



NORTH COUNTY FIRE PROTECTION DISTRICT

AGENDA FOR REGULAR BOARD MEETING

MARCH 26, 2024, AT 5:00 p.m.

The March 26, 2024, meeting will be in person and via Zoom. The public may attend remotely using:

The Zoom app, [Zoom website (<https://zoom.us/>)] [Meeting ID: 870 1784 6503; Passcode: 631628] at

<https://us06web.zoom.us/j/87017846503?pwd=ekFORGt1Mm4vWXgrRFpXbUIPUFlmdz09> or

Dial by your location: +1 669 900 6833 US (San Jose); Meeting ID: 870 1784 6503; Passcode: 631628

The public may provide comments in advance or real-time by emailing ncfboardcomments@ncfire.org.

E-mailed comments received will be read into the record by Staff. Please note that in the event of technical issues that disrupt the ability of members of the public to view the meeting or provide public comments through the web conference option, the meeting will continue.

Location:

Fallbrook Public Utility District
990 East Mission Road
Fallbrook, CA 92028

PUBLIC ACTIVITIES AGENDA

For those joining us for the public activities agenda, please feel free to depart at the close of the agenda.

Call To Order

Roll Call

Pledge Of Allegiance

Changes to the Agenda

1. Public Comment – President Pike

(pgs. 1-2)

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 Meetings – SOG – § 7.2.).

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.

2. There are no discussion items for the March 26, 2024, Board meeting.

(pgs. 3-4)

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, February 27, 2024

(pgs.5-8)

➤ Standing Item: Review and approve minutes from the February meeting as presented.

4. Review and Accept Financial Reports for February 2024

(pgs.9-18)

➤ Standing Item: Review and accept financial reports for February 2024 as presented.

5. Review and Approve Policies and Procedures

(pgs.19-24)

➤ a) Administration, Business Management, Purchases & Sales – Purchasing and Contracting Policy.

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. Closed captioning and translation services are available to the public when the meeting is accessed using the Zoom platform.



NORTH COUNTY FIRE PROTECTION DISTRICT

AGENDA FOR REGULAR BOARD MEETING

MARCH 26, 2024, AT 5:00 p.m.

6. Monthly Operations Activity Report (pgs.25-36)
- Standing Item: 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.

Action Items:

All items listed under the action items agenda will be presented and discussed prior to the Board taking action on any matter. Members of the public may comment on items at the time they are presented. Time Certain Items will commence precisely at or after the time announced in the Agenda.

7. **Public Hearing Date/Time Certain March 26, 2024 (5:05 p.m.)** – For Establishment of Multi-Year Facilities and Equipment Plan for the Fire Mitigation Fee Program with Adoption of Resolution 2024-02 - FM Fieri & Chief McReynolds (pgs.37-44)
- Annual Action: Public Hearing, date and time certain to approve Resolution 2024-02, ensuring continued participation in the County Fire Mitigation Fee Program.
8. Change of April 23, 2024, Regular Board Meeting Date – Chief McReynolds (pgs. 45-46)
- New Item: Consider an alternate April 2024 Regular Board Meeting due to conference attendance and construction submissions.

STANDING DISCUSSION ITEMS

All items listed under the standing discussion Items are presented at every meeting.

- LEGAL COUNSEL REPORT: (pgs. 47-52)
“Assembly Bill 2449 and Remote Attendance at Board Meetings”
- WRITTEN COMMUNICATION (pgs. 52-60)
 - Board Recognition Program
- COMMENTS/QUESTIONS (pgs. 61-62)
 - Staff:
 - Chief McReynolds
 - 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.

- CS-1. Announcement — President Pike: (pgs. 63-64)
- CS-2. Conference with Real Property Negotiator (Government Code §54956.8)
Property: 2805 Overland Trail, Fallbrook, CA 92028
➤ Agency Representatives: Chief McReynolds and Wil Soholt



NORTH COUNTY FIRE PROTECTION DISTRICT

AGENDA FOR REGULAR BOARD MEETING

MARCH 26, 2024, AT 5:00 p.m.

- CS-3. Conference with Labor Negotiators (Government Code §54957.6):
➤ Agency Representative: Chief McReynolds Employee Organizations: Fallbrook Firefighters Association (Safety Group Employees) and Miscellaneous.
- CS-4. Report From Closed Session — President Pike

ADJOURNMENT

Scheduled Meetings:

The next regularly scheduled Board meeting is **Tues. April 30, 2024, at 5:00 p.m.**

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] the Fallbrook Public Utility District Administrative Offices, [3] the Roy Noon Meeting Hall, and [4] the District's website at www.ncfireca.gov. The agenda was also available for review at the office of the Board Clerk, located at located at 330 S. Main Avenue, Fallbrook, CA. 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 Clerk 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 March 21, 2024."

Board Clerk Mavis Canpinar: *Mavis Canpinar* Date: March 21, 2024

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**NORTH COUNTY FIRE
PROTECTION DISTRICT
STAFF REPORT**

TO: BOARD OF DIRECTORS
FROM: CHIEF McREYNOLDS
DATE: MARCH 26, 2024
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 Meetings – SOG § 7.2.).*

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**NORTH COUNTY FIRE
PROTECTION DISTRICT**

STAFF REPORT

TO: BOARD OF DIRECTORS
FROM: CHIEF MCREYNOLDS
DATE: MARCH 26, 2024
SUBJECT: DISCUSSION AGENDA

There are no Discussion Agenda Items for the March 26, 2024, Regular Board Meeting.

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1 **February 27, 2024**

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

4 **LOCATION: 990 E. MISSION ROAD, FALLBROOK CA 92028**

5 President Pike called the meeting to order at 5:00 p.m.

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

7 **ROLL CALL:**

8 **Present:** Directors Acosta, Egkan, Munson, Pike, and Shaw

9 **Absent:** None

10 **Staff Present:** Chief McReynolds, General Counsel Steinke, DFC MacMillan, D/C August, FM Fieri,
11 F/M Juul, B/C DeCamp, B/C Bradshaw, Board Clerk Canpinar, and members of the public.

12 **A moment of silence was observed for retired NCFPD Fire Captain Mike Hill.**

13 **CHANGES TO THE AGENDA:**

14 President Pike requested agenda item #9 (FY 22-23 District Financial Audit) move to directly follow
15 the public comment portion of the agenda as a consideration for the guest speaker; there were no
16 objections.

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18 **PUBLIC ACTIVITIES AGENDA**

19 1. **PUBLIC COMMENT:** President Pike inquired if there were any public comments regarding items
20 not on the agenda. There being no public comment, the public comment section was closed.

21 **ACTION AGENDA**

22 9. **FY 2022-23 DISTRICT FINANCIAL AUDIT:** Item #9 was moved per the request of President Pike.
23 Paul Kaymark of Nigro & Nigro presented the financial audit for FY 22/23. Mr. Kaymark pointed out
24 several performance highlights including the California CLASS investment portfolio earning over 3%,
25 the reduction in the amount of interest expenses incurred by paying off the Administrative building,
26 and the reduction in long-term debt incurred as the result of paying off capital projects. On a motion
27 by Vice President Shaw seconded by Director Egkan, the motion to adopt the FY 2022-23 District
28 financial audit passed unanimously.

DISCUSSION AGENDA

2. **SAN DIEGO OPERATIONAL AREA NORTH ZONE STRATEGIC PLAN – CHIEF McREYNOLDS:** Chief McReynolds provided an overview of the adopted October 2023 North Zone Strategic Plan.

3. **NCFPD FIRE STATION DESIGN PRESENTATION – CHIEF McREYNOLDS:** Chief McReynolds provided an overview of the construction design development on fire stations 3 & 4.

ACTION AGENDA

CONSENT ITEMS:

4. **REVIEW AND ACCEPT REGULAR BOARD MEETING MINUTES FOR JANUARY 23, 2024.**

5. **REVIEW AND ACCEPT FINANCIAL REPORTS FOR JANUARY 2024.**

6. **REVIEW AND ACCEPT POLICIES & PROCEDURES:**

A. Operations, Routine Operations, Employee Health - Accident Review

B. Operations, Emergency Operations, Response - Response

7. **REVIEW AND ACCEPT THE MONTHLY OPERATIONS ACTIVITY REPORT.**

8. **REVIEW AND ACCEPT THE ANNUAL COMMUNITY RISK REDUCTION REPORT.**

President Pike inquired whether there were any questions on Consent Items 4-8. There being no discussion, President Pike asked for a motion to approve the Consent Agenda. On a motion by Director Munson seconded by Vice President Shaw, the motion to approve the Consent Agenda passed unanimously.

ACTION ITEMS:

10. **NOMINATION FOR CALIFORNIA SPECIAL DISTRICT ASSOCIATION (CSDA) BOARD OF DIRECTORS- CHIEF**

McREYNOLDS: The CSDA Southern Region Seat “A” is up for election, with the incumbent, Jo MacKenzie Director of Vista Irrigation District, running for re-election. As a member of the CSDA Southern Network, the NCF Board of Directors can submit nominations or votes of support for candidates. Director Pike asked if there was any discussion by the Board; there being no further discussion, no vote was cast for any party to run for the CSDA Southern Region Seat “A”.

STANDING DISCUSSION ITEMS:

- **LEGAL COUNSEL REPORT:** General Counsel Steinke reviewed the included report: Assembly Bill 1819 (Waldron).

- 59 ● **WRITTEN COMMUNICATIONS:** Information only; no action required.
- 60 ● **BOARD RECOGNITION PROGRAM:** Information only; no action required.
- 61 ● **STAFF REPORTS/UPDATES:**
- 62 ● **KEITH MCREYNOLDS, FIRE CHIEF:** Chief McReynolds informed the Board of the following
63 items:
 - 64 ○ The Employee Recognition Ceremony will be held on April 20 at Monserate Winery.
 - 65 ○ The BLS116 agreement with Vista Fire Department will be terminating at the end of
66 March. The ambulance will be placed in-service as a paramedic ambulance at NCF1
67 the beginning of April.
 - 68 ○ The Station 3 GMP will be brought back to the Board at the April meeting.
 - 69 ○ A total of 20 employees attended the most recent Homes for Troops event in
70 Fallbrook.
 - 71 ○ The April 23, 2024, Board meeting may have to be moved, which will need to be an
72 action item for the March meeting; there was no objection.
- 73 ● **CHIEF OFFICERS AND OTHER STAFF: BC DECAMP:** BC DeCamp provided training and
74 equipment updates, and noted the UTV delivery will take place in the 3rd quarter of 2024. **D/C**
75 **AUGUST:** D/C August provided an update on facility projects, along with the implementation of the
76 Good Samaritan cards, which upon a request by Director Pike, will be available in both Spanish and
77 English. **F/M JUUL.** F/M Juul noted the preliminary budget work will start to take place now that the
78 audit was adopted, and the 2018-2021 pre-GEMT audit took place with all funding received
79 confirmed as accurate. **FM FIERI:** FM Fieri provided an update on community risk reduction concerns.
80 **DFC MACMILLAN:** DFC MacMillan provided operations updates.
- 81 ● **BOARD:** There were no comments from the Board.
- 82 ● **BARGAINING GROUPS:** There was no comment from the Bargaining Groups.
- 83 ● **PUBLIC COMMENT:** There was no additional public comment.

84 **CLOSED SESSION**

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86 There were no closed session items for the February 27, 2024, Regular Board Meeting.

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ADJOURNMENT

A motion was made at 6:02 p.m. by Director Egkan seconded by Director Acosta to adjourn the meeting and reconvene on March 26, 2024, at 5:00 p.m., which motion carried unanimously.

Respectfully submitted,

Mavis Canpinar
Board Clerk

Minutes approved at the Board of Director’s Meeting on:

DRAFT



**North County Fire Protection District
Statement of Revenues and Expenses
For Period Ending February 29, 2024**

	February 2024	YTD	FY 24 Final Budget	\$ Budget Variance	% Budget Variance
1 REVENUE					
2 Property Taxes	\$ 578,365	\$ 11,673,559	\$ 20,604,200	8,930,641	57%
3 Mitigation Fees - CFD	-	-	250,000	250,000	0%
4 Ambulance Revenue	308,617	3,133,721	3,750,200	616,479	84%
5 Fire Prevention Fees	7,418	111,320	213,000	101,680	52%
6 OES Reimbursement	141,123	1,207,206	-	(1,207,206)	100%
7 Grant Revenue	7,938	779,675	-	(779,675)	100%
8 Other Revenues	6,778	471,823	371,600	(100,223)	127%
9 Interest Income	34,456	314,204	124,500	(189,704)	252%
10 TOTAL REVENUE	1,084,695	17,696,599	25,313,500	7,616,901	70%
11 EXPENSE					
12 Salaries and Benefits					
13 Salaries	293,209	4,403,489	9,019,200	4,615,711	49%
14 Overtime	85,492	1,822,930	2,277,900	454,970	80%
15 FLSA	5,711	91,312	156,700	65,388	58%
16 Holiday Pay	21,795	236,633	427,900	191,267	55%
17 Worker's Compensation	34,531	437,986	659,100	221,114	66%
18 Longevity	2,830	42,489	93,200	50,711	46%
19 Education	6,269	99,376	146,000	46,624	68%
20 Bilingual	2,600	28,714	36,400	7,686	79%
21 Annual Leave	14,762	560,092	205,800	(354,292)	272%
22 Sick Leave	10,949	248,402	204,500	(43,902)	121%
23 Payroll Taxes	6,541	109,198	165,400	56,202	66%
24 Classic Safety	52,287	875,943	1,498,000	622,057	58%
25 PEPRA Non-Safety	5,390	92,937	154,600	61,663	60%
26 Classic Non-Safety	3,604	43,282	70,600	27,318	61%
27 PEPRA Safety	11,291	157,401	245,700	88,299	64%
28 Classic UAL	-	397,408	397,410	2	100%
29 PEPRA UAL	-	9,813	9,820	7	100%
30 Workers' Comp Insurance	149,586	578,255	650,000	71,745	89%
31 Pension Obligation Fund Int	-	227,814	1,264,600	1,036,786	18%
32 115 Trust	-	-	-	-	0%
33 Uniforms	6,278	91,892	110,000	18,108	84%
34 Health Insurance	191,889	1,236,144	1,985,700	749,556	62%
35 Total Salaries & Benefits	905,015	11,791,512	19,778,530	7,987,018	60%
36 Operations Expenses					
37 Dispatch Services	113,165	384,759	473,200	88,441	81%
38 QAF Payments - GEMT	-	323,335	393,000	69,665	82%
39 Structures & Grounds	49,917	276,905	300,000	23,095	92%
40 Fuel	50,905	183,706	260,000	76,294	71%
41 Medical Supplies	6,861	140,430	201,200	60,770	70%
42 Materials & Equipment	33,227	151,230	182,500	31,270	83%
43 Liability Insurance	-	132,882	175,000	42,118	76%
44 Utilities	14,379	147,146	175,200	28,054	84%
45 Ambulance Billing	30,053	115,065	144,600	29,535	80%
46 Repairs & Maintenance	11,231	56,945	115,900	58,955	49%
47 Firefighting Equipment	-	41,718	95,800	54,082	44%
48 Safety Equipment & PPE	12,268	35,335	95,200	59,865	37%
49 Defib Maintenance	26,458	58,907	50,530	(8,377)	117%
50 Kitchen & Janitorial Supplies	3,696	22,020	37,000	14,980	60%
51 Weed Abatement Expenses	-	5,148	35,000	29,852	15%
52 Verizon Data For Engines	-	6	29,600	29,594	0%
53 SHSP Grant Funds	-	-	28,500	28,500	0%
54 Public Education Material	-	15,021	26,000	10,979	58%
55 Maintenance - MDC & AVL	-	31,031	25,000	(6,031)	124%
56 Medical & Pre-Emp Exams	478	7,616	25,000	17,384	30%
57 SCBA Equipment	-	10,567	22,500	11,933	47%
58 Small Tools & Minor Equip	(9,767)	5,774	20,400	14,626	28%
59 Fleet Maintenance Software	-	-	12,300	12,300	0%
60 Hazmat Disposal & Permits	455	4,263	10,900	6,637	39%

**North County Fire Protection District
Statement of Revenues and Expenses
For Period Ending February 29, 2024**

	February 2024	YTD	FY 24 Final Budget	\$ Budget Variance	% Budget Variance	
61	EMS Equipment	-	575	9,900	9,325	6%
62	Medical Licensing & CERT	14,448	19,009	8,300	(10,709)	229%
63	Emer Incident Meals & Misc	-	1,564	8,000	6,436	20%
64	Trauma Intervention Program	-	-	7,700	7,700	0%
65	CERT Program	-	3,421	12,500	9,079	27%
66	Total Operations Expenses	357,774	2,175,427	2,980,730	805,303	73%
67	General & Administration Expenses					
68	County Admin Costs	4,000	67,773	235,000	167,227	29%
69	Computer Materials & Service	7,561	83,931	211,600	127,669	40%
70	Professional Services	8,817	178,256	201,000	22,744	89%
71	Legal Services	-	56,078	150,000	93,922	37%
72	Professional Development	9,056	69,897	160,100	90,203	44%
73	Formal Education	4,104	50,906	116,000	65,094	44%
74	Physicals & Wellness Program	-	400	83,300	82,900	0%
75	Memberships & Subscriptions	(12,982)	77,815	65,000	(12,815)	120%
76	Employee Assistance Program	1,315	13,314	25,000	11,686	53%
77	Meetings & Travel	210	2,375	15,700	13,325	15%
78	Training Materials	1,750	5,636	16,600	10,964	34%
79	Labor Negotiations	-	-	15,000	15,000	0%
80	Office Expense	1,562	10,946	13,000	2,054	84%
81	Employee Recognition Program	6,077	7,600	12,400	4,800	61%
82	LAFCO Assessment Fee	-	13,483	12,000	(1,483)	112%
83	Admin Fees	977	5,773	11,600	5,827	50%
84	Rents & Lease Equipment	417	4,673	8,900	4,227	53%
85	Advertising & Legal Notices	150	270	8,000	7,730	3%
86	Personnel Recruitment	-	16,686	7,400	(9,286)	225%
87	Community Relations	17	2,188	6,900	4,712	32%
88	Total General & Admin Expenses	33,140	668,106	1,374,500	706,394	49%
89	TOTAL EXPENSE FROM OPERATIONS	1,295,929	14,635,045	24,133,760	2,241,306	61%
90	NET REVENUE / (EXPENSE) BEFORE CAPITAL	\$ (211,234)	\$ 3,061,554	\$ 1,179,740	\$ 5,375,595	
91	Capital					
92	Capital Reserve Account			1,042,700		
93	Capital - Facilities	409,319	800,059	3,634,900	2,834,841	22%
94	Capital - Apparatus	975,257	1,063,635	1,436,000	372,365	74%
95	Capital - Equipment	-	316,790	528,000	211,210	60%
96	Capital - Vehicle	2,448	6,246	190,000	183,754	3%
97	Debt Service - Facilities	118,260	206,856	368,850	161,994	56%
98	Debt Service - Apparatus	-	-	-	-	0%
99	Debt Service - Equipment	-	-	-	-	0%
100	Total Capital	1,505,284	2,393,586	7,200,450	3,764,164	33%
101	TOTAL EXPENSE FROM CAPITAL	1,505,284	2,393,586	7,200,450	3,764,164	33%
102	NET REVENUE / (EXPENSE)	\$ (1,716,518)	\$ 667,968	\$ (6,020,710)	\$ 1,611,431	

**NORTH COUNTY FIRE PROTECTION DISTRICT
COST RECOVERY FY 2023/2024**

<u>Month</u>	<u>Billed</u>	<u>Collected</u>	<u>YTD % Collected</u>	<u>Billing Fees</u>	<u>Net Revenue 23/24</u>	<u>Net Revenue 22/23</u>
7/31/2023	5,101.50	4,465.50	87.53%	893.10	3,572.40	8,375.33
8/31/2023	5,177.00	5,055.75	97.66%	1,011.15	4,044.60	8,433.50
9/30/2023	4,340.00	4,056.00	93.46%	811.20	3,244.80	6,075.43
10/31/2023	5,638.00	4,949.79	87.79%	989.96	3,959.83	6,634.40
11/30/2023	5,800.00	5,146.46	88.73%	1,029.29	4,117.17	4,307.60
12/31/2023	8,651.13	8,245.24	95.31%	1,649.05	6,596.19	5,941.28
1/31/2024	11,230.00	8,472.47	75.44%	1,694.49	6,777.98	6,760.80
2/29/2024	11,176.50	10,297.54	92.14%	2,059.51	8,238.03	4,793.57
3/31/2024			#DIV/0!	-	-	7,890.81
4/30/2024			#DIV/0!	-	-	7,029.80
5/31/2024			#DIV/0!	-	-	5,589.83
6/30/2024			#DIV/0!	-	-	4,314.19
TOTAL:	57,114.13	50,688.75	88.75%	10,137.75	40,551.00	51,321.91
					Net Rev Increase	-20.99%

NORTH COUNTY FIRE PROTECTION DISTRICT

AMBULANCE REVENUE FY 2023-2024

MONTH	BILLED	CONTRACTUAL WRITE DOWNS	TOTAL AR		BAD DEBT WRITE-OFFS	REFUNDS	ADJAR	DEPOSITS RECEIVED	BILLING FEES	FY 23-24		FY 22-23	
			FY 23-24	FY 22-23						NET REVENUE	NET REVENUE	NET REVENUE	NET REVENUE
7/31/2023	1,285,190.10	740,497.35	544,692.75	342,706.66	-	-	544,692.75	467,902.28	21,055.60	446,846.68	269,197.56	269,197.56	
8/31/2023	1,277,664.63	787,717.37	489,947.26	192,579.06	543,542.46	14,980.18	(68,575.38)	404,079.53	17,509.47	386,570.06	260,595.63	260,595.63	
9/30/2023	1,158,959.26	651,212.54	507,746.72	454,742.29	159,393.84	11,119.28	337,233.60	406,550.52	15,777.71	390,772.81	244,935.14	244,935.14	
10/31/2023	1,390,733.62	774,618.55	616,115.07	394,075.28	55,977.01	-	560,138.06	423,387.54	16,871.22	406,516.32	270,893.22	270,893.22	
11/30/2023	1,228,431.79	728,220.65	500,211.14	471,664.12	131,053.52	1,580.07	367,577.55	347,826.97	13,797.70	334,029.27	295,927.72	295,927.72	
12/31/2023	1,295,765.16	740,684.61	555,080.55	337,309.48	95,601.93	2,463.43	457,015.19	354,673.40	13,769.49	340,903.91	288,294.79	288,294.79	
1/31/2024	1,234,615.59	765,892.20	468,723.39	448,712.80	105,398.41	8,429.56	354,895.42	420,090.28	16,283.71	403,806.57	257,551.37	257,551.37	
2/29/2024	1,107,155.89	547,625.24	559,530.65	458,650.13	98,180.63	5,702.56	455,647.46	324,675.20	12,249.21	312,425.99	286,639.68	286,639.68	
3/31/2024			-	479,384.80			-			-	367,267.70	367,267.70	
4/30/2024			-	512,380.19			-			-	296,715.94	296,715.94	
5/31/2024			-	446,596.47			-			-	340,698.45	340,698.45	
6/30/2024			-	609,980.85			-			-	333,898.47	333,898.47	
TOTAL:	9,978,516.04	5,736,468.51	4,242,047.53	3,100,439.82	1,189,147.80	44,275.08	3,008,624.65	3,149,185.72	127,314.11	3,021,871.61	2,174,035.11	2,174,035.11	39.00%
					Net A/R Change		36.82%			New Rev. Change			

Report Criteria:

Report type: Summary
Check.Type = {<->} "Adjustment"
Check.Check issue date = 02/01/2024-02/29/2024

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/24	02/27/2024	67099	4853	ROSS PIKE	01-000-000-2000	109.12
02/24	02/07/2024	67289	4410	ACE UNIFORMS LLC	01-000-000-2000	728.39
02/24	02/07/2024	67290	4800	AETNA	01-000-000-2000	828.37
02/24	02/07/2024	67291	380	AT&T	01-000-000-2000	115.25
02/24	02/07/2024	67292	4800	BERNIER FAMILY TRUST	01-000-000-2000	142.08
02/24	02/07/2024	67293	4800	BLUE SHIELD OF CALIFORNIA	01-000-000-2000	288.38
02/24	02/07/2024	67294	4800	CARYN GILDEA	01-000-000-2000	150.00
02/24	02/07/2024	67295	4800	CHARLES GRIFFIN	01-000-000-2000	251.17
02/24	02/07/2024	67296	1150	CSDA - SAN DIEGO CHAPTER	01-000-000-2000	210.00
02/24	02/07/2024	67297	1200	D.F. Cleaning Service	01-000-000-2000	470.00
02/24	02/07/2024	67298	1340	DIRECTV	01-000-000-2000	190.23
02/24	02/07/2024	67299	1500	ERICKSON-HALL CONSTRUCTION	01-000-000-2000	24,096.00
02/24	02/07/2024	67300	4800	F. ASTORGA & M. AMAISCA	01-000-000-2000	113.31
02/24	02/07/2024	67301	1640	FALLBROOK OIL COMPANY	01-000-000-2000	5,667.78
02/24	02/07/2024	67302	1680	FALLBROOK PUBLIC UTILITY DISTRICT	01-000-000-2000	579.01
02/24	02/07/2024	67303	1860	FOWLER PLUMBING	01-000-000-2000	195.00
02/24	02/07/2024	67304	4800	GIGI W WIEBACH	01-000-000-2000	2,410.57
02/24	02/07/2024	67305	4800	HARUKO JOHNSON	01-000-000-2000	138.77
02/24	02/07/2024	67306	4803	HOCH CONSULTING	01-000-000-2000	2,255.00
02/24	02/07/2024	67307	4800	HUMANA	01-000-000-2000	1,604.29
02/24	02/07/2024	67308	4800	JENNIFER MELLO	01-000-000-2000	2,108.37
02/24	02/07/2024	67309	2300	JIM'S SIGN SHOP	01-000-000-2000	1,137.22
02/24	02/07/2024	67310	2400	KEN GRODY FORD CARLSBAD	01-000-000-2000	5,547.37
02/24	02/07/2024	67311	4849	KIMBALL MIDWEST	01-000-000-2000	188.98
02/24	02/07/2024	67312	4800	KURT MARTI	01-000-000-2000	600.00
02/24	02/07/2024	67313	2610	LIFE-ASSIST INC	01-000-000-2000	2,964.77
02/24	02/07/2024	67314	4800	LINDA PISCIOTTA	01-000-000-2000	117.38
02/24	02/07/2024	67315	4800	LORINE MARTIN	01-000-000-2000	116.86
02/24	02/07/2024	67316	2770	Master Flow	01-000-000-2000	125.00
02/24	02/07/2024	67317	4800	MICHAEL KRAMSKY	01-000-000-2000	709.11
02/24	02/07/2024	67318	2910	MONSERATE WINERY	01-000-000-2000	6,077.10
02/24	02/07/2024	67319	3110	NORTH COUNTY DISPATCH JPA	01-000-000-2000	113,164.50
02/24	02/07/2024	67320	4800	OPTUM PRIMARY CARE	01-000-000-2000	869.74
02/24	02/07/2024	67321	4800	PALOMAR HEALTH	01-000-000-2000	502.10
02/24	02/07/2024	67322	3370	PINE TREE LUMBER	01-000-000-2000	1,304.82
02/24	02/07/2024	67323	4800	PRIMCARE MEDICAL NETWORK	01-000-000-2000	569.92
02/24	02/07/2024	67324	2050	PTW Insurance Services	01-000-000-2000	1,011.00
02/24	02/07/2024	67325	4838	PW ELECTRIC INC	01-000-000-2000	7,597.40
02/24	02/07/2024	67326	3490	RAINBOW MUNICIPAL WATER DIST	01-000-000-2000	268.12
02/24	02/07/2024	67327	4848	RCR ENVIRONMENTAL	01-000-000-2000	697.00
02/24	02/07/2024	67328	4800	REGAL MEDICAL GRP	01-000-000-2000	462.83
02/24	02/07/2024	67329	4800	SHEILA DELIA	01-000-000-2000	99.90
02/24	02/07/2024	67330	4010	SOUTH COAST EMERGENCY VEHICLE SERV	01-000-000-2000	630.29
02/24	02/07/2024	67331	4130	Stryker Sales LLC	01-000-000-2000	589.87
02/24	02/07/2024	67332	4808	TEAM WENDY	01-000-000-2000	7,157.37
02/24	02/07/2024	67333	4816	TELACU CONSTRUCTION MANAGEMENT	01-000-000-2000	76,626.79
02/24	02/07/2024	67334	4260	THE STANDARD	01-000-000-2000	551.00
02/24	02/07/2024	67335	4800	TROY KABWASA-HOPKINS	01-000-000-2000	100.00
02/24	02/07/2024	67336	4510	VELOCITY TRUCK CENTERS	01-000-000-2000	3,565.00
02/24	02/07/2024	67337	4520	VERIZON WIRELESS	01-000-000-2000	38.01
02/24	02/07/2024	67338	4800	VICTOR CALDWELL	01-000-000-2000	149.40
02/24	02/07/2024	67339	4800	VIOLET HULIT	01-000-000-2000	140.51

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/24	02/07/2024	67340	4730	World Advancement of Technology	01-000-000-2000	350.00
02/24	02/14/2024	67341	4410	ACE UNIFORMS LLC	01-000-000-2000	125.55
02/24	02/14/2024	67342	150	AFSS NORTH	01-000-000-2000	500.00
02/24	02/14/2024	67343	860	CASELLE INC.	01-000-000-2000	2,006.00
02/24	02/14/2024	67344	1120	CROSS CONNECTIONS	01-000-000-2000	4,710.58
02/24	02/14/2024	67345	1680	FALLBROOK PUBLIC UTILITY DISTRICT	01-000-000-2000	433.88
02/24	02/14/2024	67346	1850	Fowler Pest Control	01-000-000-2000	186.00
02/24	02/14/2024	67347	1860	FOWLER PLUMBING	01-000-000-2000	11,172.00
02/24	02/14/2024	67348	4804	HONEYWELL INTL	01-000-000-2000	3,559.69
02/24	02/14/2024	67349	2860	MES California	01-000-000-2000	834.42
02/24	02/14/2024	67350	3210	OSTARI	01-000-000-2000	1,850.00
02/24	02/14/2024	67351	3430	PROPANE WEST COAST	01-000-000-2000	533.76
02/24	02/14/2024	67352	3530	Reeder Media	01-000-000-2000	150.00
02/24	02/14/2024	67353	3560	RINCON TRUCK CENTER INC.	01-000-000-2000	920.18
02/24	02/14/2024	67354	3690	S&R TOWING	01-000-000-2000	500.00
02/24	02/14/2024	67355	4843	SEPTIC SOLUTIONS	01-000-000-2000	480.00
02/24	02/22/2024	67356	4410	ACE UNIFORMS LLC	01-000-000-2000	125.55
02/24	02/22/2024	67357	380	AT&T	01-000-000-2000	19.95
02/24	02/22/2024	67358	410	AUTO ZONE	01-000-000-2000	98.07
02/24	02/22/2024	67359	840	Capital One Public Funding LLC	01-000-000-2000	118,259.75
02/24	02/22/2024	67360	910	CERTAPRO PAINTERS OF NORTH SAN DIEGO	01-000-000-2000	4,145.00
02/24	02/22/2024	67361	4290	CHARTER COMMUNICATIONS	01-000-000-2000	1,855.26
02/24	02/22/2024	67362	4821	COSMIC SOLAR INC	01-000-000-2000	450.00
02/24	02/22/2024	67363	1080	COUNTY OF SAN DIEGO - DEH	01-000-000-2000	1,238.00
02/24	02/22/2024	67364	1010	COUNTY OF SAN DIEGO - RCS	01-000-000-2000	5,935.50
02/24	02/22/2024	67365	1430	EIDE BAILLY	01-000-000-2000	5,742.50
02/24	02/22/2024	67366	4850	EMPIRE CARPORTS INC	01-000-000-2000	16,000.00
02/24	02/22/2024	67367	1640	FALLBROOK OIL COMPANY	01-000-000-2000	10,666.41
02/24	02/22/2024	67368	1650	Fallbrook Overhead Doors and Entry Gates	01-000-000-2000	125.00
02/24	02/22/2024	67369	1790	FIRST ALARM WELLNESS	01-000-000-2000	1,125.00
02/24	02/22/2024	67370	1860	FOWLER PLUMBING	01-000-000-2000	4,455.00
02/24	02/22/2024	67371	1420	FRMS	01-000-000-2000	9,449.30
02/24	02/22/2024	67372	1980	GRANGETTO'S AGRICULTURE SUPPLY	01-000-000-2000	10.76
02/24	02/22/2024	67373	2540	LEGAL SHIELD	01-000-000-2000	364.90
02/24	02/22/2024	67374	2880	MICHAEL BAKER INTERNATIONAL	01-000-000-2000	6,560.00
02/24	02/22/2024	67375	1540	NAPA AUTO PARTS	01-000-000-2000	1,305.50
02/24	02/22/2024	67376	3200	O'Reilly Auto Parts	01-000-000-2000	615.53
02/24	02/22/2024	67377	3210	OSTARI	01-000-000-2000	1,850.00
02/24	02/22/2024	67378	3270	Palomar Health	01-000-000-2000	478.00
02/24	02/22/2024	67379	3490	RAINBOW MUNICIPAL WATER DIST	01-000-000-2000	217.73
02/24	02/22/2024	67380	4846	RINCON CONSULTANTS INC	01-000-000-2000	15,093.58
02/24	02/22/2024	67381	3660	RUSTY WALLIS INC	01-000-000-2000	162.00
02/24	02/22/2024	67382	3810	SAN DIEGO AIR POLLUTION CONTROL DIST	01-000-000-2000	1,092.00
02/24	02/22/2024	67383	3740	San Diego Friction Products INC.	01-000-000-2000	970.91
02/24	02/22/2024	67384	4843	SEPTIC SOLUTIONS	01-000-000-2000	4,640.00
02/24	02/22/2024	67385	4130	STRYKER MEDICAL	01-000-000-2000	26,457.50
02/24	02/22/2024	67386	4260	THE STANDARD	01-000-000-2000	551.00
02/24	02/22/2024	67387	4370	Trilogy MedWaste	01-000-000-2000	487.60
02/24	02/22/2024	67388	4851	TWM ROOFING INC	01-000-000-2000	6,171.00
02/24	02/22/2024	67389	4400	Uniform Plus	01-000-000-2000	5,298.90
02/24	02/22/2024	67390	4530	Vehicle Electrical Supply	01-000-000-2000	1,283.24
02/24	02/22/2024	67391	4710	Wittman Enterprises LLC	01-000-000-2000	30,053.20
02/24	02/22/2024	67392	4740	XEROX - PASADENA	01-000-000-2000	416.91
02/24	02/28/2024	67393	380	AT&T	01-000-000-2000	35.68
02/24	02/28/2024	67394	4829	BAB STEERING HYDRAULICS INC	01-000-000-2000	240.12
02/24	02/28/2024	67395	4800	BLUE SHIELD OF CALIFORNIA	01-000-000-2000	2,337.23
02/24	02/28/2024	67396	1170	CUMMINS SALES AND SERVICE	01-000-000-2000	770.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/24	02/28/2024	67397	1660	FALLBROOK PRINTING CORP.	01-000-000-2000	690.68
02/24	02/28/2024	67398	1680	FALLBROOK PUBLIC UTILITY DISTRICT	01-000-000-2000	629.61
02/24	02/28/2024	67399	1850	Fowler Pest Control	01-000-000-2000	3,150.00
02/24	02/28/2024	67400	1860	FOWLER PLUMBING	01-000-000-2000	12,027.14
02/24	02/28/2024	67401	2300	JIM'S SIGN SHOP	01-000-000-2000	16.78
02/24	02/28/2024	67402	4844	KOSMONT REALTY	01-000-000-2000	819.00
02/24	02/28/2024	67403	3030	NATIONWIDE MEDICAIL/SURGICAL	01-000-000-2000	1,398.90
02/24	02/28/2024	67404	4800	Noridian Medicare JE Part B Refunds	01-000-000-2000	531.16
02/24	02/28/2024	67405	3490	RAINBOW MUNICIPAL WATER DIST	01-000-000-2000	713.16
02/24	02/28/2024	67406	630	ROTARY CLUB OF BONSALE	01-000-000-2000	50.00
02/24	02/28/2024	67407	4800	RURAL METRO OF SAN DIEGO	01-000-000-2000	2,299.77
02/24	02/28/2024	67408	4843	SEPTIC SOLUTIONS	01-000-000-2000	4,390.00
02/24	02/28/2024	67409	4010	SOUTH COAST EMERGENCY VEHICLE SERV	01-000-000-2000	870.41
02/24	02/28/2024	67410	4250	THE COUNSELING TEAM	01-000-000-2000	190.00
02/24	02/28/2024	67411	4800	TRICARE	01-000-000-2000	135.50
02/24	02/28/2024	67412	4470	US POSTAL SERVICE	01-000-000-2000	300.00
02/24	02/28/2024	67413	4800	WELLCARE BY HEALTH NET	01-000-000-2000	398.90
02/24	02/29/2024	67414	4811	AWOGS	01-000-000-2000	1,627.03
Grand Totals:						622,034.13

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-000-000-2000	.00	622,034.13-	622,034.13-
01-000-000-2035	2,113.00	.00	2,113.00
01-000-000-2044	364.90	.00	364.90
01-000-000-4130	18,175.62	.00	18,175.62
01-101-000-5049	109.12	.00	109.12
01-101-000-5155	217.12	.00	217.12
01-101-000-5530	210.00	.00	210.00
01-101-000-5575	214.36	.00	214.36
01-101-000-5590	150.00	.00	150.00
01-102-000-5081	9,449.30	.00	9,449.30
01-102-000-5140	1,315.00	.00	1,315.00
01-102-000-5155	3,411.66	.00	3,411.66
01-102-000-5200	30,053.20	.00	30,053.20
01-102-000-5245	46,719.72	.00	46,719.72
01-102-000-5270	2,195.73	.00	2,195.73
01-102-000-5271	645.78	.00	645.78
01-102-000-5273	533.76	.00	533.76
01-102-000-5340	7,561.26	.00	7,561.26
01-102-000-5510	416.91	.00	416.91
01-102-000-5532	500.00	.00	500.00
01-102-000-5535	6,077.10	.00	6,077.10
01-102-000-5550	50.00	.00	50.00
01-102-000-5575	776.32	.00	776.32
01-102-000-5580	8,816.50	.00	8,816.50
01-103-000-5541	16.78	.00	16.78
01-104-000-5155	1,128.85	.00	1,128.85
01-104-000-5330	9,618.82	.00	9,618.82
01-105-000-5155	1,520.76	.00	1,520.76
01-105-000-5175	478.00	.00	478.00
01-105-000-5235	26,457.50	.00	26,457.50

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
01-105-000-5320	5,441.14	.00	5,441.14
01-107-000-5274	399.12	.00	399.12
01-107-000-5285	113,164.50	.00	113,164.50
01-107-000-5320	4,710.58	.00	4,710.58
01-107-000-5335	5,935.50	.00	5,935.50
01-108-000-5220	16,334.19	.00	16,334.19
01-108-000-5320	17,372.82	.00	17,372.82
01-108-000-5550	770.00	.00	770.00
01-109-000-5536	500.00	.00	500.00
01-200-000-7001	159,849.46	.00	159,849.46
01-200-000-8001	118,259.75	.00	118,259.75
Grand Totals:	<u>622,034.13</u>	<u>622,034.13-</u>	<u>.00</u>

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Check.Check issue date = 02/01/2024-02/29/2024

NORTH COUNTY FIRE PROTECTION DISTRICT

Tax Apportionments FY 23-24

DATE	APP #	GROSS	REFUNDS & ADJUSTMENTS	COUNTY ADMIN COSTS	FY 23/24 NET	FY 23/24 RUNNING	FY 22/23 NET	FY 22/23 RUNNING
8/8/2023	1	313,272.43	1,293.92	669.68	311,308.83	311,308.83	259,243.84	259,243.84
9/5/2023	2	116,495.20	432.52	2,449.51	113,613.17	424,922.00	119,547.03	378,790.87
10/10/2023	3	274,233.89	26,617.85	1,965.64	245,650.40	670,572.40	271,608.18	650,399.05
11/14/2023	4	845,729.19	16,451.63	9,286.80	819,990.76	1,490,563.16	808,729.23	1,459,128.28
12/12/2023	5	6,648,935.67	21,210.81	4,170.78	6,623,554.08	8,114,117.24	6,115,360.30	7,574,488.58
1/16/2023	6	3,036,187.88	20,568.70	4,447.43	3,011,171.75	11,125,288.99	2,999,456.99	10,573,945.57
2/13/2023	7	551,822.76	26,542.24	2,160.57	523,119.95	11,648,408.94	696,903.82	11,270,849.39
3/19/2023	8				-	11,648,408.94	476,472.49	11,747,321.88
4/16/2023	9				-	11,648,408.94	5,642,191.95	17,389,513.83
5/14/2023	10				-	11,648,408.94	1,145,898.51	18,535,412.34
6/18/2023	11				-	11,648,408.94	416,621.01	18,952,033.35
7/19/2023	12				-	11,648,408.94	116,717.17	19,068,750.52
TOTAL YTD		11,786,677.02	113,117.67	25,150.41	11,648,408.94	11,648,408.94	11,270,849.39	11,270,849.39
							Net Rev Increase	
							3.35%	

11,673,559.35

**North County Fire Protection District
Monthly Investment Report
as of February 29, 2024
(Unaudited)**

District Cash & Investments		Interest
01-000-000-1010	County of San Diego/General Fund - FBK	\$ 1,705,646 1.00%
01-000-000-1011	Pacific Western Bank/Accounts Receivable	612,601 0.00%
01-000-000-1012	First National/Payroll	275,410 0.35%
01-000-000-1013	Bank of America/PASIS	42,446 0.01%
01-000-000-1014	Local Agency Investment Fund	46,873 4.12%
01-000-000-1015	First National/Benefit Fund	388,924 0.35%
01-000-000-1016	First National/Accounts Receivable	335,511 0.35%
01-000-000-1017	First National/Accounts Payable	98,993 0.35%
01-000-000-1130	Workers' Comp JPA	488,768 0.87%
01-000-000-1020	California Cooperative Liquid Assets Securities System (CLASS)	7,931,111 5.44%
01-200-000-1010	County of San Diego/Capital Reserve	421,350 1.00%
11-000-000-1010	County of San Diego/General Fund - RNBW	2,366,875 1.00%
35-000-000-1010	County of San Diego/Fire Mitigation Fund - FBK	2,294,019 1.00%
36-000-000-1010	County of San Diego/Fire Mitigation Fund - RNBW	4,269 1.00%
Total District Cash & Investments		\$ 17,012,794



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
BUSINESS MANAGEMENT
PURCHASES & SALES

SECTION 217.01
MARCH 26~~8~~, 2024~~3~~
PAGE 1 OF 6

PURCHASING AND CONTRACTING POLICY

1.0. **PURPOSE:**

- 1.1. This Policy is designed to implement and comply with the State Purchasing Statutes and to guide District personnel in making economical and sound business decisions involving expenditures of District funds.

2.0. **POLICY:**

- 2.1. Formal purchasing procedures for local agencies (including [the North County Fire Protection District](#) “~~districts~~”) are required under the terms of California Government Code §54202 and the Public Contracting Code (“PCC”), §§20810-20813.

- 2.2. Purchasing of goods and services shall be in accordance with San Diego County Competitive Procurement Policy A-87, as directed by PCC §20812, with the following most-used threshold limits: ~~modified to those outlined in §2-M of Policy A-87 (presently \$30,000) and those found in the following specific sections of Policy A-87:~~

2.2.1. Disabled Veteran Business ~~Enterprises~~ - § 2(G) – procurements of up to \$50,000;

2.2.2. Simplified Procurement Procedure for Purchase of Goods and Services - §2(J) - Procurement of goods and/or services with a total contract value not to exceed \$250,000, or a contract value not to exceed \$100,000 annually and for a term not to exceed five (5) years, where the procurements are made through the use of quotations and award is based on terms, price, and other appropriate factors;

~~2.2.2.2.3.~~ Chief Executive Authority to Contract for Services - §2(M) – contract approval up to \$30,000 (–all contracts over \$30,000 must be approved by the Board of Directors);

~~2.2.3.2.2.4.~~ Single Source Exceptions to Competitive Bidding - §3 – where goods and/or services are only available from a single source, contract approval is acceptable with Chief Executive authority up to \$100,000 (all contracts over \$100,000 must be approved by the Board of Directors);;

~~2.2.4. Contract Approval – all contracts over \$30,000 to be submitted to the Board for approval; and~~

- 2.3. Obtaining contracts for construction projects in excess of \$10,000 shall be in



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
BUSINESS MANAGEMENT
PURCHASES & SALES

SECTION 217.01
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PURCHASING AND CONTRACTING POLICY

accordance with PCC §20813, except for in the case of emergencies and “maintenance” projects as defined in PCC §22002.

2.4. With a Labor Compliance Program in effect, Public Works projects as defined in California Labor Code (“CLC”) §1720, *et seq.* in excess of \$25,000 or public works maintenance projects in excess of \$15,000 must be registered with the California Department of Industrial Relations within thirty (30) days of contract award, pursuant to CLC §1773.3.

2.4.1. If no Labor Compliance Program exists, prevailing wages must be paid on all contracted public works projects over \$1,000 within the meaning of CLC §§1720-1720.9 pursuant to CLC §1771 and such projects must be registered with the California Department of Industrial Relations within thirty (30) days of contract award, pursuant to CLC §1773.3.

2.5. District subcontractors are required to follow their employer’s written Illness & Injury Prevention Program (“IIPP”). If no such program exists, they are to follow this District’s IIPP Program and Code of Safe Practices prior to commencing work.

2.6. A District contractor is and will act as an independent contractor and the contractor and the contractor’s employees, subcontractors and agents are not employees, officers or agents of the District.

2.7. A District contractor shall perform services and obligations under a contract according to the contractor’s own means and methods of work, which shall be in the exclusive charge and under the control of contractor and which shall not be subject to control or supervision by the District, except as to the results of the work.

2.8. A DISTRICT CONTRACTOR MUST ACKNOWLEDGE THAT:

2.8.1. The contractor is free from the control and direction of the District in connection with the manner and means by which the services are performed;

2.8.2. Contractor performs services outside the usual course of the District’s business;
and

2.8.3. Contractor is customarily engaged in an independently established trade, occupation or business of the same nature as the services performed for the District.

3.0. **DEFINITIONS:**



NORTH COUNTY FIRE PROTECTION DISTRICT

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PURCHASING AND CONTRACTING POLICY

- 3.1. CHIEF ADMINISTRATIVE OFFICER: In instances when the County Policy grants authority to the CAO, the District Officer having such authority will be the Fire Chief/CEO.
- 3.2. DIRECTOR OF PURCHASING AND CONTRACTING: In instances when the County Policy grants authority to the CAO, the District Officer having such authority shall be the Chief Officer for Administration/Finance.
- 3.3. ASSISTANT CHIEF ADMINISTRATIVE OFFICER: In instances when the County Policy grants authority to the ACAO, the District Officer having such authority shall be a Division Chief.
- 4.0. **INTENT**:
 - 4.1. Purchases shall be made as needed, in order to provide the District with maximum benefit for minimum expenditures. It is also essential that purchases of all goods, supplies, services and construction items be done by the District in a fair and open manner that promotes public confidence in the Agency and reinforces the public perception of fairness and equal opportunity for all competing vendors offering their products or services to the District.
 - 4.2. Consistent with the above guidelines, purchases should be made from vendors located within the boundaries of the District when cost, quality and delivery times are equal to or better than quotes provided from distant areas. State law forbids any Director or other Officer of the District from being interested, directly or indirectly, in any contract awarded or to be awarded by the Board, or in the profits to be derived from it.
- 5.0. **PROCEDURES**:
 - 5.1. GENERAL PURCHASING GUIDELINES:
 - 5.1.1. Quote information shall be retained until completion of the Annual Audit for the fiscal year in which purchased.
 - 5.1.2. Shipping charges and applicable taxes, if any, must be included in the total price shown on the Purchase Order.
 - 5.1.3. Open Accounts shall generally be utilized for the purchase of repetitive need, low-valued items or for the purchase of items (such as lumber) which must



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be available on short notice at any time. *Open Accounts shall not be utilized as a substitute for the normal purchase order process described below.*

5.1.4. Nothing in these purchasing guidelines shall prevent the Fire Chief/CEO, or his authorized designee, from authorizing purchases outside of these guidelines in emergency situations.

~~5.1.5.~~ **Purchases of items not in the Budget will require Board approval prior to the purchase except under circumstances outlined herein.**

5.1.5.

5.2. AWARDING/COMPLETION OF PUBLIC WORKS CONTRACTS:

5.2.1. **AWARDING PUBLIC WORKS CONTRACTS:** The District shall contract with vendors registered with the California Department of Industrial Relations (“DIR”) to perform “public works” projects in accordance with this Policy and California Law. Per California Labor Code (CLC) §1720, “Public Works” includes “construction, alteration, demolition, installation or repair work, that is paid for in whole or part with public funds.” Visit: <https://efiling.dir.ca.gov/PWCR/Search> to determine if the contractor is eligible to perform work for the District.

5.2.2. Applicable Public Works contracts shall be registered with the California Department of Industrial Relations (DIR) within thirty (30) days of award of contract. Submit a PWC-100 form to the DIR by visiting: <https://www.dir.ca.gov/pwc100ext/>, as required by CLC §1773.3 and 8 Cal. Code Reg. §16451(a).

5.2.3. **CONTRACT COMPLETION:** Upon completion of a Public Works contract, the District is required to file a “Notice of Completion” with the DIR, with a copy submitted to the Labor Commissioner. A copy of the submitted Notice will be kept with the contract file.

5.2.4. **REPORTING OFFICER:** The Chief Officer responsible for Facilities shall be the District’s designated Reporting Officer, will be responsible for ensuring appropriate selection of contractors and that the required Registrations and Notices are made/filed.

5.3. PURCHASING PROCEDURES:



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PURCHASING AND CONTRACTING POLICY

5.3.1. **PETTY CASH PURCHASE.**

5.3.2. **CREDIT CARD PURCHASE.**

5.3.3. **PURCHASE ORDERS:**

5.3.3.1. Purchase Orders are used to procure goods for the District when:

- 5.3.3.1.1. The purchase would exceed the limits of a Cal Card single purchase;
- 5.3.3.1.2. When close tracking of multiple purchases against an account need additional tracking (e.g. Uniforms);
- 5.3.3.1.3. When inspection of the goods upon arrival at the District precedes payment; or
- 5.3.3.1.4. When deemed necessary by Management.

5.3.3.2. Complete a Purchase Order form and obtain the authorizing signature as follows:

PURCHASER	APPROVING AUTHORITY
Suppression – Captain & below	Program Manager
Non-Suppression personnel	Program Manager
Battalion Chief	Division, Deputy or Fire Chief
Division Chief	Deputy Chief or Fire Chief/CEO
Deputy Chief	Fire Chief/CEO (purchases less than \$30,000)
Fire Chief/CEO	Board Member (purchases more than \$30,000)

- 5.3.3.3. Submit the signed form to the Finance Division for a purchase order number.
- 5.3.3.4. When making the purchase, obtain and sign the receipt, include employee ID number and note the purpose of purchase.
- 5.3.3.5. Return receipt to the Finance Division.
- 5.3.3.6. Finance will assign purchase against specific budget account line item.

5.3. **OPEN ACCOUNT:**

- 5.3.1. Obtain approval from Approving Authority.
- 5.3.2. When making the purchase, obtain and sign the receipt, include Employee ID number and note purpose of the purchase.



NORTH COUNTY FIRE PROTECTION DISTRICT

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PURCHASING AND CONTRACTING POLICY

5.3.3. Return receipt to the Finance Division.

6.0. **EMERGENCIES:**

- 6.1. California Public Contract Code (PCC) §22050 authorizes public agencies to utilize special purchasing procedures when emergencies exist. During emergencies, the procedures outlined in PCC §22050 shall be utilized instead of the rules found in Section 5.0 of this policy when purchasing special services or construction work.
- 6.2. **SPECIAL SERVICES:** In the case of an emergency, the District Board may adopt a resolution by a four-fifths vote of all the members of the District Board, declaring that the public interest and necessity demand immediate expenditure of public money for special services in order to safeguard life, health or property. The Board may expend any sum for special services as may be required in the emergency without submitting the expenditure to bid.
- 6.3. **CONSTRUCTION:** In the case of an emergency, the District Board may adopt a resolution by a four-fifths vote of all the members of the District Board, declaring that the public interest and necessity demand immediate expenditure of public money to safeguard life, health or property. The District Board may expend any sum required in the emergency for the construction or completion of any building structure or improvement without submitting the expenditure to bid.

North County Fire



MONTHLY OPERATIONS ACTIVITY REPORT:

Feb 2024

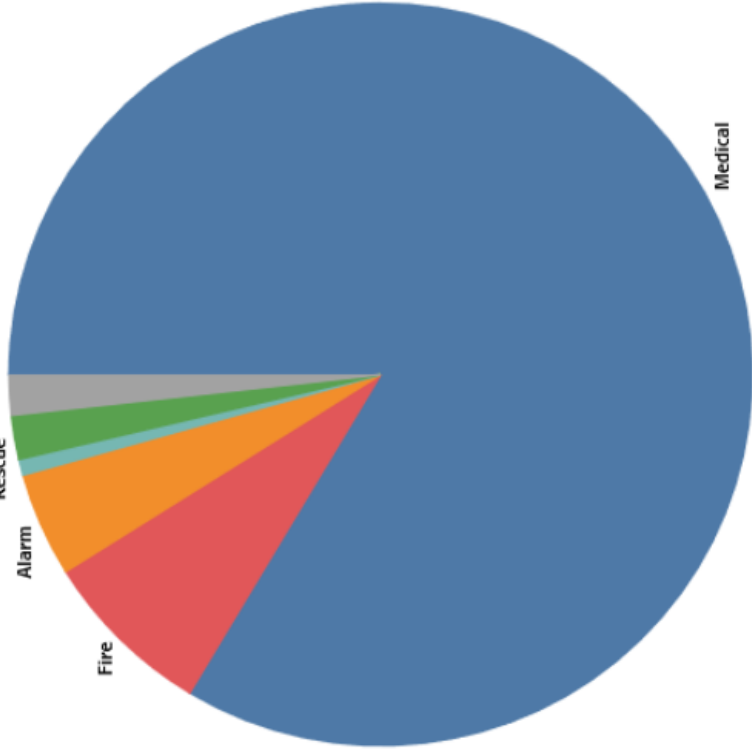
Assigned Incidents

Assigned Incidents for NORTH COUNTY FPD
February 2024

Agency
NORTH COUNTY FPD

Month
February 2024

Medical	479 incidents / 83.60%
Fire	43 incidents / 7.50%
Alarm	26 incidents / 4.54%
Aid	4 incidents / 0.70%
Rescue	11 incidents / 1.92%
Other	10 incidents / 1.75%
Grand Total	573 incidents / 100.00%



Problem Category

- Medical
- Fire
- Alarm
- Aid
- Rescue
- Other

Total incidents year to date:
Feb 2023: 1,142
Feb 2024: 1,190



Incidents in Jurisdiction

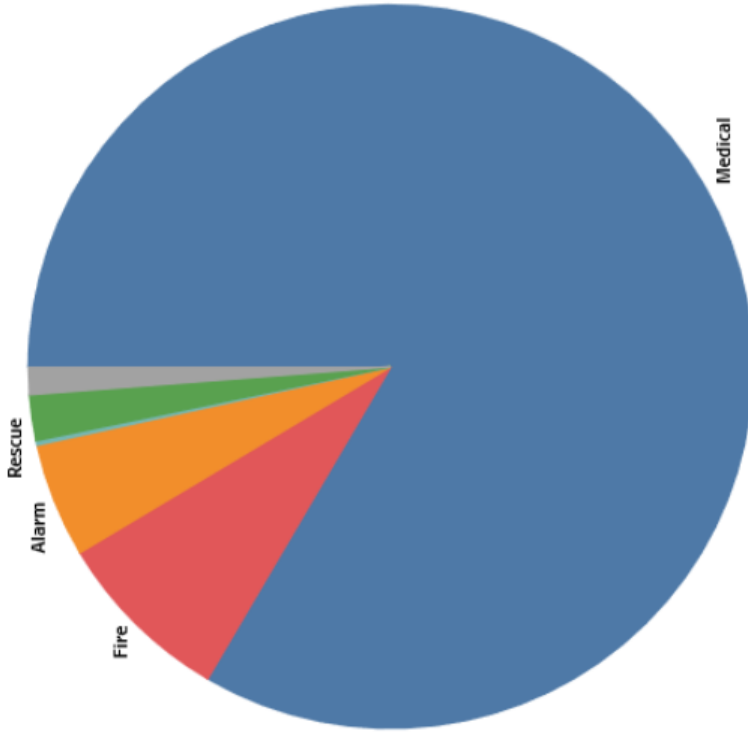
Incidents in NORTH COUNTY FPD
February 2024

Agency
NORTH COUNTY FPD

Month
February 2024

Medical	408 incidents / 83.44%
Fire	39 incidents / 7.98%
Alarm	25 incidents / 5.11%
Aid	1 incidents / 0.20%
Rescue	10 incidents / 2.04%
Other	6 incidents / 1.23%
Grand Total	489 incidents / 100.00%

Problem Category



**Total incidents year to date:
Feb 2023: 979
Feb 2024: 1,041**



Turnout Time

(Time of station notification to responding)

90th Percentile – Emergency Calls Only

Shift	Unit Name	February	Shift	Unit Name	February	Shift	Unit Name	February
A-SHIFT	B111	0:01:23 (5)	B-SHIFT	B111	0:01:37 (7)	C-SHIFT	B111	0:01:08 (6)
	E111	0:01:14 (53)		E111	0:01:39 (60)		E111	0:01:05 (48)
	E112	0:01:49 (21)		E112	0:01:08 (32)		E112	0:01:45 (20)
	E113	0:01:21 (13)		E113	0:01:00 (10)		E113	0:00:59 (16)
	E114	0:01:38 (30)		E114	0:01:40 (23)		E114	0:00:53 (29)
	E115	0:01:43 (29)		E115	0:01:40 (35)		E115	0:01:53 (32)
	M111	0:01:25 (27)		M111	0:01:36 (52)		M111	0:01:43 (33)
	M114	0:01:12 (26)		M114	0:01:36 (34)		M114	0:01:25 (29)
	M115	0:01:25 (39)		M115	0:01:35 (20)		M115	0:01:30 (24)
	RA111	0:01:37 (15)		RA115	0:01:22 (6)		RA114	0:00:59 (8)
	RA114	0:01:40 (14)					RA115	0:01:38 (15)
	RA115	0:00:09 (1)						



Aid Given/Received

Aid Given by NORTH COUNTY FPD
February 2024: Incident Count

Aid Received by NORTH COUNTY FPD
February 2024: Incident Count

CAL FIRE	20	CAL FIRE	55
CAMP PENDLETON	2	CAMP PENDLETON	2
ESCONDIDO FD	1	OCEANSIDE FD	12
OCEANSIDE FD	39	PALA FD	6
PALA FD	4	VISTA FD	35
RINCON FD	1	Grand Total	110
VALLEY CENTER FPD	5	Incidents within jurisdiction to which outside units were assigned, sorted by home jurisdiction.	
VISTA FD	12	Data Source: AgencyDashboard_v3_Extract_v3 Data Last Updated: 3/1/2024 6:50:51 PM	
Grand Total	84		

Incidents outside of jurisdiction to which units were assigned sorted by jurisdiction.



Incident Volume by Hour



Incident count broken down by Time Assigned Hour vs. Unit Name



Incidents by Unit

Incidents by Unit for NORTH COUNTY FPD
February 2024

Ambulance	M111	144
	M114	120
	M115	143
	RA111	18
	RA114	29
	RA115	38
	Total	492
Engine / Truck	E111	210
	E112	90
	E113	53
	E114	110
	E115	131
	Total	594
Grand Total		1,086



Ambulance Unit Hour Utilization



Transports

Transport Counts	Transport Destinations
M111	98
M114	66
M115	84
RA111	14
RA114	14
RA115	19
Grand Total	295
	<p>PALOMAR HOSPITAL 93</p> <p>TRI CITY MEDICAL CENTER (TCMC) 24</p> <p>KAISER SAN MARCOS MEDICAL CENTER 12</p> <p>CHILDRENS HOSPITAL 4</p> <p>SCRIPPS ENCINTAS HOSPITAL 4</p> <p>MCP NAVAL HOSPITAL 3</p> <p>RANCHO SPRINGS HOSP. 3</p> <p>INLAND VALLEY HOSPITAL 2</p>

*Only transports which arrive at a destination are counted.



Health & Safety

Injuries &
Illness

2 Injuries

Accidents

0 vehicle



Social Media Metrics

	Feb
Instagram Followers	3,865
Facebook Followers	9,296
X (formerly known as Twitter) Followers	19.2k
Post Reach Instagram	-29.40%
Post Reach Facebook	-28.40%
Audience Growth Instagram	1%
Audience Growth Facebook	0
Audience Growth X (formerly known as Twitter)	0
Engagement rate Instagram	-4.50%
Engagement rate Facebook	12%
Engagement rate X (formerly known as Twitter)	-76.20%

Top performing posts:

Facebook

- Downed tree post (2/6) received 109 likes with 13 comments and 8 shares
- Home for Troops post (2/19) received 119 likes with 5 comments and 1 share

Instagram

- Badge pinning post (2/22) Received 307 likes 4 comments



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NORTH COUNTY FIRE PROTECTION DISTRICT

STAFF REPORT

TO: BOARD OF DIRECTORS
FROM: CHIEF MCREYNOLDS
DATE: MARCH 26, 2024
SUBJECT: NCFPD FIRE MITIGATION FEE RESOLUTION

ACTION AGENDA

RECOMMENDATION:

- Approve NCFPD Resolution #2024-02 to:
 - Participate in the County of San Diego Fire Mitigation Fee (FMF) Program.
 - Approve the use of FMF revenue for the identified Capital Improvement Plan (CIP) on NCFPD Resolution #2024-02 for fiscal year 2024-2025.

BACKGROUND:

Pursuant to California Government Code Section 66000, et seq. (Mitigation Fee Act), the County of San Diego is authorized to collect a mitigation fee from applicants for new development to defray costs related to facilities that are incurred due to development. To participate, the District must pass a resolution to participate and for the County to collect up to 100% of the FMF on the District's behalf from applicants for building permits or other permits for development within the District's boundaries. The Resolution must also include a five-year Capital Improvement Plan (CIP) indicating the approximate location, size, time of availability, and cost estimates for long-term facilities to be financed with the FMF revenue.

DISCUSSION:

New development is anticipated in the District and existing facilities will be inadequate to provide fire suppression or emergency medical services, creating a situation perilous to public health and safety. To mitigate the impacts caused by new development, the District must improve or expand existing facilities and/or construct or acquire new facilities.

The County has established fee ceilings for types of construction by Chapter 3 of Division 10 of Title 8 (commencing with Section 810.301) of the County Code of Regulatory Ordinances (Fire Mitigation Fee Ordinance). Except as otherwise provided in the County Code or state law, all FMF revenue shall be used only to expand the availability of facilities to serve new development within the District's boundaries. FMF revenue shall not be used to address existing deficiencies but may be used in response to increased demand

NCFPD FIRE MITIGATION FEE RESOLUTION

3/26/2024

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reasonably related to the new development to refurbish existing facilities to maintain an existing level of service or achieve an adopted level of service.

FISCAL ANALYSIS:

San Diego County FMF will be allocated toward the construction of a new NCFPD Fire Station #4.

SUMMARY:

Once the Board approves the combined participation/CIP resolution, Staff will ensure the resolution is sent to the County for processing and recording.

NORTH COUNTY FIRE PROTECTION DISTRICT



RESOLUTION 2024-02

RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT TO PARTICIPATE IN THE COUNTY OF SAN DIEGO FIRE MITIGATION FEE PROGRAM FOR FISCAL YEAR 2024-2025 AND ADOPT OF CAPITAL IMPROVEMENT PLAN FOR THE USE OF FIRE MITIGATION FEE REVENUE

A RESOLUTION OF BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT TO PARTICIPATE IN THE COUNTY OF SAN DIEGO FIRE MITIGATION FEE PROGRAM FOR FISCAL YEAR 2024-2025 AND ADOPT A CAPITAL IMPROVEMENT PLAN FOR THE USE OF FIRE MITIGATION FEE REVENUE

WHEREAS, the NORTH COUNTY FIRE PROTECTION DISTRICT (District) requires long-term fire protection facilities and equipment (Facilities) to provide fire suppression or emergency medical services within the District's boundaries;

WHEREAS, new development is anticipated in the District, and existing Facilities will be inadequate to provide fire suppression or emergency medical services, creating a situation perilous to public health and safety;

WHEREAS, to mitigate the impacts caused by new development, the District must improve or expand existing Facilities and/or construct or acquire new Facilities;

WHEREAS, the District lacks sufficient funds for new or improved Facilities from fund balances, capital facility funds, property tax sources, or any other appropriate source, and annexation and plan check fees charges by the District do not include a payment toward the costs of Facilities as a component of those fees;

WHEREAS, pursuant to California Government Code Section 66000, et seq. (Mitigation Fee Act), the County of San Diego (County) is authorized to collect a mitigation fee from applicants for new development to defray costs related to Facilities that are incurred due to the development;

WHEREAS, the County has established fee ceilings for types of construction by Chapter 3 of Division 10 of Title 8 (commencing with Section 810.301) of the County Code of Regulatory Ordinances (Fire Mitigation Fee Ordinance);

WHEREAS, the District desires to participate in the County's Fire Mitigation Fee (FMF) program;

NORTH COUNTY FIRE PROTECTION DISTRICT



RESOLUTION 2024-02

RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT TO PARTICIPATE IN THE COUNTY OF SAN DIEGO FIRE MITIGATION FEE PROGRAM FOR FISCAL YEAR 2024-2025 AND ADOPT OF CAPITAL IMPROVEMENT PLAN FOR THE USE OF FIRE MITIGATION FEE REVENUE

WHEREAS, pursuant to Section 66002 of the Mitigation Fee Act, the governing body of a local agency that levies a mitigation fee may adopt a capital improvement plan, which shall be adopted by and annually updated by a resolution at a noticed public hearing;

WHEREAS, the County's Fire Mitigation Fee (FMF) Ordinance requires that fire agencies participating in the FMF Program adopt a five-year Capital Improvement Plan indicating the approximate location, size, time of availability, and cost estimates for long-term Facilities to be financed with the FMF revenue; and

WHEREAS, notice of the hearing to update the District's Capital Improvement Plan was given, as required by law, as shown by the affidavit of publication on file herein.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF NORTH COUNTY FIRE PROTECTION DISTRICT HEREBY RESOLVES AS FOLLOWS:

1. The District shall participate in the County's FMF Program for Fiscal Year 2024-2025 and agrees to comply with all applicable requirements of the County's FMF Ordinance and the Mitigation Fee Act.
2. The District requests that the County collect 100% percent of the FMF ceiling on the District's behalf from applicants for building permits or other permits for development within the District's boundaries. The percent of the ceiling fee is equal to or less than the Facilities needs caused by new development.
3. Except as otherwise provided in the County Code or state law, all FMF revenue shall be used only to expand the availability of Facilities to serve new development within the District's boundaries. FMF revenue shall not be used to address existing deficiencies, but may be used in response to increased demand reasonably related to the new development to refurbish existing facilities to maintain an existing level of service or achieve an adopted level of service.
4. The District shall deposit all FMF revenue received from the County and all interest subsequently accrued by the District on these funds in a separate account to be known as the "San Diego County Fire Mitigation Fee."

NORTH COUNTY FIRE PROTECTION DISTRICT



RESOLUTION 2024-02

RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT TO PARTICIPATE IN THE COUNTY OF SAN DIEGO FIRE MITIGATION FEE PROGRAM FOR FISCAL YEAR 2024-2025 AND ADOPT OF CAPITAL IMPROVEMENT PLAN FOR THE USE OF FIRE MITIGATION FEE REVENUE

5. The District shall defend, indemnify, and hold harmless the County, its officers, officials, employees, agents, and volunteers, from and against any and all demands, claims, actions, litigation, or other proceedings, liability, damages, and costs (including, but not limited to, attorney fees) that are based in whole or in part upon the levy, imposition, collection, or payment of FMF, or the denial of a permit until the FMF is paid, excepting only matters that are based upon the County's gross negligence or willful misconduct.
6. The District shall make its records justifying the basis for the FMF amount available to the public on request.
7. The District resolves that five-year Capital Improvement Plan for use of Fire Mitigation Fee revenue within the District is as follows:

Fiscal Year 2024-2025

Funding for Fire Station 4 Construction, 4375 Pala Mesa Drive, Fallbrook CA 92028, approx. 9,500 sq2, approximate project ten million dollars. \$10,000.000.00

Fiscal Year 2025-2026

Funding for Fire Station 4 Construction, 4375 Pala Mesa Drive, Fallbrook CA 92028, approx. 9,500 sq2, approximate project ten million dollars. \$10,000.000.00

Fiscal Year 2026-2027

Funding for Fire Station 4 Construction, 4375 Pala Mesa Drive, Fallbrook CA 92028, approx. 9,500 sq2, approximate project ten million dollars. \$10,000.000.00

Fiscal Year 2027-2028

Funding for Fire Station 4 Construction, 4375 Pala Mesa Drive, Fallbrook CA 92028, approx. 9,500 sq2, approximate project ten million dollars. \$10,000.000.00

Fiscal Year 2028-2029

Funding for Fire Station 4 Construction, 4375 Pala Mesa Drive, Fallbrook CA 92028, approx. 9,500 sq2, approximate project ten million dollars. \$10,000.000.00

NORTH COUNTY FIRE PROTECTION DISTRICT



RESOLUTION 2024-02

RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT TO PARTICIPATE IN THE COUNTY OF SAN DIEGO FIRE MITIGATION FEE PROGRAM FOR FISCAL YEAR 2024-2025 AND ADOPT OF CAPITAL IMPROVEMENT PLAN FOR THE USE OF FIRE MITIGATION FEE REVENUE

BE IT FURTHER RESOLVED that this Resolution supersedes Resolution No. 2023-06 adopted May 23, 2023, to participate in the FMF program.

PASSED AND ADOPTED by the Board of Directors of the North County Fire Protection District, County of San Diego, State of California, on this 26th day of March 2024, by the following vote:

Motion by:

Seconded by:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSED:

Ross Pike, Board President

ATTEST:

Mavis Canpinar, Board Clerk

IN WITNESS THEREOF, I hereunto set my hand and affixed by official seal this 26th day of March 2024.

Mavis Canpinar, Board Clerk

DISTRICT	SERVICE POPULATION	RESIDENTIAL	COMMERCIAL / RETAIL	HOTEL	INDUSTRIAL	MEDICAL	OFFICE
North County FPD	\$683	\$1.05	\$0.91	\$0.49	\$0.72	\$1.71	\$3.42

**AFFIDAVIT OF PUBLICATION FALLBROOK, CALIFORNIA 92028
COUNTY OF SAN DIEGO, STATE OF CALIFORNIA**

I am a citizen of the United States,
over twenty-one years of age, and
the Associate Editor of said
newspaper The Village News, Inc.,
111 W. Alvarado St., Fallbrook, CA 92028
a newspaper adjudicated by the Superior Court,
County of San Diego GIN013243 is a newspaper
of general circulation, published and is circulated
at least once a week in Fallbrook, County of
San Diego, State of California.

**The Notice of _____
PUBLIC NOTICE**

Public Hearing on Multi-Year Facilities and Equipment Plan
North County Fire Protection District

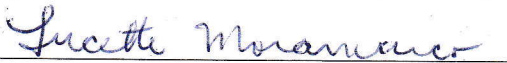
Legal Number: NA

Which the attached is a true printed copy, and
Published in said newspaper for 2 weeks, and
on the following days: 03/07/24, 03/14/24

in the regular issue of said newspaper,
THE VILLAGE NEWS, INC.,
111 W. Alvarado St., Fallbrook, CA 92028
and not in any other supplement.

I certify and declare under penalty that
this statement is true and correct to the
best of my knowledge.

Dated: March 14, 2024
Fallbrook, California 92028



Signature

**LUCETTE MORAMARCO
ASSOCIATE EDITOR**

PUBLIC NOTICE

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, March 26, 2024, at a time certain of 5:05 p.m. at the Fallbrook Public Utility District, 990 East Mission Road, Fallbrook, California, adopting a Resolution establishing a Multi-Year Facilities and Equipment Plan for the Fire Mitigation Fee Program to comply with Government Code §66000-66002 and the County of San Diego Fire Mitigation Fee Ordinance.

Any taxpayer may appear at said time and place and be heard regarding this item.

Dominic Fieri, Fire Marshal
North County Fire Protection District
(760) 723-2010

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

Mavis Canpinar
Board Clerk
Dated: February 28, 2024
Published March 7, 14, 2024



**NORTH COUNTY FIRE
PROTECTION DISTRICT
STAFF REPORT**

TO: BOARD OF DIRECTORS
FROM: BOARD CLERK CANPINAR AND CHIEF MCREYNOLDS
DATE: MARCH 26, 2024
SUBJECT: CHANGE OF APRIL 2024 REGULAR BOARD MEETING DATE

ACTION AGENDA

RECOMMENDATION:

That the Board of Directors approve moving the April 2024 Regular Board Meeting from April 23rd to April 30th, 2024.

BACKGROUND:

Two scheduling issues are impacting the April 23rd Regular Board Meeting Date. One, the California Special Districts Association (CSDA) Special Districts Leadership Academy (SDLA) is that week and several NCFPD Directors have expressed interest in attending. Second, Staff may be bringing the Guaranteed Maximum Price (GMP) for the Fire Station #3 renovation before the Board in April. If the project stays on schedule, the Board will need to approve the GMP the last week of April.

DISCUSSION:

The Regular April Board meeting is currently scheduled for April 23, 2024. Staff is recommending the April 2024 Regular Board Meeting be moved to April 30th, 2024, 5:00 p.m. at the FPUD Community Room.

FISCAL ANALYSIS: No fiscal impact.

SUMMARY:

Once the Board determines the April 2024 Board Meeting date, Staff will ensure District policy is followed for moving a Regular Board Meeting including all required notifications and postings.

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501 West Broadway - Suite 1600
San Diego, California 92101-8474
voice 619.814.5800 - fax 619.814.6799
www.bwslaw.com

MEMORANDUM

TO: Board of Directors
North County Fire Protection District
FROM: Kristen S. Steinke, General Counsel
DATE: March 26, 2024
RE: General Counsel Report for Monthly Board Meeting

This memorandum provides a summary of the newest teleconferencing rules adopted by the legislature under AB 2449 (Govt. Code sections 54953, et seq.)

Below are a few bullet points to keep in mind when considering whether teleconferencing into a board meeting is a possibility. Also, attached hereto is a helpful summary of AB 2449.

As always, reach out to staff as soon as possible when a question arises regarding the need to attend a board meeting remotely.

REMOTE ATTENDANCE AT BOARD MEETINGS

Under AB 2449, a member may attend remotely a board meeting without identifying their teleconferencing location when the following requirements are met.

So long as a quorum of the legislative body participates in person from a physical location open to the public, then the remaining members may participate from remote locations if there is “Just Cause” or under “Emergency Circumstances.”

Use of these exceptions can only be relied upon for a board member for up to 20% of the board meetings in a calendar year. For the North County Fire Protection District, that means that board members can only rely on these exceptions for 2 meetings per year.

1. Just Cause Exception. A board member may attend a board meeting remotely when there is “Just Cause” for the board member’s physical absence.

“Just Cause” means:

- childcare or caregiving of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires a member to participate remotely;
- a contagious illness that prevents a member from attending in person;
- a need related to a physical or mental disability; or
- travel while on business of the legislative body or another state or local agency.

Notice of the use of the “Just Cause” exception must be given to the public as soon as possible, so board members should alert the Clerk of the Board as soon as possible when this option is being used.

2. Emergency Circumstances. A board member may also remotely attend a board meeting under emergency circumstances.

Emergency circumstances means a physical or family medical emergency that prevents a member from attending in person.

In order to participate remotely under the emergency circumstances provisions, the member must request that the legislative body allow them to participate in the meeting remotely because of emergency circumstances and the legislative body must take action to approve the request as soon as possible.

As with the Just Cause exception, it is important under the emergency circumstances exception to alert the Board Clerk of the need to attend remotely as soon as possible.

Traditional Exceptions to In-Person Participation under the Brown Act Still Apply.

Finally, traditional rules for remote attendance under the Brown Act are still available. This option allows remote attendance with 72 hours advance notice to the public, posting the agenda at the remote location, allowing participation by the public at the remote location and other noticing requirements. This is a good option if a member of the Board is on a business trip or traveling during a board meeting, but the member is still available to attend by zoom or by teleconferencing options.

Final Advice: Seek advice from staff in advance regarding options for remote participation.



RELATED PRACTICES

Public Law

RELATED PEOPLE

Thomas D. Jex

New Brown Act Provisions Allow Additional Process for Remote Meeting Attendance

AB 2449 amends the Brown Act to provide an additional procedure for members of legislative bodies to attend public meetings remotely. It will become effective on January 1, 2023.

Under this new law, members of a legislative body may attend public meetings remotely without identifying their teleconference site on the agency’s agenda or ensuring it is accessible to the public if the procedures below are followed.

As long as a quorum of the legislative body participates in person from a physical location open to the public, the remaining agency members can participate remotely in two situations:

1. Just Cause

Just cause is defined as any one of the following:

- childcare or caregiving of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires a member to participate remotely;
- a contagious illness that prevents a member from attending in person;
- a need related to a physical or mental disability; or
- travel while on business of the legislative body or another state or local agency.

In order to participate remotely under the *just cause* provisions, the member must notify the legislative body at the earliest possible opportunity, including at the start of a meeting, of their need to participate remotely and provide a general description of the circumstances related to one of the four items above.

A member may only participate remotely under the *just cause* provisions up to two meetings per calendar year.

2. Emergency Circumstances

Emergency circumstances means a physical or family medical emergency that prevents a member from attending in person.

In order to participate remotely under the *emergency circumstances* provisions, the member must request that the legislative body allow them to participate in the meeting remotely because of emergency circumstances and the legislative body must take action to approve the request.

A member must make a request to participate remotely under the *emergency circumstances* provisions as soon as possible. The legislative body may take action on this request at the earliest opportunity. If the request does not allow sufficient time to place it on the agenda for the meeting for which the request is made, the legislative body may take action on the request at the beginning of the meeting by majority vote.

The legislative body must request a general description of the circumstances relating to the member's need to appear remotely. This description does not have to be more than 20 words and the member does not have to disclose any personal medical information.

Additional Rules if Members Participate Remotely

If agency members participate remotely under this new law for either the *just cause* or *emergency circumstances* situations described above then the following rules apply:

- The legislative body must provide a way for the public to remotely hear, visually observe, and remotely address the legislative body, either by a two-way audiovisual platform or a two-way telephonic service and a live webcasting of the meeting.
- The legislative body must provide notice of how the public can access the meeting and offer comments.
- The agenda must identify and include an opportunity for the public to attend and directly address the legislative body through a call-in option, an internet-based service option, and in-person at the location of the meeting.
- The body cannot require comments to be submitted before the start of the meeting. The public must be allowed to make "real time" public comment.
- If there is a disruption to the meeting broadcast or in the ability to take call-in or internet-based public comment, no further action can be taken on agenda items until the issue is resolved.
- The legislative body must implement a procedure for receiving and resolving requests for reasonable accommodations for individuals with disabilities, and must give notice of these procedures.
- Members participating remotely must participate through both audio and visual technology.

- Members participating remotely must publicly disclose at the meeting before any action is taken whether any other individuals 18 years of age or older are present in the room at the remote location with the member and the general nature of the member's relationship with the individual.
- A member may not participate in meetings solely by teleconference under this law for more than three consecutive months or 20% of the regular meetings for the public agency within a calendar year. If the legislative body regularly meets less than 10 times a year, a member may not participate remotely for more than two meetings.

Legislative bodies may still meet via teleconference by following the traditional Brown Act rules of identifying the teleconference site on the agency's agenda and ensuring it is accessible for the public to attend. Further, legislative bodies may meet by teleconference under AB 361 until January 1, 2024 during the Governor's proclaimed State of Emergency and as long as other requirements are met.



**NORTH COUNTY FIRE
PROTECTION DISTRICT
STAFF REPORT**

TO: BOARD OF DIRECTORS
FROM: CHIEF McREYNOLDS
DATE: MARCH 26, 2024
SUBJECT: WRITTEN CORRESPONDENCE

● **WRITTEN COMMUNICATION:**

- Letter of support for H.R. 7525 Special District Grant Accessibility Act to the offices of Congressman Levin and Congressman Issa
- Special District Grant Accessibility Fact Sheet
- Letter of public comment in response to the California Department of Housing and Community Development's (HCD) request for public comment on Draft Updated Surplus Land Act (SLA) Guidelines

NORTH COUNTY FIRE PROTECTION DISTRICT

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KRISTEN S. STEINKE - General Counsel
MAVIS CANPINAR - Executive Assistant/Board Clerk

March 14, 2024

The Honorable Congressman Levin
U.S. House of Representatives
Rayburn House Office Building
Washington, D.C. 20515

RE: Cosponsor Request – H.R. 7525 Special District Grant Accessibility Act

Dear Representative Levin:

On behalf of the North County Fire Protection District, we respectfully request that you cosponsor the Special District Grant Accessibility Act (H.R. 7525). This important bipartisan bill would establish a formal definition of "special district" in federal law, as well as require the Office of Management and Budget (OMB) to issue guidance to federal agencies requiring special districts to be recognized as local governments for the purpose of federal financial assistance determinations.

The North County Fire Protection District is an independent special fire district in Southern California that serves 90 square miles of unincorporated northern San Diego County including the communities of Fallbrook, Bonsall, and Rainbow. We provide full fire protection, rescue, community risk reduction, and advanced life support services. We operate five (5) fire stations, a fleet services center, and administrative support services.

Special districts are local governments created by the people of a community to deliver specialized services essential to their health, safety, economy, and well-being. In the State of California, there are over 2,000 special districts providing a broad range of essential services and infrastructure.

Despite the significance of special districts throughout the United States, federal law lacks a consistent definition of these special purpose units of local government. As a result, some communities served by special districts face challenges in accessing federal funding opportunities as their local service providers are commonly omitted from the definition of eligible units of local government in legislative proposals that authorize federal programs and funding. Moreover, special districts lack official population figures and are therefore not recognized by the U.S. Census Bureau as "geographic units of government." As a result, special districts are unable to gain access to certain formula-driven grants and resources.

Sponsored by Representatives Pat Fallon (R-TX) and Brittany Pettersen (D-CO), the Special District Grant Accessibility Act represents a long-overdue, bipartisan effort designed to ensure that special districts have the same access to federal resources as other units of local government. Again, we urge you to cosponsor this important legislation and we ask that you work with your House colleagues to prioritize its passage.

Respectfully,



Keith McReynolds, Fire Chief/CEO
North County Fire Protection District

cc: California Special Districts Association



PROUDLY SERVING THE COMMUNITIES OF FALLBROOK, BONSALE AND RAINBOW

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March 14, 2024

The Honorable Congressman Issa
U.S. House of Representatives
Rayburn House Office Building
Washington, D.C. 20515

RE: Cosponsor Request – H.R. 7525 Special District Grant Accessibility Act

Dear Representative Issa:

On behalf of the North County Fire Protection District, we respectfully request that you cosponsor the Special District Grant Accessibility Act (H.R. 7525). This important bipartisan bill would establish a formal definition of "special district" in federal law, as well as require the Office of Management and Budget (OMB) to issue guidance to federal agencies requiring special districts to be recognized as local governments for the purpose of federal financial assistance determinations.

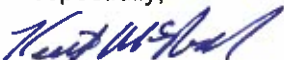
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Special districts are local governments created by the people of a community to deliver specialized services essential to their health, safety, economy, and well-being. In the State of California, there are over 2,000 special districts providing a broad range of essential services and infrastructure.

Despite the significance of special districts throughout the United States, federal law lacks a consistent definition of these special purpose units of local government. As a result, some communities served by special districts face challenges in accessing federal funding opportunities as their local service providers are commonly omitted from the definition of eligible units of local government in legislative proposals that authorize federal programs and funding. Moreover, special districts lack official population figures and are therefore not recognized by the U.S. Census Bureau as "geographic units of government." As a result, special districts are unable to gain access to certain formula-driven grants and resources.

Sponsored by Representatives Pat Fallon (R-TX) and Brittany Pettersen (D-CO), the Special District Grant Accessibility Act represents a long-overdue, bipartisan effort designed to ensure that special districts have the same access to federal resources as other units of local government. Again, we urge you to cosponsor this important legislation and we ask that you work with your House colleagues to prioritize its passage.

Respectfully,



Keith McReynolds, Fire Chief/CEO
North County Fire Protection District

cc: California Special Districts Association



PROUDLY SERVING THE COMMUNITIES OF FALLBROOK, BONSCALL AND RAINBOW

Approximately 35,000 special districts are local governments providing critical infrastructure and essential services in thousands of communities across the country. They exist when a community demands a service that another unit of government is not otherwise providing. These agencies are established and locally governed under an enabling act or special act of a state to provide a limited and specific set of public services.

The Problem

The Solution: H.R. 7525

Despite the significant presence of special districts in the U.S.,

Federal law lacks a consistent definition and reference to special purpose units of local government.

As a result, special districts:

- May have difficulties directly accessing funding opportunities.
- Are commonly omitted as eligible in the definitions of “local government” for proposed legislation and laws intended to assist all local governments.
- Are mistaken for small businesses or nonprofit corporations.
- Lack official population figures, as they are not federally recognized as “geographic units of government.”

The Special District Grant Accessibility Act

- Requires Federal agencies to recognize special districts as local government for the purpose of Federal financial assistance determinations.
- Codifies in Federal law a first-ever, formal definition of "special district."

“Special District” Defined

H.R. 7525 - The Special District Grant Accessibility Act, defines "special district" as follows:

“ The term “special district” means a **political subdivision of a State**, with specified boundaries and significant budgetary autonomy or control, created by or pursuant to the laws of the State, for the **purpose of performing limited and specific governmental or proprietary functions** that distinguish it as a significantly separate entity from the administrative governance structure of any other form of local government unit within a State. ”

Common Services Provided

- | | | |
|--------------------|------------------------|-----------------------|
| Water & Wastewater | Healthcare & Hospital | Road & Highway |
| Irrigation | Park & Recreation | Airport |
| Fire Protection | Port/Harbor/Navigation | Electricity |
| Ambulance | Library | Mosquito Control |
| Transit | Cemetery | Resource Conservation |

Quick Facts

35,000

Special District Governments

17%

All local government revenue

50 states

Connect & Engage on Solutions

NSDC is the only national organization representing and advocating for all types of special districts at the federal level.

jk@paragonlobbying.com

(877) 924-2732

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KRISTEN S. STEINKE - General Counsel

MAVIS CANPINAR - Executive Assistant/Board Clerk

3/19/2024

Director Gustavo Velasquez
California Department of Housing and Community Development
2020 West El Camino Avenue, Suite 500
Sacramento, CA 95833
Submitted via email: SLAguidelines@hcd.ca.gov

RE: North County Fire Protection District Comment Letter on Proposed Updated Surplus Land Act Guidelines

Dear Director Velasquez:

The North County Fire Protection District respectfully submits this letter as public comment in response to the California Department of Housing and Community Development's (HCD) request for public comment on Draft Updated Surplus Land Act (SLA) Guidelines issued February 23, 2024 (Draft Updated Guidelines).

The North County Fire Protection District owns vacant property that could be identified as surplus property. **Regrettably, HCD's Draft Updated Guidelines subvert necessary, carefully negotiated legal provisions secured through the legislative process, and conflict with plain statutory language and clear legislative intent. These draft guidelines threaten our Fire District and all local government's authority to appropriately and efficiently engage in statutorily authorized transactions involving our lands on behalf of the communities we serve.**

Although we anticipate that the California Special Districts Association (CSDA) will provide more detailed public comment, the purpose of this letter is to make public comment on four major areas of concern in which the Draft Updated Guidelines are inconsistent with statute, including:

1. **The Draft Updated Guidelines Misapply the SLA to Agency's Use Land and Improperly Purport to Apply the SLA to Exempt Surplus Land.**

Agency's use is a category of land which is neither surplus land nor exempt surplus land, for which the SLA preserves certain local agency prerogatives. AB 480 and SB 747 did not make material changes to the SLA's agency's use provisions, and evidence clear legislative intent not



PROUDLY SERVING THE COMMUNITIES OF FALLBROOK, BONSALE AND RAINBOW

to do so. The Draft Updated Guidelines delete an existing definition of agency's use land in Section 102(d), which had been consistent with statute negotiated by local agencies to remove opposition to AB 1486. This problem is exacerbated in proposed Section 102(cc), which changes the definition of Surplus Land by incorporating a reference to the proposed Section 104 Agency's Use definition, therefore causing an inconsistency between the Surplus Land definition in the Draft Updated Guidelines and statute and consequently undermining local agencies' utilization of land for agency's use purposes.

The Draft Updated Guidelines continue to fail to include any reference whatsoever to the plain language of Government Code Section 54222.3, which conflicts with many of the proposed guidelines' changes related to exempt surplus land, and plainly states that: "This article shall not apply to the disposal of exempt surplus land as defined in Section 54221 by an agency of the state or any local agency." Unless a code section specifically references applicability to exempt surplus land, the presumption is that all the provisions of this article do not apply to "exempt surplus land" (upon determination by an agency that a parcel is "exempt surplus land"). For an example of where a single particular type of "exempt surplus land" is expressly referenced as subject to the SLA (pursuant to a process to comply with HCD approval), see 54221(f)(1)(P)(iv). The Draft Updated Guidelines unjustifiably place HCD in the middle of exempt surplus land determinations notwithstanding those statutory limitations.

2. The Draft Updated Guidelines Misapply SLA Penalty Provisions while Making Changes in Conflict with Statute.

AB 747 and AB 480 amended the SLA penalty provisions found in Government Code Section 54230.5 to provide a fair process for assessing and calculating penalties for specified violations of the SLA, while providing that such penalties shall not apply to violations that do not impact the availability and priority of, or the construction of, housing affordable to lower income households or the ultimate disposition of the land in compliance with the article, such as clerical errors. The Draft Updated Guidelines are inconsistent with and undermine these important statutory changes.

3. The Draft Updated Guidelines Allow Third Parties to Issue Notices of Alleged Violations of the SLA Directly to Public Agencies with No Basis in Statute, Exposing Local Agencies to Unaccountable Interference with Operations.

The Draft Updated Guidelines purport to grant third party entities (i.e., not HCD) the ability to issue notices of alleged violations of the SLA directly to local agencies. For example, Section 102(u) defines a "Notice of Alleged Violation" as a written communication sent to a local agency (with a copy to HCD) by a public (not HCD) or private entity alleging violations of the SLA.

Allowing third parties to directly trigger enforcement deadlines for local agencies without HCD review and determination of a violation is not supported by statute and could wreak havoc on local agency transactions and operations. This provision of the Draft Updated Guidelines is also inconsistent with Government Code Section 54230.5(a)(1) which imposes penalties for disposals of surplus land in violation of the SLA after receiving a notification from HCD.

3/19/2024

PAGE 3 OF 3

4. The Draft Updated Guidelines Subject Local Agencies to a Subjective and Open-Ended Definition of “Good Faith Negotiations.”

Government Code Section 54223 requires that “After the disposing agency has received a notice of interest from the entity desiring to purchase or lease the surplus land on terms that comply with this article, the disposing agency and the entity shall enter into good faith negotiations to determine a mutually satisfactory sales price and terms or lease terms. If the price or terms cannot be agreed upon after a good faith negotiation period of not less than 90 days, the local agency may dispose of the surplus land without further regard to this article...” The Draft Updated Guidelines undermine the clear timelines established in statute by requiring in Section 202(a)(1)(C)(iv)(V) that a local agency not “arbitrarily end active negotiations after 90 days of good faith negotiations.”

Section 202(a)(1)(C)(iv)(V) adds a subjective and open-ended requirement for a local agency to continue negotiating after 90 days even though 90 days of negotiations is all that is required by statute. This transforms what is a clear standard in statute into a subjective standard in the Draft Updated Guidelines, thereby interfering with local agencies’ ability to efficiently conclude negotiations and transactions. This also exposes local agencies to litigation risk over whether the specific circumstances of a conclusion of negotiations after the 90 days required by statute was “arbitrary.”

For these reasons, we respectfully request HCD amend the SLA Draft Updated Guidelines to correct the aforementioned issues.

Sincerely,



Keith McReynolds
Fire Chief/CEO
North County Fire Protection District

CC: North County Fire Protection District Board of Directors
California Special Districts Association (advocacy@csgda.net)

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**NORTH COUNTY FIRE
PROTECTION DISTRICT
STAFF REPORT**

TO: BOARD OF DIRECTORS
FROM: CHIEF McREYNOLDS
DATE: MARCH 26, 2024
SUBJECT: COMMENTS, REPORTS, AND UPDATES

● **STAFF COMMENTS/REPORTS/UPDATES:**

● **CHIEF McREYNOLDS:**

● **CHIEF OFFICERS & STAFF:**

● **BOARD:**

● **BARGAINING GROUPS:**

● **PUBLIC COMMENT:**

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**NORTH COUNTY FIRE
PROTECTION DISTRICT
STAFF REPORT**

TO: BOARD OF DIRECTORS
FROM: CHIEF MCREYNOLDS
DATE: MARCH 26, 2024
SUBJECT: CLOSED SESSION

CS-1. Announcement — President Pike:

➤ 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 Real Property Negotiator (Government Code §54956.8)
Property: 2805 Overland Trail, Fallbrook, CA 92028**

➤ Agency Rep.: Chief McReynolds and Wil Soholt

CS-3. Conference with Labor Negotiators (Government Code §54957.6):

➤ Agency Representative: Chief McReynolds Employee Organizations: Fallbrook Firefighters Association (Safety Group Employees) and Miscellaneous.

CS-4. Report From Closed Session — President Pike

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