water Meter	1.75	\$ 220.00	\$ 333.00
15	Site Plan Review (single occupancy)-Conceptual/Consultation	2.00	\$ 252.00	\$ 374.00
16	Code Appeal/Alternative Materials & Methods Request	1.50	\$ 189.00	\$ 280.00
17	Consultation (min 1 hour)	1.00	\$ 126.00	\$ 187.00
18	Gate Plans	1.00	\$ 106.00	\$ 135.00

PLAN REVIEW, CONSTRUCTION and SERVICE FEES					
DEVELOPMENT PLAN REVIEW (Includes plan review & written response if applicable)		FEE DESCRIPTION	Aver. Rev. Insp. & Travel Time (in hrs.)	Total Fee	Revised Rates
19	Grading Plan Submittal	Grading plan submittal.	1.75	\$ 220.00	\$ 333.00
20	Grading Plan Re-Submittal	Second grading plan submittal and all subsequent re-submittals.	0.50	\$ 63.00	\$ 93.00
21	New Residential Construction or Room Addition > 50% Remodel	Review of plans for fire & building code compliance for new residential construction and 1 field inspection each (site, rough & final).	3.25	\$ 409.00	\$ 423.00
22	Residential Plan Re-submittal - New or Remodel	Second residential plan submittal and all subsequent re-submittals/stamp transfer.	1.00	\$ 123.00	\$ 128.00
23	Residential Building Plans (PRD), Each Additional Unit	Review of site plan for fire & building code compliance for new construction and 1 field inspection each (rough & final).	2.25	\$ 283.00	\$ 295.00
24	Room addition or Tenant Improvement < 50% Remodel Without Sprinklers	Review of plans for fire & building code compliance for new construction and 1 field inspection each (site & final).	2.25	\$ 283.00	\$ 295.00
25	Barns and Outbuildings (Garages)	Review of plans for fire & building code compliance for new construction and 1 field inspection each (site & final).	2.75	\$ 346.00	\$ 359.00
26	Commercial Building Plans	Review of plans for fire & building code compliance for new commercial construction and 1 field inspection each (site & final).	4.50	\$ 567.00	\$ 847.00
27	Commercial TI > 2000 sq. ft. and/or >50% Major Improvements	Review of plans for remodels or additions to commercial buildings with major improvements or change of occupancy classification.	3.75	\$ 472.00	\$ 707.00
28	Commercial TI < 2000 sq. ft. Minor Improvements	Review of plans for commercial remodels w/ minor improvements. No change of occupancy classification.	2.25	\$ 283.00	\$ 427.00
29	Solar Commercial Plan Submittal	Review of plans for commercial solar photovoltaic systems.	2.25	\$ 283.00	\$ 421.00
30	Solar/Other <10KW	Review of required plan checks for misc. solar photovoltaic installations.	1.75	\$ 220.00	\$ 231.00
31	Commercial Plan Re-Submittal	Second plan submittal and all subsequent re-submittals.	2.00	\$ 252.00	\$ 374.00

PLAN REVIEW, CONSTRUCTION and SERVICE FEES					
DEVELOPMENT PLAN REVIEW (Includes plan review & written response if applicable)		FEE DESCRIPTION	Aver. Rev. Insp. & Travel Time (in hrs.)	Total Fee	Revised Rates
32	Residential Fire Sprinkler Plans - 13D or 13R	Plan review of residential fire sprinkler system 13-D one or two family dwelling and 1 field inspection each (rough & final).	2.25	\$ 283.00	\$ 295.00
33	Residential Fire Sprinkler Plans - PRD; Each Additional Unit	Plan review of residential fire sprinkler system 13-D one or two family dwelling and 1 field inspection each (rough & final).	1.75	\$ 220.00	\$ 231.00
34	Residential Fire Sprinkler Plan Re-Submittal	Second residential plan submittal and all subsequent re-submittals/stamp transfer.	0.75	\$ 94.00	\$ 96.00
35	Commercial Fire Sprinkler System	Plan approval of commercial sprinkler system and 1 field inspection each (rough & final). Plan review conducted by independent engineer at an additional cost.	4.25	\$ 535.00	\$ 801.00
36	Underground Sprinkler System Plans	Plan approval of underground supply to sprinkler system and 1 field inspection. Plan review conducted by independent engineer at an additional cost.	2.25	\$ 283.00	\$ 427.00
37	Underground Sprinkler System Additional Inspection - Main Line Flush or Underground Hydro	Additional inspection of underground sprinkler piping when hydro and flush are not concurrent.	1.25	\$ 157.00	\$ 240.00
38	Commercial Sprinkler Plan Re-Submittal	Second residential plan submittal and all subsequent re-submittals/stamp transfer.	1.00	\$ 126.00	\$ 187.00
39	Commercial Sprinkler Tenant Improvement	Plan review of new commercial sprinkler system and 1 field inspection each (rough & final).	2.25	\$ 283.00	\$ 427.00
40	Special Fire Protection Installations--Hood & Duct System, Remote Extinguishing Systems	Plan approval and 1 inspection of new special extinguishing system. Plan review conducted by independent engineer at an additional cost.	3.00	\$ 378.00	\$ 561.00
41	Special Hazard Installations--High Piled Storage, Underground/Aboveground Storage Tanks, Spray Booths, Industrial Ovens, Refrigeration Systems, etc.	Plan approval and 1 inspection of high piled storage, underground/aboveground tanks, spray booths, industrial ovens, refrigeration systems, etc. Plan review conducted by an independent engineer at an additional cost.	3.00	\$ 378.00	\$ 567.00
42	Fire Alarm System	Plan approval and 1 inspection of a fire alarm system. Plan review conducted by an independent engineer at an additional cost.	3.00	\$ 378.00	\$ 567.00
43	Fire Alarm System Pre-Wire Inspection	Site inspection of alarm system wiring installation and preliminary device location.	1.75	\$ 220.00	\$ 231.00

PLAN REVIEW, CONSTRUCTION and SERVICE FEES					
DEVELOPMENT PLAN REVIEW (Includes plan review & written response if applicable)		FEE DESCRIPTION	Aver. Rev. Insp. & Travel Time (in hrs.)	Total Fee	Revised Rates
44	Stamp Transfer	Stamp transfer.	0.25	\$ 86.00	\$ 32.00
45	Business License Inspection (SDSO, CCLB, or other outside agency)	Required inspection for special permit or license.	1.25	\$ 133.00	\$ 167.00
46	Pre-License Inspection/Consultation (Residential Care)		2.00	\$ 173.00	\$ 179.00
47	Non-Compliance Re-Inspection	Conduct inspection of existing property which remains non-compliant with codes (2nd and subsequent inspections).	1.75	\$ 186.00	\$ 249.00
48	Non-Compliance Weed Abatement Re-Inspection	Conduct legal noticing and re-inspections of a property which remains non-compliant after expiration of final notice to abate hazard.	2.50	\$ 266.00	\$ 346.00
49	Forced Weed Abatement Administrative Fee	Includes above, plus work order, description of work, contractor meetings, inspections, billing.	5.75	\$ 612.00	\$ 756.00
50	Annual Burn Permits		1.00	\$ 106.00	\$ 135.00
51	Special Event Permit Review	Review of large events including/medical /traffic plans.	1.25	\$ 133.00	\$ 160.00
52	Other Services Not Listed( Min 1 HR)	Misc. permits/ plan review not listed.	1.00	\$ 126.00	\$ 187.00
53	Event Staff: Fire Prevention (Min 1 hr.) per hour	Provide required fire and life safety inspections at events.	1.00	\$ 106.00	\$ 128.00
54	Apartment Inspection Small Complex 10 or Less	State mandated inspection - Cost recovery	1.75	\$ 151.00	\$ 249.00
55	Apartment Inspection Med 11 to 50 Inits	State mandated inspection - Cost recovery	2.75	\$ 293.00	\$ 378.00
56	Apartment Inspection Large > 50 Units	State mandated inspection - Cost recovery	3.25	\$ 346.00	\$ 442.00
57	Hotel/Motel/Lodging	State mandated inspection - Cost recovery	1.75	\$ 186.00	\$ 249.00
58	Care Facility 7 to 20 Beds	State mandated inspection - Cost recovery	1.75	\$ 186.00	\$ 249.00
59	Care Facility > 20	State mandated inspection - Cost recovery	2.75	\$ 293.00	\$ 378.00
60	Large Child Care Facility	State mandated inspection - Cost recovery	1.75	\$ 186.00	\$ 249.00
61	School Inspection E Occupancies - Mandated	State mandated inspection - Cost recovery	1.75	\$ 186.00	\$ 249.00
62	"S" Occupancies - Mandated	State mandated inspection - Cost recovery	1.75	\$ 186.00	\$ 231.00
<b>Emergency Services</b>					
63	Ambulance Standby	Cost recovery per hour for event or other non emergency.	1.00	\$64.00	\$ 103.00
64	Battalion Chief Standby	Cost recovery per hour for event or other non emergency.	1.00	\$101.00	\$ 119.00
65	Brush Engine Standby	Cost recovery per hour for event or other non emergency.	1.00	\$271.00	\$ 475.00
66	Engine Standby	Cost recovery per hour for event or other non emergency.	1.00	\$274.00	\$ 489.00
<b>Annexation Fees</b>					
67	Annexation Fees	Each Acre or Portion Thereof		\$ 1,000.00	\$ 1,000.00
	Annexation Fees	Each Dwelling parcel		\$ 500.00	\$ 500.00
	Annexation Fees	Each Commercial/Industrial Parcel		\$ 1,000.00	\$ 1,000.00
68	Cost Recovery Billing Fee (For those items marked with )				\$ 18.50

**PROOF OF PUBLICATION  
(2010 & 2011 C.C.P.)**

**STATE OF CALIFORNIA  
County of San Diego**

I am a citizen of the United States and a resident of the County aforesaid: I am over the age of eighteen years and not a party to or interested in the above-entitled matter. I am the principal clerk of the printer of

**The San Diego Union Tribune**

Formerly known as the North County Times and UT North County and which newspaper has been adjudicated as a newspaper of general circulation by the Superior Court of the County of San Diego, State of California, for the City of Oceanside and the City of Escondido, Court Decree numbers 171349 & 172171, for the County of San Diego, that the notice of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

**September 25<sup>th</sup> & October 2<sup>nd</sup>, 2020**

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

**Dated at TEMECULA, California this  
2<sup>nd</sup>, day October, 2020**

*Jane Allshouse*  
**Jane Allshouse**

The San Diego Union Tribune Legal Advertising

**PUBLIC NOTICES**

**NOTICE IS HEREBY GIVEN THAT THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, 330 South Main Avenue, Fallbrook, California, County of San Diego, will conduct a Public Hearing on Tuesday, October 27, 2020, at a time certain of 4:15 p.m. or as soon thereafter as such matter can be heard, at the Fallbrook Public Utility District, 990 E. Mission Road, Fallbrook, California, OR alternatively, if COVID-19 meeting restrictions continue to apply, the public hearing will be TELEPHONIC, to discuss and approve modification to the fee structure for Emergency Medical Services. The potential rate modification is due to the increased cost of operating Emergency Medical Services and ambulance transport services in the greater Fallbrook, Bonsai and Rainbow area. Members of the public will have an opportunity to make public comment pertaining to the adoption of this fee structure. A copy of the suggested fee schedule may be obtained via fax or email by contacting Division Chief Kevin Mahr by phone at (760) 723-2015, via email at kmahr@ncfire.org, or it may be picked up in person at the District Office, located at 330 S. Main Avenue, Fallbrook, California, 92028, between 7:00 a.m. and 4:00 p.m., Monday through Friday.**

Kevin Mahr, Division Chief - Operations  
North County Fire Protection District  
330 S. Main Avenue, Fallbrook, California, 92028-2938  
(760) 723-2015

**NOTICE IS ALSO HEREBY GIVEN THAT THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, 330 South Main Avenue, Fallbrook, California, County of San Diego, will conduct a Public Hearing on Tuesday, October 27, 2020, at a time certain of 4:25 p.m. or as soon thereafter as such matter can be heard, at the Fallbrook Public Utility District, 990 E. Mission Road, Fallbrook, California, OR alternatively, if COVID-19 meeting restrictions continue to apply, the public hearing will be TELEPHONIC, to discuss and consider modification of the Cost Recovery Program. The Program permits the District to recover certain response costs and the modification will be to add recovery for false alarms and other related incidents. Members of the public will have an opportunity to make public comment pertaining to the modification of this Recovery Cost schedule. A copy of the suggested schedule may be obtained via fax or email by contacting Division Chief Kevin Mahr by phone at (760) 723-2015, via email at kmahr@ncfire.org, or it may be picked up in person at the District Office, located at 330 S. Main Avenue, Fallbrook, California, 92028, between 7:00 a.m. and 4:00 p.m., Monday through Friday.**

**NOTICE IS FURTHER GIVEN THAT THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, 330 South Main Avenue, Fallbrook, California, County of San Diego, will conduct a Public Hearing on Tuesday, October 27, 2020, at a time certain of 4:35 p.m. at the Fallbrook Public Utility District, 990 East Mission Road, Fallbrook, California, or as soon thereafter as such matter can be heard, OR alternatively, if COVID-19 meeting restrictions continue to apply, the public hearing will be TELEPHONIC, to discuss and approve the updated Fire Prevention Fee Schedule. The Fire Prevention Ordinance imposes fees for services provided by the Fire Prevention Bureau for plan review, inspection, land divisions and annual permits for certain occupancies and processes. Members of the public will have an opportunity to make public comment pertaining to the adoption of this schedule. A copy of this fee schedule may be obtained from the Fire Prevention Bureau of the North County Fire Protection District Headquarters Fire Station at 330 S. Main Avenue in Fallbrook, California, between 7:00 a.m. and 4:00 p.m. Monday through Friday, or may be obtained by fax or email by contacting Fire Marshal Dominic Fieri by phone at (760) 723-2010 or email at dfieri@ncfire.org.**

Dominic Fieri, Fire Marshal  
North County Fire Protection District  
330 S. Main Avenue, Fallbrook, California, 92028-2938  
(760) 723-2010

**BY ORDER OF THE BOARD OF DIRECTORS OF  
THE NORTH COUNTY FIRE PROTECTION DISTRICT.**

Loren Stephen-Porter  
Board Secretary  
Dated: September 22, 2020



**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
FIRE CHIEF/CEO**

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF ABBOTT  
**DATE:** OCTOBER 27, 2020  
**SUBJECT:** FACILITIES REPLACEMENT PLAN

## **ACTION AGENDA**

### **RECOMMENDATION:**

Staff recommends review and approval of the Facilities Replacement Plan Policy, with attachments.

### **BACKGROUND:**

Approximately 18 months ago the District completed a comprehensive facilities condition assessment (aka "Jorgenson Report"), which identified that the District had approximately \$26M in facility improvement & replacement needs. The District subsequently began to contemplate ways of funding its deferred facility maintenance, which included a reduction in Staffing, privatization of the ambulance service, increasing user fees, consolidation with other public entities and/or a revenue measure.

Based upon findings from a public opinion survey conducted by Strategy Research Institute, which indicated that of the aforementioned options a revenue measure was most supported by our constituency, the District put Measure A before our electorate last fall. With the measure failing by nearly 10%, the District was forced to explore other options. To this end the District commissioned CSUSM to conduct an alternative funding feasibility analysis, which revealed that the District could recover costs for services that would generate from 30%-50% of the additional revenue needed annually to fund the deferred facilities maintenance identified in the "Jorgenson Report."

### **DISCUSSION:**

At the August 2020 Board meeting, Staff was directed to develop a Facilities Replacement Funding Plan. This Plan represents a high-level overview of the costs, sources of funding, type of construction and implementation timelines for the remaining major District facilities that are at or near the end of their useful life. Attachment 'A' provides an overview of the financing Plan and Attachment 'B' provides a 25-year project plan for construction of each of our remaining facilities. There will also be a PowerPoint presentation.

The basic design of our replacement facilities is based upon Station 5, both in terms of layout and overall square footage. As conventional construction is cost prohibitive, the District has determined that prefabricated metal apparatus buildings with conventional

construction living quarters will meet the District's basic needs, based upon feedback received from various contractors, design professionals and fire service professionals. Facility replacement has been prioritized based upon those with the most deferred maintenance and operational deficiencies.

Based upon feedback from the Board, Staff is returning to this Board meeting with a Facility Replacement Plan which memorializes the various components listed in this presentation, as outlined in the District's CIP policy. Modified ambulance, cost recovery and fire prevention fee schedules are also being presented during the Board meeting as an accompaniment to this Plan, which will serve as a partial funding mechanism as described above.

**FISCAL IMPACT:**

As current fee revenue from all sources is encumbered to fund most non-personnel related costs, any increase in future capital expenditures for facility improvements will need to come from new fee revenue. This Plan illustrates that it is reasonably possible to fund the District's future capital improvement needs when taking into consideration all likely potential sources of future fee revenue. Initially, this will require approximately \$700,000 in annual encumbrances, escalating to nearly \$1,000,000 as existing debt service is retired in approximately 13 years.

**SUMMARY:**

Implementation of this Facilities Replacement Plan will allow the District to address its long-term facility needs utilizing a combination of existing and new fee revenue.

**DISCUSSION QUESTIONS:**

1. Does the timing and prioritization schedule meet the District's facility needs?
2. Is the District comfortable with encumbering all future fee revenue to facility construction & replacement?
3. Does the Board desire any additional information?





# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

ADMINISTRATION  
BUSINESS MANAGEMENT  
BUDGET AND FUND MANAGEMENT

SECTION 211.14  
October 27, 2020  
Page 1 of 2

### FACILITIES REPLACEMENT PLAN

#### 1.0. PURPOSE:

- 1.1. To provide guidelines for replacement of District facilities in accordance with the District's Facilities Replacement Funding Plan.
- 1.2. To ensure the District's facilities continue to meet all contemporary fire, life safety, and operational design standards in order to ensure the health & safety of the District's employees and optimal customer service to our constituents.
- 1.3. To ensure the District's facilities maintain a constant state of operational readiness and minimize accumulated deferred maintenance (ADM).
- 1.4. To ensure that the District has established permanent facilities prior to build-out.
- 1.5. To provide budgetary guidance and a methodology that designates the deposits necessary to fund reserve accounts, ensuring adequate funding at a designated time of acquisition.

#### 2.0. POLICY:

- 2.1. At specified intervals, the District shall recommend renovation/replacement of all District facilities and set aside monies sufficient to fund those capital improvement projects.
- 2.2. Industry best practices suggest the optimal useful life of a fire station to be 50 years. As several of the District facilities are at or near the end of their useful life, the District's goal will ultimately be to replace one fire station approximately every 12 years, based upon the following schedule:

		<b>YEAR BUILT</b>	<b>REPLACEMENT</b>
2.2.1.	Station #3 (Temp. Facility)	1982	2021
2.2.2.	Station #4 (Temp. Facility)	1979	2023
2.2.3.	HQ (incl. training & storage)	1962	2034
2.2.4.	Station #2	1963	2044
2.2.5.	Maintenance Facility	2008	2056
2.2.6.	Station #5	2014	2068

- 2.3. The District will identify and update projected replacement costs for all facilities annually and adjust deposits to reserve accounts accordingly. Significant adjustments (beyond the annual cost of construction index-currently 3.5%) will



# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

ADMINISTRATION  
BUSINESS MANAGEMENT  
BUDGET AND FUND MANAGEMENT

SECTION 211.14  
October 27, 2020  
Page 2 of 2

### FACILITIES REPLACEMENT PLAN

require Board approval. The District will annually deposit the amount identified in the Facilities Replacement Funding Plan into the Facilities & CIP Reserves.<sup>1</sup>

- 2.3.1. Deposits to Facilities & CIP Reserves are subject to available revenue and other budgetary considerations.
- 2.3.2. In such years that insufficient funds are available, the District will utilize excess revenue over expenditures (aka "rollover") at the end of the fiscal year to make up deposits to this reserve account for prior years' shortfalls.
- 2.4. In order to ensure adequate sustainable funding, the District will budget 5% of ongoing revenue (property taxes & fees) toward the Facilities Replacement Plan. Based upon funding cycles, this may be represented via a combination of debt service payments and deposits to reserves.
- 3.0. **PROCEDURE:**
  - 3.1. The Facilities Committee shall strive to maintain facilities in order to ensure optimal operational readiness and to minimize accumulated deferred maintenance (ADM). This shall be accomplished through an annual facilities inspection program.
  - 3.2. The District will provide sufficient funding to the facilities maintenance program to ensure ADM is kept at a minimum in order to extend facility life to the time of scheduled replacement. provide design specifications for facilities that are scheduled for replacement.
  - 3.3. Every 5 years the facilities committee will evaluate the anticipated end of useful life for each of the District facilities and update replacement costs for each. They will make recommendations to adjust the facilities replacement plan and deposits to the Facilities & CIP Reserve accounts accordingly.
  - 3.4. In order to ensure timely replacement of facilities, the facilities committee will develop a complete project plan for each station construction project 5 years prior to anticipated completion of construction.

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<sup>1</sup> This reflects a preliminary estimate of costs that will be adjusted when the purchase is made.

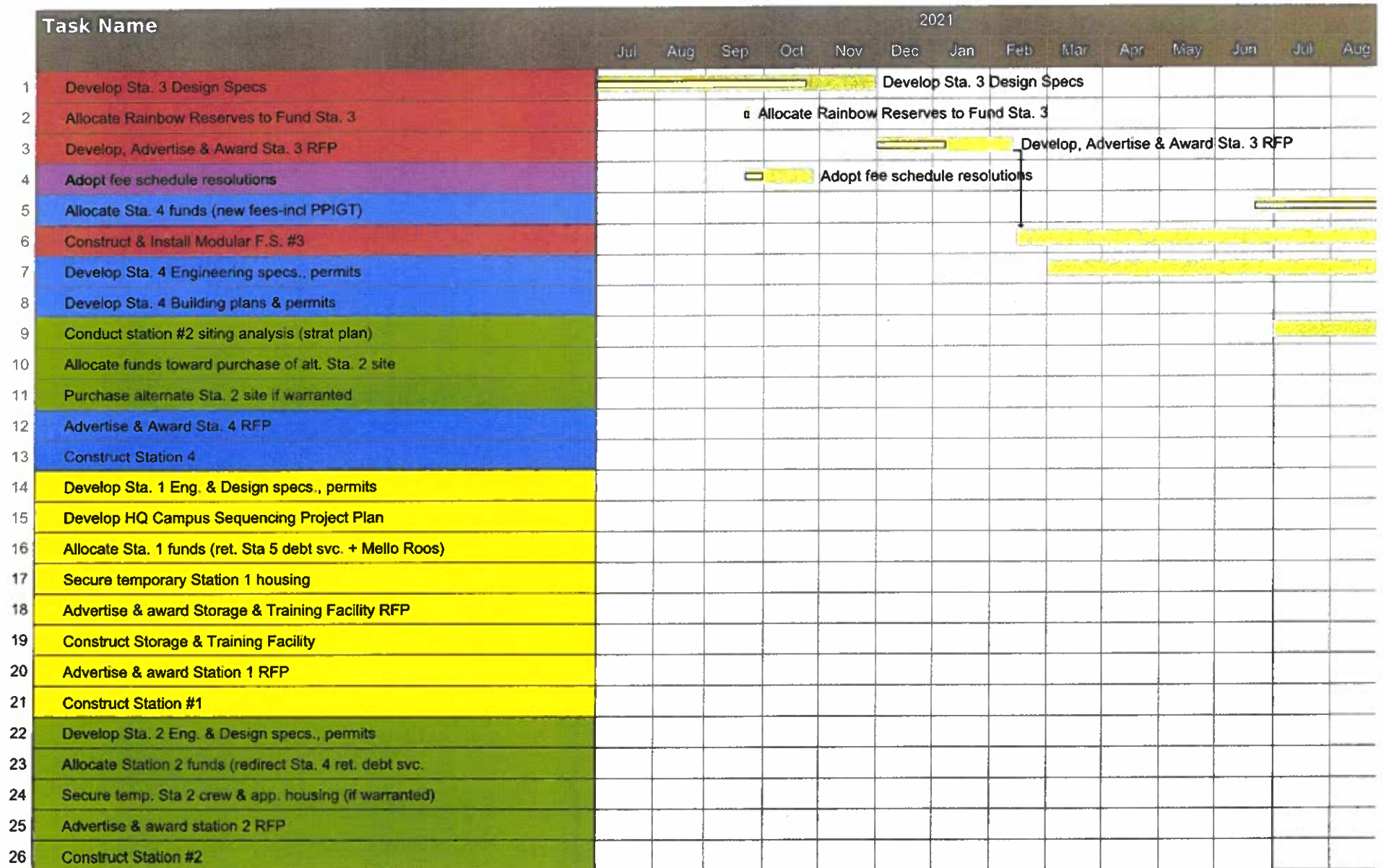
Attachment 'A'  
Facility Replacement Funding Plan

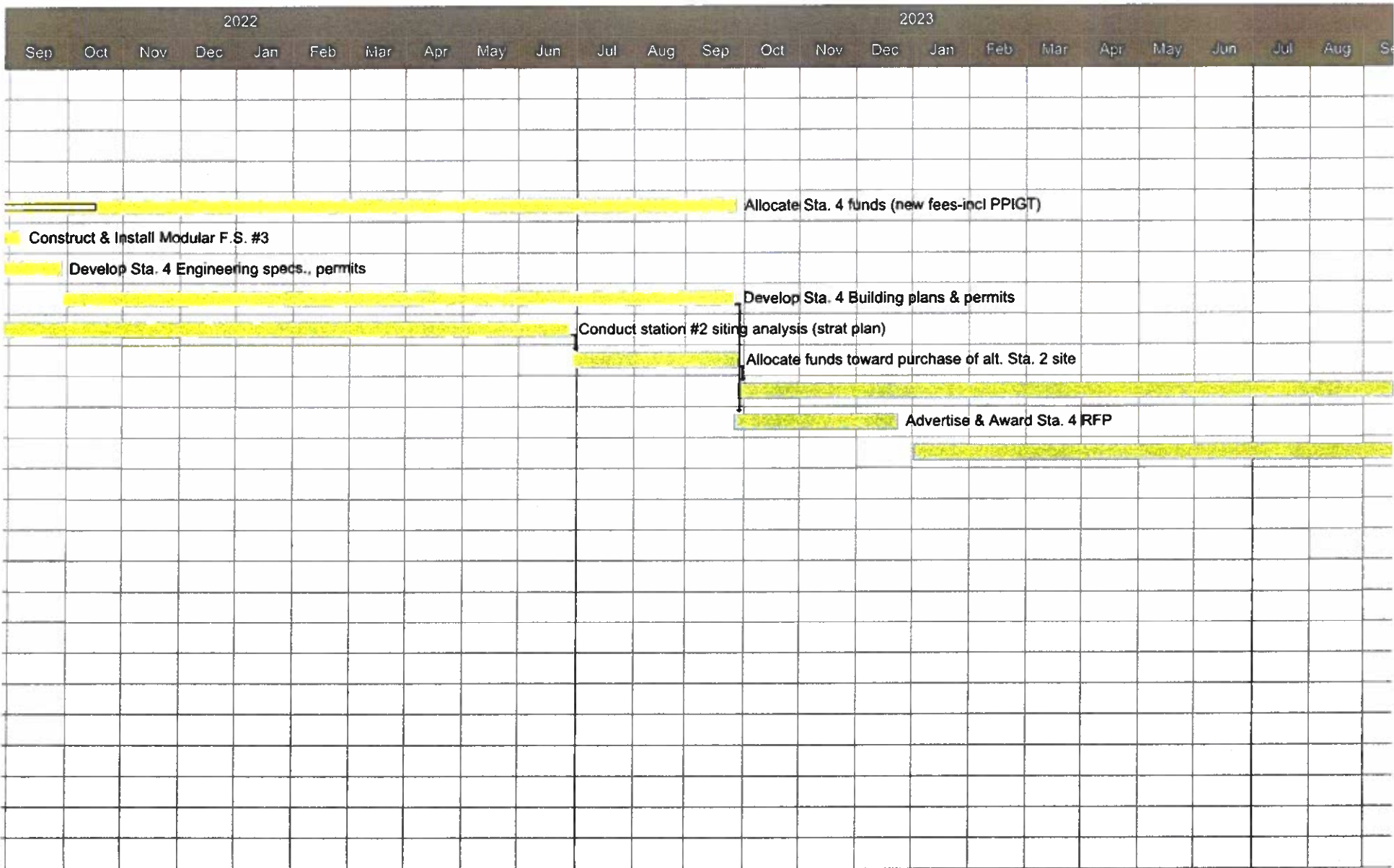
<b>Annl. Funding Need</b>	\$1,000,000		HQ Campus Constr. FY 33/34	
<b>Existing Facility Debt Service</b>	<b>\$360,000</b>	Sta. 5, Admin &	Station 1 future combination constr. cost	\$10,219,788 Based on Sta. 4
<b>Total Existing Facility Funding Shortfall</b>	<b>\$640,000</b>	Solar	Old Shop & Scout Hut future constr. cost	\$2,189,955 footprint & cost
<b>Revenue Offsets</b>			Combined future construction cost	\$12,409,743
<b>Adjust Ambulance Fees</b>	<b>\$240,000</b>		Demolition	\$500,000
<b>New Fire Prevention &amp; Cost Recovery Fees</b>	<b>\$31,000</b>		Construction manager	\$1,240,974
<b>PP IGT (Medi-Cal rate incr. to Medicare rates)</b>	<b>\$100,000</b>		<b>Total construction Cost</b>	<b>\$14,150,717</b>
<b>Meadowood Mello Roos</b>	<b>\$210,000</b>		<b>Less accumulated Meadowood Mello Roos*</b>	<b>\$3,301,435</b>
<b>Total new revenue offsets</b>	<b>\$581,000</b>		<b>Less accumulated Fire Mitigation Fees**</b>	<b>\$2,468,136</b>
<b>Ongoing annual Fire Mitigation Fees</b>	<b>\$116,000</b>		Total amount financed	\$8,381,146
<b>Total revenue offsets</b>	<b>\$697,000</b>		<b>Annual Payments (20 yr. term)</b>	<b>\$583,272</b>
Net Future Fac. Funding Excess	\$57,000	Avail. for future facility use	<b>Redirect existing fac. debt service</b>	<b>\$360,000</b>
<b>Facility Funding Plan</b>			<b>Ongoing Meadowood Mello Roos</b>	<b>\$261,109</b>
Station 4 Constr. FY 22/23			<b>Total ongoing revenue available</b>	<b>\$621,109</b>
Station 4 future conventional constr. cost	\$7,000,000	Based on Sta. 5	<b>Remaining unallocated Mello Roos (cushion)</b>	<b>\$37,837</b>
Combo Building future construction cost	\$4,900,000	footprint	Total ongoing facility encumbrances	\$933,272 HQ + Sta. 4 debt Service
Demolition	\$200,000		Station 2 Constr. FY 43/44	
Construction Manager	\$490,000		Station 2 future combination constr. cost	\$7,208,010 50% HQ cost + infl.
<b>Total construction cost</b>	<b>\$5,590,000</b>		New site future value	\$1,985,503 1 acre commcl.
Station 3 Sale Proceeds	\$700,000	Incl. solar payoff	Construction manager	\$720,801 land
Total financed	\$4,890,000		<b>Total construction Cost</b>	<b>\$9,914,314</b>
<b>Annual Payments (20 yr. term)</b>	<b>\$350,000</b>		<b>Less accumulated Fire Mitigation Fees</b>	<b>\$1,281,362</b>
<b>Source of Funds-new ambo. &amp; prev. fee incr.</b>	<b>\$371,000</b>		<b>Less accumulated unallocated fee revenue</b>	<b>\$487,138</b>
<b>Remaining unallocated fee revenue (cushion)</b>	<b>\$21,000</b>		<b>Less accumulated unallocated Mello Roos</b>	<b>\$417,747</b>
Total ongoing facility encumbrances	\$710,000	Sta. 4 debt svc. & Exist. Debt. Svc.	Total amount financed	\$7,728,067
			<b>Annual Payments (20 yr. term)</b>	<b>\$538,000</b>
			<b>Redirect Retired Sta. 4 Debt Service</b>	<b>\$350,000</b>
			<b>Ongoing annual Fire Mitigation Fees</b>	<b>\$145,831</b>
			<b>Ongoing unallocated Mello Roos</b>	<b>\$47,045</b>
			<b>Ongoing unallocated fee revenue</b>	<b>\$23,197</b>
			<b>Total ongoing revenue available</b>	<b>\$566,073</b>
			Debt service excess	\$28,073
			Total ongoing facility encumbrances	\$1,121,272 HQ & Sta. 2 debt

\*Payback District for subsidizing 15th firefighter @ Rainbow

\*\*Includes current fire mitigation fees on deposit

# Attachment 'B' - Station Construction Project Plan









**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
FIRE CHIEF/CEO**

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF ABBOTT  
**DATE:** OCTOBER 27, 2020  
**SUBJECT:** ACCELERATED FILLING OF FF/PM POSITIONS

## **ACTION AGENDA**

### **RECOMMENDATION:**

Allocate up to \$30,000 from contingency funds to fill three FF/PM positions in December.

### **BACKGROUND:**

This Fiscal Year the District has reorganized administrative staffing which, when combined with Mello-Roos fees from the Horse Creek Ridge (HCR) subdivision, has created sufficient savings to fund three additional firefighter/paramedic (FF/PM) positions at Station 3. This will bring the staffing of Station 3 up to three full-time positions per day and in so doing, augment the capabilities of that Station to provide 24/7/365 services equivalent to our other Engine companies at each of our other four stations.

### **DISCUSSION:**

Originally, the District had planned to implement these positions on 1/01/2021. Staff is now recommending filling those vacancies by December, given the protracted fire season Southern California is expecting, as forecasted by NIFC Predictive Services. The need to onboard these individuals has been exacerbated by the State's ongoing fire siege and the significant number of vacancies being filled with mandatory hire back to staff resources responding to these various fires.

### **FISCAL IMPACT:**

The fiscal impact to implement this staffing early would be \$30,000. There will be a partial offset of approximately \$5,000 realized by overtime expenditures that would not be incurred to staff-up Station 3 during this timeframe.

### **SUMMARY:**

Authorizing expenditure of contingency funds will allow the District to better staff its resources to meet the present demands being placed on our personnel.

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**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
FINANCE DIVISION**

**TO:** BOARD OF DIRECTORS  
**FROM:** FINANCE MANAGER JUUL AND CHIEF ABBOTT  
**DATE:** OCTOBER 27, 2020  
**SUBJECT:** RESOLUTION TO ADOPT THE PAY SCHEDULE

**ACTION AGENDA**

**RECOMMENDATION:**

It is recommended that the Board of Directors adopt the attached Resolution 2020-15, which updates the Pay Schedule as outlined.

**BACKGROUND:**

The California Code of Regulations, Title 2, Section 570.5 requires a governing body's Board of Directors adopt a pay schedule that delineates the range of pay for all positions and thereafter, make them available to the public without reference to another document.

**DISCUSSION:**

The current pay schedule does not reflect either of the positions of Finance Manager or Payroll/AP Specialist or the respective pay rate adjustments. Accordingly, it is necessary to adopt Resolution 2020-15 and post the referenced pay schedule (Exhibit 'A') on the Department's website. Future adjustments to rates of pay will require similar action by the Board of Directors, which will occur in concert with approval of bargaining unit or individual employee contracts.

**FISCAL ANALYSIS:**

None, procedural only.

**SUMMARY:**

Staff recommends that the Board adopt Resolution 2020-15 as presented and provide direction to the Board Secretary to post the Schedule to the District website.

# NORTH COUNTY FIRE PROTECTION DISTRICT

## RESOLUTION 2020-15



A RESOLUTION OF THE BOARD OF DIRECTIONS OF NORTH COUNTY FIRE PROTECTION DISTRICT, SAN DIEGO COUNTY, STATE OF CALIFORNIA, ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5.

**WHEREAS**, the California Public Employees Retirement System ("CalPERS") 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 to approve 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 pay rate.

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

1. That the attached Pay Schedule titled "North County Fire Protection District Pay Schedule, set forth in Exhibit "A" attached hereto and incorporated by reference, is approved and adopted.
2. 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.

**APPROVED, SIGNED AND ADOPTED** by the Board of Directors, North County Fire Protection District, County of San Diego, State of California, on this **27<sup>th</sup> day of October, 2020**, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**RECUSED:**

\_\_\_\_\_  
Fred Luevano, Board President

**ATTEST:**

I **HEREBY CERTIFY** that the foregoing is a true and correct copy of the Resolution duly and regularly adopted by the Board of Directors of the North County Fire Protection District thereof held on the **27<sup>th</sup> day of October, 2020**, and that the same now appears on record in the office of the Board Secretary.

**IN WITNESS THEREOF**, I hereunto set my hand and affixed by official seal this **27<sup>th</sup> day of October, 2020**.



\_\_\_\_\_  
Loren A. Stephen-Porter, Board Secretary

Official Seal

# NORTH COUNTY FIRE PROTECTION DISTRICT

## RESOLUTION 2020-15

### Exhibit A



**A RESOLUTION OF THE BOARD OF DIRECTIONS OF NORTH COUNTY FIRE PROTECTION DISTRICT, SAN DIEGO COUNTY, STATE OF CALIFORNIA, ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5.**

North County Fire Protection District Pay Schedule (October 27, 2020)

NORTH COUNTY FIRE PROTECTION DISTRICT - PAY SCHEDULE <span style="float: right;">Cal Code of Regulations, Title 2, §570.5</span>				
NON-EXEMPT - SAFETY EMPLOYEES				
North County Fire Protection District Pay Schedule (Revised September 1, 2020) Res. 2020-01				
POSITION	TIME BASE	RANGE	INFORMATION LOCATIONS CONTRACT DATES & REVISIONS	EFFECTIVE DATE
Firefighter/ Paramedic	Hourly	\$25.80 - \$32.96	MOU - FY2018/RES 20-2001	09 1 2019
	Bi-Weekly	\$2,889.12 - \$3,691.72		
	Annual	\$75,117 - \$95,985		
Engineer/ Paramedic	Hourly	\$29.27 - \$33.89	MOU - FY2018/RES 20-2001	09 1 2019
	Bi-Weekly	\$3,277.70 - \$3,795.81		
	Annual	\$85,220 - \$98,691		
Captain/ Paramedic	Hourly	\$33.01 - \$39.01	MOU - FY2018/RES 20-2001	09 1 2019
	Bi-Weekly	\$3,797.73 - \$4,369.49		
	Annual	\$98,741 - \$113,607		
Admin Battalion Chief	Hourly	\$66.42 - \$73.41	MOU - FY2018/RES 20-2001	09 1 2019
	Bi-Weekly	\$5,313.55 - \$5,872.87		
	Annual	\$138,152 - \$152,695		
Battalion Chief	Hourly	\$42.96 - \$47.49	MOU - FY2018/RES 20-2001	09 1 2019
	Bi-Weekly	\$4,811.84 - \$5,318.35		
	Annual	\$125,108 - \$138,277		
Administrative Captain	Hourly	\$52.42 - \$60.08	MOU - FY2018/RES 20-2001	09 1 2019
	Bi-Weekly	\$4,193.69 - \$4,806.29		
	Annual	\$109,036 - \$124,964		
EXEMPT POSITIONS - CHIEF OFFICERS				
POSITION	TIME BASE	RANGE	INFORMATION LOCATIONS CONTRACT DATES & REVISIONS	EFFECTIVE DATE
Division Chief	Hourly	\$73.80 - \$77.49	MOU - FY2018/RES 20-2001	09 1 2019
	Bi-Weekly	\$5,904.15 - \$6,199.35		
	Annual	\$153,508 - \$161,183		
Deputy Chief	Hourly	\$79.34 - \$83.30	MOU - FY2018/RES 20-2001	09 1 2019
	Bi-Weekly	\$6,346.96 - \$6,664.30		
	Annual	\$165,021 - \$173,272		
NON-EXEMPT POSITIONS - ADMINISTRATIVE and FIRE PREVENTION				
POSITION	TIME BASE	RANGE	INFORMATION LOCATIONS CONTRACT DATES & REVISIONS	EFFECTIVE DATE
Administrative Specialist	Hourly	\$26.87 - \$30.38	MOU - FY2018/RES 20-2001	09 1 2019
	Bi-Weekly	\$2,149.53 - \$2,430.55		
	Annual	\$55,888 - \$63,194		
Administrative Specialist/IT Support	Hourly	\$37.37 - \$42.26	MOU - FY2018/RES 20-2001	09 1 2019
	Bi-Weekly	\$2,989.83 - \$3,380.71		
	Annual	\$77,736 - \$87,898		
HR/Finance Specialist	Hourly	\$38.28 - \$43.28	MOU - FY2018/RES 20-2001	09 1 2019
	Bi-Weekly	\$3,062.28 - \$3,462.63		
	Annual	\$79,619 - \$90,028		
Payroll/AP Specialist	Hourly	\$22.76 - \$25.74	MOU - FY2018/RES 20-2001	07 1 2020
	Bi-Weekly	\$1,821 - \$2,059		
	Annual	\$47,340 - \$53,529		
Front Desk/ Social Media	Hourly	\$15.80 - \$17.86	MOU - FY2018/RES 20-2001	09 1 2019
	Bi-Weekly	\$1,263.91 - \$1,429.15		
	Annual	\$32,862 - \$37,158		

# NORTH COUNTY FIRE PROTECTION DISTRICT

## RESOLUTION 2020-15

### Exhibit A



**A RESOLUTION OF THE BOARD OF DIRECTIONS OF NORTH COUNTY FIRE PROTECTION DISTRICT, SAN DIEGO COUNTY, STATE OF CALIFORNIA, ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5.**

NORTH COUNTY FIRE PROTECTION DISTRICT - PAY SCHEDULE (cont)				<i>Cal Code of Regulations, Title 2, §570.5</i>		
NON-EXEMPT POSITIONS - ADMINISTRATIVE and FIRE PREVENTION						
POSITION	TIME BASE	RANGE	INFORMATION LOCATIONS	CONTRACT DATES & REVISIONS	EFFECTIVE DATE	
Fire Protection Specialist	Hourly	\$35.05 - \$39.64	↓	MOU - FY2018/RES 20-2001	09 1 2019	
	Bi-Weekly	\$2,804.28 - \$3,170.90				
	Annual	\$72,911 - \$82,443				
Medical Services Officer	Hourly	\$49.67 - \$56.16				
	Bi-Weekly	\$3,973.46 - \$4,492.93				
	Annual	\$103,310 - \$116,816				
Mechanic (Level II)	Hourly	\$33.34 - \$37.70				
	Bi-Weekly	\$2,667.38 - \$3,016.10				
	Annual	\$69,352 - \$78,419				
Mechanic (Level III)	Hourly	\$42.38 - \$47.92				
	Bi-Weekly	\$3,390.11 - \$3,833.31				
	Annual	\$88,143 - \$99,666				
EXEMPT POSITIONS - FIRE CHIEF (CEO) and EXECUTIVE STAFF						
FIRE CHIEF/CEO	Hourly	\$93.27	CONTRACT		11 1 2019	
	Bi-Weekly	\$7,461.54				
	Annual	\$194,000.00				
Fire Marshal	Hourly	\$54.44 - \$60.17	Mgmt Group Side-Letter		09 24 2019	
	Bi-Weekly	\$4,354.96 - \$4,813.37				
	Annual	\$113,229 - \$125,148				
Finance Manager	Hourly	\$56.46 - \$59.43	Mgmt Group Side-Letter		08 30 2020	
	Bi-Weekly	\$4,517 - \$4,754				
	Annual	\$117,430 - \$123,610				
Executive Assistant	Hourly	\$44.11 - \$49.88	CONTRACT		09 1 2019	
	Bi-Weekly	\$3,529 - \$3,990				
	Annual	\$91,753 - \$103,749				
SINGLE ROLE EMT & PARAMEDIC						
EMT	LEVEL I	Hourly	\$13.00	↓	Per Policy \$216.08	01 1 2020
		Overtime	\$19.50			
EMT	LEVEL II	Hourly	\$14.00			
		Overtime	\$21.00			
PARAMEDIC	LEVEL I	Hourly	\$16.00			
		Overtime	\$24.00			
PARAMEDIC	LEVEL II	Hourly	\$17.00			
		Overtime	\$25.50			
PART-TIME EMPLOYEES						
Fire Prevention Officer	Hourly	\$35.05	MOU - FY2018/RES 20-2001		09 1 2019	
	Overtime	\$52.58	Per Policy \$225.25			



**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
FIRE CHIEF/CEO**

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF ABBOTT AND B/S STEPHEN-PORTER  
**DATE:** October 27, 2020  
**SUBJECT:** SETTING OF YEARLY MEETING SCHEDULE

**ACTION AGENDA**

**RECOMMENDATION:**

To approve the schedule of meetings for the Board of Directors of North County Fire Protection District for the year 2021.

**DISCUSSION:**

The Fallbrook Public Utility District Board Room continues to be an appropriate location for the North County Fire Protection District’s Board business, especially since it will permit us to set up for social distancing. In the event that COVID 19 restrictions become an issue again, the District will return to some form of distance or video meetings during the restricted period. For now, the time and location for the meeting appears to be appropriate, with good response to public hearings and issues requiring public input.

As usual, there is no meeting in November; the December meeting is two weeks early to accommodate the holidays. Agreement on meeting dates for the year will allow the Board, Staff and public to anticipate and plan for attendance at meetings. Early approval allows the Staff to post the meeting calendar on the District website before the beginning of the year and reserve the Board Room in advance with Fallbrook Public Utility District. The proposed meetings dates are:

MEETING DATES FOR 2021							
Month	Day	Month	Day	Month	Day	Month	Day
January	26	April	27	July	27	October	26
February	23	May	25	August	24	November	No Meeting
March	23	June	22	September	28	December	14

**FISCAL ANALYSIS:**

None.

**SUMMARY:**

It is recommended that the Board approve the meetings be continued at the location and time recommended, following the schedule outlined herein.

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**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
FIRE CHIEF/CEO**

**TO:** BOARD OF DIRECTORS  
**FROM:** STEPHEN ABBOTT, FIRE CHIEF/CEO  
**DATE:** OCTOBER 27, 2020  
**SUBJECT:** NOMINATIONS FOR SPECIAL DISTRICT MEMBER ADVISORY COMMITTEE ON LAFCO

**ACTION AGENDA**

**RECOMMENDATION:**

The Board of Directors should determine if any members wish to be nominated for a position on the Special District Member Advisory Committee. If no, no further action is required. If yes, then a motion to nominate the individual will be required and the President will need to sign the nomination form.

**BACKGROUND:**

The North County Fire Protection District may submit nominations for the Special District Advisory Committee member to serve on the San Diego LAFCO. The Committee consists of sixteen members that serve for four-year terms. The term up for nomination is four years begins on immediately upon election and runs until October 2024. There are currently eight incumbents holding eight affected seats:

TERM EXPIRES	INCUMBENT	DISTRICT
October 2020	Gary Arant	Valley Center Municipal Water District
October 2020	Bill Haynor	Whispering Palms Community Services District
October 2020	Julie Nygaard	Tri-City Healthcare District
October 2020	Fred Cox	Rancho Santa Fe Fire Protection District
October 2020	Augie Scalzitti	Padre Dam Municipal Water District
October 2020	Joel Scalzitti	Helix Water District
October 2020	Sheryl Landrum	Resource Conservation District of Greater San Diego County
October 2020	Hector Martinez	South Bay Irrigation District

**DISCUSSION:**

LAFCO is currently soliciting nominations as described in the attached documentation. Eligibility to serve on the Advisory Committee involves either an elected or appointed district officer and a staff member. The number of candidates representing the same agency shall also be limited to one. The deadline for submitting nominations is **November 9, 2020**. Details of the nomination are outlined in the attached correspondence from LAFCO.

Given the current environment in San Diego County, especially as it relates to fire districts, Staff encourages Board members consider participation in this Committee. Further action will be based on whether or not there is a nomination by the Board to the Committee.

**FISCAL ANALYSIS:** None.

**SUMMARY:**

Board members should determine if there is any interested in being nominated for the available LAFCO Special District Member as described in the attached documents. If not, no further action is required. If yes, then a motion making the nomination will be in order.



**San Diego County**  
**Local Agency Formation Commission**  
 Regional Service Planning | Subdivision of the State of California

**CALL FOR NOMINATIONS**

October 5, 2020

**TO:** Independent Special Districts in San Diego County

**FROM:** Tamaron Luckett, Commission Clerk

**SUBJECT:** Call for Nominations | San Diego Local Agency Formation Commission Special Districts Advisory Committee

The San Diego County Local Agency Formation Commission (LAFCO) is respectfully calling for nominations among all independent special districts pursuant to Government Code Section 56332(1) involving eight expiring terms on the Special Districts Advisory Committee. The Advisory Committee consists of 16 members that serve four-year terms and tasked with providing feedback – including recommendations – germane topics to assist LAFCO in fulfilling its regulatory and planning functions. Eligibility to serve on the Advisory Committee involves either an elected or appointed district officer and a staff member. The number of candidates representing the same agency shall also be limited to one. All eight seats subject to this call for nomination will commence immediately upon election with terms extending to October 2024. The eight incumbents currently holding the eight affected seats follows:

Term expire	Incumbent	Home Special District
October 2020	Gary Arant	Valley Center Municipal Water District
October 2020	Bill Haynor	Whispering Palms Community Services District
October 2020	Julie Nygaard	Tri-City Healthcare District
October 2020	Fred Cox	Rancho Santa Fe Fire Protection District
October 2020	Augie Scalzitti	Padre Dam Municipal Water District
October 2020	Joel Scalzitti	Helix Water District
October 2020	Sheryl Landrum	Resource Conservation District of Greater San Diego County
October 2020	Hector Martinez	South Bay Irrigation District

State law specifies only the presiding officer or their alternate as designated by the governing board must sign the nomination form. Attached is the nomination form (**Attachment A**) with additional details provided below.

**Administration**  
 Keene Simonds, Executive Officer  
 County Operations Center  
 9335 Hazard Way, Suite 200  
 San Diego, California 92123  
 T 858.614.7755 F 858.614.7766  
 www.sdlafco.org

**Jim Desmond**  
 County of San Diego

**Chair Dianne Jacob**  
 County of San Diego

**Greg Cox, Alternate**  
 County of San Diego

**Mary Casillas Salas**  
 City of Chula Vista

**Bill Wells**  
 City of El Cajon

**Paul McNamara, Alternate**  
 City of Escondido

**Mark Kersey**  
 City of San Diego

**Chris Cate, Alternate**  
 City of San Diego

**Jo MacKenzie**  
 Vista Irrigation

**Barry Willis**  
 Alpine Fire Protection

**Erin Lump, Alternate**  
 Rincon del Diablo MWD

**Vice Chair Andy Vanderlaan**  
 General Public

**Harry Mathis, Alternate**  
 General Public



San Diego LAFCO

October 5, 2020

Call for nominations | Special District Advisory Committee

- Nominations and a limited **two-page** resume indicating the candidate's District and LAFCO experience must be returned to San Diego LAFCO **no later** than 5:00 p.m. on **Monday, November 9, 2020**. Nominations received after this deadline will be invalid.
- Nominations and resumes may be submitted by mail to the San Diego Officer at 9335 Hazard Way, Suite 200, San Diego, CA 92123 or via email to [tamaron.luckett@sdcounty.ca.gov](mailto:tamaron.luckett@sdcounty.ca.gov), if necessary to meet the submission deadline, but the original form must be submitted.

After nominations and resumes are received further information will be provided. Should you have any questions, please contact me at (858) 614-7755.

Respectfully,

Tamaron Luckett  
Commission Clerk

Attachment:  
Nomination Form

**ATTACHMENT A**  
**NOMINATION OF THE**  
**SPECIAL DISTRICT REPRESENTATIVES**  
**FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION**  
**SPECIAL DISTRICTS ADVISORY COMMITTEE**

The \_\_\_\_\_ is pleased to nominate \_\_\_\_\_ as a  
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as a special district advisory committee member.

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is either a district elected or appointed officer and a staff member.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Title)

**PLEASE ATTACH RESUME FOR NOMINEE**

- Limit two pages
- Must be submitted with Nomination Form



**NORTH COUNTY FIRE  
PROTECTION DISTRICT**  
FIRE CHIEF/CEO

**TO:** BOARD OF DIRECTORS  
**FROM:** STEPHEN ABBOTT, FIRE CHIEF/CEO  
**DATE:** OCTOBER 27, 2020  
**SUBJECT:** DISCUSSION AGENDA

There are no Discussion Agenda Items for the October 27, 2020, Board Meeting.

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# ROBERT H. JAMES

ATTORNEY AT LAW

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October 1, 2020

## **Board of Directors North County Fire Protection District**

Re: General Counsel Board Report for October 1, 2020

### **Employer Obligation to Report COVID-19 Exposure in the Workplace - Assembly Bill 685 Expands Cal/OSHA Authority**

In one of several efforts to protect employees in the workplace from COVID-19 exposure and risk, California Gov. Gavin Newsom signed Assembly Bill 685, expanding the Division of Occupational Safety and Health's authority and allowing the State to monitor COVID-19 cases in the workplace more closely. The law requires employers who receive "notice of a potential exposure" involving a "qualified individual" to provide various notifications to its employees and to local health agencies. AB 685 goes into effect on Jan. 1, and expires Jan. 1, 2023.

#### Circumstances Triggering Employer Action

"Notice of potential exposure" to a qualifying individual is what triggers an employer action under this new statute. A "qualified individual" is someone who has a laboratory-confirmed positive COVID-19 test or health care provider's positive diagnosis, who was ordered to isolate by a public health official or who was determined by a county public health department (individually or as a reported statistic) to have died due to COVID-19. Potential exposure notice may come to an employer from a variety of sources:

- A public health official or licensed medical provider stating that an employee was exposed to a qualifying individual at the worksite,
- An employee (or their emergency contact) disclosing that the employee is a qualifying individual,
- Testing protocol results or
- A subcontracted employer sharing that a qualifying individual was on the worksite of the employer receiving notification.

There are some limited exceptions for employees whose regular duties include testing or screening for COVID-19 or who provide patient care to individuals who have, or are suspected to have, COVID-19 — unless the "qualifying individual" is another employee.

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### Notice to Employees

Within one business day of "notice of potential exposure" to COVID-19 in the workplace, an employer must then do the following:

1. Provide written notice to all employees who were at the same location as the exposed individual within the infectious period. Notice must be given in the manner usually used to communicate employment-related information, such as personal service, email or text message;
2. Provide written notice to the exclusive representative of employees;
3. Provide all potentially exposed employees and the exclusive representative with information regarding COVID-19-related benefits that they may be entitled to, including: workers' compensation, leave, anti-retaliation and anti-discrimination protections; and,
4. Notify employees and the exclusive representative of the employer's disinfection and safety plan pursuant to Centers for Disease Control and Prevention guidelines.

### Notice to Local Public Health Agency

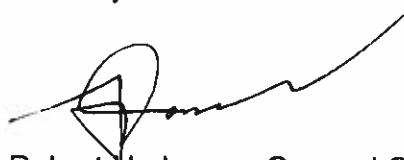
If the number of reported cases meet the California Department of Public Health's definition of a COVID-19 outbreak, the employer must also provide the local public health agency the following information within 48 hours:

- Names, number, occupation and worksite of "qualifying individuals" and
- The business address and the worksite's NAICS (classification system) code of the qualifying individuals.

A "qualifying individual" is a person who meets any of the following:

1. Has a laboratory-confirmed COVID-19 case, as defined by the State Department of Public Health,
2. Has a positive COVID-19 diagnosis from a licensed health care provider,
3. Has a COVID-19-related order to isolate provided by a public health officer or
4. Died due to COVID-19, as determined by the county public health department.

ROBERT H. JAMES  
Attorney at Law



Robert H. James, General Counsel for the  
North County Fire Protection District

RHJ/km  
cc: Chief Steve Abbott  
Board members



**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
FIRE CHIEF/CEO**

**TO:** BOARD OF DIRECTORS  
**FROM:** STEPHEN ABBOTT, FIRE CHIEF/CEO  
**DATE:** OCTOBER 27, 2020  
**SUBJECT:** WRITTEN CORRESPONDENCE

- **WRITTEN COMMUNICATION:**

- Letter from CalFire EMS Bureau Chief re: Cooperation by North County Fire Protection District

- **BOARD RECOGNITION PROGRAM:** None.

# CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION

## SAN DIEGO UNIT

2249 Jamacha Road, El Cajon CA 92019  
(619) 590-3100



PROUDLY SERVING:

SAN DIEGO COUNTY  
FIRE AUTHORITY



DEER SPRINGS FIRE  
PROTECTION DISTRICT



RAMONA MUNICIPAL  
WATER DISTRICT



YUMA MUNICIPAL WATER  
DISTRICT



Chief Mecham,

Meeting Health and Human Service Agency (HHS) task of providing COVID testing to the rural communities and county first responders, is challenging for a single agency. Some fire agencies were willing and did assist initially, but as time wore on, less agencies were involved except for one.



From the initial stages, North County Fire Department (NCFD) has always been present and an active partner

in all events held in the Fallbrook area. NCFD with their relationship with Fallbrook Regional Health District located and excellent central site, provided flyers and information to the community about COVID testing. It was due to the partnership with NCFD, we completed our single highest testing day of 389 tests. As the COVID pandemic continued, County Fire was tasked to also administer flu vaccinations to first responders and rural communities. NCFD's Mary Murphy was immediate on



board to assist with flu



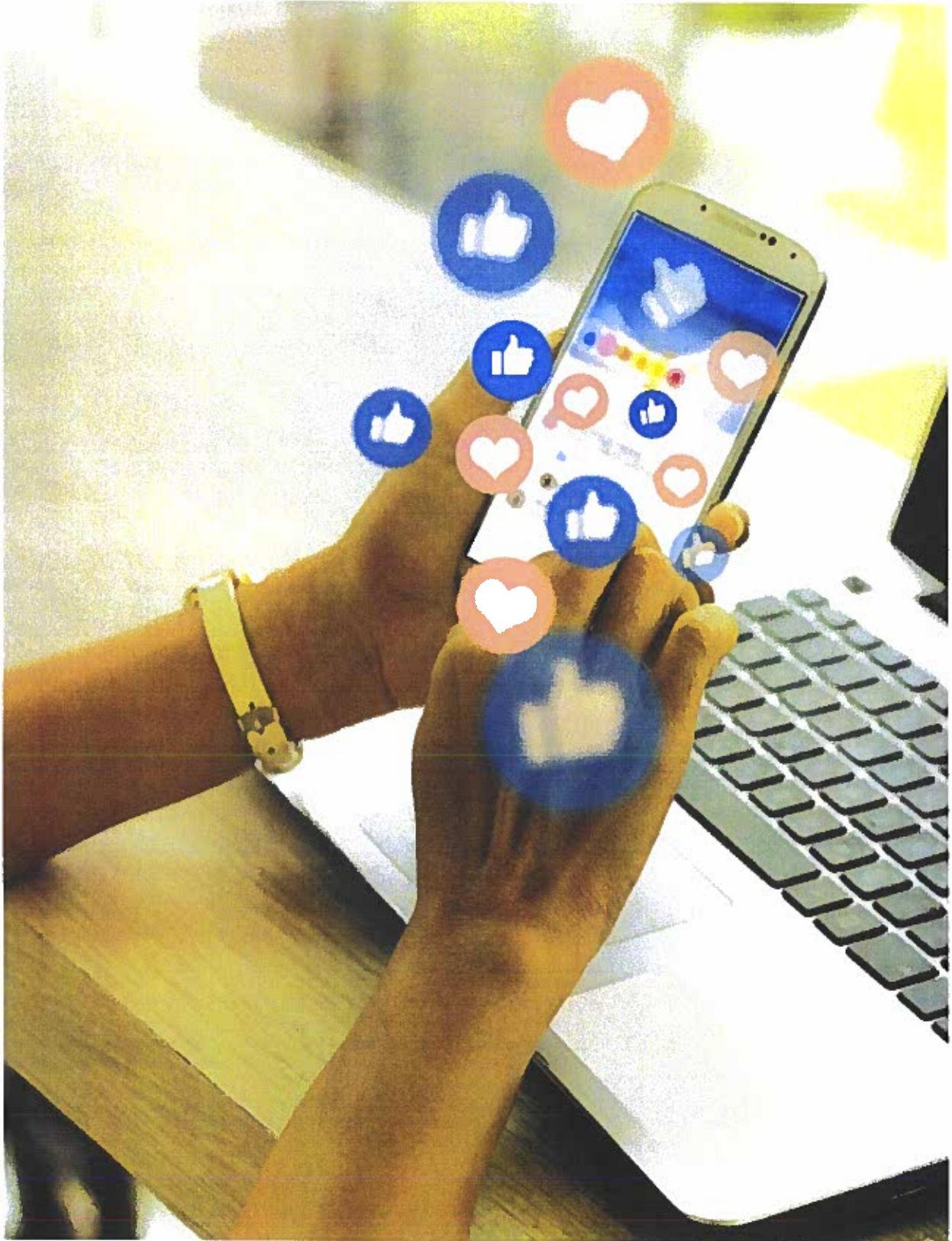
vaccines in the Fallbrook area. County Fire and NCFD held the first fire-based public drive up flu event last week. NCFD has assisted with our mission to test migrant farm workers by providing the Rainbow Fire station as a testing/vaccine site. NCFD

along with Fallbrook Regional Health District are investing in vaccine refrigerator to allow for larger quantities of vaccine be stored in the Fallbrook area. Our partnership with NCFP and Fallbrook Regional Healthcare, exemplifies Live Well San Diego's mission of "building better healthy, safe and thriving communities"

Jakub Jagielinski MS  
B18 EMS Bureau Chief  
San Diego County Fire/CAL FIRE



## Public Officials' New Social Media Open Meeting Law



Clicking the “like” button has become second nature.

Whether it’s a thumbs up, hug or sad face on Facebook, or a heart reaction on Instagram and Twitter, these simple online interactions are now ingrained in the way we communicate with one another. For California public officials, however, these seemingly mundane interactions could run afoul of state law.

Under the recently enacted [Assembly Bill 992](#), public officials could violate the State’s sunshine law if they communicate with legislative members of the same body on social media about matters under the body’s jurisdiction. AB 992 is the first Brown Act amendment to address officials’ social media use.

The Brown Act generally requires local governments to conduct business at open and public meetings.

This includes requiring agencies to give advance notice to the public, post the meeting’s agenda ahead of time and provide the public with access to the meeting. For transparency’s sake, the Act prohibits a majority of a legislative body’s members from directly or indirectly engaging in a series of meetings to “discuss, deliberate or take action on an item” within the subject matter jurisdiction of the body.

Now, even liking another official’s post on a topic before, or within the jurisdiction of, the governing body could violate the Brown Act. Amending Government Code section 54952.2, AB 992 clarifies the social media communications a public official may engage in as well as the actions that are prohibited.

AB 992 covers activity across a plethora of social media platforms — from Snapchat and Instagram to Facebook, Twitter, TikTok, Reddit, blogs and more. The law states that public officials may communicate on such platforms to answer questions and provide the public with information. They may also solicit information regarding matters being considered by the body, or that fall within the official’s jurisdiction.

However, the law prohibits members of a legislative body from using social media to discuss official business “among themselves,” which is defined as making posts, commenting and using digital icons that express reactions to communications made by other members of the legislative body.

The law goes further. While a single contact between one public official and another would not, under general circumstances, constitute a prohibited meeting, AB 992’s social media prohibitions change this.

AB 992 prohibits public officials from responding “directly to any communication” that is made, posted or shared on social media by another member of the same legislative body regarding matters in the body’s jurisdiction. Now, any such communication could be a Brown Act violation.

As the law applies to all Internet-based social media platforms that are open and accessible to the public, elected officials need to keep these new prohibitions in mind when commenting on, reposting, liking, disliking or responding with the growing list of emojis to social media posts of another official.

### **Questions, Practical Concerns Remain**

AB 992 directly amends the Brown Act but touches on other public transparency laws as well.

A few years ago, the California Supreme Court held that the public could have the right to access emails and text messages sent and received by public officials that pertain to public business. The court’s ruling in [City of San Jose v. Superior Court](#) noted that

electronic communications on both an official's personal and government email accounts and devices could be subject to the California Public Records Act.

Given the court's ruling, if a public official, in their official capacity, posts and communicates about public business through social media, those posts could also be subject to the CPRA.

Moreover, as we've discussed in a [previous article](#), platforms like Facebook, Instagram, Twitter and the like are the modern-day public square where vital public information is disseminated and discussed.

If a public official is using social media to communicate with constituents and share critical public information, they may have turned their social media space into a public forum that is subject to the First Amendment. If this happens, officials should be wary of blocking individuals from their pages when they don't like or agree with the poster's viewpoint. Such a move could violate a poster's constitutional rights.

Finally, in regard to an official's digital communications, issues arise regarding document retention.

## **Kennedy vying for District 1 NCFPD director seat**

*Village News*

David Kennedy had a good reason to narrowly miss a deadline with Village News to submit his Q&A answers to the paper prior to our print press deadline - he was fighting fires in Northern California.

The veteran Vista fire captain is one of two on the ballot to serve on the North County Fire Protection District Board of Directors in District 1 - the other candidate being Lee J. De Meo, who most recently has served as a trustee on the Fallbrook Union High School District Board of Trustees.

Both, De Meo and Kennedy, were sent the same questions by Village News so that readers could get a little more insight into each of the candidates and their priorities.

### **Why do you feel you are uniquely qualified to represent your district on the NCFPD board?**

Kennedy: I believe what uniquely qualifies me to represent District 1 is my 13 years as a Fire Captain in the City of Vista where I worked closely with the North County Fire Protection District, my many years on California Task Force 8 USAR team, and my record of collaborating with community groups such as Fallbrook A Votar, V.O.C.E.S, and the Fallbrook Firefighters Association.

### **Measure A not passing was a huge blow to the district. How can you help guide the district through future funding issues?**

Kennedy: You're right, the failure of Measure A was a tough loss for our community, as well as, the district. However, I believe that through a collaborative effort we can re-evaluate the current financial philosophies used by the district to come up with a long-term solution to address our aging fire stations, while still providing a level of service that our community heavily depends on.

### **What are the top three issues facing the district in the coming years?**

Kennedy: In talking with the members of our community I believe that the top 3 issues facing the district are: The rapid increase in 911 call volume, proximity to a hospital, and catastrophic wildland fires.

### **What are three things you would like to accomplish or shore up with the district if you are elected?**

Kennedy: Three goals I plan to accomplish are: Prioritize the safety of the community by ensuring that the necessary amount of Firefighter Paramedics are staffed daily, improve the district's communication and relationship with the community to adequately address their needs, and create a long term solution for the aging infrastructure of the district.

**What do you bring to the board personally or professionally that is currently lacking or will add to the board in your opinion?**

Kennedy: While I will rely heavily on my 13 years of experience as a Fire Captain, Fire Engineer, and Firefighter Paramedic, it is actually the relationships I have built in this community that will provide the best foundation for me to serve as your District 1 Board Member. It is only through community collaboration that any board member can adequately serve. Collaboration with the Fire Chief, collaboration with the Firefighters Union, and most importantly, the collaboration with our community that I strive to serve.

*Jeff Pack can be reached by email at [jpack@reedermedia.com](mailto:jpack@reedermedia.com).*

## De Meo wants to switch from schools to fire departments in NCFPD race

*Village News*

For the last six years, Lee J. De Meo has served as a trustee on the Fallbrook Union High School District Board of Trustees, now he wants to become a director in District 1 on the North County Fire Protection District Board of Directors.

De Meo, along with his opponent David Kennedy, were sent questions by Village News so that readers could get a little more insight into each of the candidates and their priorities.

Kennedy did not respond to the questions prior to the press deadline, but his answers will be included in future editions of the newspaper if he responds.

### **Why do you feel you are uniquely qualified to represent your district on the NCFPD board?**

**De Meo:** I bring my local government experience, community knowledge and personal ideas of community service to the NCFPD board, having served successfully as a member of the Fallbrook Community Planning Group since 2012 and as a trustee of the Fallbrook Union High School District since 2014. I have found it a great responsibility and honor to serve Fallbrookians in these ways and look forward to being able to serve them in this new capacity.

### **Measure A not passing was a huge blow to the district. How can you help guide the district through future funding issues?**

**De Meo:** Having served as an elected trustee of the [Fallbrook High School Board](#), I have observed and helped implement the current school bond (Measure AA passed in 2016) without raising taxes on the residents of Fallbrook. This bond was successfully structured in such a way to make that happen. I will bring my experience in this to the NCFPD board for future efforts. (I don't believe that the presentation of Measure A was handled correctly).

What are the top three issues facing the district in the coming years?

**De Meo:** Naturally the first issue to be considered is the ongoing possibilities of seasonal and year round wildfires and our community's ability to both mitigate and prevent them and to make sure that our community is prepared for them, This leads to be able to make sure that North County Fire Protection has what is needed in equipment, facilities and manpower to accomplish those abilities. Finally, with the new homes being built in our area and the increase in residents, we will need to take a look at what will be

needed to provide fire protection for these new residents and the area growth as we move into the future.

**What are three things you would like to accomplish or shore up with the district if you are elected?**

**De Meo:** I would like to accomplish the three things listed above in question 3. In addition, I would like our first responders to know that they are appreciated by Fallbrookians and to make sure they have what they need, while still being fiscally responsible.

**What do you bring to the board personally or professionally that is currently lacking or will add to the board in your opinion?**

**De Meo:** The biggest asset I bring to add to this or any other board (like I have in both the planning group and the high school board) is the ability to quickly analyze information and situations, to understand what that information means, how it relates together and get a good picture of what is happening, what will happen if any particular actions are or are not taken, and be able to make good decisions moving forward to provide good and positive results for Fallbrook and the rest of the district. I look forward to being able to continue to serve.

*Jeff Pack can be reached by email at [jpack@reedermedia.com](mailto:jpack@reedermedia.com).*

## **Brush fire briefly causes evacuations on Camp Pendleton**

*Village News*

North County firefighters responded to assist with a brush fire in the afternoon, Wednesday, Sept. 30, that triggered evacuations on U.S. Marine Corps Base Camp Pendleton.

Base officials posted to Camp Pendleton's Twitter account at 1:28 p.m. that a vegetation fire on the west side of De Luz Road was potentially threatening structures, and the surrounding area was initially being placed under a precautionary evacuation.

About 45 minutes later, Camp Pendleton officials tweeted the forward spread of the fire has been stopped.

Base officials said at about 3:40 p.m. that repopulation of hous...



# Fire evacuation routes for Fallbrook residents

*Village News*

California is wildfire country, and October is peak wildfire season.

The Rice fire, which burned more than 9,000 acres and destroyed more than 200 structures in the Fallbrook area in 2007, broke out in late October. So this time of year is certainly a time to be mindful of fire danger, especially in Fallbrook, which finds itself especially vulnerable to fires as a result of being surrounded by wildlands and with few roads in or out.

2020 has already been a deadly and destructive year for wildfires in California. Firefighters have battled more than 8,000 wildfires in the state so far this year, and 26 people have lost their lives to the fires.

With more than 5 million acres burned, 2020 is now the largest wildfire season in California history.

And San Diego County has already had one major fire – the Valley Fire, which burned about 17,000 acres in the mountains of East County and destroyed 30 residences, 31 outbuildings and 11 other structures earlier in September.

With the potential for more fires, Fallbrook residents should be aware of what needs to be done in an emergency.

The Fallbrook Firesafe Council created its first Fallbrook Evacuation Map in 2003, according to Dorothy Roth, the council's president.

While the council is currently working to update the evacuation map, the most recent version from 2018 remains available on North County Fire's website, <https://www.ncfire.org/emergency-information>, as well as here in the Village News.

Local resident Harriett Hardman has also put together a Fallbrook Fire Safety checklist which can be found at <https://fallbrookfiresafety.com/>.

## North County Fire Protection District approves budget for fiscal year 2020-21

*Village News*

During its Tuesday, Sept. 22 teleconference meeting, the North County Fire Protection District approved the yearly final budget for the fiscal year 2020-21 after a roll call vote.

In the staff presentation, the projected revenues for the district is \$20,740,665.

According to a staff report, revenue from taxes and assessments are expected to grow by 3.5%, and ambulance fees, with help from the Quality Assurance Fee program, were expected to grow by 18.3%.

Revenue expected to drop in the fiscal year are donations and grants due to the elimination of the SAFER grant. The district expects to collect \$300,000 in restricted fire mitigation fees.

Overall, the district expects an increase of more than \$785,000 in revenue over 2019-20.

Staff also reported that expenditures for the district will be \$15,424,695 with personnel costs increasing by 3.6% and salary expenditures increasing by 3.2%.

Due to a couple of large payouts, worker's compensation costs will result in a 50% increase over the year before, and because of a large cost increase in vehicle insurance, firefighting equipment and personal protection equipment, Department 104 is expected to increase by 27%.

Department 108 will also see an increase in fuel costs of 15%.

"I just want to commend all the staff for making the budget so clear for us this year," Board President Fred Luevano said. "You really did a good job in laying the whole thing out and explaining it, so, even I can understand some of it."

Fire Chief Stephen Abbott proposed spending an additional \$75,000 of the budget's contingency money to hire three additional personnel to deal with an extraordinary fire season.

Luevano proposed adding an amendment to add the additional spending to the budget, but Director Ruth Harris disagreed.

"We need to vote on the balanced budget," she said. "We can't just say, 'Oh ya, we're going to add \$75,000 to it in 6, 8, 10 weeks. If in 6, 8, 10 weeks the

board decides to do that, then we make a motion and we decide to take that out of the reserves.

“We need to vote on this budget as presented.”

Abbott suggested that they could approve the budget with a modification, but Harris said if the board considered it months ago, as Abbott suggested, it should have been included in this budget.

“If we need to take up use of contingency funds next month, that would be fine with me,” one of the directors suggested.

A motion was made to approve the budget approval resolution as presented, without the contingency monies for the hirings included, and it passed unanimously.

The directors also set hearing dates and times – starting at 4:15 p.m. Oct. 27 for the adoption of updated ambulance fee schedule, updated cost recovery resolution, and updated fire prevention fees solution and ordinance.

The board also approved a resolution regarding the terms and conditions for department response away from official duty stations and assigned to an emergency event, as presented by Deputy Chief Steve Marovich.

In the approved consent agenda, the board of directors reviewed and approved August’s board meeting minutes, the financial report for August, policies and procedures, and the monthly operations activities report for August.

When the meeting began, the board and Abbott presented Marovich of the agency’s Administrative Services Division with a resolution to commemorate his retirement from NCFPD in October.

Jeff Pack can be reached by email at [jpack@reedermedia.com](mailto:jpack@reedermedia.com).

## Appeals courts to revisit 'California rule' cases

*Arleen Jacobius*

The California Supreme Court has sent four remaining cases concerning the so-called California rule back to the state Courts of Appeal.

The cases had been on hold pending the California Supreme Court's decision in another case involving the \$8.3 billion Alameda County Employees' Retirement Association, Oakland, Calif., \$8.3 billion Contra Costa Employees' Retirement Association, Concord, Calif., and \$778 million Merced County Employees' Retirement Association.

The court released its opinion in that case July 30, relaxing but not eliminating the rule that is used to determine the degree to which public employee pension plans for existing employees can be changed. The California rule stems from a series of state court decisions that have influenced the calculation of public pension benefits in California and nearly a dozen other states.

Two of the cases will be fully reconsidered by the Courts of Appeal based on the Alameda decision, said Timothy K. Talbot, a principal at law firm Rains Lucia Stern St. Phalle & Silver who represents the Contra Costa County Deputy Sheriffs Association, which was involved in the Alameda case, in an email.

One of the cases, McGlynn vs. State of California involving a judges' pension plan, was dismissed by the California Supreme Court. The \$411.5 billion California Public Employees' Retirement System, Sacramento, was also a defendant.

Though CalPERS was a named defendant in the case, the dispute was really between the plaintiffs and the state over the proper interpretation of a 2013 California pension reform law, said Matthew Jacob, CalPERS general counsel in a written statement. "Of course, CalPERS is always pleased when a case it is defending is dismissed," he added.

Another case, the Marin Association of Public Employees vs. [Marin County Employees' Retirement Association](#), challenging a new policy for calculating pension benefits that was based on the California pension reform law, was dismissed by an appellate court on Monday, said Gregg McLean Adam, partner in the law firm Messing, Adam & Jasmine, an attorney for one of the plaintiffs in that case.

The cases still before the Courts of Appeal are Hipsher vs. Los Angeles County Employees Retirement Association and Wilmot vs. Contra Costa

County Employees' Retirement Association, both involving pension benefits forfeited after criminal convictions.

Mr. Adam said that while the plaintiffs in *Marin Association vs. MCERA* lost their case, it was still a success. The appellate court decision in the Marin case that came out in 2015 "was so out in left field, it would have destroyed all protections for pension accruals."

However, the Alameda case left the "California rule bent but not broken" with a good deal of ambiguity on what changes to pension benefit calculations pension systems can make, he said. "We will get a brand new round of pension litigation," Mr. Adam said.

Roland M. Katz, executive director of the plaintiff, the Marin Association of Public Employees, a public employees union, said he was relieved that the appellate court decision in the association's case was not allowed to stand.

The appellate court had ruled in the Marin case that held that public employees have a vested right to their pension but only to a reasonable pension and that the state legislature can change the formula for calculating pension benefits as long as the law does not deprive public workers of a "reasonable" pension, Mr. Katz said.

"Had the Court of Appeal's decision stood, any time a pension system attempted to make a change in pension benefits, the superior court (trial court) would have to decide what is a reasonable benefit," he said.

Ashley K. Dunning, partner at law firm Nossaman, who represents \$2.3 billion Marin County Employees' Retirement Association, said that county pension plans in California are determining how they will implement the Alameda decision.

As the California Supreme Court recognized in the Alameda case, the county retirement boards subject to the California pension reform law have historically applied the underlying statutes in somewhat different ways from one another, Ms. Dunning said in an email.

"The Alameda Court clarified that boards have less discretion in that regard than was originally thought," she said. "Because of those historic differences, though, the boards' initial implementation of Alameda will not be uniform. They are starting the process from different places."

## Record-breaking California wildfires surpass 4 million acres burned

AP

SAN FRANCISCO -- Deadly wildfires in California have burned more than 4 million acres this year - more than double the previous record for the most land burned in a single year in the state.

California fire officials said the state hit the astonishing milestone Sunday with about two months remaining in the fire season. The previous record was set two years ago when wildfires destroyed 1.67 million acres (2,609 square miles).

Flames have scorched an area larger than Connecticut. About 17,000 firefighters are still battling nearly two dozen major blazes throughout the state.

**RELATED: [California approaching 4 million acres burned this year](#)**

Virtually all the damage has occurred since mid-August, when five of the six largest fires in state history erupted. Lightning strikes caused some of the most devastating blazes. The wildfires have incinerated hundreds of homes and killed 31 people but large parts of them are burning in largely unpopulated land.

Many of the most destructive fires sparked in Northern California, where hills and mountains dotted with many dead trees have provided plenty of fuel for fires igniting amid high temperatures and strong winds fanning the flames. Thick, gray smoke from the blazes has fouled the air in many hill communities and major cities in the San Francisco Bay Area and beyond.

Numerous studies have linked bigger wildfires in America to climate change from the burning of coal, oil and gas. Scientists say climate change has made California much drier, meaning trees and other plants are more flammable.

**RELATED: [Bay Area Wildfires: Firefighters battle scorching heat, tough terrain at all hours of the night amid Glass Fire](#)**

Fire officials said the Glass Fire burning in wine country for the past week was their top priority.

Three fires, driven by strong winds and high temperatures, merged into one tearing into vineyards and forested mountain areas, including part of the city of Santa Rosa. Thousands of people were under evacuation orders, including the entire population of Calistoga, a town of 5,000.

**App users: For a better experience, [click here to view the full map in a new window](#)**

### **RELATED STORIES & VIDEOS:**

- [Track wildfires across Bay Area with this interactive map](#)
- [Here are all the fires burning in the Bay Area right now](#)
- [Track air quality levels impacted by smoke from wildfires](#)
- [Latest on LNU, CZU and SCU Complex Fire evacuations, road closures](#)
- [WATCH: Staggering footage shows lightning storm that started complex fires](#)
- [Photos show scope of Bay Area wildfires' devastation](#)
- [Track air quality levels in the Bay Area](#)
- [How LNU, CZU & SCU Lightning Complex Bay Area fires got their names](#)
- [How to prepare for a wildfire evacuation](#)

## U.S. House Passes \$2.2 Trillion COVID Bill Without Providing Certainty for Districts

### U.S. House Passes \$2.2 Trillion COVID Bill Without Providing Certainty for Districts

Thread closed by the administrator. It is viewable, but not accepting new replies.

- **1. U.S. House Passes \$2.2 Trillion COVID Bill Without Providing Certainty for Districts**



Invite **Cole** to become a contact?

No replies, thread closed.

The U.S. House of Representatives passed Thursday is new version of a COVID-19 economic stimulus package, which was re-introduced late Monday of this week.

Dubbed the "Skinny HEROES" or "HEROES 2.0," the revised \$2.2 trillion HEROES Act is \$1.2 trillion less than the original [HEROES Act](#) passed on May 15. [The measure passed Thursday](#) includes \$436 billion for states, territories, tribes, cities and counties for COVID-19-related expenditures and revenue losses. Unfortunately, special districts are not eligible for direct access. Rather, the status quo of voluntary transfers from the state, city or county to districts would continue under this bill.

Other highlights of the revised HEROES Act include:

- Expansion of payroll tax credits for emergency FMLA to public agencies, good for special districts.
- A second round of stimulus checks for up to \$1,200 per taxpayer plus \$500 per child.
- Full restoration of \$600/week in enhanced unemployment benefits through January 31.
- \$1.5 billion for the Low-Income Household Drinking Water and Wastewater Assistance program.
- Homeowner mortgage and renter assistance as well as an eviction moratorium.
- \$225 billion for education institutions to re-open and childcare services.

The legislation's path forward is murky, as the measure in its current form is unlikely to muster Senate Republicans' support. Meanwhile, the U.S. Treasury Secretary Steven

Mnuchin and House Speaker Nancy Pelosi, D-Calif., continue negotiations. Reportedly, the Trump Administration could now agree to \$1.5 trillion deal, potentially as high as \$2 trillion – much closer to the floor House and Senate Democrats have set for a deal. Senate Majority Leaders Mitch McConnell, R-Ky., and Trump Administration officials have also indicated favor toward the bipartisan House Problem Solvers Caucus' [framework for a relief deal](#) released on September 15. Speaker Pelosi and Senate Minority Leader Chuck Schumer, D-N.Y., have both expressed that the framework is not enough.

CSDA expressed to Speaker Pelosi's office on Thursday afternoon concern of how HEROES Act 2.0 does not address special districts' needs regarding COVID-19 relief funding. CSDA is once again working with Senator Kyrsten Sinema, D-Ariz., who sponsors the Special Districts Provide Essential Services Act, and partners in the Senate including Senators Dianne Feinstein and Kamala Harris to mitigate full exclusion from the package.

CSDA thanks special districts for the efforts made to contact their House representatives to change this rapid-paced bill. Stay tuned for more information and advocacy on this topic as it develops. Contact Cole Karr, CSDA Public Affairs Field Coordinator, for any questions or concerns at [colek@csda.net](mailto:colek@csda.net).

-----  
Cole Karr  
Public Affairs Field Coordinator  
California Special Districts Association  
Bakersfield CA  
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(417) 861-7418  
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## Camp Pendleton Brush Fire Forces Hundreds of Homes, Students to Evacuate

Fire crews stopped the forward spread of a vegetation fire that prompted evacuations as it scorched about 25 acres on Marine Corps Base Camp Pendleton on Wednesday.

The fire first sparked at about 12:15 p.m. on the west side of De Luz Road, officials said. The fire was quickly moving east and threatening structures, prompting the evacuation of schools, businesses and hundreds of homes in the De Luz Housing area on base.

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Residents were sheltered at Paige Field House Fitness Center, where Marine Corps Community Service employees provided water, shelter and help accounting for evacuees. Shelter was provided for animals by the Camp Pendleton Animal Shelter, officials said.

The U.S. Marine Corps said one of their gunnery sergeants is credited with using a city bus to bring children and residents to safety. The USMC did not name the Marine.

About 75 children, students of the Child Development Center at Mary Fay Elementary School, were evacuated from the area within an hour, thanks to this gunnery sergeant with the help of police and fire personnel and NCIS agents, Camp Pendleton officials said.

Evacuees were allowed to return home by about 3 p.m., though firefighters remained to mop up and monitor any hotspots through the night.

### Local



1 of 6

The fire was contained within three hours, officials said, and there was minimal damage caused to the base. One home suffered some damage to the roof and an electrical transformer was damaged.

"All parties working in unison, knowing what needed to be done and ensuring it happened lead to the success experienced battling this fire," Camp Pendleton officials said.

There were no known injuries.

The Camp Pendleton Fire District handled the blaze with [assistance from Cal Fire](#).

No details were released on how many acres the vegetation fire burned.

## Wildfire Resiliency Improvements Presented to Supervisors

The County continues to bolster its ability to protect itself from wildfires, and a report outlining dozens of steps taken was presented to the Board of Supervisors Tuesday.

The Wildfire Resiliency Program report provides an assessment of regional fire preparedness, response, and recovery capabilities to further reduce community risk to wildfires. It comes at a critical time for fire awareness, as San Diego is entering peak fire danger season and fire officials say we're at high risk through December.

"The chance for extreme fire behavior is expected to increase in the coming months as we enter the Santa Ana season," County Fire Authority and CAL FIRE Chief Tony Mecham told the Board.

Gary Johnston, the County chief resilience officer, says two-thirds of the identified 50 action items identified have already been completed. The rest are expected to be done by next September except for some of the long-range projects including a VHF network initiative and additional ground and aviation fire detection cameras.

Program improvements include additional staffing for a County Fire community outreach division. This division has already developed a new Community Wildfire Protection Plan to provide guidance to local communities on defensible space, reducing dead and dying trees and vegetation, making homes more fire safe and community evacuation.

County Fire/CAL FIRE, the Sheriff's Department and the County Office of Emergency Services are working together to enhance tactical communication during a wildfire incident by implementing a new digital radio system, additional radio repeaters and further investment in satellite communications.

Other improvements include:

- County Fire now has four Urban Search and Rescue Units to improve the region's rescue capabilities.
- County Fire also improved its Geographic Information System capabilities with more staffing and the purchase of new software to help capture data.
- The Department of Animal Services developed a new plan for the evacuation, care and repopulation of animals during an emergency. This plan was successfully implemented during the Valley Fire.
- County Public Works helped identify available debris and medical waste disposal sites.
- The County Department of Parks and Recreation is helping the

- emergency interim housing process faster and more efficient.
- County Health and Human Services also sent its Live Well Mobile Office to the Local Assistance Center to help those affected by the Valley Fire.

Mecham spoke to this progress but also noted that the County and residents need to stay ever vigilant about fire preparedness, adding that 2020 has surpassed all records as the worst fire year in California history.

### **How County Residents Can Strengthen the Regional Plan**

To protect your home during a fire, the single most important thing people can do is to create **defensible space** around their home; 100 feet is recommended. Any clearance work involving any mower or power equipment can be done only during non-critical fire conditions because it can actually spark a fire in certain situations.

Families need to have an **emergency plan** and practice it so it's not unfamiliar in a high-stress situation. Discuss in advance what needs to be packed in which vehicles and have any special items accessible. Make sure pets and medications are on the list.

Residents are reminded that if a they feel unsafe, they do not need to wait for an official warning or order to evacuate.

Visit [ReadySanDiego.org](https://ReadySanDiego.org) to learn about how to **prepare before a fire** and what to do in a fire situation.

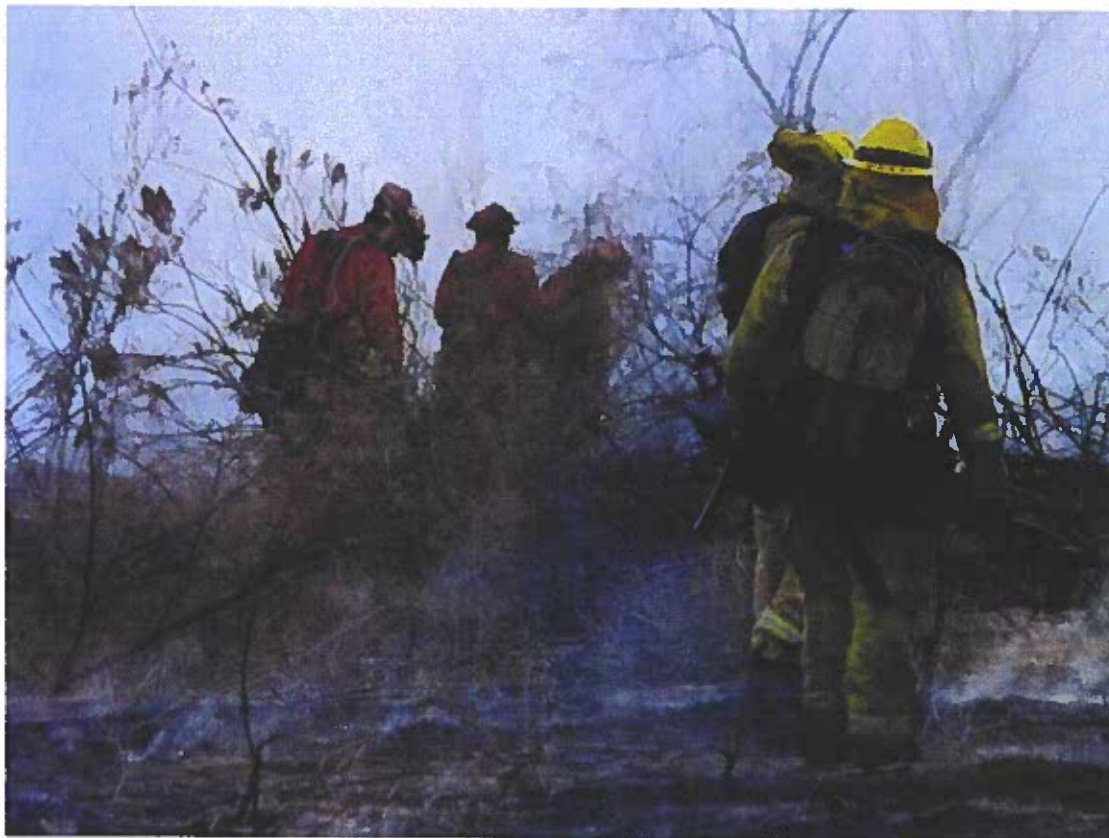
Residents are encouraged to register their cell phones on **AlertSanDiego**, the County's emergency notification system and download the **SD Emergency App** at no cost. An **emergency family plan template** is available in English, Spanish, Tagalog, Vietnamese, Japanese, Arabic, Mandarin, Cantonese, Farsi, French, Korean, Somali and in an audio version.



Yvette Urrea Moe is a communications specialist with the County of San Diego Communications Office. [Contact](#)

## County delays fire agencies fee increase

Joe Naiman



The San Diego County Board of Supervisors accepted the Fire Mitigation Fee Review Committee's annual report for Fiscal Year 2018-19 and found that the participating fire agencies were in conformance with the County Fire Mitigation Fee Ordinance, but a planned increase was deferred.

The supervisors' 5-0 vote Sept. 15 maintained the existing fee schedule, approved the resolution for capital expenditures for the fire mitigation fee revenue, and accepted the Fire Mitigation Fee Review Committee's annual report for Fiscal Year 2018-19. The fire mitigation fee for non-agricultural construction had originally been scheduled to increase from 58 cents per square foot to 75 cents per square foot, but due to the hardship on businesses the coronavirus shutdown has caused a fee increase was deemed inappropriate.

The fire mitigation fee is paid by developers to fund the cost of fire department facilities serving the new development. The county established the Fire Mitigation Fee Program in 1986 to provide funding for fire protection and emergency medical services in the unincorporated communities. Although local fire agencies lack the legal authority to impose mitigation fees on new development, the county collects a fee from building permit applicants on behalf of 13 independent fire protection districts. One fire protection district was dissolved during Fiscal Year 2018-19 and is included on the annual report, and latent fire protection powers were removed from three water districts during Fiscal Year 2019-20 and those three districts will appear on next year's report as well as this year's. One county service area with fire protection responsibility (a second county service area was dissolved during Fiscal Year 2018-19 with two neighboring fire protection districts taking over responsibility). The mitigation fees are distributed quarterly to agency accounts and must be used for capital projects or to purchase fire-fighting equipment or supplies which will serve new developments.

The Fire Mitigation Fee Review Committee reviews the annual reports of the participating agencies to confirm that the improvements are necessary to serve new development. The committee members consist of two fire chiefs (currently Fred Cox of the Rancho Santa Fe Fire Protection District and Joe Napier of the Valley Center Fire Protection District), one elected director of a fire protection district, currently Ken Munson of the North County Fire Protection District, one County Service Area staff member, one San Diego County Fire Authority staff member, and

one representative apiece from the Building Industry Association (currently Matt Adams), the San Diego County Farm Bureau (currently executive director Hannah Gbeh), and the county's Planning Commission (currently David Pallinger).

The County Fire Mitigation Fee Ordinance allows fee ceilings to be increased or decreased in proportion to changes in the Cost of Construction Index. The ordinance also requires an evaluation of the base fee every five years based upon dividing the average cost in current dollars to construct a fully-equipped fire station within the county's unincorporated area by the average square footage of structures served by that average fire station. That result becomes the new base fee and was last adjusted in October 2014 and thus became effective for the 2015-16 fees.

In 2015 the estimated average cost to construct a new fire station was \$322 per square foot. The updated estimated average cost to build a new fire station including permits is \$5,269,250 and the average size of the 18 most recent fire stations is 5,600 square feet, which creates an average cost of \$941 square foot. The average fire station serves 2,934 dwelling units, so the cost per dwelling unit is \$1,796 and based on the average new dwelling unit size of 2,400 square feet the average cost for a new fire station is \$0.75 per square foot.

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## Village News - Also serving the communities of De Luz, Rainbow, Camp Pendleton, Pala and Pauma

### FRHD offers drive-up coronavirus testing again

By [Will Fritz](#)  
Staff Writer

The Fallbrook Regional Health District, North County Fire Protection District and other agencies are offering drive-up coronavirus testing again this month.

The health and fire districts, along with Cal Fire San Diego and in cooperation with the San Diego County Health and Human Services Agency, will set up a drive-up testing site from 9 a.m. to 2 p.m. Tuesday, Sept. 29, at the FRHD Wellness Center property, 1636 E. Mission Road in Fallbrook.

Drive-thru testing was already offered at the Wellness Center Sept. 15 and has been conducted at the location semi-regularly since June.

Registration typically opens four to six days before the testing date.

The testing is offered free of charge.

Those who are unable to register online, [211sandiego.org](http://211sandiego.org), may do so by calling 211.

Anyone seeking more information can call the Fallbrook Regional Health District at 760-731-9187.

Will Fritz can be reached by email at [wfritz@reedermedia.com](mailto:wfritz@reedermedia.com).

### Connect With Us

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## Chula Vista pursues pension obligation bonds to deal with rising pension costs

By Gustavo Solis

Chula Vista is moving forward with its plan to issue pension obligation bonds to tackle the city's rising pension costs, though the deal is not set in stone yet.

Over the summer, the city selected a financial advisor, underwriter and law firm to help it with the process. On Tuesday, the City Council voted unanimously to have staff begin the valuation process.

The vote does not obligate the city to issue bonds; it simply directs staff to continue exploring the feasibility. Staff will bring its findings back to the council in December of January for another vote. The city will also look into creating a pension reserve fund to keep money aside so it can continue to make pension payments during a downturn.

Each year, Chula Vista taxpayers pay tens of millions of dollars to CalPERS, the state's pension system, to fund lifetime pensions for existing and retired city employees.

Over the last five years, the city's unfunded pension liability has grown from \$234 million to \$355 million. That figure represents the gap between what is needed to pay retirement benefits versus how much the city has in its CalPERS accounts.

According to the city's director of finance, David Bilby, rising pension costs are one of the main reasons behind Chula Vista's projected budget deficits.

"We really can't afford to keep our services at status quo and keep paying our pension payments to CalPERS at status quo," Bilby told the council during the Tuesday meeting. "Something in our long-term financial plan has got to give."

Even though the city passed two sales tax measures and made budget cuts, the budget deficit is still projected to be \$11 million by 2026.

Each year, Chula Vista is required to pay CalPERS 7 percent interest on debts owed, which adds up to about \$25 million a year. The majority of payments the city makes are for interest, Bilby said.

That's where the idea of pension obligation bonds come in. By taking advantage of low interest rates and issuing pension obligation bonds, the city could swap one debt for another.

"We would essentially be refinancing our debt at current market rates, no longer paying 7 percent interest on those obligation but paying the market rate of let's say 3.5 percent or 4 percent," Bilby told the council.

The move is not without risks.

Pension obligation bonds assume proceeds from the bond, when invested, yield a greater rate of return than the interest rate owed over the term of the bond.

According to the Government Finance Officers Association, "failing to achieve this targeted rate of return burdens the issuer with both the debt service requirements of the taxable bonds."

Another uncertainty is that interest could rise between now and when the city issued pension obligation bonds.

When city staff first proposed this idea to the City Council in February, interest rates were around 2 percent. Now they are between 3.5 percent and 4 percent. Issuing these types of bonds only makes sense if the interest rates remain low, Bilby said.

"If interest rates were 1.5 percent higher, like they were a year ago, it wouldn't make as much sense," he told the council. "But now, the timing of the current market does allow us to at least consider it as something for the council to look at."



Council members were generally supportive of the idea but stressed the importance of limiting risk.

“The potential benefits, with the right structural mitigation and instruments, is something that is definitely worth moving forward on,” said Councilman Steve Padilla.

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**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
FIRE CHIEF/CEO**

**TO:** BOARD OF DIRECTORS  
**FROM:** STEPHEN ABBOTT, FIRE CHIEF/CEO  
**DATE:** OCTOBER 27, 2020  
**SUBJECT:** COMMENTS, REPORTS AND UPDATES

● **STAFF COMMENTS/REPORTS/UPDATES:**

● **STEPHEN ABBOTT, FIRE CHIEF/CEO:**

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● **CHIEF OFFICERS & STAFF:**

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● **BOARD:**

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● **BARGAINING GROUPS:**

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● **PUBLIC COMMENT:**

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**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
FIRE CHIEF/CEO**

**TO:** BOARD OF DIRECTORS  
**FROM:** STEPHEN ABBOTT, FIRE CHIEF/CEO  
**DATE:** OCTOBER 27, 2020  
**SUBJECT:** CLOSED SESSION

**CS-1. ANNOUNCEMENT — PRESIDENT LUEVANO:**

- An announcement regarding the items to be discussed in Closed Session will be made prior to the commencement of Closed Session.

**CS-2. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION — GOVERNMENT CODE §54956.9 — CHIEF ABBOTT:**

- Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code §54956.9 – one case.

**CS-3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR — GOVERNMENT CODE § 54956.8 — CHIEF ABBOTT:**

- PROPERTY LOCATION: 311 Minnesota, Fallbrook, CA 92028;  
PARTIES: North County Fire Protection District (Seller);  
UNDER NEGOTIATION: Terms of Cell Lease/Purchase;  
DISTRICT NEGOTIATORS: Chief Abbott, FM Juul, District Counsel James

**CS-4. CONFERENCE WITH REAL PROPERTY NEGOTIATOR — GOVERNMENT CODE § 54956.8 — CHIEF ABBOTT:**

- PROPERTY LOCATION: 4157 Olive Hill Road, Fallbrook, CA 92028;  
PARTIES: North County Fire Protection District (Seller);  
UNDER NEGOTIATION: Terms of Purchase;  
DISTRICT NEGOTIATORS: Chief Abbott, District Counsel James

**CS-5. CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 — MANAGEMENT GROUP NEGOTIATIONS – CHIEF ABBOTT:**

- NCFPD MANAGEMENT GROUP DISTRICT NEGOTIATORS:  
CHIEF ABBOTT, DISTRICT COUNSEL JAMES, Special Counsel Rogers

**CS-6. CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 — NON-SAFETY GROUP NEGOTIATIONS – CHIEF ABBOTT:**

- FFA NON-SAFETY GROUP NEGOTIATORS DISTRICT NEGOTIATORS:  
CHIEF ABBOTT, DISTRICT COUNSEL JAMES, Special Counsel Rogers

**CS-7. CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 — SAFETY GROUP NEGOTIATIONS – CHIEF ABBOTT:**

➤ FFA SAFETY GROUP NEGOTIATORS      DISTRICT NEGOTIATORS:  
CHIEF ABBOTT, DISTRICT COUNSEL JAMES, Special  
Counsel Rogers

**CS-8. EVALUATION OF PERFORMANCE – GOVERNMENT CODE § 54957:**

➤ FIRE CHIEF/CEO      DISTRICT NEGOTIATORS:  
DISTRICT COUNSEL JAMES

**CS-9. REPORT FROM CLOSED SESSION — PRESIDENT LUEVANO**