

# NORTH COUNTY FIRE PROTECTION DISTRICT

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

## BOARD OF DIRECTORS

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

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

**TO:** BOARD OF DIRECTORS  
**FROM:** STEPHEN ABBOTT, FIRE CHIEF/CEO  
**SUBJECT:** BOARD MEETING PACKAGE  
**DATE:** JUNE 22, 2021

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

**Please note this month's meeting is scheduled for Tuesday, June 22, 2021, beginning at **4:00 p.m.****

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

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

Respectfully,



Stephen Abbott  
Fire Chief/CEO



PROUDLY SERVING THE COMMUNITIES OF FALLBROOK, BONSALL AND RAINBOW

DUTY ~ INTEGRITY ~ RESPECT



# NORTH COUNTY FIRE PROTECTION DISTRICT

## AGENDA FOR REGULAR BOARD MEETING

JUNE 22, 2021 — 4:00 p.m.

FALLBROOK PUBLIC UTILITY DISTRICT  
990 EAST MISSION ROAD  
FALLBROOK CALIFORNIA

### LOCATION:

## PUBLIC ACTIVITIES AGENDA

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

CALL TO ORDER  
ROLL CALL  
MOMENT OF SILENCE  
PLEDGE OF ALLEGIANCE

- 1. PUBLIC COMMENT — PRESIDENT VAN DOORN** (pgs. 5-6)  
➤ **STANDING EVENT:** Members of the Public may directly address the Board of Directors on items of interest to the Public provided no action will be taken on non-agenda items. The Board President may limit comments to three minutes per speaker (Board of Directors Operations – Elections, Officers and Terms SOG § 4.2.6.3.).

## ACTION AGENDA

### CONSENT EVENTS:

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

- 2. APPROVE REGULAR BOARD MEETING MINUTES, MAY 2021** (pgs. 7-12)  
➤ **Standing Event:** Review and approve minutes from May meeting as presented.
- 3. REVIEW AND ACCEPT FINANCIAL REPORT FOR MAY 2021** (pgs. 13-22)  
➤ **Standing Event:** Review and accept Financial Report for May as presented.
- 4. REVIEW AND ACCEPT POLICIES & PROCEDURES** (pgs.23-38 )  
➤ a) Governance – District Formation and Organization: Organization Chart: Revised to more accurately reflect the current positions and roles of the organization at the Administrative Level.  
b) Administration – Rules & Regulations – Job Descriptions: Human Resources Specialist: Revised to delete references to finance-related job activities, with more focused activities in Human Resources.  
c) Administration – Rules & Regulations – Job Descriptions: Information Technology Specialist: Revised to remove administrative support function in Operations with focus on IT support systems support and oversight, onboarding and training.
- 5. MONTHLY OPERATIONS ACTIVITY REPORT – MAY 2021** (pgs. 39-50)  
➤ **Standing Event:** Monthly Report demonstrating Call Mix, Turnout Time, Call by Unit, Transports, Total Response Times, Aid Received & Provided, Monthly Inspection Report, Health & Safety – Injuries & Accidents and Turnover of Care statistics.

### ACTION EVENTS:

*All Events listed under the Action Events Agenda will be presented and discussed prior to the Board taking action on any matter. Time Certain Events will commence precisely at the time announced in the Agenda.*

- 6. CSDA SPECIAL DISTRICT LEADERSHIP ACADEMY — CHIEF McREYNOLDS AND CHIEF ABBOTT** (pgs. 51-52)  
➤ **New Item:** Determine interest in attendance at academy; reschedule Board Meeting for September 21st to set public hearing date for Budget adoption.

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



# AGENDA FOR REGULAR BOARD MEETING

JUNE 22, 2021

PAGE 2 OF 3

7. **REVIEW AND APPROVE RESOLUTION 2021-05 AUTHORIZING THE FIRE CHIEF/CEO AND DESIGNEES TO AS SIGNATORIES — CHIEF ABBOTT** (pgs. 53-56)  
➤ *NEW ITEM:* Review and approve required Resolution that allows Fire Chief/CEO and designated Staff to sign purchase orders and warrants and for the designees to act on behalf the Chief's behalf in his absence from the District.
8. **REVIEW AND APPROVE RESOLUTION 2021-06 ESTABLISHING THE LIMIT OF APPROPRIATIONS OF PROCEEDS OF TAX SUBJECT TO LIMITATION FOR FISCAL YEAR 2021/2022 IN COMPLIANCE WITH ARTICLE XIII-B OF THE CONSTITUTION OF THE STATE OF CALIFORNIA — FM JUUL AND CHIEF ABBOTT** (pgs. 57-60)  
➤ *ANNUAL ITEM:* Review and approve required annual Resolution, which determines the limitation to be \$ 23,661,461.
9. **REVIEW AND APPROVE RESOLUTION 2021-07 — REQUESTING A TEMPORARY TRANSFER OF FUNDS FROM THE COUNTY TREASURER TO NORTH COUNTY FIRE PROTECTION DISTRICT — FM JUUL AND CHIEF ABBOTT** (pgs. 61-64)  
➤ *RECURRING ITEM:* Review and approve Resolution allowing District to transfer up to 85% (\$14,022,450) of the total anticipated tax revenue in advance of the actual receipt of taxes.
10. **REVIEW AND CAST VOTE IN ELECTION FOR CSDA BOARD OF DIRECTORS, SOUTHERN NETWORK — CHIEF ABBOTT** (pgs. 65-88)  
➤ *RECURRING ITEM:* Review and vote for one individual for CSDA Board of Directors for Seat C, Southern Network, authorize Board Secretary to cast vote for Board.
11. **REVIEW AND APPROVE FIXED CHARGE SPECIAL ASSESSMENT FOR WEED ABATEMENT — F/M FIERI AND CHIEF ABBOTT** (pgs. 89-126)  
➤ *ANNUAL ITEM:* Approve and authorize Staff to deliver fixed Charge Assessment to County when deadlines are met.
12. **CONSIDER SCOPE OF WORK FOR LONG-RANGE MASTER AND STRATEGIC PLANS; ESTABLISH AD HOC WORKING COMMITTEE — CHIEF McREYNOLDS AND CHIEF ABBOTT** (pgs. 127-34)  
➤ *NEW ITEM:* CONSIDER SCOPE OF WORK FOR PLANS, MAKE RECOMMENDATIONS AND ESTABLISH AN AD HOC WORKING COMMITTEE.
13. **REVIEW AND APPROVE PRELIMINARY BUDGET FOR FY 2021/2022; SET PUBLIC HEARING DATE/ TIME CERTAIN OF SEPTEMBER 21, 2021 AT 4:15 P.M., TO APPROVE THE FINAL BUDGET — FM JUUL AND CHIEF ABBOTT** (pgs. 135-58)  
➤ *ANNUAL ITEM:* Review and approve proposed Preliminary Budget, set time certain hearing date for approve the Final Budget as presented.

## DISCUSSION AGENDA

No action shall be undertaken on any Discussion Event. 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.

14. There are no Discussion Agenda Items for the June 22, 2021 Board Meeting. (pgs. 159-60)

**STANDING DISCUSSION EVENTS:** All Events listed under the Standing Discussion Events are presented every meeting.

- **LEGAL COUNSEL REPORT:** (pgs. 161-62)
  - "Cal/OSHA Updates COVID-19 Workplace Standards."
- **WRITTEN COMMUNICATION:** None (pgs. 163-68)
- **BOARD RECOGNITION PROGRAM**



# AGENDA FOR REGULAR BOARD MEETING

JUNE 22, 2021

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- **NEWS ARTICLES:** As attached. (pgs. 169-188)
- **COMMENTS/REPORTS/QUESTIONS:** (pgs. 189-90)
- **STAFF:**
  - Chief Abbott
  - Other Staff
- **BOARD**
- **BARGAINING GROUPS**
- **PUBLIC COMMENT**

## CLOSED SESSION

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

- CS-1. **ANNOUNCEMENT — PRESIDENT VAN DOORN:** (pgs. 191-92)
  - 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 LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 — NON-SAFETY GROUP NEGOTIATIONS – CHIEF ABBOTT:**
  - FFA NON-SAFETY GROUP DISTRICT NEGOTIATORS:  
CHIEF ABBOTT, DISTRICT COUNSEL JAMES
- CS-3. **CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 — UNREPRESENTED INDIVIDUAL NEGOTIATIONS – CHIEF ABBOTT**
  - UNREPRESENTED INDIVIDUAL: DISTRICT NEGOTIATORS:  
INCOMING FIRE CHIEF/CEO CHIEF ABBOTT, DISTRICT COUNSEL JAMES
- CS-4. **REPORT FROM CLOSED SESSION — PRESIDENT VAN DOORN**

## ADJOURNMENT

### SCHEDULED MEETINGS

The next regularly scheduled Board meeting is: **Tuesday, July 27, 2021, 4:00 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] Fallbrook Public Utility District Administrative Offices and [3] the Roy Noon Meeting Hall; [4] District's website at <https://www.ncfire.org>. The Agenda was also available for review at the Office of the Board Secretary, located at located at 330 S. Main Avenue, Fallbrook (760) 723-2012. Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet, are available for public inspection in the Office of the Board Secretary, located at 330 S. Main Avenue, Fallbrook (760) 723-2012, during normal business hours or may be found on the District website at <https://www.ncfire.org>, subject to the Staff's ability to post the documents before the meeting. The date of posting was **June 18, 2021.**"

Board Secretary Loren Stephen-Porter:

*Loren Stephen-Porter*

Date: June 18, 2021



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

**TO:** BOARD OF DIRECTORS  
**FROM:** STEPHEN ABBOTT, FIRE CHIEF/CEO  
**DATE:** JUNE 22, 2021  
**SUBJECT:** PUBLIC COMMENT

**PUBLIC COMMENT:**

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

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1 **May 25, 2021**

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

4 Vice President Kennedy called the meeting to order at 4:00 p.m.

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

6 **ROLL CALL:**

7 **Present:** Directors Acosta, Egkan, Kennedy, Munson and Van Doorn.

8 **Absent:** None.

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

12  
13 **PUBLIC ACTIVITIES AGENDA**

14 1. **PUBLIC COMMENT:** Vice President Kennedy addressed the audience and inquired  
15 whether there were any public comments regarding items not on the Agenda. There being  
16 no comments, the Public Comment Section was closed.

17 2. **RECOGNITION OF RETIRING EMPLOYEE — D/C McREYNOLDS AND CHIEF ABBOTT:** Chief  
18 Abbott informed the Board that Captain Rick Rees had already retired to his home in Idaho,  
19 reading a history of his time with North County Fire Protection District and sharing anecdotal  
20 stories, noting he was a great ambassador for the District. He showed the crystal flame to  
21 the Board, which will be sent to Captain Rees in his new home.

22 3. **RECOGNITION OF COMPLETION OF EXECUTIVE FIRE OFFICER PROGRAM — CHIEF ABBOTT:**  
23 Chief Abbott informed the Board that Chief Mahr had completed his EFO Program and had  
24 received his certificate of graduation. The framed certificate was presented to Chief Mahr  
25 with congratulations given on his accomplishment. Chief Mahr thanked the District for  
26 supporting him during his educational efforts in completing the Program.

27  
28 **ACTION AGENDA**

29 **CONSENT ITEMS:**

- 30 4. REVIEW AND ACCEPT REGULAR BOARD MEETING MINUTES FOR APRIL 2021  
31 5. APPROVE SPECIAL BOARD MEETING MINUTES, MAY 3, 2021  
32 6. REVIEW AND ACCEPT FINANCIAL REPORT FOR APRIL 2021  
33 7. REVIEW AND ACCEPT POLICIES & PROCEDURES

34 President Van Doorn inquired whether there were any questions on Consent Items 4-7.  
35 There being no discussion, President Van Doorn asked for a motion to approve the Consent  
36 Agenda. On a motion by Director Egkan, seconded by Director Munson the motion to  
37 approve the Consent Agenda as presented passed unanimously.  
38

39 **ACTION ITEMS:**

40 8. REVIEW AND APPROVE PUBLIC OUTREACH/COMMUNICATION SPECIALIST JOB  
41 DESCRIPTION – D/C McREYNOLDS AND CHIEF ABBOTT: Chief McReynolds presented the  
42 revised job description and salary noting that the description had been modified to fit the  
43 needs of the District as the person holding the previous position had been promoted into  
44 another position. At the promotion, a re-evaluation of the position and job duties was  
45 performed and the instant job description more accurately fits the needs of both the District  
46 and Fallbrook Regional Healthcare District for the recruited position. Discussion ensued  
47 regarding including a preference on the application for Spanish-speakers. On a motion by  
48 Director Munson, seconded by Director Acosta the motion to approve the job description as  
49 modified and the salary range passed unanimously.

50 9. CONSIDER AND CAST BALLOT FOR ALTERNATE SPECIAL DISTRICT MEMBER ON LAFCO  
51 COMMISSION: Chief Abbott presented the Ballot to the District noting the nominees and that  
52 Director Egkan had been put forth by the District as a nominee. On a motion by Director  
53 Munson, seconded by Director Acosta the motion to cast the vote for Director Egkan passed  
54 unanimously.

55 10. SET PUBLIC HEARING DATE/TIME CERTAIN JULY 27, 2021 (4:05 P.M.) — FOR  
56 ESTABLISHMENT OF MULTI-YEAR FACILITIES AND EQUIPMENT PLAN FOR THE FIRE MITIGATION  
57 PROGRAM WITH ADOPTION OF RESOLUTION — FM FIERI AND CHIEF ABBOTT: Chief Abbott  
58 explained the process of adoption of the Plan under the Fire Mitigation Fee Program through



59 the County and the requirement for a public hearing to adopt the Resolution. After brief  
60 discussion, on a motion by Director Acosta, seconded by Director Egkan the motion to set  
61 the public hearing for date and time certain of July 27, 2021 at 4:05 p.m. passed  
62 unanimously.

## 63 **DISCUSSION AGENDA**

64  
65 **11. DISCUSSION ON PRELIMINARY BUDGET – FINANCE MANAGER JUUL**  
66 **AND CHIEF ABBOTT:** FM Juul made a presentation to the Board, giving an overview of the  
67 Preliminary Budget. She noted the estimated charges from the County have not yet been  
68 received, so estimates are conservative. Discussion ensued regarding the factors  
69 influencing the revenues, with it being noted the increases were due to increased fees.  
70 Forced weed abatement costs and factors were discussed. Expense factors included  
71 changes in staff and COVID impacts. Chief Abbott noted that Supervisor Desmond has  
72 actively been seeking ways to provide reimbursement for COVID-related expenses, with  
73 MSO Murphy also aggressively looking for the same. CSDA is also working on legislative  
74 efforts to include special districts in their COVID reimbursements. FM Juul noted that in line  
75 with District policy, the District continues to strive to be cash basis and this Preliminary  
76 Budget is balanced.

### 77 **STANDING DISCUSSION ITEMS:**

78 ● **LEGAL COUNSEL REPORT:** Counsel James presented his report "*Elected Officials*  
79 *Entitled to Some, Not All, Public Agency Records.*" Brief discussion ensued regarding the  
80 types of records available to public officials and the pitfalls related to releasing records. This  
81 is informational only, no action required.

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

### 84 ● **BOARD RECOGNITION PROGRAM**

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

### 87 ● **COMMENTS:**

88 ● **STAFF REPORTS/UPDATES:**

89 ● **STEPHEN ABBOTT, FIRE CHIEF/CEO:** Chief Abbott congratulated F/M Fieri on achieving  
90 his Masters' degree. The District will be doing a group badge pinning on June 16<sup>th</sup> at 6:00  
91 p.m. with light refreshments being served. The Board is invited to see the promoted senior  
92 staff members being sworn in. Chief Abbott encouraged Board participation in FDAC to help  
93 promote legislative issues affecting the District. Chief Abbott noted the significant changes  
94 at the County level with EMS now being managed by the County Fire District. He opined  
95 this was an opportunity for increased collaboration to move forward with community  
96 paramedicine as they develop their 2030 plan. Senior staff will be developing a succession  
97 plan over the next thirty days. Camp Pendleton will have a fire school on June 6 and 7,  
98 expect lots of smoke. Chief Abbott informed the Board that Chula Vista has their ambulance  
99 system running; it is parallel to ours. Chief Abbott would like to have an Ad Hoc Committee  
100 with members of the Board involved to do an after-action report on Prop A. Director Egkan  
101 and Vice President Kennedy have offered to serve. Chief Abbott will work on putting  
102 together a committee and select a mutually available time. Informational only, no further  
103 action required.

104 ● **CHIEF OFFICERS AND OTHER STAFF: CHIEF MAHR:** Chief Mahr updated the Board on the  
105 staff movements and orientation completions. He expects everyone to be in their final places  
106 by June 19<sup>th</sup>. Chief Mahr noted the Heli-hydrant has been approved and they will be working  
107 with CalFIRE and Rainbow Water District to have it installed. They expect it to take 6-8 weeks  
108 to complete. **CHIEF McREYNOLDS:** Chief McReynolds noted there would be a B/C test in two  
109 days. The District received \$6,000 from USASI training, which has been earmarked. D/C  
110 McReynolds thanked the Board for their support of his training at FSEDI, noting he will miss  
111 the July Board meeting for his next meeting. **F/M Fieri:** F/M Fieri brought the Board up to  
112 date on the inspection program and District building activities. He noted weed inspections  
113 have started with approximately one-third of the windshield surveys completed. F/M Fieri  
114 discussed recent legislative enactments affecting the District and noted that San Diego  
115 County Districts are working together to determine the best course of action. His division is  
116 also making a database of access issues within the District. **B/C MACMILLAN:** B/C Macmillan

117 thanked management for making him part of the team. He also noted the wonderful  
118 celebration of life for the fallen Vista firefighter.

119 ● **BOARD: DIRECTOR EGKAN:** Director Egkan spoke regarding an individual who was  
120 touched by a service card he received from Captain Ayers, Engineer Helman and FF/PM  
121 Rhett. **DIRECTOR MUNSON:** Director Munson updated the Board on the North Comm activities  
122 noting the call volume is going back up. The JPA is hiring a data analyst to help with analysis  
123 for the standard of care. They just renewed their contract with the JPA doctor.

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

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

## 126 127 **CLOSED SESSION**

### 128 ● **OPENING CLOSED SESSION:**

129 At 5:05 p.m., President van Doorn inquired whether there was a motion to adjourn to Closed  
130 Session. There being no objection, President van Doorn read the items to be discussed in  
131 Closed Session and the Open Session was closed. A short break ensued after the reading  
132 of the Closed Session Items. At 5:15 p.m., and the Board entered Closed Session to hear:

133 CS-1. **ANNOUNCEMENT — PRESIDENT VAN DOORN:**

134 CS-2. **CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 — MANAGEMENT**

135 **GROUP NEGOTIATIONS – CHIEF ABBOTT:**

136 NCFPD MANAGEMENT GROUP      **DISTRICT NEGOTIATORS:** CHIEF ABBOTT, DISTRICT COUNSEL JAMES

137 CS-3. **CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 -**

138 **UNREPRESENTED INDIVIDUAL NEGOTIATIONS – CHIEF ABBOTT:**

139 UNREPRESENTED INDIVIDUAL:      **DISTRICT NEGOTIATORS:** CHIEF ABBOTT, DISTRICT COUNSEL JAMES

140 EXECUTIVE ASSISTANT/BOARD

141 CS-4. **REPORT FROM CLOSED SESSION — PRESIDENT VAN DOORN**

142 **REOPENING OPEN SESSION:**

143 The Board returned Open Session at 5:35 p.m. the following items were reported out to the  
144 public:

145 CS-2. CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 – MANAGEMENT  
146 GROUP NEGOTIATIONS – CHIEF ABBOTT: On a motion by Director Egkan, seconded by Director  
147 Acosta, the Management Group MOU was unanimously approved as presented.

148 CS-3. CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 -  
149 UNREPRESENTED INDIVIDUAL NEGOTIATIONS – CHIEF ABBOTT: On a motion by Vice President  
150 Kennedy, seconded by Director Munson, the contract with the Executive Assistant and salary range  
151 was unanimously approved as presented.

## ADJOURNMENT

154 At 5:35 p.m. by consensus the meeting was adjourned to be reconvened on June 22, 2021,  
155 at 4:00 p.m.

156 Respectfully submitted,

157   
158 Loren Stephen-Porter

159 Loren Stephen-Porter

160 Board Secretary

161  
162 Minutes approved at the Board of Director's Meeting on: June 22, 2021  
163  
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**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
ADMINISTRATION - BUDGET & FINANCE**

**TO:** BOARD OF DIRECTORS  
**FROM:** FM CHERIE JUUL AND CHIEF ABBOTT  
**DATE:** JUNE 22, 2021  
**SUBJECT:** REVENUE & EXPENDITURES AS OF MAY 31, 2021 (92%)

Revenue Sources	Budgeted	Collected	Over/Under	% of Budget
Property Taxes - FBK	15,940,646.00	15,964,531.00	23,885.00	100%
Property Taxes - RNBW	303,000.00	322,883.00	19,883.00	107%
Ambulance and Collections	2,245,000.00	2,773,098.48	528,098.48	124%
GEMT-State Supplement	90,000.00	-	(90,000.00)	0%
Prevention Fees	185,000.00	173,851.00	(11,149.00)	94%
Tower Lease Agreements	103,000.00	74,586.00	(28,414.00)	72%
Other Revenue Sources	50,000.00	40,798.00	(9,202.00)	82%
Interest	50,000.00	38,227.00	(11,773.00)	76%
Cost Recovery	80,000.00	41,854.00	(38,146.00)	52%
Inspection Fee (Fire Prevention)	-	21,627.00	21,627.00	
Fallbrook Healthcare District	92,000.00	79,970.00	(12,030.00)	87%
Community Facilities District (CFD)	116,942.00	71,587.82	(45,354.18)	61%
Strike Team Reimbursements	151,523.00	843,565.00	692,042.00	557%
Other Reimbursements	100,000.00	338,475.00	238,475.00	338%
Mitigation Fees & Interest - FBK	300,000.00	245,570.51	(54,429.49)	82%
Donations & Grants	104,157.00	108,448.00	4,291.00	104%
Annexation fees	-	-	-	
Transfers & Loans	-	-	-	
<b>Total Revenue:</b>	<b>19,911,268.00</b>	<b>21,139,071.81</b>	<b>1,227,803.81</b>	<b>106%</b>
	<b>Budgeted</b>	<b>Spent</b>	<b>Over/Under</b>	<b>% of Budget</b>
<b>TTL Expenditures YTD thru 05-31-2021</b>	<b>18,957,776.00</b>	<b>16,165,001.00</b>	<b>(2,792,775.00)</b>	<b>85%</b>
<b>Revenue over Expenditures</b>		<b>4,974,070.81</b>		

North County Fire Protection District  
 For the Tenth Month Ending April 30, 2020  
**83% of Budget**

Description	May actual	Running Total	Final Budget	COLOR KEY		Notes
				Amount Remaining	% Used	
<b>TOTAL PERSONNEL</b>	<b>954,229.00</b>	<b>13,769,562.00</b>	<b>15,424,695.00</b>	<b>1,655,133.00</b>	<b>89.2%</b>	
101 Total Board Administration	19,685.00	395,706.00	464,900.00	69,194.00	85.1%	
102 Total Administration	24,822.00	462,005.00	679,303.00	217,298.00	68.0%	
103 Total Fire Prevention	35,409.00	51,653.00	62,400.00	10,747.00	82.8%	
104 Total Emergency Services	2,087.00	326,180.00	457,102.00	130,922.00	71.4%	
105 Total Emergency Med Svcs	14,234.00	392,881.00	460,202.00	67,321.00	85.4%	
106 Total Volunteers/Explorers	-	-	-	-	0.0%	
107 Total Communications	3,738.00	503,470.00	620,004.00	116,534.00	81.2%	
108 Total Shop/Maintenance	14,737.00	251,990.00	355,905.00	103,915.00	70.8%	
109 Total Training	1,865.00	43,474.00	83,265.00	39,791.00	52.2%	
120 Total General Fund Reserve	-	-	350,000.00	350,000.00	0.0%	
<b>GRAND TOTAL</b>	<b>1,070,806.00</b>	<b>16,196,921.00</b>	<b>18,957,776.00</b>	<b>2,760,855.00</b>	<b>85.4%</b>	
<b>200 Total Capital Expenditures</b>	<b>40,640.88</b>	<b>960,709.71</b>	<b>1,610,935.00</b>	<b>650,225.29</b>	<b>59.0%</b>	

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

DATE	APP #	GROSS	REFUNDS & ADJUSTMENTS	FY 20/21 NET	FY 20/21 RUNNING	FY 19/20 NET	FY 19/20 RUNNING	
08 12 2020	1	223,517.70	1,322.63	222,195.07	222,195.07	229,418.43	229,418.43	
09 22 2020	2	206,806.13	1,611.36	205,194.77	427,389.84	79,480.12	308,898.55	
10 20 2020	3	337,997.18	19,167.85	318,829.33	746,219.17	154,586.49	463,485.04	
11 17 2020	4	931,116.26	7,707.83	923,408.43	1,669,627.60	534,416.39	997,901.43	
12 15 2020	5	4,992,829.71	11,988.46	4,980,841.25	6,650,468.85	5,133,895.38	6,131,796.81	
01 19 2021	6	2,325,339.06	11,430.52	2,313,908.54	8,964,377.39	2,451,410.99	8,583,207.80	
02 16 2021	7	599,269.85	3988.68	595,281.17	9,559,658.56	359,238.37	8,942,446.17	
03 16 2021	8	520,573.22	21,547.17	499,026.05	10,058,684.61	359,238.37	8,942,446.17	
04 13 2021	9	3,761,820.40	150,771.77	3,611,048.63	13,669,733.24	3,210,146.99	12,152,593.16	
05 11 2021	10	2,065,261.96	17,827.93	2,047,434.03	15,717,167.27	2,553,885.70	14,706,478.86	
06 22 2021	11			-	15,717,167.27	290,352.38	14,996,831.24	
07 22 2021	12			-	15,717,167.27	373,389.57	15,370,220.81	
TOTAL YTD		15,964,531.47	247,364.20	15,717,167.27	15,717,167.27	14,706,478.86	14,706,478.86	
							<b>Net Rev Increase</b>	
							6.87%	

**RAINBOW FIRE PROTECTION SUBZONE**

**Tax Apportionments FY 20/21**

DATE	APP #	GROSS	REFUNDS & ADJUSTMENTS	FY 20/21 NET	FY 20/21 RUNNING	FY 19/20 NET	FY 19/20 RUNNING	
08 18 2020	1	4,301.57	25.45	4,276.12	4,276.12	4,195.51	4,195.51	
09 22 2020	2	3,980.01	31.01	3,949.00	8,225.12	1,453.47	5,648.98	
10 20 2020	3	6,504.72	368.86	6,135.86	14,360.98	2,826.97	8,475.95	
11 17 2020	4	17,919.34	153.94	17,765.40	32,126.38	9,760.17	18,236.12	
12 15 2020	5	96,615.23	230.73	96,384.50	128,510.88	94,409.63	112,645.75	
01 19 2021	6	52,876.95	225.11	52,651.84	181,162.72	53,866.73	166,512.48	
02 16 2021	7	12,020.65	78.16	11,942.49	193,105.21	6,951.95	173,464.43	
03 16 2021	8	10,436.56	415.78	10,020.78	203,125.99	-	173,464.43	
04 13 2021	9	75,802.43	3,044.28	72,758.15	275,884.14	62,105.80	235,570.23	
05 11 2021	10	42,425.98	344.76	42,081.22	317,965.36	50,125.46	285,695.69	
06 22 2021	11			-	317,965.36	5,661.27	291,356.96	
07 22 2021	12			-	317,965.36	7,164.56	298,521.52	
<b>TOTAL YTD</b>		<b>322,883.44</b>	<b>4,918.08</b>	<b>317,965.36</b>	<b>317,965.36</b>	<b>285,695.69</b>	<b>285,695.69</b>	
							<b>Net Rev Increase 11.30%</b>	



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

MONTH	CONTRACTUAL		TOTAL		BAD DEBT	REFUNDS	ADJ AR	DEPOSITS	BILLING	FY 20-21	FY 19-20	NET REVENUE
	BILLED	WRITE DOWNS	AR	AR								
07 31 2020	492,609.07	283,771.92	208,837.15	274,112.06	28,136.09	1,978.64	176,722.42	208,837.15	11,557.11	197,280.04	155,833.88	155,833.88
08 31 2020	582,819.64	342,604.08	240,215.56	215,953.31	22,564.45	(488.08)	218,139.19	240,215.56	11,527.20	228,688.36	181,266.99	181,266.99
09 30 2020	501,223.47	311,137.26	190,086.21	307,159.93	34,584.87	-	155,501.34	190,086.21	11,559.78	178,526.43	198,107.55	198,107.55
10 31 2020	614,786.25	352,938.54	261,847.71	248,890.07	29,209.13	-	232,638.58	261,847.71	9,607.98	252,239.73	205,273.64	205,273.64
11 30 2020	739,440.49	453,268.94	286,173.55	229,003.49	14,417.78	5,893.97	265,861.80	286,173.55	10,018.01	276,155.54	198,525.33	198,525.33
12 31 2020	754,358.25	476,631.07	277,727.18	331,817.90	41,860.46	-	235,866.72	277,727.18	12,050.24	265,676.94	179,942.32	179,942.32
01 31 2021	757,831.07	455,132.41	302,698.66	201,170.29	25,647.83	-	277,050.83	302,698.66	11,153.46	291,545.20	212,967.00	212,967.00
02 28 2021	646,848.38	363,693.16	283,155.22	240,188.15	59,085.11	5,837.18	218,232.93	283,155.22	10,481.31	272,673.91	188,887.92	188,887.92
03 31 2021	767,436.67	513,998.52	253,438.15	208,936.67	31,473.77	6,102.54	215,861.84	253,438.15	13,991.82	239,446.33	175,643.85	175,643.85
04 30 2021	731,362.49	450,762.21	280,600.28	198,311.38	41,930.59	718.36	237,951.33	280,600.28	10,971.05	269,629.23	172,516.79	172,516.79
05 31 2021	746,322.35	493,655.99	252,666.36	279,286.94	51,377.75	-	201,288.61	252,666.36	15,379.46	237,286.90	162,862.20	162,862.20
06 30 2021				230,124.08								217,930.48
<b>TOTAL:</b>	<b>7,335,038.13</b>	<b>4,497,592.10</b>	<b>2,837,446.03</b>	<b>2,734,830.09</b>	<b>380,287.83</b>	<b>20,042.61</b>	<b>2,437,115.59</b>	<b>2,837,446.03</b>	<b>128,297.42</b>	<b>2,709,148.61</b>	<b>2,030,817.47</b>	<b>2,030,817.47</b>
					<b>Net A/R Change</b>		<b>3.75%</b>			<b>New Revenue Change</b>		<b>33.40%</b>

<b>NORTH COUNTY FIRE PROTECTION DISTRICT</b> <b>MONTHLY INVESTMENT REPORT</b>
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**May 31, 2021**

<b>FALLBROOK</b>	<b>BALANCE</b>	<b>INTEREST</b>	
		<b>RATE</b>	
County of San Diego/General Fund - FBK	3,203,830.30	0.01%	Operating
County of San Diego/General Fund - RNBW	1,497,295.22	0.01%	Operating
County of San Diego/Capital Reserve	402,943.05	0.01%	Capital Reserves
County of San Diego/Fire Mitigation Fund - FBK	1,017,961.82	0.01%	Mitigation Fees
County of San Diego/Fire Mitigation Fund - RNBW	4,082.10	0.01%	Mitigation Fees
Local Agency Investment Fund	2,155,225.14	0.34%	LAIF
Workers' Comp JPA	484,827.92	0.26%	PASIS Funds
Bank of America/PASIS	18,679.06	0.01%	
First National/Benefit Fund	156,774.44	0.50%	
First National/Payroll	448,530.41	0.50%	
First National/Accounts Payable	1,244,143.97	0.50%	
First National/Accounts Receivable	616,116.35	0.50%	
Pacific Western Bank/Accounts Receivable	2,485,226.79	0.00%	
<b>TOTAL</b>	<b>13,735,636.57</b>		

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

<u>Month</u>	<u>Billed</u>	<u>Collected</u>	<u>YTD % Collected</u>	<u>Billing Fees</u>	<u>Net Revenue 20/21</u>	<u>Net Revenue 19/20</u>
7 31 2020	6,940.75	6,636.04	95.61%	1,327.21	5,308.83	2,791.46
8 30 2020	4,267.15	3,342.00	78.32%	668.40	2,673.60	10,144.80
9 30 2020	2,781.75	2,583.33	92.87%	516.67	2,066.66	3,820.80
10 31 2020	3,127.50	3,127.50	100.00%	625.50	2,502.00	7,134.40
11 30 2020	5,364.25	3,413.90	63.64%	682.78	2,731.12	4,703.90
12 31 2020	3,715.50	3,528.81	94.98%	705.76	2,823.05	5,374.67
1 31 2021	13,467.75	8,427.08	62.57%	1,685.42	6,741.66	7,444.82
2 28 2021	3,493.00	3,091.25	88.50%	618.25	2,473.00	5,974.40
3 30 2021	7,746.75	7,463.77	96.35%	1,492.75	5,971.02	10,046.76
4 30 2021	4,607.00	4,336.24	94.12%	867.25	3,468.99	8,884.00
5 31 2021	8,374.50	6,367.49	76.03%	1,273.50	5,093.99	11,421.86
6 30 2021			#DIV/0!	-	-	2,667.60
<b>TOTAL:</b>	<b>63,885.90</b>	<b>52,317.41</b>	<b>81.89%</b>	<b>10,463.48</b>	<b>41,853.93</b>	<b>77,741.87</b>
					<b>Net Rev Increase</b>	<b>-46.16%</b>

therecoveryhub.com  
Ncfpd1103 Chrome  
Claims>reports

Document Date	Document Number	Vendor Name	Transaction Description	Document Amount
05 1 2021	PYMT 8 OF 56	Community First National Bank	PIERCE PUMPER 8 OF 56	33,494.99
05 1 2021	STMT 05/2021	THE STANDARD	LTD 05/2021	609.00
05 1 2021	STMT 05/2021	Employee Benefit Specialists, Inc.	EBS 5/2021	9,350.46
05 1 2021	0381472050221	TIME WARNER CABLE	05/02/21-06/01/21	1,294.73
05 1 2021	0381456050221	TIME WARNER CABLE	05/02/21-06/01/21	344.73
05 1 2021	A9018C0D-0006	DIGITAL DEPLOYMENT, INC.	web compliance 5/21	275.00
05 1 2021	5/1/21-4/30/22	THOMSON REUTERS	CCR T 19 public safety	189.10
05 1 2021	9878759800	VERIZON WIRELESS	4/2/21-5/1/21	77.64
05 4 2021	45279	FALLBROOK PROPANE GAS CO.	Propane Sta 4	211.59
05 4 2021	1788	JP Framing	NFA Framing	249.82
05 4 2021	9503931967	TELEFLEX	Needles	1,200.75
05 5 2021	STA. 2 05/05/21	Always Fire Protection, Inc.	Sta. 2 remodel Sprinklers	625.00
05 5 2021	37261	LineGear	Craven wildland uniform pant	385.74
05 5 2021	500074	OSTARI	IT support 5/21	1,850.00
05 5 2021	510-1	RIDEOUT ELECTRIC	st 2 electric	621.70
05 5 2021	830450	Southern Counties Lubricants	oil/drum cleaning	617.59
05 5 2021	830453	Southern Counties Lubricants	olympus blue def/fuel	398.36
05 6 2021	3352644	STRYKER MEDICAL	Power load repair	1,421.74
05 6 2021	21029	Sun Wireless	Connectivity issue	780.00
05 7 2021	PR AP 05/07/21	LINCOLN NATIONAL	LINCOLN NAT'L PMT 05/07/21	2,608.22
05 7 2021	PR AP 05/07/21	FALLBROOK FIREFIGHTERS' ASSN	FBK FFA ASSOC DUES 05/07/21	2,616.72
05 7 2021	PR AP 5/07/21	FALLBROOK FIREFIGHTERS' ASSN	FFA SR DUES PR 05/07/2021	29.25
05 7 2021	PR AP 05/07/21	FIREFIGHTERS LEG. ACTION GRP	FLAG PMT 05/07/2021	440.00
05 8 2021	287294515164X0421202	AT&T Mobility	3/14/21-4/13/21	914.46
05 10 2021	20594-21/20797/20806	Meza Automotive Paint	Wax/Soap Apparatus	719.90
05 10 2021	A1013466	ADMINISTRATIVE SOLUTIONS	5/21 admin	114.00
05 10 2021	04/11/21-05/10/21-02	RAINBOW MUNICIPAL WATER DIST	04/11/21-05/10/21	215.53
05 10 2021	04/11/21-05/10/21-00	RAINBOW MUNICIPAL WATER DIST	04/11/21-05/10/21	14.81
05 10 2021	04/11/21-05/10/21-0	RAINBOW MUNICIPAL WATER DIST	04/11/21-05/10/21	147.35
05 10 2021	109659	UNIFORM SPECIALIST/ACE UNIFORMS	Moore uniform	271.69
05 11 2021	0417565051121	TIME WARNER CABLE	admin internet 5/11/21-6/10/21	107.98
05 11 2021	109691	UNIFORM SPECIALIST/ACE UNIFORMS	Krumwiede uniform	248.94
05 12 2021	LUNCHEON FY21/22	SDCFCA	Installation lunch FY21/22	120.00
05 12 2021	01E0036333755	READY FRESH	04/11/21-05/10/21	138.62
05 14 2021	I303035	BESTWAY LAUNDRY SOLUTIONS	Sta. 4 washer repair	416.03
05 14 2021	830614	Southern Counties Lubricants	Def pump kit	1,391.06

05 15 2021 12038	FOWLER PLUMBING	STATION 2 PLUMBING	1,855.00
05 15 2021 STMT 05/15/21	FALLBROOK OIL COMPANY	Fuel 05/01/21-05/15/21	5,116.47
05 15 2021 STMT 03/2021-05/2021	FIRST ALARM WELLNESS	EE Support 03/2021-05/2021	3,700.00
05 15 2021 STMT 05/2021	LEGAL SHIELD	ID protection 05/2021	586.20
05 17 2021 STATION 1 2021	North County Window and Door	Sta. 1 window replacement	1,433.79
05 18 2021 1687-1687112242	First American Title Insurance Co	Title report 125-050-69	1,100.00
05 19 2021 1546520	HAWTHORNE POWER SYSTEMS	CAT ET Renewal	626.97
05 20 2021 2021 REG FEES	BOY SCOUTS OF AMERICA	Explorer registration 2021	753.00
05 20 2021 BAO/SHIH-21	California Tree Service	Weed Abate Bao/Shihyun	6,400.00
05 20 2021 THORE-21-1	California Tree Service	Weed abate Thoreson	6,800.00
05 20 2021 BACON-21-1	California Tree Service	Weed abate Bacon	11,000.00
05 20 2021 YALOVA-21-1	California Tree Service	Weed abate Yalova, LLC	11,000.00
05 20 2021 366278	FALLBROOK EQUIPMENT RENTALS	Boom lift solar cleaning	435.00
05 20 2021 0000240052021	TIME WARNER CABLE	05/20/21-06/19/21	149.95
05 21 2021 PR AP 05/21/21	LINCOLN NATIONAL	LINCOLN NAT'L PMT 05/21/21	2,608.22
05 21 2021 PR AP 05/21/21	FIREFIGHTERS LEG. ACTION GRP	FLAG PMT 05/21/21	442.00
05 21 2021 PR AP 05/21/21	FALLBROOK FIREFIGHTERS' ASSN	FBK FFA DUES PR 05/21/21	2,616.72
05 21 2021 PR AP 5/21/21	FALLBROOK FIREFIGHTERS' ASSN	FBK FFA SR DUES 05/21/21	31.59
05 21 2021 12096	FOWLER PLUMBING	Sta. 5 plumbing	150.00
05 21 2021 STMT 05/2021	Harry J. Wilson Insurance Center	LTD 05/2021	1,110.00
05 21 2021 9149	JIM'S SIGN SHOP	Helmet decals	48.49
05 24 2021 FD 21-184	City of San Marcos	rescue systems Gomez/Nash	1,400.00
05 31 2021 076037403X210502	DIRECTV	05/01/21-05/31/21	160.99

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

**TO:** BOARD OF DIRECTORS  
**FROM:** STEPHEN ABBOTT, FIRE CHIEF/CEO  
**DATE:** JUNE 22, 2021  
**SUBJECT:** APPROVAL OF POLICIES AND PROCEDURES

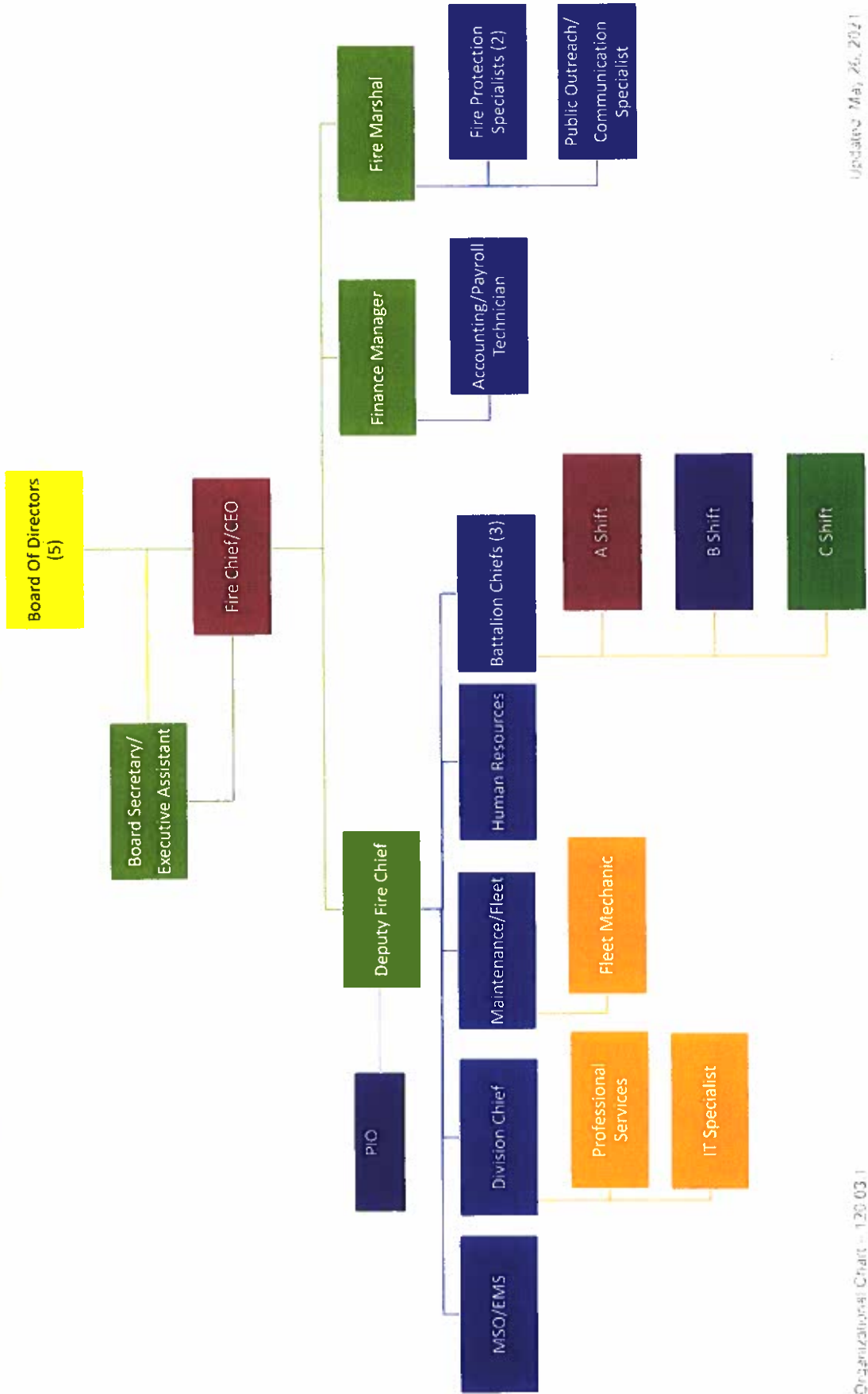
The following Policies and Procedures are being presented for review and approval:

1. **Governance – District Formation and Organization:**
  - Organization Chart: Revised to more accurately reflect the current positions and roles of the organization at the Administrative Level.
2. **Administration – Rules & Regulations – Job Descriptions:**
  - Human Resources Specialist: Revised to delete references to finance-related job activities, with more focused activities in Human Resources.
3. **Administration – Rules & Regulations – Job Descriptions:**
  - Information Technology Specialist: Revised to remove administrative support function in Operations with focus on IT support systems support and oversight, onboarding and training.



# NORTH COUNTY FIRE PROTECTION DISTRICT

## Organizational Chart



Governance - Organizational Chart - 120-03.1

Updated: May, 26, 2021





# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

ADMINISTRATION  
RULES AND REGULATIONS  
JOB DESCRIPTIONS

SECTION 225.30  
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### HUMAN RESOURCES/~~FINANCE~~ SPECIALIST

#### 1.0. **PURPOSE:**

- 1.1. To provide a general description of the duties and responsibilities, qualifications and physical requirements for the classification of Human Resources/~~Finance~~ Specialist.

#### 2.0. **POLICY:**

- 2.1. Members classified in the position of Human Resources/~~Finance~~ Specialist are intended to meet the general personal and professional qualifications, perform the stated duties and responsibilities and other duties as assigned.

#### 3.0. **INTENT:**

- 3.1. The intent of this Policy is to provide an overview of the general attributes and abilities necessary to perform the classification of Human Resources/~~Finance~~ Specialist. It is also the intent of the Policy to provide an overview of the typical duties and responsibilities of the position. This Policy is not intended to delineate every facet of the Classification. Other duties and responsibilities may be assigned as appropriate to fulfill the Mission of the District.

#### 4.0. **GENERAL ATTRIBUTES:**

- 4.1. This assignment is a full-time work Classification. The Human Resources/~~Finance~~ Specialist classification is considered a "Non-Exempt" employee as defined by FLSA and is overtime eligible. Specifics of compensation and benefits are described in the Memorandum of Understanding between the Non-Safety Bargaining Group and the District. The position is a Miscellaneous (Non-Safety) position as defined by PERS.
- 4.2. Under ~~the direction of the Administrative Chief~~ general direction, coordinates ~~programs,~~ activities and functions relating to Human Resources in the areas of employment services, recruitment/selection, compensation, worker's compensation, employee benefits, Public Employment Retirement System (PERS), implements program goals and objectives, coordinates assigned activities with other departments, divisions and outside agencies and performs other responsibilities as assigned. ~~performs financial analysis & accounting functions according to Generally Accepted Accounting Principles; reviews and validates data, processes technical and financial documents and transactions; assists with Human Resources (HR) and Workers' Compensation issues and provides customer service as needed.~~
- 4.3. **TYPICAL DUTIES AND RESPONSIBILITIES:** *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may*



# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

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### HUMAN RESOURCES/~~FINANCE~~ SPECIALIST

*be required to perform additional or different duties from those set forth below to address business needs and changing business practice.*

- 4.4. Responds to requests for human resources information or staff services from employees, union officials, senior staff, claimants, vendors, and the public. Assists customers by addressing unusual or problematic service requests. Develops professionally acceptable alternatives and resolves requests for service.
- 4.5. Assists with coordinating -the implementation of recruitment and selection activities including announcement development, application screening and evaluation, examination selection and development, and -testing and candidate certification. Determines sourcing strategy and conducts recruitment campaigns. Responds and provides information to employees and applicants. Conducts job analysis and develops or purchases employment test instruments. Assists with employment testing. Manages list of candidates eligible for District employment and refers candidates for selection by appointing authorities. Manages pre-employment process including completing and reviewing background checks through approved vendors, coordination of physicals, psychological examinations and makes final recommendation to management on candidates' suitability for employment.
- 4.6. Orients new employees into the District's personnel systems. Assists with new hire orientation appropriate to the various categories of employment. Coordinates onboarding and new employee orientation with appropriate department managers. Administers the ongoing operation of the District's employee benefit program, including medical, dental, vision, spending reimbursement accounts, life insurance, long term disability, required notices (i.e. COBRA and FMLA) and Employee Assistance Programs (EAP).
- 4.7. Conducts studies and surveys of personnel practices, position classification, salary comparison and benefit programs. Analyzes findings from surveys and studies to make recommendations to management.
- 4.8. Administers Department of Transportation (DOT) Department of Motor Vehicles Employer Pull program, and documentation of employees' right to work in the United States. Responsible for tracking employee certifications and ensuring employee's credentials do not lapse.
- 4.9. Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures.



# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

ADMINISTRATION  
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### HUMAN RESOURCES/~~FINANCE~~ SPECIALIST

- 4.10. Attends and participates in professional group meetings; stays informed of new trends and innovations in the field of human resource administration.
- ~~4.4. Analyzes and monitors financial data and prepares special and recurring reports to Management, including analysis of expenditures and revenue and financial analysis of North County Fire Protection District (NCFPD) operations; provides information on financial status and makes recommendations for budget adjustments, cash flow and other financial options to assure the financial stability of the NCFPD.~~
- ~~4.5. Assists in developing annual budget, plans and schedules, forecasts revenues, expenditures and administrative costs, tracks expenditures and monitors compliance to budget plan.~~
- ~~4.6. Assures payroll and accounting transactions are in compliance with all applicable Federal, state and NCFPD Rules and Regulations; reviews source documents for compliance to Rules and Regulations; determines proper handling of financial and technical transactions and approves transactions within designated limits; transfers and deposits funds as authorized and assures the accuracy of the financial records. Verifies payroll record accuracy between Telestaff and contract payroll provider; ensures payroll taxes are submitted to State Franchise Tax Board and IRS.~~
- ~~4.7. Performs general ledger accounting and batch processing functions; reviews source documents for compliance to Rules and Regulations; determines proper handling of accounting transactions and processes transactions within designated limits; maintains accounting system database; posts revenues and expenses, reconciles and resolves differences, transfers and deposits funds as authorized to maintain sufficient fund balances; ensures payment of District's debts in timely fashion and assures the accuracy of the financial records.~~
- ~~4.8. In concert with designated counterpart, performs routine reconciliation of records to ensure accuracy, to include review, investigation and correction of errors and inconsistencies in financial entries, transactions, documents and reports; traces transactions to locate and resolve discrepancies; prepares journal entries and updates account information, accounting database and control spreadsheets; assists with annual audit and prepares financial reports as needed.~~
- 4.11. Reviews, analyzes and develops recommendations regarding the impact of state, federal and local legislation on assigned areas.
- 4.12. Serves as the District's Custodian of Records, responsible for the security, storage, dissemination and destruction of District records.



# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

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### HUMAN RESOURCES/~~FINANCE~~ SPECIALIST

- 4.9.4.13. Reviews Workers' Compensation reports for completeness and clarity of data; reviews appropriateness of claims; assures that legal and procedural requirements are met for the processing of claims. Submits claims to Worker's Compensation Administrator in a timely fashion. May represent the District in confidential Worker's Compensation matters, to include serving on Worker's Compensation risk pool Board of Directors.
- 4.10.4.14. Assures effective communications between claimants and claims administrators, medical providers, payroll and others as necessary; monitors the progress of rehabilitation efforts and obtains approval for treatment plans; researches, interprets, responds to and resolves inquiries from employees with claim questions regarding claim status, policies and procedures;
- 4.11.4.15. Updates and maintains confidential ~~financial and HR~~ electronic and paper documents, claims records and reports; collects and files required documents and researches and corrects discrepancies with a high level of accuracy; assures compliance with NCFPD policies and State and Federal health & safety codes, rules, regulations and procedures.
- 4.12.4.16. Conducts and coordinates assigned projects; identifies and resolves problems within scope of authority; provides ~~administrative support and assistance to senior management to the Administrative Chief~~; composes correspondence and other documents on a wide variety of subjects requiring knowledge of the Procedures and Policies of the District; composes general and confidential correspondence; schedules, prepares and proofreads documents for distribution; monitors technical document preparation for accuracy and completeness; compiles and updates statistical information and reports; develops and creates a variety of Management, technical and statistical reports.
- 4.13.4.17. Responds to employee questions and assists employees with benefits enrollment, program updates and retirement planning; explains rules, policies and procedures; explains the proper use and completion of forms and documents; ~~assures that all deductions for PERS, Federal tax, state tax, FICA, union dues and other deductions are made and submitted to appropriate agencies.~~
- 4.14. ~~Assists with recruitment and promotional process duties and tasks including: job postings, recruiting, testing, medical and background screening and on boarding.~~
- 4.15.4.18. Enters employee data into CalPERS processes required paperwork for retiree and existing employee death claims.



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### HUMAN RESOURCES/~~FINANCE~~ SPECIALIST

- 4.16.4.19. ~~Assists Administrative Chief with tracking of various grant reports and expenditures; ensures requisite databases are updated in a timely fashion.~~ [NG1] Responsible for coordinating grant programs, development and adjustment of associated budgets, monitoring expenditures and progress, tracking results, preparing and timely submission of detailed progress and closeout reports to oversight agencies at the federal, state and local level i.e. FEMA, OHS.
- 4.17. ~~Submits various annual reports to local, State and Federal regulatory agencies including, but not limited to CAFR, Annual Audit, GEMT, State Compensation Report, IRS 1094 & 1095(c) reports, State Financial Transaction Reports, etc. as required/requested.~~
- 4.18. ~~Maintains accuracy of personnel and resources covered by District's general risk management carrier (currently SDRMA) and ensures records and premiums are up-to-date.~~
- 4.19.4.20. Accepts incoming calls and messages and returns calls and e-mails to questions in a timely manner.

#### 5.0. EXPERIENCE/KNOWLEDGE/ABILITIES:

- 5.1. KNOWLEDGE OF: –Principles and practices specific to human resources administration, Public Relations principles, analytical methods, Human Resources Information Systems computer applications, resources to sustain current understanding of modern trends and legal issues in the field of human resource management.
- 5.2. ~~Special District budget processes and Generally Accepted Accounting Principles (GAAP) related to Public Sector financial management; techniques of fund accounting, forecasting, capital budgeting and strategic planning; accounting principles, methods, rules, regulations and procedures; P~~principles of record keeping and records management; state and Federal OSHA rules, regulations and procedures; Workers' Compensation legislation, regulations, policies and claims processing rules and procedures; ~~principles and practices of government fund accounting;~~ modern office practices of Human Resources operations and activities, including Human Resources policies and procedures governing the retention and release of confidential information, FMLA and CFRA regulations; Firefighter Bill of Rights/Due Process; District rules, procedures, policies, precedents and functions; Office procedures and equipment, including computers and supporting word processing and database applications, specifically Great Plains and Microsoft Office suite; pertinent federal, state and local laws, codes and regulations.



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### HUMAN RESOURCES/~~FINANCE~~ SPECIALIST

- 5.3. **ABILITY TO:** ~~Analyze and interpret financial data using spreadsheet software and quantitative analysis procedures; interpret and apply budget and accounting standards and procedures, applicable Federal rules and regulations and NCFPD financial policies; make mathematical calculations and enter numerical and accounting information into a computer system with skill and accuracy; maintain accurate and interrelated financial records;~~ Research, analyze and prepare comprehensive reports and make recommendations, communicate effectively in written and oral form, exercise good judgement, flexibility, creativity and sensitivity in response to changing situations and needs, work well under pressure to meet deadlines, understand, interpret and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state and ~~and~~ local policies, laws and regulations, manage multiple projects, duties and assignments, plan and organize work to meet changing priorities and deadlines; interpret and apply Workers' Compensation policies, procedures and regulations; conduct research and prepare complete and accurate analysis, reports and recommendations on a variety of issues ~~and prepare reports~~; understand and carry out written and oral instructions, respond tactfully, clearly and appropriately to inquires from the public, staff or other agencies on sensitive issues, keep accurate and detailed records; establish and maintain effective relationships with other employees, vendors, cooperater agencies and the public.
- 5.4. **EXPERIENCE:** Five (5) years in Human Resources ~~and/or finance/accounting experience~~, preferably in government operations, ~~are~~ is required. Additional education above the minimum required may be substituted on a year-for-year basis to meet the experience requirements, as approved by the Fire Chief/CEO.
- 5.5. **EDUCATION:** A high school diploma or GED equivalent, supplemented by AA in applicable subject matter or a related field is required. BA in associated field deemed highly desirable.
- 5.6. **LICENSES AND CERTIFICATIONS:** Must have and maintain a valid Class "C" California Driver's License. Must be insurable and maintain this status with the District's all-risk insurance carrier.
- 6.0. **PHYSICAL DEMANDS:**
- 6.1. Employee is required to meet applicable "**Support Staff**" physical requirements.
- 7.0. **ENVIRONMENTAL:**
- 7.1. Work is performed in a standard office environment. Work environment is both formal and informal, team and autonomously oriented, having both routine and



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### HUMAN RESOURCES/~~FINANCE~~ SPECIALIST

variable tasks, with variable pace and moderate pressure at times. Some tasks may be fast paced.

#### 8.0. COMMUNICATIONS:

8.1. VISION: (may be correctable) to drive a vehicle.

8.2. HEARING: of alarms and warning devices; to understand conversations.

8.3. SPEAKING: to give instructions, present classes; communicate with staff and representatives of other agencies.

8.4. WRITING: to complete records, reports, meeting notes and documentation.

8.5. READING: reports, records and computer screens.

10.0. REFERENCES: ~~None.~~



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### ~~ADMINISTRATIVE SPECIALIST – IT SUPPORT~~ INFORMATION TECHNOLOGY SPECIALIST

#### 1.0. PURPOSE:

- 1.1. To provide a general description of the duties and responsibilities, qualifications and physical requirements for the classification of ~~Administrative Specialist IT Support~~ Information Technology Specialist.

#### 2.0. POLICY:

- 2.1. Members classified in the position of Information Technology Specialist ~~Administrative Specialist IT~~ are intended to meet the general personal and professional qualifications, perform the stated duties and responsibilities and other duties as assigned.

#### 3.0. INTENT:

- 3.1. The intent of this Policy is to provide an overview of the general attributes and abilities necessary to perform the classification of ~~Information Technology Specialist. Administrative Specialist.~~ It is also the intent of the Policy to provide an overview of the typical duties and responsibilities of the position. This Policy is not intended to delineate every facet of the classification. Other duties and responsibilities may be assigned as appropriate to fulfill the mission of the District.

#### 4.0. GENERAL ATTRIBUTES:

- 4.1. This assignment is a full-time work classification. The Information Technology Specialist ~~Administrative Specialist~~ classification is considered a "Non-Exempt" employee as defined by FLSA and is overtime eligible. Specifics of compensation and benefits are described in the Memorandum of Understanding between the Non-Safety bargaining group and the District. The position is a Non-Safety position as defined by PERS. Under the supervision of a Division Chief, the essential duties and responsibilities are:

~~Performs technical, organizational and administrative activities to support the functions of the assigned Division;~~ duties may vary according to work assignment. Under general direction, performs professional level information systems duties in support of District operating systems across multiple platforms and technologies, coordinates software licensing and purchasing of new equipment. Provides technical support and assistance to District information systems and telecommunication systems users, performs related duties as assigned.

##### 4.1.1.





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### ~~ADMINISTRATIVE SPECIALIST~~ – IT SUPPORT INFORMATION TECHNOLOGY SPECIALIST

- 5.0. **TYPICAL DUTIES AND RESPONSIBILITIES:** *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practice.*
- 5.1. Prepares and tracks a variety of electronic and paper files, records, reports and related documents; maintains file integrity and confidentiality by monitoring and assuring compliance to NCFPD policies and procedures; assures the accuracy of the electronic and paper filing systems.
- 5.2. Provides ~~administrative~~ support and functions support to Division Chiefs; ~~takes and transcribes meeting minutes and prepares summaries for distribution; compiles, reviews and updates~~ statistical information and reports; reviews, corrects and processes technical ~~and legal~~ documents.
- 5.3. Composes correspondence and other documents/reports on a wide variety of subjects requiring knowledge of the procedures and policies of NCFPD; composes general and confidential correspondence; schedules, prepares and proofreads documents for distribution.
- ~~5.4. Maintains calendars, schedules meetings, appointments, inspections and public presentations; prioritizes and resolves complex meeting schedules; coordinates meeting resources and travel.~~
- 5.5.5.4. Assures project deadlines are met; monitors program area budget; researches files, technical documents and computer databases; compiles data and information; creates, maintains, stores, retrieves and archives files and records.
- ~~5.6.5.5.~~ Conducts and coordinates assigned projects; identifies and resolves problems within scope of authority; provides –assistance with analyzing, ~~maintaining~~ and ~~tracking~~ departmental statistics, documents, policies and procedures in assigned area; performs special administrative and accounting duties as assigned.
- ~~5.7.5.6.~~ Provides information and assistance to constituents, visitors and others having business with the NCFPD; explains nature of programs, policies, procedures and services; responds to requests for information within the span of authority; maintains absolute confidentiality of work-related issues, records and NCFPD information.



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### ~~ADMINISTRATIVE SPECIALIST~~ — ~~IT SUPPORT~~ INFORMATION TECHNOLOGY SPECIALIST

~~5.8. — Answers phones and determines nature of the calls; answers questions and resolves issues, or routes calls to appropriate individuals to handle inquiries and complaints; takes and delivers messages.~~

~~In coordination with the District's HIPAA Security Officer, Custodian of Records and legal counsel, provides intake, management and response to legal records request for production of incident and health related records. Coordinates and schedules District staff with legal counsel for legal, court and deposition appearances.~~

- 5.7. Performs information systems duties in support of District computer operating systems across multiple platforms and technologies; installs, and maintains computer systems hardware and software; provides technical assistance to system users in accordance with applicable information systems policies, procedures, methods and techniques; performs systems analysis duties in the design, development, implementation and maintenance of information systems and supporting computer hardware and software applications; troubleshoots and rectifies computer system problems; evaluates new software/hardware and recommends changes; participates in the evaluation and testing of system upgrades; installs or upgrades in-house or vendor system software applications; troubleshoots hardware and software related problems; monitors overall systems performance to ensure achievement of system upgrade objectives; performs system maintenance activities on various files; monitors system disk for space; maintains and monitors system security; resets user passwords; grants or revokes system access; identifies unauthorized access and potential security risks; responds to requests from users regarding system operations; creates and modifies user accounts; maintains electronic access; maintains file servers; monitors network performance; troubleshoots network problems; coordinates maintenance and repairs with information systems or vendor staff; ~~performs sc4 database administration duties; maintains the integrity of the database including availability, security, design and backup and recovery;~~ performs duties in support of the District's telecommunications services including voice, data and cellular systems; coordinates activities with internal and external resources; identifies and allocates equipment and materials, contacts vendors for quotes on computer hardware and software; attends and participates in professional group meetings; stays informed of new trends and innovations in the field of information systems.
- ~~— Manage SHSP grant including procuring and tracking purchases, documenting and compiling all material for reimbursement; maintain Exclusion and Debarment records as per County protocol~~
- 5.8. Analyze and assess the technological needs of departments. Recommend, purchase, configure, implement and install computer, printer or



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### ~~ADMINISTRATIVE SPECIALIST~~ – IT SUPPORT INFORMATION TECHNOLOGY SPECIALIST

- telecommunications system hardware and software.
- 5.9. Detect, isolate, and resolve information systems problems as well as respond to and identify user needs and determine resolutions.
  - 5.10. Train users in new hardware and software.
  - 5.11. Develop, install, troubleshoot, and upgrade information systems as well as evaluate, test, implement and support new operating systems.
  - 5.12. Independently perform a variety of responsible systems analysis duties.
  - 5.13. Locally monitor, maintain and administer a variety of network operating systems
  - 5.14. Learn principles and practices of computer science and information systems as well as hardware and software troubleshooting.
  - 5.15. Purchase a variety of materials, supplies, equipment, and services for the organization and information systems.
  - 5.16. Apply independent judgment and technical knowledge to analyzing bids & quotes, making awards, examining merchandise quality, and comparing specifications and prices of competitive items.
  - 5.17. Conducts routine and periodic security inspections and audits systems administration processes to ensure sound control systems are in place for the granting of user access and privileges and to ensure the timely removal of access for employees leaving employment.
  - 5.18. Monitors trends and developments in information security technologies; consults with vendors and other sources on industry and product functionality and capabilities.
  - 5.19. Onboards new users into various IT program areas including Active Directory, Office 365 and other program areas where applicable.
  - 5.20. Coordinates with IT vendor on monthly projects; manages vendor's workload and confirms work is done as expected, periodically reviews billing and agreements
  - 5.21. Monitors and renews FCC licenses in coordination with dispatch agency.
  - 5.22. Tracks budget for IT line items, coordinates purchasing with senior management.
  - 6.0. Responsible for proper removal/disposal of all E-waste.

#### ~~6.0.7.0.~~ EXPERIENCE/KNOWLEDGE/ABILITIES:

- ~~6.1.7.1.~~ KNOWLEDGE OF: Principles of record keeping and records management; business English usage, spelling, grammar and punctuation; personal computer hardware and software, including Microsoft Office (at an intermediate or advanced level); ~~principles and practices of effective customer service~~ (sc5), general networking and Office 365 administration.

ABILITY TO: Organize and assist with ~~administrative~~ technical services and functions; manage multiple projects, duties and assignments; interpret and apply



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### ~~ADMINISTRATIVE SPECIALIST – IT SUPPORT~~ INFORMATION TECHNOLOGY SPECIALIST

policies, procedures and regulations; maintain complex and comprehensive records; plan, prioritize and carry out assignments with minimum supervision; conduct research and prepare administrative reports; communicate effectively and use discretion and sound judgment; understand and carry out written and oral instructions, keep accurate and detailed records; establish and maintain effective relationships with other officials, employees, community organizations, service providers and the public in the course of work. Recommend, implement and install computer or telecommunications system hardware and software, detect, isolate, and resolve information systems problems, analyze and assess the technological needs of City departments, train users in new hardware and software, develop, install, troubleshoot, and upgrade District information systems, evaluate, test, implement and support new operating systems, independently perform a variety of responsible systems analysis duties, monitor, maintain and administer a variety of network operating systems.

7.2.

~~6.2.7.3. **EXPERIENCE:** Three year's administrative support experience, preferably in government operations is required.~~ Three years of increasingly responsible information systems analysis, programming or administration ~~experience~~ <sup>(NCS)</sup>.

~~6.3.7.4. **EDUCATION:** A high school diploma or GED equivalent, supplemented by~~An Associate of Arts/Science in applicable subject matter or a related field is required. Bachelor of Arts/Science in an associated field is deemed highly desirable.

~~6.4.7.5. **LICENSES AND CERTIFICATIONS:** Must have and maintain a valid Class "C" California Driver's License. Must be insurable and maintain this status with the District's all-risk insurance carrier.~~

~~7.0.8.0. **PHYSICAL DEMANDS:**~~

~~7.1.8.1.~~ Employee is required to meet applicable "Support Staff" physical requirements.

~~8.0.9.0. **ENVIRONMENTAL:**~~

~~8.1.9.1.~~ Work is performed in a standard office environment. Work environment is both formal and informal, team and autonomously oriented, having both routine and variable tasks, with variable pace and moderate pressure at times. Some tasks may be fast paced.



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### ~~ADMINISTRATIVE SPECIALIST – IT SUPPORT~~ INFORMATION TECHNOLOGY SPECIALIST

~~9.0.10.0.~~ **COMMUNICATIONS:**

~~9.1.10.1.~~ **VISION:** (May be correctable) to drive a vehicle.

~~9.2.10.2.~~ **HEARING:** Of alarms and warning devices; to understand conversations.

~~9.3.10.3.~~ **SPEAKING:** To give instructions, present classes; communicate with staff and representatives of other agencies.

~~9.4.10.4.~~ **WRITING:** To complete records, reports, meeting notes and documentation.

~~9.5.10.5.~~ **READING:** Reports, records and computer screens.

~~10.0.~~ **REFERENCES:**

~~10.1.~~ None.

~~11.0.~~ **RELATED POLICIES/FORMS:**

~~11.1.~~ **POLICIES:**

~~11.1.1.~~ **Support Staff.**

~~11.2.~~ **FORMS:**

~~11.2.1.10.5.1.~~ None.

LAST REVIEW: 02-25-14 01-22-08  
LAST UPDATE: 02-25-14 01-22-08  
FC/BOD APPROVAL: 03-25-14 01-22-08  
TRACKER: 225.03

LM Review: 02-25-14

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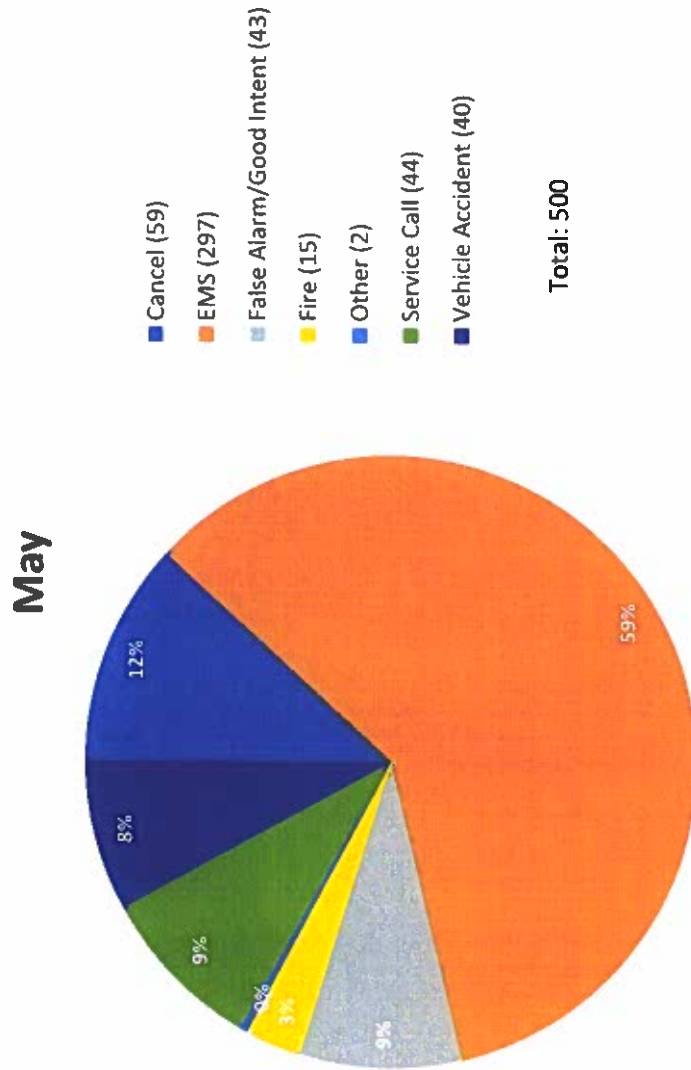
# North County Fire



## MONTHLY OPERATIONS ACTIVITY REPORT:

**May 2021**

# Call Mix



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

**Total incidents year to date:**

**May 2020: 2402**

**May 2021: 2495**





# Turnout Time

(Time of station notification to responding)

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

Shift	Unit Name	May	Shift	Unit Name	May	Shift	Unit Name	May	Shift	Unit Name	May
A-SHIFT	B111	0:01:46 (5)	B-SHIFT	B111	0:02:23 (7)	C-SHIFT	B111	0:02:08 (6)			
	E111	0:02:44 (58)		E111	0:01:47 (71)		E111	0:01:57 (55)			
	E112	0:02:04 (32)		E112	0:02:28 (33)		E112	0:02:12 (23)			
	E113	0:02:33 (15)		E113	0:02:20 (10)		E113	0:02:09 (19)			
	E114	0:02:19 (27)		E114	0:01:53 (38)		E114	0:01:40 (30)			
	E115	0:03:25 (21)		E115	0:03:11 (28)		E115	0:02:15 (17)			
	M111	0:02:13 (33)		M111	0:02:01 (66)		M111	0:02:15 (30)			
	M114	0:01:53 (34)		M114	0:01:49 (44)		M114	0:01:53 (36)			
	M115	0:02:02 (32)		M115	0:01:47 (47)		M115	0:01:45 (30)			
	RA111	0:01:44 (19)		RA111	0:01:37 (3)		RA111	0:01:10 (12)			



# Calls by Unit

May

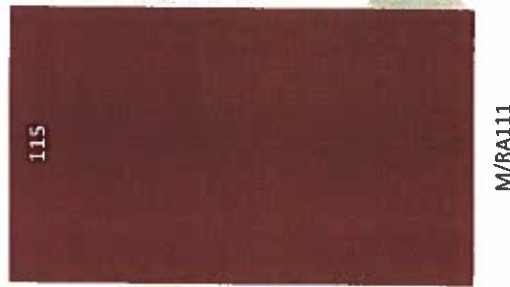


\*In-jurisdiction only; includes calls that were canceled in route.



# Transports

May



**Apr 2021: 270**  
**May 2021: 267**



# Total Response Times

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

Population Density Lbl	
Urban	Rural
0:07:41 (221)	0:09:33 (28)
Suburban	
0:11:37 (20)	

May 2021



# Aid Received & Aid Provided

**Aid Provided (incident count) by NORTH COUNTY FPD into CAL FIRE, CAMP PENDLETON, OCEANSIDE, PALA & VISTA**

Home Jurisdiction	Jurisdiction	Incidents/Responses Filter
	CAL FIRE	2021 20
	CAMP PENDLETON	1
	OCEANSIDE FD	33
	PALA FD	1
	VISTA FD	14
<b>Grand Total</b>		<b>69</b>

**Aid Received (times arrived) into NORTH COUNTY FPD from CAL FIRE, CAMP PENDLETON, OCEANSIDE, PALA & VISTA**

Jurisdiction	Home Jurisdiction	Incidents/Responses Filter (Time Arrived)
	CAL FIRE	2021 13.00
	CAMP PENDLETON	15.00
	OCEANSIDE FD	6.00
	PALA FD	1.00
	VISTA FD	12.00
<b>Grand Total</b>		<b>47.00</b>



# Ambulance Unit Hour Utilization

Ambulance utilization calculates the number of hours a unit is committed to incidents

The spreadsheet outlines:  
Total hours the unit was committed per year, hours per 24-hour shift & % of time committed



# Monthly Inspection Report

2021



# Health & Safety

Injuries &

Illness

**0**

**Injuries**

Accidents

**1**

**Vehicle**





# Transfer of Care

<p>Total Offloads <b>(Blank)</b></p>	<p><b>San Diego County</b> Transfer of Care - via FirstWatch Ambulance Operating Area Data <i>Use filters below to select data by Ambulance Operating Area, Month, and Year</i></p>	<p>Ambulance Operating Area Ranking - TOC Compliance <b>(Blank)</b></p>																								
<p>TOC Compliance <b>(Blank)</b></p>	<p><b>Ambulance Operating Area</b></p> <table border="1"> <tr><td>SD COUNTY</td><td>AMR Float Units</td></tr> <tr><td>Barona</td><td>Carlsbad</td></tr> <tr><td>Chula Vista</td><td>Coronado</td></tr> <tr><td>CSA 17</td><td>CSA 89</td></tr> <tr><td>El Cajon</td><td>Escondido</td></tr> <tr><td>GHZ Zone 1</td><td>Inland Central</td></tr> <tr><td>Inland North</td><td>Inland South</td></tr> <tr><td>National City</td><td>North County FPD</td></tr> <tr><td>Oceanside</td><td>Poway</td></tr> <tr><td>Ranona</td><td>San Diego</td></tr> <tr><td>San Marcos</td><td>Sycuan</td></tr> <tr><td>Vicitas</td><td>Vista</td></tr> </table>	SD COUNTY	AMR Float Units	Barona	Carlsbad	Chula Vista	Coronado	CSA 17	CSA 89	El Cajon	Escondido	GHZ Zone 1	Inland Central	Inland North	Inland South	National City	North County FPD	Oceanside	Poway	Ranona	San Diego	San Marcos	Sycuan	Vicitas	Vista	<p>TOC Compliance</p>
SD COUNTY	AMR Float Units																									
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Ranona	San Diego																									
San Marcos	Sycuan																									
Vicitas	Vista																									
<p>90th Percentile Offload Time in Minutes <b>(Blank)</b></p>	<p><b>Month</b></p> <table border="1"> <tr><td>January</td><td>February</td><td>March</td></tr> <tr><td>April</td><td>May</td><td>June</td></tr> <tr><td>July</td><td>August</td><td>September</td></tr> <tr><td>October</td><td>November</td><td>December</td></tr> </table>	January	February	March	April	May	June	July	August	September	October	November	December													
January	February	March																								
April	May	June																								
July	August	September																								
October	November	December																								
<p>Median Offload Time in Minutes <b>(Blank)</b></p>	<p><b>Year</b></p> <table border="1"> <tr><td>2018</td><td>2019</td><td>2020</td><td>2021</td></tr> </table>	2018	2019	2020	2021																					
2018	2019	2020	2021																							
<p>Percent Offloads Under 30 Minutes <b>(Blank)</b></p>	<p>Percent Offloads Under 20 Minutes <b>(Blank)</b></p>																									

\*Data not available from CoSD at this time



# Leadership





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

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF MCREYNOLDS & CHIEF ABBOTT  
**DATE:** JUNE 3, 2021  
**SUBJECT:** CSDA SPECIAL DISTRICT LEADERSHIP ACADEMY

## **ACTION AGENDA**

### **RECOMMENDATION:**

- To have the Board of Directors and members of senior staff attend the annual California Special District's Association (CSDA) Special District Leadership Academy (SDLA) this September.
- Reschedule the regularly scheduled September Board Meeting.
- Set a public hearing date for adoption of the final budget in September.

### **BACKGROUND:**

Each year CSDA hosts a special district leadership academy, which reinforces the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members. This is also an outstanding opportunity for team building with District staff and Board as well as a chance to network with fellow special district Board members. It is typical for new Boards and members of senior staff to attend toward the beginning of their term, as we have done in the past. Completion of the academy by all of the Board assists the District in containing SDRMA insurance premiums and gives the District credit toward its certificate in governance through the Special District Leadership Foundation (SDLF). Components of the academy include:

- Governance Foundations
- Setting Direction/Community Leadership
- Board's Role in Human Resources
- Board's Role in Finance and Fiscal Accountability

### **DISCUSSION:**

This year's conference will be held in Lake Tahoe September 26-29, 2021. Travel and lodging expenses are coordinated and covered by the District. Should the Board have an interest in attending, as this conference occurs over the 4<sup>th</sup> Tuesday it would be necessary to reschedule the September Board meeting, as well as set a public hearing date for adoption of the District's final budget during that rescheduled meeting. Should any Board Members wish to attend, Staff would propose moving the September Board meeting to

the third Tuesday of month, September 21st, in order to give the public advanced notice of the meeting being rescheduled and to appropriately set the Budget hearing date.

**FISCAL IMPACT:**

Travel, lodging and tuition for all Board members, plus the Chief and Executive Assistant would be approximately \$7,000, which includes early bird discounts and is partially offset by accumulated airmiles. This expense is accounted for in the preliminary budget.

**SUMMARY:**

Attendance of the SDLA will afford the District many educational, networking, risk management and team building benefits.



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

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF ABBOTT  
**DATE:** JUNE 22, 2021  
**SUBJECT:** AUTHORIZATION THE FIRE CHIEF/CEO AND DESIGNEES AS SIGNATORIES

## **ACTION AGENDA**

### **RECOMMENDATION:**

- To authorize Fire Chief/CEO Keith McReynolds and designees to sign payroll, purchase orders and warrant orders.

### **BACKGROUND:**

In order to transact business on behalf of the District as Fire Chief/CEO, it is necessary to authorize the Fire Chief/CEO to act as signatory for the District accounts.

In addition, the District recognizes that the Fire Chief/CEO will require the authority to designate someone to act as a signatory when he is absent from the District. While acting on the Fire Chief/CEO's behalf, the designee would have the same prerogatives and restrictions as the Fire Chief/CEO.

### **DISCUSSION:**

As Chief McReynolds is the incoming Fire Chief/CEO, the Resolution will permit him to continue to conduct business on behalf of the District in the same manner as previous Fire Chief/CEOs. In addition, it allows him to designate individuals to act on his behalf as directed when he is absent from the District.

**FISCAL ANALYSIS:** None.

**SUMMARY:** Staff recommends the Board approve the Resolution that allows Chief McReynolds the same authority granted to previous Fire Chief/CEO's and his designees as outlined in the Resolution.

# NORTH COUNTY FIRE PROTECTION DISTRICT

## RESOLUTION 2021-05



### RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT AUTHORIZING FIRE CHIEF/CEO KEITH MCREYNOLDS AND DESIGNEES TO SIGN PURCHASE ORDERS AND WARRANT ORDERS

**WHEREAS**, the Board of Directors of the North County Fire Protection District, San Diego County, California has appointed Keith McReynolds Fire Chief/Chief Executive Officer, and determined to grant him the authority to sign purchase orders, warrant orders and the authority to sign orders for all payroll and payroll and banking related matters, as specified in North County Fire Protection District's Purchasing and Contracting Policy and Procedure, and

**WHEREAS**, the Board of Directors of the North County Fire Protection District recognizes it is desirable and necessary to have someone to whom the Fire Chief/CEO may delegate this authority on his behalf in his absence, and

**WHEREAS**, the Board of Directors has determined that this procedure is in the best interest of the North County Fire Protection District, and

**WHEREAS**, the authority granted hereby is intended to be non-discretionary and within budgetary limitations.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of North County Fire Protection District, that Keith McReynolds, who has been appointed Fire Chief/CEO, is authorized to audit, allow and sign all payroll claims of the District, and

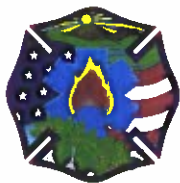
**BE IT FURTHER RESOLVED** by the Board of Directors of the North County Fire Protection District that Keith McReynolds, is authorized to audit, allow and sign all purchase orders and warrant orders other than payroll claims, and

**BE IT FURTHER RESOLVED** by the Board of Directors of North County Fire Protection District that Fire Chief/CEO Keith McReynolds may at his discretion and/or in his absence, delegate this authority to another District employee by direction, who will have the same prerogatives and limitations as Fire Chief/CEO Keith McReynolds, as stated herein.

**BE IT FURTHER RESOLVED** by the Board of Directors of the North County Fire Protection District that Keith McReynolds, on behalf of the District, is authorized to perform banking powers in accordance with the District's Purchasing and Contracting Policy and Procedure, which shall be non-discretionary and within budgetary limitations, as follows:

# NORTH COUNTY FIRE PROTECTION DISTRICT

## RESOLUTION 2021-05



### RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT AUTHORIZING FIRE CHIEF/CEO KEITH MCREYNOLDS AND DESIGNEES TO SIGN PURCHASE ORDERS AND WARRANT ORDERS

1. Exercise all of the powers listed in this Resolution; and
2. Open any deposit or share account(s) in the name of the District; and
3. Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit; and
4. Borrow money on behalf and in the name of the District, sign, execute and deliver promissory notes or other evidences of indebtedness; and
5. Endorse, assign, transfer mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the District as security for sums borrowed and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment; and
6. Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box for the District.

**BE IT FURTHER RESOLVED** by the Board of Directors of North County Fire Protection District that Fire Chief/CEO Keith McReynolds may at his discretion and/or in his absence, delegate the authority exercise banking powers to another District employee by direction, who will have the same prerogatives and limitations as Fire Chief/CEO Keith McReynolds, as stated herein. Chief McReynolds hereby designates the following individuals to exercise banking powers: Deputy Chief Kevin Mahr and/or Finance Manager Cheri Juul.

This Resolution shall take effect immediately upon its passage.

**APPROVED, SIGNED AND ADOPTED** by the Board of Directors, North County Fire Protection District, County of San Diego, State of California, on this **22<sup>nd</sup> day of June 2021**, by the following vote:

# NORTH COUNTY FIRE PROTECTION DISTRICT

## RESOLUTION 2021-05



RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY  
FIRE PROTECTION DISTRICT AUTHORIZING  
FIRE CHIEF/CEO KEITH MCREYNOLDS AND DESIGNEES TO SIGN  
PURCHASE ORDERS AND WARRANT ORDERS

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**RECUSED:**

John van Doorn, Board President

**ATTEST:**

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of the Resolution duly and regularly adopted by the Board of Directors of the North County Fire Protection District thereof held on the **22<sup>nd</sup> day of June 2021**, and that the same now appears on record in my office.

**IN WITNESS THEREOF**, I hereunto set my hand and affixed by official seal this **22<sup>nd</sup> day of June 2021**.

Loren A. Stephen-Porter  
Board Secretary





# NORTH COUNTY FIRE PROTECTION DISTRICT

FINANCE DIVISION

**206TO:** BOARD OF DIRECTORS  
**FROM:** F/M JUUL & CHIEF ABBOTT  
**DATE:** JUNE 22, 2021  
**SUBJECT:** APPROVAL OF RESOLUTION 2021-06 ESTABLISHING APPROPRIATIONS LIMIT

## **ACTION AGENDA**

### **RECOMMENDATION:**

That the Board of Directors approve Resolution 2021-06 establishing the limit of appropriations of proceeds of tax subject to limitation for FY 2021/2022, in compliance with Article XIII-B of the Constitution of the State of California.

### **BACKGROUND:**

Each year, the Board is required to review and approve a resolution that calculates the maximum allowable appropriation amount for the proceed of tax, subject to the limitation established in compliance with the California State Constitution, Article XIII-B.

### **DISCUSSION:**

The calculation of the limitation is based upon the population and cost of living per capita income as provided by the Department of Finance. This calculation remains on file and available for public inspection. In addition, it is attached as Exhibit "A" to Resolution 2021-06.

### **FISCAL ANALYSIS:**

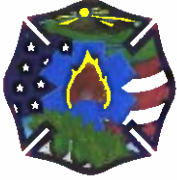
The appropriations limit for North County Fire Protection District for FY 2021/2022 is \$23,661,461.

### **SUMMARY:**

To comply with the requirements of California State Constitution, Staff recommends approving Resolution 2021-06 as presented.

# NORTH COUNTY FIRE PROTECTION DISTRICT

## RESOLUTION 2021-06



### RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, SAN DIEGO COUNTY, STATE OF CALIFORNIA, ESTABLISHING THE LIMIT OF APPROPRIATIONS OF PROCEEDS OF TAX SUBJECT TO LIMITATION FOR FISCAL YEAR 2021/2022 IN COMPLIANCE WITH ARTICLE XIII-B OF THE CONSTITUTION OF THE STATE OF CALIFORNIA

**IT IS HEREBY RESOLVED** by the Board of Directors of the North County Fire Protection District, as follows:

1. The calculated maximum limit applicable to the 2021/2022 appropriations of proceeds of tax subject to the limitation established in compliance with Article XIII-B of the Constitution of the State of California is as follows:
  - a. North County Fire Protection District Appropriations Limit – **\$ 23,661,461.**
  - b. The determination of appropriation limitation documentation and the population and cost of living per capita income increase provided by the State of California, Department of Finance, used to determine the above limitations under Article XIII-B of the Constitution of the State of California, is on file and available for public inspection and is attached as Exhibit "A" to this Resolution.

**APPROVED, ADOPTED AND SIGNED** by a Regular Meeting of the Board of Directors of the North County Fire Protection District held on this **22<sup>nd</sup> day of June, 2021**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSED:

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John van Doorn, Board President

I HEREBY CERTIFY that foregoing is a true and correct copy of the Resolution duly and regularly adopted by the Board of Directors of the North County Fire Protection District at the meeting thereof held on the **22<sup>nd</sup> day of June, 2021**, and that the same now appears on record in my office.

IN WITNESS THEREOF, I hereunto set my hand and affixed by official seal this **22<sup>nd</sup> day of June, 2021.**

A handwritten signature in blue ink, reading "Loren A. Stephen-Porter".

---

Loren A. Stephen-Porter, Board Secretary

# NORTH COUNTY FIRE PROTECTION DISTRICT



## RESOLUTION 2021-06

RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, SAN DIEGO COUNTY, STATE OF CALIFORNIA, ESTABLISHING THE LIMIT OF APPROPRIATIONS OF PROCEEDS OF TAX SUBJECT TO LIMITATION FOR FISCAL YEAR 2021/2022 IN COMPLIANCE WITH ARTICLE XIII-B OF THE CONSTITUTION OF THE STATE OF CALIFORNIA

### Exhibit A

#### ARTICLE XIIB APPROPRIATION OF PROCEEDS OF TAX LIMITATION DETERMINATION 2021/2022 WORKSHEET

##### DETERMINATION OF PERMITTED GROWTH RATE IN APPROPRIATIONS 2021/2022

Per Department of Finance:

Consumer Price Index =	5.36%	Converted to a Factor =	1.0536
Population Change =	-0.37%	Converted to a Factor =	0.9963

Combined Factor = 1.0536

2020/2021	Appropriations Limit	\$22,457,698
2021/2022	Combined Factor x	1.0536
2021/2022	Appropriation Limit	\$23,661,431

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**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
FINANCE DIVISION**

**TO:** BOARD OF DIRECTORS  
**FROM:** F/M JUUL AND CHIEF ABBOTT  
**DATE:** JUNE 22, 2021  
**SUBJECT:** ADOPTION OF RESOLUTION 2021-07: TEMPORARY FUNDS TRANSFER

## **ACTION AGENDA**

### **RECOMMENDATION:**

That the Board of Directors adopt Resolution 2021-07 and authorize Staff to temporarily transfer funds as necessary to meet the District's financial obligations.

### **BACKGROUND:**

The District's Budget is dependent on property tax as its primary source of revenue. Property taxes are distributed monthly by the County of San Diego with the first large apportionment received in December. Historically, the District has borrowed money from its own Reserves to cover the shortfall of cash until December, paying the Reserves back before the end of the fiscal year. The Reserves remain in the black but are not enough to conduct routine business for the six months necessary.

The County has a program that allows Districts to borrow up to 85% of their anticipated property taxes to cover this shortfall. This will be the thirteenth year our District has taken advantage of this Program.

### **DISCUSSION:**

The County of San Diego has a Program in place that allows special districts to request temporary transfer of up to 85% of their total anticipated tax revenue for the year in advance of the actual receipt of those taxes. The funds are repaid from the actual tax revenue received later in the year. To access this temporary transfer, the Board is required to adopt the attached Resolution.

Although the Resolution provides for the potential of the full 85% that is allowable, Staff would only transfer the funds necessary to bridge the cash-flow needs of the budget.

**ADOPTION OF RESOLUTION 2021-07: TEMPORARY FUNDS TRANSFER**  
**JUNE 22, 2021**  
**PAGE 2 OF 2**

**FISCAL ANALYSIS:**

Total estimated tax revenue for 2021/2022 =	\$16,497,000
Maximum allowable transfer (85%) =	\$14,022,450

**SUMMARY:**

Staff recommends that the Board adopt Resolution 2021-07 and requests the Board to authorize Staff to transfer funds as needed up to the maximum amount allowed in Resolution 2021-07.



# NORTH COUNTY FIRE PROTECTION DISTRICT

## RESOLUTION 2021-07

A RESOLUTION OF THE BOARD OF DIRECTORS, NORTH COUNTY FIRE PROTECTION DISTRICT, SAN DIEGO COUNTY, STATE OF CALIFORNIA, REQUESTING A TEMPORARY TRANSFER OF FUNDS FROM THE COUNTY TREASURER, COUNTY OF SAN DIEGO

WHEREAS, the North County Fire Protection District, County of San Diego, is requesting a temporary transfer of funds in the maximum of \$14,022,450 to provide funds for meeting the obligations incurred for maintaining said District for the 2021/2022 fiscal year; and

WHEREAS, the taxes accruing to said District during fiscal year 2021/2022 are estimated to be \$16,497,000 and 85% of said taxes is \$14,022,450.

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the North County Fire Protection District that the County Treasurer, County of San Diego, is hereby requested to transfer funds in his custody to the General Fund (310700) of the North County Fire Protection District for the maximum amount of \$14,022,450 during the 2021/2022 fiscal year.

APPROVED, ADOPTED AND SIGNED by a Regular Meeting of the Board of Directors of the North County Fire Protection District held on this 22<sup>nd</sup> day of June, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSED:

---

John van Doorn, Board President

I HEREBY CERTIFY that foregoing is a true and correct copy of the Resolution duly and regularly adopted by the Board of Directors of the North County Fire Protection District at the meeting thereof held on the 22<sup>nd</sup> day of June, 2021, and that the same now appears on record in my office.

IN WITNESS THEREOF, I hereunto set my hand and affixed by official seal this 22<sup>nd</sup> day of June, 2021.

---

Loren A. Stephen-Porter, Board Secretary

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

**TO:** BOARD OF DIRECTORS  
**FROM:** STEPHEN ABBOTT, FIRE CHIEF/CEO  
**DATE:** JUNE 22, 2021  
**SUBJECT:** VOTE FOR CSDA BOARD POSITION

**ACTION AGENDA**

**RECOMMENDATION:**

That the Board of Directors cast a vote for one of the nominees for the California Special Districts Association (CSDA) seat representing Southern Network, Seat C. The Board Secretary has previously been authorized to electronically cast a vote on behalf of the Board of Directors.

**BACKGROUND:**

Special districts in California have an association that provides educational and advocacy activities on behalf of districts throughout the state. CSDA Southern Network, is governed by a Board of Directors, whose BOD is elected by member districts. Southern Network, Seat C, which represents us, is now up for election.

**DISCUSSION:**

Election materials provided by CSDA are attached for the Board's information. Candidate statements are attached, along with any correspondence received from the nominees. There are nine individuals on the ballot for this one position, with Ms. MacKenzie being the incumbent:

Jo MacKenzie – Vista Irrigation district  
Jan Bissell – Valley-Wide Recreation and Park District  
Kelly Gregg – Hesperia Recreation and Park District  
Rickey Manbahal – West Valley Water District  
Jo-Anne Martin – Placentia Library District  
Paulina Martinez-Perez – South Bay Irrigation District  
Rachel Mason – Fallbrook Regional Health Care District  
David E. Raley – San Bernardino Valley Water Conservation District  
John Skerbelis – Rubidoux Community Services District

Election materials provided by CSDA are attached for the Board's information.

**FISCAL ANALYSIS:** No fiscal impact.

**SUMMARY:**

This election provides the District an opportunity to select representatives for the Southern Network. Staff has no recommendation for the Board for the Seat C, Southern Network.



Home

How It Works

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**CSDA Board of Directors Election Ballot - Term 2022-2024; Seat A - Southern Network**

**Please vote for your choice**

Choose one of the following candidates:

- Jo MacKenzie\*
- Jan Bissell
- Kelly Gregg
- Rickey Manbahal
- Jo-Anne Martin
- Paulina Martinez-Perez
- Rachel Mason
- David E. Raley
- John Skerbelis

\*Incumbent

- Jo MacKenzie\* [\[view details\]](#)
- Jan Bissell [\[view details\]](#)
- Kelly Gregg [\[view details\]](#)
- Rickey Manbahal [\[view details\]](#)
- Jo-Anne Martin [\[view details\]](#)
- Paulina Martinez-Perez [\[view details\]](#)
- Rachel Mason [\[view details\]](#)
- David E. Raley [\[view details\]](#)
- John Skerbelis [\[view details\]](#)



## **2021 CSDA BOARD CANDIDATE INFORMATION SHEET**

The following information **MUST** accompany your nomination form and Resolution/minute order:

**Name:** Jo MacKenzie

**District/Company:** Vista Irrigation District, *CSDA District of Distinction, Platinum Level*

**Title:** Director

**Elected/Appointed/Staff:** Elected

**Length of Service with District:** 29 years

**1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

- CSDA Board of Directors, President 2011, Vice President 2010, Treasurer 2008-2009
- CSDA Legislative Advocate of the Year 2010
- Graduate of CSDA Governance Academy
- CSDA Finance Corporation Board of Directors, 2007-present; President 2012, 2013, 2015- present
- Special District Leadership Foundation Board of Directors, Treasurer 2014-present
- Fiscal and Audit Committees; Membership Committee 2011- present; Chair 2020-2021
- Legislative Committee 2004-present; Chair, 2006-2010 and 2012
- CSDA San Diego Chapter, Board of Directors, 1993-present; President 1998-2000
- Attend all Annual Conferences and Legislative Days

**2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

- ACWA: Past Board Director; Local Government, Chair 2014-2015 and Membership Committee
- ACWA Region 10 Board of Directors, Vice Chair, Alternate Chair, Director 1997-2010
- The California Association of Local Agency Formation Commissions (CALAFCO), Board Member and Legislative Committee member, 2017 - present
- Special District Official of the Year by PublicCEO 2011

**3. List local government involvement (such as LAFCO, Association of Governments, etc.):**

- San Diego LAFCO, 1994-present, Commissioner 7 years, Chair 2018-2019; Alternate 5 years; Special District Advisory Committee 14 years, Chair 2005 -2009
- City of San Marcos Planning and Traffic Commissions
- Personally initiated the City of San Marcos Budget Review Committee in 1980, Chair 1996-2006

**4. List civic organization involvement:**

- San Marcos Chamber of Commerce, Lifetime Ambassador
- Graduate Leadership 2000, Cal State San Marcos
- Community Development Associates, Treasurer
- Soroptimist International

**\*\*Candidate Statement-**Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot mailing.**



## **RE-ELECT JO MACKENZIE**

### **PROVEN EXPERIENCE LEADING SPECIAL DISTRICTS**

- Dedicated
  - Fiscally Responsible
  - Committed to Special Districts

It has been a privilege to serve on the CSDA Board of Directors representing the Southern Network. I am honored that three years ago you elected me to serve your district. I am asking for your vote again in this election.

I am committed to continue building on the present foundation of CSDA's educational programs, state and federal legislative advocacy, and public outreach. As you know, this year ALL webinars are free to our members. The Special District Leadership Foundation Board has eliminated budget limits for scholarships. This allows all districts to apply for scholarships to attend workshops and conferences in 2021. I serve on both boards and I'm proud that the collaboration between the two boards allows all special districts to take advantage of CSDA's programs.

Serving on the Board of Directors and CSDA committees takes dedication and commitment, and especially a commitment of time. I have a proven record of leadership as both a Board member, a committee member and a chair. I was the PublicCEO Special District Official of the Year 2011 and CSDA Legislative Advocate of the Year 2010.

My proven leadership and public service experience, commitment to fiscal responsibility, and my comprehensive LAFCO and special district knowledge make me the most qualified candidate to represent the Southern Network.

With a passion for and proven experience in leading special districts, I would be honored to continue serving on the CSDA Board of Directors as your Southern Network Director.

✓ **Your district's vote will be greatly appreciated!**

**Last day to vote: July 16, 2021**



1391 Engineer Street • Vista • California 92081-8840  
Phone: (760) 597-3100 • Fax: (760) 598-8757  
www.vidwater.org

**Board of Directors**

Patrick H. Sanchez, *President*  
Paul E. Dorey  
Jo MacKenzie  
Marty Miller  
Richard L. Vásquez

**Administrative Staff**

Brett L. Hodgkiss  
*General Manager*  
Lisa R. Soto  
*Board Secretary*  
David B. Cosgrove  
*General Counsel*

May 18, 2021

**Re: Jo MacKenzie for CSDA Board of Directors, Southern Network, Seat A**

Dear Board President:

On February 17, 2021, the Vista Irrigation District (VID) Board nominated Jo MacKenzie to the California Special Districts Association (CSDA) Board of Directors for the Southern Network, Seat A. As President of the Board, I'm requesting that your Board cast its vote for Jo MacKenzie, CSDA Board of Directors. The electronic balloting starts on May 28.

Jo's enthusiasm, commitment, and comprehensive knowledge of special districts have brought a high level of experience to the CSDA Board of Directors. Jo believes it is important that CSDA continue to be the voice of all special districts and build on the present foundation of legislative advocacy, educational programs, and public outreach.

Currently serving on the CSDA Board as a Past President (President, 2011), Jo serves on the CSDA Legislative Committee: she served as the Committee Chair from 2006-2010 and in 2012 and was named Legislative Advocate of the Year in 2010. Jo currently serves as President of the CSDA Finance Corporation, and Treasurer of the Special District Leadership Foundation. She also serves on the CSDA Membership Committee and is very active with the San Diego Chapter of CSDA, serving as its President 1998-2000.

Jo was elected to the VID Board of Directors in 1992 and has since served as President eight times. She is currently a Commissioner on the San Diego Local Agencies Formation Commission (LAFCO) and served as Chair in 2019-2020; Jo has continuously served in various capacities on LAFCO since 1994. She also serves on the California Association LAFCO Board of Directors and is on its Legislative Committee. Jo is a past Board Director for the Association of California Water Agencies and currently serves on its Membership Committee.

Jo is active in her local community, having served on the City of San Marcos Planning Commission, Traffic/Safety Commission, Budget Review Committee and Affordable Housing Task Force. She has also been active in the San Marcos Chamber of Commerce for 30 years, serving as a Board Member and a Life Member Ambassador.

Jo is extremely active and engaged in all aspects of California special districts and her wealth of experience makes her the obvious choice for the Southern Network, Seat A. I urge your Board to vote for Jo MacKenzie to continue her service as Seat A Director for the Southern Network. Thank you for your support!

Very truly yours,

Patrick H. Sanchez  
President, Board of Directors



## 2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Jan Bissell

District/Company: Valley-Wide Recreation and Park District

Title: Vice President

Elected/Appointed/Staff: Elected

Length of Service with District: 14 years (1999 - 2010, 2018 - to present day)

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Attendee of CSDA Conference

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

California Parks and Recreation Society (CPRS), California Association of Recreation Park Districts (CARPD), California Interscholastic Federation (CIF).

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Valley-Wide Recreation and Park District (VWRPD)

4. List civic organization involvement:

First Baptist School Board, USA Pickleball Association (USAPA), Friends of Valley-Wide Foundation (FOVWF), Local Pony Baseball and Softball Associations.

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**



# JAN BISSELL

FOR

## CSDA BOARD OF DIRECTORS, SEAT A SOUTHERN NETWORK

Hello, my name is Jan Bissell and I am the Vice President of the Valley-Wide Recreation and Park District Board of Directors. I am proud to say that for over 45 years, I have been involved with Valley-Wide Recreation as a volunteer in many capacities from coaching, officiating, organizing fundraisers and being an ambassador of Recreation in the community. My background is in business, but I also had the opportunity to serve as a Recreation Supervisor for 5 years and I was fortunate that both jobs kept me in direct contact with my community.

Last year, I had the honor of being recognized as an Outstanding Board Member for the California Association of Recreation and Park Districts. It is an honor I share with my fellow Board members as it is a reflection of our collective work to ensure the growth and sustainability of our District. With over 80 Parks and community centers and more than 250,000 residents to serve, my focus is on making sure the core of our services continue to reflect and fill the needs of our community.

- **Valley-Wide Recreation and Park District Board Member for 15 years (current)**
- **CIF and Recreation coach and sports official for 40+ years**
- **Outstanding Board Member CARPD 2020**
- **First Baptist Church Board of Trustees for 8 years**
- **First Baptist School Board Member for 4 years**
- **Member of the CIF Board for 25 years**

I am a husband, father, grandfather and a fearless advocate for our community. It is my hope that with your support, I can also be a fearless advocate for your special District.

On Behalf of our Board of Directors and entire Valley-Wide Recreation staff, I respectfully request your District's vote for the nomination to the Board of Directors of the California Special District Association (CSDA).



## 2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Kelly J Gregg

District/Company: Hesperia Recreation and Park District

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 9 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Have attended several CSDA conferences and workshops.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

N/A

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Current chair for City of Hesperia Safety committee.

4. List civic organization involvement:

Member of Elks lodge #2646. Have assisted in many community events.

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**



Kelly J Gregg, Director

Hesperia Recreation and Park District

I have been a lifelong resident of Hesperia since 1971. I served as the voice of the community, and taxpayers on the HRPD Governing Board from 2010-2014 and 2016-current.

- Serves as Director of the Hesperia Recreation and Park District and on several committees: Finance (chair), Tri-Agency (chair), Personnel (v-chair).
- Served as President of the Hesperia Recreation and Park District and on several committees: Budget (chair), Safety and Security (chair), Foundation, and Golf Course.
- Serves on Hesperia City Council Safety Committee (chair).
- Fiscal responsibility and transparency are two main platform goals that take priority when making decisions for any agency or civic organization.

Kelly J Gregg is available to you at (760)985.1193 or by email [directorgregg@hesperiaparks.com](mailto:directorgregg@hesperiaparks.com)

Please Vote: Kelly J Gregg for CSDA Director Southern Network



## 2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Shamindra "Rickey" Manbahal, MPA  
District/Company: West Valley Water District  
Title: Interim General Manager, Chief Financial & Administrative Officer  
Elected/Appointed/Staff: WVWD Board & Public Affairs Manager Naseem Farooqi  
Length of Service with District: 1.7 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Participated in several training Transparency Certificate of Excellence,

Leadership Academy and General Manager Training, attended conferences and is registered for 2021 conference.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

ACWA, GFOA, CMTA, CSMFO, League of California Cities

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

GFOA and LAFCO

4. List civic organization involvement:

Various Chamber of Commerce activities, Various non-profit participation

Jewish Vocational Service, High Road Training Program

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**

## **CANDIDATE STATEMENT**

When Mr. Manbahal was hired, WVWD was in a state of financial and administrative turmoil. Under his leadership, WVWD enacted ten major reforms to resolve financial issues, address the numerous negative findings in a previous California State Controller's office audit and deliver greater accountability and savings for ratepayers, resulting in WVWD's receiving of the Special District Leadership Foundation Transparency Certificate of Excellence. As a result of his efforts, including the implementation of the Cal-Card purchasing card program to minimize fraud, WVWD's most recent state audit found no material deficiencies with WVWD's internal controls, management and records.

Even in the face of a decline in revenue due to COVID-19, Manbahal's strong leadership produced a responsible fiscal year 2020-2021 budget that generated \$416,000 in cost savings without raising rates for ratepayers. Recently, Manbahal led WVWD's effort to apply for and secure a U.S. Environmental and Protection Agency loan for capital improvements worth nearly \$25 million.

Before his tenure at WVWD, Manbahal served as director of finance, assistant financial services director and interim finance director for localities throughout California. Prior to that, Manbahal worked as an internal auditor for the County of Los Angeles. Manbahal earned his Master's degree in Public Administration from California State University Northridge and a bachelor's degree in accounting. He also serves as a part-time lecturer at UCLA Extension, leading intensive courses in auditing, accounting and business management.

Given his extensive experience in turning around municipal finances and management, we have no doubt Mr. Manbahal will be a valuable addition to CSDA leadership. Without any reservation, we strongly urge you to consider Mr. Manbahal for the position of CSDA Board of Director Seat A — Southern Network in the coming election. If you have any questions or concerns, please contact Mr. Manbahal directly at [smanbahal@wvwd.org](mailto:smanbahal@wvwd.org) or (909) 820-3706.

*Rickey S. Manbahal, MPA  
Interim General Manager  
Chief Financial & Administrative Officer*



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Jo-Anne Martin

District/Company: Placentia Library District

Title: Board President

Elected/Appointed/Staff: Elected

Length of Service with District: \_\_\_\_\_

**1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**

I routinely attend the CSDA annual conference, as well as the Legislative Days. I have completed  
\_\_\_\_\_ multiple CSDA webinars and training sessions. I also completed CSDA's Board Secretary Workshop.

**2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**

I am a member of the League of Women Voters and the California/Nevada League  
\_\_\_\_\_ of Credit Unions.

**3. List local government involvement (such as LAFCo, Association of Governments, etc.):**

None.  
\_\_\_\_\_  
\_\_\_\_\_

**4. List civic organization involvement:**

I currently serve as an Associate Director on Financial Partners Credit Union's Board of Directors, as the Secretary  
\_\_\_\_\_ for Alta Vista's Women's Golf Association, an Elder of the Placentia Presbyterian Church and as a literacy volunteer  
\_\_\_\_\_ for the Placentia Library District. I am also a past chair and board member of the Homeless Intervention Shelter.

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.



March 15, 2021

President Jo-Anne Martin's background is in aerospace defense, operations and business. She has a bachelor's degree in biopsychology from Vassar College, and a master's degree in Systems Management from the State University of New York at Binghamton.

Jo-Anne Martin served in the US Air Force for 21 years as an Air Battle Manager. During this time she commanded 2 Air Force units, served as a Mission Crew Commander in both the US and NATO Airborne Warning and Control System (AWACS) and was the Pacific Regional Air Defense Commander. President Martin commanded an AWACS crew during the first Gulf War, accumulating over 200 combat flying hours and was awarded an Air Medal for her accomplishments. She is the first female graduate of the USAF Fighter Weapons (Top Gun) School. Her last assignment was at the Pentagon where she directed Congressional, budget and program integration for a \$28 billion portfolio of communications and computer programs. She routinely briefed Congressional staffers, Air Force senior leadership and media.

After retiring from the Air Force, Jo-Anne Martin spent 10 years in the aerospace defense industry. She was a Director of Business Development for The Boeing Company with extensive international as well as domestic responsibilities. Her international experiences span Asia, the Middle East and Europe with multiple tours in South Korea.

President Martin is very active in the local community serving as Associate Director on the Financial Partner's Credit Union Board of Directors, Secretary for Alta Vista's Women's Golf Association, an Elder of the Placentia Presbyterian Church, and as a literacy volunteer at the Placentia Library District. President Martin also regularly volunteers at Charity's Closet and is a past chair and board member of the Homeless Intervention Shelter.

---

## BOARD OF TRUSTEES

Jo-Anne Martin  
President

Gayle Carline  
Secretary

Sherri Dahl  
Trustee

Hilaire Shioura  
Trustee

Al Shkoler  
Trustee

Jeanette Contreras, M.L.S.  
Library Director

---

**PLACENTIA LIBRARY DISTRICT**  
411 E. Chapman Ave.  
Placentia, CA 92870  
Phone: 714-528-1925  
administration@placentialibrary.org  
www.placentialibrary.org



Jo-Anne Martin  
President  
Placentia Library District  
Board of Trustees

---

The vision of the Placentia Library District is to inspire exploration, open minds, and bring people together.



## 2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Paulina Martinez-Perez  
 District/Company: South Bay Irrigation District  
Director- Division 2  
 Title: Elected  
 Elected/Appointed/Staff: 4 year term- 2020-2024  
 Length of Service with District: \_\_\_\_\_

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Workshops: Getting Oriented: The Critical Nature of Communications in the Public Age

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Currently the delegate to ACWA representing South Bay Irrigation District, and an alternate representing Sweetwater Authority.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

N/A

4. List civic organization involvement:

Public school teacher at a heavily civically involved TK-12 systemt that promotes

social justice and civic engagement with all students. Have also participated in fellowshi

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**



SOUTH BAY IRRIGATION DISTRICT  
505 GARRETT AVENUE, POST OFFICE BOX 2328  
CHULA VISTA, CALIFORNIA 91912-2328  
(619) 420-1413 FAX (619) 425-7469  
[www.sbid.us](http://www.sbid.us)

BOARD OF DIRECTORS  
STEVE CASTANEDA  
DIVISION 1  
PAULINA MARTINEZ PEREZ  
DIVISION 2  
JOSE PRECIADO  
DIVISION 3  
HECTOR MARTINEZ  
DIVISION 4  
JOSIE CALDERON-SCOTT  
DIVISION 5

**Candidate Statement:**

I am pleased to share with you my interest in being part of the Board of Directors representing the Southern Network. The Board of Directors for the California Special Districts Association has six major beliefs and I believe I would be an excellent addition that would support the board in being a leading and passionate voice for all special districts.

In order to raise awareness and understanding of what special districts are, the CSDA established the "Districts Make The Difference" campaign. This campaign focuses on creating more visibility and outreach to the public. With its new logos, videos, student contents, etc. the CSDA is demonstrating a newfound commitment to revolutionize, and modernize its efforts. Electing me as the representative of the Southern Network would align with CSDA's most recent push in revitalizing and revamping its efforts to outreach the public.

Undoubtedly, the members of the current Board of Directors are committed to strengthening and supporting the special districts that make up California. However, the strength of a fresh perspective cannot be overstated. As a newly elected Director the South Bay Irrigation District, and the youngest member ever elected, I have been able to bring a new perspective to our governing board. As part of the Board of Directors I would focus on being a member that promotes the ability to look at what can be done, and not only at what has been done.

Professionally, I am a graduate of the University of California, Los Angeles (UCLA) with a major in Political Science and minored in Society and Genetics as well as Biological Anthropology. I also possess a master's degree from Johns Hopkins University and I am currently a public high school biology teacher.

Please feel free to reach me directly at [pmp.sbid@gmail.com](mailto:pmp.sbid@gmail.com) or 619.361.1647.

Thank you for your time.

Respectfully,

A handwritten signature in black ink, appearing to read "Paulina Martinez-Perez".

Paulina Martinez-Perez



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2021 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate:  Rachel Mason

District:  Fallbrook Regional Health District

Mailing Address:  138 S. Brandon Rd., Fallbrook, CA 92028

Network:  Southern Network  (see map)

Telephone:  Office:760.731.9187 or Cell: 909.838.8071   
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax:  760.731.9131

E-mail:  rmason@fallbrookhealth.org

Nominated by (optional):  Jennifer Jeffries, FRHD Board Treasurer

**Return this form and a Board resolution/minute action supporting the candidate  
and Candidate Information Sheet by mail or email to:**

CSDA  
Attn: Amber Phelen  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732

amberp@csla.net

***DEADLINE FOR RECEIVING NOMINATIONS – March 29, 2021***



*March 11, 2021*

California Special Districts Association

RE: 2021 Board of Directors Election Candidate Statement

To Whom it May Concern,

I respectfully submit this nomination form for consideration to represent the Southern Network of CSDA. My tenure with the Fallbrook Regional Health District has been short in duration, yet I feel that these last two years have been the most rewarding of my professional career. My initial professional life was in the nonprofit industry, so when I switched to a Governmental role, I found a new vocabulary, new rules of operations, and a new ability to provide deep service to my community. Upon entry to this position, I was immediately directed by the Board of Directors, the District's legal counsel and our long-time staffers to engage with CSDA for trainings, education and support. I have been impressed with the education and advocacy provided to members from CSDA and have benefitted from these resources. I believe that while I may be still be considered new to this industry, my broad professional experience and collaboration building abilities could benefit CSDA, my home District and our shared communities.



Rachel A. Mason, M.A., M.S.  
Chief Executive Officer  
Fallbrook Regional Health District



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: David E. Raley

District/Company: San Bernardino Valley Water Conservation District

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 11 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I have taken Governance Training through CSDA.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Our District is currently a member of ACWA.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Please see attached statement.

4. List civic organization involvement:

Please see attached statement.

**\*\*Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**

Director, SBV Water Conservation District/ Retired Credit Union CEO, Retired Colonel

I have demonstrated my leadership and organizational commitment in rising from Aviation Cadet to a Colonel in the US Air Force. I demonstrated the same skills when I was elected to the Conservation District Board against a 16 year talented and effective Board Member.

My leadership skills and financial expertise have ensured cost effective protection of critical ground water resources in the San Bernardino Valley Water Conservation District.

I am a Vietnam Pilot Combat Veteran and a retired USAF Colonel after enlisting as an Aviation Cadet with a Trade High School Diploma.

As your Representative I will use these same skills and commitment to maintain and enhance the operation of the CSDA Board of Directors, Seat A, Southern Network Representative

I have continued to insist the District had effective fiscal controls to build and maintain a permanent strong financial position that ensures the viability of the District and its important endeavors.

“Helping Nature Store Our Water” is our Water District’s motto. I have actively promoted and supported projects to enhance water capture and to ensure all the available State Project water is stored in the Bunker Hill Basin.

I have provided significant contributions to our District’s effort to protect endangered species, public access to trails so all can enjoy the community’s upper Santa Ana River resources and local aggregate supplies in support of the local economy.

Qualifications: Master's Degree in Business Administration from Arizona State University, President/CEO, Norton (Alta Vista) Credit Union, President, Crafton Hills College Foundation, Redlands Police Civilian Patrol, 3 years as Chairman of the Volunteer Governing Committee, City of Redlands Technical and Professional Volunteer of the Year and President of the San Bernardino Valley Conservation Trust.

I ask for your vote.

Thank you.

909.798.9248



### 2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: John Skerbelis

District/Company: Rubidoux Community Services District

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 8 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

None

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

None

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Riverside County Solid Waste Advisory Committee

Rubidoux Community Services District - Board of Directors

4. List civic organization involvement:

Past involvement with Riverside County Dept of Environmental Health on Community clean ups

**\*\*Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**

## **CANDIDATE STATEMENT**

### **JOHN SKERBELIS**

Unique to Rubidoux Community Services District (“Rubidoux”) is its history as the state of California’s first community services district, formed in 1952. Rubidoux was within an unincorporated area of western Riverside County and now provides approximately 35,000 people with water, sewer, fire protection, trash, weed abatement, and street light services. These services in part helped enable the area to develop and grow, eventually leading into the incorporation of the area as the City of Jurupa Valley on July 1, 2011. Rubidoux continues to provide services consistent with its formation in 1952 and as a CSDA Member appreciates the support CSDA provides in many ways.

John Skerbelis is a Director on Rubidoux’s Board of Directors and currently the Board President. He is seeking election to CSDA’s Board of Directors and is asking for support from fellow CSDA Southern Network Members.

Examples of Director Skerbelis’ local community service experience include -

- Elected to Board of Directors of Rubidoux in 2007 and past Board President twice
- Member of Riverside County Solid Waste Management Advisory Council – 7 years
- Recognized by Riverside County Board of Supervisors for outstanding performance related to the illegal dumping task force (AB 1822 and AB 1924)
- Worked for Riverside County Department of Environmental Health - 8 years
- Local business owner
- Coordinated with Congressman Calvert and Takano to secure FEMA funds for Rubidoux

With his experience and diversity of public service, Director Skerbelis would be a meaningful member of CSDA’s Board of Directors. When submitting your vote in the upcoming vote for CSDA Board of Director Seat A – Southern Network, it is requested you consider John Skerbelis for your vote. Thank you.



**NORTH COUNTY FIRE PROTECTION DISTRICT  
RESOLUTION 2021-04**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE  
PROTECTION DISTRICT, SAN DIEGO COUNTY, STATE OF CALIFORNIA,  
CONCURRING IN THE NOMINATION OF JO MACKENZIE  
TO THE CSDA BOARD OF DIRECTORS**

**WHEREAS**, the California Special Districts Association (CSDA) is holding an election for its Board of Directors for the Southern Network, Seat A for the 2021-23 term; and

**WHEREAS**, North County Fire Protection District is a voting member of CSDA and a voting member of the Southern Network; and

**WHEREAS**, the incumbent, Jo MacKenzie, of the Vista Irrigation District is seeking re-election for this position; and

**WHEREAS**, Jo MacKenzie has been involved with the CSDA Board since 2003 and has served in a wide variety of roles including Board President in 2011, Vice President in 2010, and Treasurer in 2008 and 2009; and

**WHEREAS**, the Board of Directors of the North County Fire Protection District believes that Jo MacKenzie is an effective leader on the CSDA Board.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of North County Fire Protection District does concur in the nomination of Jo MacKenzie to represent the Southern Network, Seat A, on the CSDA Board of Directors; and

**BE IT FURTHER RESOLVED** that the Board Secretary is hereby directed to transmit a copy of this Resolution to the attention of the Board Secretary of the Vista Irrigation District at 1391 Engineer Street, Vista, CA 92081 or email [Lsoto@vidwater.org](mailto:Lsoto@vidwater.org) forthwith.

**APPROVED, ADOPTED AND SIGNED** by the Board of Directors, North County Fire Protection District, County of San Diego, State of California, on this **23<sup>rd</sup> day of March 2021**, by the following vote:

**AYES:** Directors Acosta, Egkan, Kennedy, Munson and van Doorn

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

**RECUSED:** None

John van Doorn, Board President



**NORTH COUNTY FIRE PROTECTION DISTRICT  
RESOLUTION 2021-04**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE  
PROTECTION DISTRICT, SAN DIEGO COUNTY, STATE OF CALIFORNIA,  
CONCURRING IN THE NOMINATION OF JO MACKENZIE  
TO THE CSDA BOARD OF DIRECTORS**

**ATTEST:**

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of the resolution duly and regularly adopted by the Board of Directors of the North County Fire Protection District thereof held on the **23<sup>rd</sup> day of March 2021**, and that the same now appears on record in the Board Secretary's office.

**IN WITNESS THEREOF**, I hereunto set my hand and affixed by official seal this **23<sup>rd</sup> day of March 2021**.

Loren Stephen-Porter, Board Secretary

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**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
FIRE PREVENTION BUREAU**

**TO:** BOARD OF DIRECTORS  
**FROM:** DOMINIC FIERI, FIRE MARSHAL AND STEVE ABBOTT, FIRE CHIEF/CEO  
**DATE:** JUNE 22, 2021  
**SUBJECT:** APPROVE/AUTHORIZE FIXED CHARGE SPECIAL ASSESSMENT FOR WEED ABATEMENT

**ACTION AGENDA**

**RECOMMENDATION:**

Staff recommends the Board approve and authorize the Administrative Staff to deliver the Fixed Charge Special Assessment forms to San Diego Property Tax Services on or before the deadline of August 10th, 2021.

**BACKGROUND:**

The Fire Prevention Bureau is responsible for the annual weed abatement of properties with hazardous growth that is not maintained by property owners. Throughout the year, staff has mailed weed abatement notices to those property owners who have a known or existing fire hazard on their parcel(s). The District maintains a Special Services Agreement with California Tree Services, Inc. to bring specifically hazardous properties into compliance with North County Fire Protection District's Ordinance No. 2000-01.

Property owners are required to remove dead/dying vegetation and annual growth from their property, maintaining the parcel in accordance with the District's Ordinance. Those who have failed to comply with District notices to abate within a specified time period have been brought to compliance by the District's Special Service contractor. The property owners have been invoiced for the final costs and fees associated with abating their parcel.

**DISCUSSION:**

The majority of property owners who received a Notice to Abate willingly complied within the timeframe allowed; however, some parcels were cleared by the Fire District. Administrative Staff has mailed courtesy notices and invoices requesting payment to the following non-compliant property owners:

**APPROVE/AUTHORIZE FIXED CHARGE SPECIAL ASSESSMENT FOR WEED ABATEMENT**  
**JUNE 22, 2021**  
**PAGE 2 OF 2**

<b>APN</b>	<b>COST TO ABATE</b>	<b>ADMIN FEES</b>	<b>TOTAL</b>
1213510100	\$6,800.00	\$604.00	\$7,404.00
1060520900	\$6,400.00	\$604.00	\$7,004.00
1054412600	\$11,000.00	\$604.00	\$11,604.00
1210221800	\$11,000.00	\$604.00	\$11,604.00
<b>TOTAL</b>			<b>\$37,616.00</b>

A final request for payment will be sent to the property owners noting the July 23<sup>rd</sup> payment deadline. A list of non-compliant owners will be publicly posted a minimum (3) days prior to the June 22<sup>nd</sup> Board meeting as well as a minimum (3) days before the July 27<sup>th</sup> Board meeting. Those property owners who fail to pay by this date will remain on the list, which will be delivered to the County of San Diego no later than August 10<sup>th</sup>, 2021. The Board will be presented with the final list of properties eligible for the Special Tax Assessment at the July Board Meeting.

The County of San Diego will reimburse the Fire District for all applicable charges, including the administrative fees, and will include them on the owner's next property tax bill.

ATTACHMENTS:

1. Abatement Packets originally submitted to Chief McReynolds
2. Invoices from California Tree Services
3. Receipts for Payments made by North County Fire
4. County required form - Attachment B
5. Certification of Fixed Charge Special Assessment - Attachment E



**NORTH COUNTY  
FIRE PROTECTION DISTRICT**  
330 S. Main Avenue  
FALLBROOK, CA 92028  
PH. 760-723-2008

CSbank  
90-4075/1222

CHECK NO. **063529**

DATE  
5/28/2021

AMOUNT  
\$35,200.00

Thirty five Thousand Two Hundred Dollars and 00 Cents

PAY TO THE ORDER OF  
California Tree Service  
P.O. BOX 2019  
SAN MARCOS CA 92079-2019



MEMO

⑈063529⑈ ⑆122240751⑆ 007⑈502397⑈

- ✓ DOCUCHECK SECURITY FEATURES ON THIS CHECK
- ✓ REAL WATERMARK — VIEW THRU PAPER
- ✓ COLORED BACKGROUND ON FACE
- ✓ VISIBLE FIBERS — FACE & BACK
- ✓ INVISIBLE FLUORESCENT FIBERS THAT SHOW UP UNDER UV LIGHT
- ✓ CHEMICAL STAIN

WATERMARK

ORIGINAL DOCUMENT

ORIGINAL DOCUMENT

Seq: 1  
Dep: 000244  
Date: 06/01/21

Seq: 05/01/21 Dep: 000244 AG- st: 78226

DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE  
RESERVED FOR FINANCIAL INSTITUTION USE

For Deposit Only to  
CALIFORNIA TREE SERVICE, INC  
CALIFORNIA TREE SERVICE, INC  
Deposited By: DJ



# NORTH COUNTY FIRE PROTECTION DISTRICT

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

## BOARD OF DIRECTORS

CINDY ACOSTA  
JEFFERY EGKAN  
DAVID KENNEDY  
KENNETH E. MUNSON  
JOHN VAN DOORN

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

## Attachment E

July 27, 2021

County of San Diego  
Auditor and Controller  
Property Tax Services  
5530 Overland Avenue, Suite 410  
San Diego, CA 92123

### CERTIFICATION OF FIXED CHARGE SPECIAL ASSESSMENTS

This letter is to certify that, according to the records of North County Fire Protection District, all assessments and special taxes are in compliance with Article XIII C and D of the Constitution of the State of California, that the total number of parcels subject to Fixed Charge Special Assessments and the dollar amount by fund for 2020/2021 are as listed below:

Fund Number	Count	Amount
3107-01	4	\$37,616.00

Certified By:

\_\_\_\_\_  
Dominic Fieri  
Fire Marshal



PROUDLY SERVING THE COMMUNITIES OF FALLBROOK, BONSALE AND RAINBOW

DUTY ~ INTEGRITY ~ RESPECT

Regular Board Meeting for June 22, 2021

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# NORTH COUNTY FIRE PROTECTION DISTRICT

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

## BOARD OF DIRECTORS

CINDY ACOSTA  
JEFFERY EGKAN  
DAVID KENNEDY  
KENNETH E. MUNSON  
JOHN VAN DOORN

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

## NOTICE OF WEED ABATEMENT SPECIAL ASSESSMENT LISTING

The following parcel numbers will be sent to the County of San Diego as a special assessment on property taxes unless paid by close of business day **July 31, 2021**.

APN	COST TO ABATE	ADMIN FEES	TOTAL
1213510100	\$6,800.00	\$604.00	\$7,404.00
1060520900	\$6,400.00	\$604.00	\$7,004.00
1054412600	\$11,000.00	\$604.00	\$11,604.00
1210221800	\$11,000.00	\$604.00	\$11,604.00
<b>TOTAL</b>	<b>\$35,200.00</b>	<b>\$2,416.00</b>	<b>\$37,616.00</b>

Loren Stephen-Porter  
Board Secretary  
Posted: June 9, 2021

### CERTIFICATION OF POSTING

"I certify that this Notice was posted at the following locations: [1] the entrance of North County Fire Protection District Administrative Offices, [2] Fallbrook Public Utility District Administrative Offices and [3] the Roy Noon Meeting Hall, [4] District's website at <http://www.ncfire.org> The date of posting was **June 9, 2021**."

Board Secretary Loren Stephen-Porter:



Date: June 9, 2021



PROUDLY SERVING THE COMMUNITIES OF FALLBROOK, BONSALE AND RAINBOW

DUTY ~ INTEGRITY ~ RESPECT



# NORTH COUNTY FIRE PROTECTION DISTRICT

330 South Main Ave. Fallbrook, CA 92028  
Prevention Division

## FINAL NOTICE - AFTER FORCED ABATEMENT

June 8, 2021

Sharon Thoreson  
and/or S Gayle Revocable Living Trust  
4374 Highland Oaks Street  
Fallbrook, CA 92028  
APN: 1213510101

DATE	AMOUNT	UNITS	DESCRIPTION	TOTAL
2/26/2021	\$604.00	1	Forced Weed Abatement Administrative Fee	\$ 604.00
2/26/2021	\$6,800.00	1	Contracted Abatement Work	\$ 6,800.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>*TOTAL:</b>				<b>\$ 7,404.00</b>

\*Note: The non-compliance weed abatement reinspections have already been submitted to a third party cost recovery organization and are not included in this amount.

## FINAL NOTICE - AFTER FORCED ABATEMENT

Your cooperation is expected. Failure to pay or correct by **July 23, 2021** will make you liable to the penalties provided by law and subject to forced abatement procedures in accordance with the Consolidated San Diego County Fire Code, Division II, Appendix II-A and NCFPD Ordinance 2000-01.

**California Tree Service, Inc**

P.O. Box 2019  
San Marcos, CA 92079-2019

# Invoice

Date	Invoice #
2/26/2021	Thore-21-1

**Bill To**  
  
**Sharon Thoreson**  
**and/or S Gayle Revocable**  
**Living Trust**  
**4374 Highland Oaks Street**  
**Fallbrook, CA 92028**

**Ship To**  
  
 4374 Highland Oaks Street  
 Fallbrook, CA 92028

P.O. No.	Terms	Due Date	Job #
121-351-0100	Due on receipt	2/26/2021	G-598rev

Quantity	Description	Rate	Serviced	Class	Amount
	Cut all annual weeds on property. Trim up all trees within 100ft of the house and ADU. Reduce brush load width in same area. Trim vegetation back from both structures. 2 days mulcher, 3 days-4 man crew (2/2/21-2/5/21)	6,800.00			6,800.00

		<b>Total</b>	6,800.00
		<b>Payments/Credits</b>	0.00
		<b>Balance Due</b>	6,800.00

Tax ID#33-0590043

Phone #	Fax #	E-mail	Web Site
760-510-8100	760-746-2867	caltree222@yahoo.com	www.caltreeservice.com





# North County Fire Protection District

330 South Main Avenue • Fallbrook • California 92028  
Tel. (760) 723-2010 • Fax (760) 723-2045

**Board of Directors**  
Ruth Harris  
Bob Hoffman  
Fred Luevano  
Kenneth E. Munson  
John Van Doorn

**Fire Chief**  
Stephen J. Abbott

## NOTICE TO ABATE HAZARD – FINAL NOTICE

**NOTE: THIS IS NOT A NOTICE TO GRADE YOUR PROPERTY**

Date: 11/17/2020

Dear: S GAYLE T REVOCABLE LIVING TRUST  
4374 HIGHLAND OAKS ST  
FALLBROOK CA 92028

Parcel: 1213510100

San Diego County Property records show you as owner of the parcel number listed above. A recent survey determined that fire hazard(s) exist on your property as defined in North County Fire Protection District's *Ordinance 2000-1* for vegetation management.

**LOCATION OF HAZARD:** 4374 HIGHLAND OAKS ST

### PLEASE SEE REVERSE SIDE OF NOTICE FOR INSTRUCTION FOR ABATEMENT

(Visit [www.ncfire.org](http://www.ncfire.org) to view Ordinance 2000-1 in its entirety).

**THIS IS CONSIDERED FINAL NOTICE** to abate the aforementioned fire hazard(s) on your property. **Hazard abatement must be accomplished within 10 days of this notice.** Properties that have not been cleared or do not comply with the requirements within 10 days will be subject to the district's *Forced Abatement Process*. Property owners are strongly urged to arrange for the clearing of their own parcels, as the above requirements are strictly enforced. **NOTICE HAS BEEN SENT TO THE PROPERTY OWNER OF RECORD AND/OR POSTED ON YOUR PROPERTY ADVISING OF THE NEED TO ABATE FIRE HAZARDS BY THE POSTED DEADLINE. YOU ARE RESPONSIBLE FOR PAYMENT OF NON-COMPLIANCE REINSPECTION EXPENSES INCURRED BY THE DISTRICT.**

DATE	DESCRIPTION	TOTAL
11/27/2020	Non-Compliance Weed Abatement Reinspection	\$266.00

Should you choose not to abate the above hazard, nor make an appeal, the fire chief is authorized to hire a contractor to abate the hazard. The cost of abatement and a \$604.00 administrative fee for each parcel will be assessed to your property. If payment is not received from you, these charges will be placed on the parcel by the County Auditor and collected at the time and in the manner of ordinary property taxes.

If you do not own this property, have already cleared this property, feel you have received this notice in error, or wish to schedule an on-site meeting, please contact the Fire Prevention Bureau at (760) 723-2010 as soon as possible. Additionally, should you disagree with the determination that a hazard exists, you may request an administrative review with the Fire Marshal. Please include your property address and the inspector listed at the bottom of this notice with all inquiries.

Sincerely,  
Lars Beeghley, NCFPD

#### **WARNING – ENVIRONMENTALLY PROTECTED PLANTS OR ANIMAL SPECIES**

Clearing of vegetation as required by this letter that contains threatened or endangered species is subject to the Memorandum of Understanding (MOU) with the U.S. Fish and Wildlife Service (USFWS) and California Department of Fish and Game (CDFG). Deliberate take or clearing or removal beyond that specifically allowed by this notice and the MOU is not authorized and may be in violation of the State and Federal Endangered Species Act. Please contact the fire district with questions about compliance with the MOU and this notice. You should also contact USFWS at (760) 431-9440 or CDFG (858) 467-4201 if you have been notified that you have a threatened or endangered species on your property.

INSTRUCTIONS:

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NOTES: Cut all annual weeds on property. Trim up all trees within 100ft of home and ADU. Reduce brush load width that same area, trim vegetation back from both structures.





# North County Fire Protection District

330 South Main Avenue • Fallbrook • California 92028  
Tel. (760) 723-2010 • Fax (760) 723-2045

## Board of Directors

Ruth Harris  
Bob Hoffman  
Fred Luevano  
Kenneth E. Munson  
John Van Doorn

Fire Chief  
Stephen J. Abbott

## NOTICE TO ABATE HAZARD

**NOTE: THIS IS NOT A PERMIT TO GRADE YOUR PROPERTY**

Date: 9/17/2020

Dear: S GAYLE T REVOCABLE LIVING TRUST  
4374 HIGHLAND OAKS ST  
FALLBROOK CA 92028

Parcel: APN 1213510100

San Diego County Property records show you as owner of the parcel listed above. A recent survey determined that fire hazard(s) exist on your property as defined in North County Fire Protection District's *Ordinance 2000-1* for vegetation management. The fire district's vegetation management program has proven effective in mitigating the spread of vegetation fires and has played a part in keeping the destruction from these fires to a minimum. By this notice, we are requiring owners within the fire district to ensure their property meets these fire safety requirements at all times; doing so will reduce the loss of life and property from vegetation fire. *Please note: Some properties may require hazard abatement more than one time each year.*

LOCATION OF HAZARD: 4374 HIGHLAND OAKS ST

### **PLEASE SEE REVERSE SIDE OF NOTICE FOR INSTRUCTION FOR ABATEMENT**

(Visit [www.ncfire.org](http://www.ncfire.org) to view *Ordinance 2000-1* in its entirety).

**THIS IS CONSIDERED NOTICE** to abate the aforementioned fire hazard(s) on your property in accordance with district *Ordinance 2000-1*. **Hazard abatement must be accomplished within 20 working days of this notice.** Properties that have not been cleared or do not comply with the requirements of *Ordinance 2000-1* within 20 days will be subject to the district's *Forced Abatement Process*. Property owners are strongly urged to arrange for the clearing of their own parcels, as the above requirements are strictly enforced. If your property is forcibly abated, the cost will be much higher than if you choose to abate the property yourself or commercially.

If you do not own this property, have already cleared this property, feel you have received this notice in error, or wish to schedule an on-site meeting, please contact the Fire Prevention Bureau at (760) 723-2010 as soon as possible. Additionally, should you disagree with the determination that a hazard exists, you may request an administrative review with the Fire Marshal. Please include your property address and the inspector listed at the bottom of this notice with all inquiries. **A \$ 266.00 Noncompliance fee may be assessed if the work is not completed within the 20-day notice time frame.**

Sincerely,

Dominic Fieri, Fire Marshal  
North County Fire Protection District

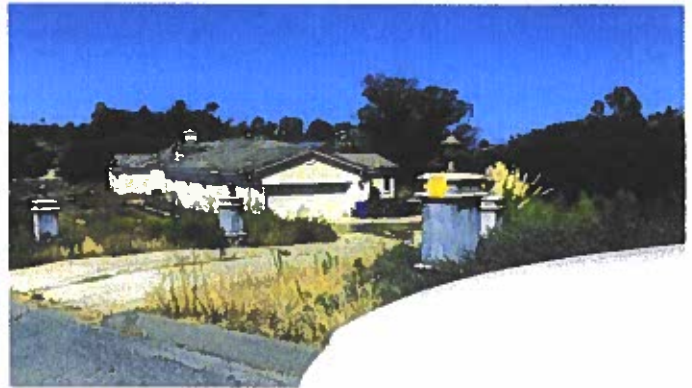
#### **WARNING – ENVIRONMENTALLY PROTECTED PLANTS OR ANIMAL SPECIES**

Clearing of vegetation as required by this letter that contains threatened or endangered species is subject to the Memorandum of Understanding (MOU) with the U.S. Fish and Wildlife Service (USFWS) and California Department of Fish and Game (CDFG). Deliberate take or clearing or removal beyond that specifically allowed by this notice and the MOU is not authorized and may be in violation of the State and Federal Endangered Species Act. Please contact the fire district with questions about compliance with the MOU and this notice. You should also contact USFWS at (760) 431-9440 or CDFG (858) 467-4201 if you have been notified that you have a threatened or endangered species on your property.

INSTRUCTIONS:

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NOTES: Cut all annual weeds on property. Trim up all trees within 100ft of home and ADU. Reduce brush load width that same area, trim vegetation back from both structures.





# NORTH COUNTY FIRE PROTECTION DISTRICT

330 South Main Ave. Fallbrook, CA 92028  
Prevention Division

## FINAL NOTICE - AFTER FORCED ABATEMENT

June 8, 2021

Chen Der Bao & Wang Shihyun  
1 Leucadia  
Irvine, CA 92602  
APN: 1060520900

DATE	AMOUNT	UNITS	DESCRIPTION	TOTAL
2/26/2021	\$604.00	1	Forced Weed Abatement Administrative Fee	\$ 604.00
2/26/2021	\$6,400.00	1	Contracted Abatement Work	\$ 6,400.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>*TOTAL:</b>				<b>\$ 7,004.00</b>

\*Note: The non-compliance weed abatement reinspections have already been submitted to a third party cost recovery organization and are not included in this amount.

## FINAL NOTICE - AFTER FORCED ABATEMENT

Your cooperation is expected. Failure to pay or correct by **July 23, 2021** will make you liable to the penalties provided by law and subject to forced abatement procedures in accordance with the Consolidated San Diego County Fire Code, Division II, Appendix II-A and NCFPD Ordinance 2000-01.

**California Tree Service, Inc**

P.O. Box 2019  
San Marcos, CA 92079-2019

**Invoice**

Date	Invoice #
2/26/2021	Bao/Shih-21

Bill To

**Chen Der Bao & Wang Shihyun**  
1 Leucadia  
Irvine, CA 92602

Ship To

1297 Palomino/  
0 Palomino Road  
Fallbrook, CA 92028

P.O. No.	Terms	Due Date	Job #
106-052-0900	Due on receipt	2/26/2021	G-592rev

Quantity	Description	Rate	Serviced	Class	Amount
	Cut all annual weeds on property with attention to the fence line. 4 days - 4 man crew (2/1/21-2/4/21)	6,400.00			6,400.00

**Total** \$6,400.00

**Payments/Credits** \$0.00

**Balance Due** \$6,400.00

Tax ID#33-0590043

Phone #	Fax #	E-mail	Web Site
760-510-8100	760-746-2867	caltree222@yahoo.com	www.caltreeservice.com



# North County Fire Protection District

330 South Main Avenue • Fallbrook • California 92028  
Tel. (760) 723-2010 • Fax (760) 723-2045

## Board of Directors

Ruth Harris  
Bob Hoffman  
Fred Luevano  
Kenneth E. Munson  
John Van Doorn

## Fire Chief

Stephen J. Abbott

## NOTICE TO ABATE HAZARD – FINAL NOTICE

**NOTE: THIS IS NOT A NOTICE TO GRADE YOUR PROPERTY**

Date: 10/14/2020

Dear: CHEN DER BAO&WANG SHIH YUN  
1 LEUCADIA  
IRVINE CA 92602

Parcel: 1060520900

San Diego County Property records show you as owner of the parcel number listed above. A recent survey determined that fire hazard(s) exist on your property as defined in North County Fire Protection District's *Ordinance 2000-1* for vegetation management.

LOCATION OF HAZARD: 0 PALOMINO RD

### PLEASE SEE REVERSE SIDE OF NOTICE FOR INSTRUCTION FOR ABATEMENT

(Visit [www.ncfire.org](http://www.ncfire.org) to view Ordinance 2000-1 in its entirety).

**THIS IS CONSIDERED FINAL NOTICE to abate the aforementioned fire hazard(s) on your property. Hazard abatement must be accomplished within 10 days of this notice. Properties that have not been cleared or do not comply with the requirements within 10 days will be subject to the district's Forced Abatement Process. Property owners are strongly urged to arrange for the clearing of their own parcels, as the above requirements are strictly enforced. NOTICE HAS BEEN SENT TO THE PROPERTY OWNER OF RECORD AND/OR POSTED ON YOUR PROPERTY ADVISING OF THE NEED TO ABATE FIRE HAZARDS BY THE POSTED DEADLINE. YOU ARE RESPONSIBLE FOR PAYMENT OF NON-COMPLIANCE REINSPECTION EXPENSES INCURRED BY THE DISTRICT.**

AMOUNT DUE: \$266.00	NONCOMPLIANCE REINSPECTION FEE
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Should you choose not to abate the above hazard, nor make an appeal, the fire chief is authorized to hire a contractor to abate the hazard. The cost of abatement and a \$604.00 administrative fee for each parcel will be assessed to your property. If payment is not received from you, these charges will be placed on the parcel by the County Auditor and collected at the time and in the manner of ordinary property taxes.

If you do not own this property, have already cleared this property, feel you have received this notice in error, or wish to schedule an on-site meeting, please contact the Fire Prevention Bureau at (760) 723-2010 as soon as possible. Additionally, should you disagree with the determination that a hazard exists, you may request an administrative review with the Fire Marshal. Please include your property address and the inspector listed at the bottom of this notice with all inquiries.

Sincerely,

Lars Beeghley, NCFPD

<p><b>WARNING – ENVIRONMENTALLY PROTECTED PLANTS OR ANIMAL SPECIES</b></p> <p>Clearing of vegetation as required by this letter that contains threatened or endangered species is subject to the Memorandum of Understanding (MOU) with the U.S. Fish and Wildlife Service (USFWS) and California Department of Fish and Game (CDFG). Deliberate take or clearing or removal beyond that specifically allowed by this notice and the MOU is not authorized and may be in violation of the State and Federal Endangered Species Act. Please contact the fire district with questions about compliance with the MOU and this notice. You should also contact USFWS at (760) 431-9440 or CDFG (858) 467-4201 if you have been notified that you have a threatened or endangered species on your property.</p>
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**INSTRUCTIONS:**

See Notes - Please mow all weeds and annual grasses exceeding 6 inches in height on your entire property.

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**NOTES:** Cut all annual weeds on property with attention to the fence line too.





**INSTRUCTIONS:**

See Notes - Please mow all weeds and annual grasses exceeding 6 inches in height on your entire property.

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**NOTES:** Cut all annual weeds on property with attention to the fence line too.





# North County Fire Protection District

330 South Main Avenue • Fallbrook • California 92028  
Tel. (760) 723-2010 • Fax (760) 723-2045

**Board of Directors**  
Ruth Harris  
Bob Hoffman  
Fred Luevano  
Kenneth E. Munson  
John Van Doorn

**Fire Chief**  
Stephen J. Abbott

## **NOTICE TO ABATE HAZARD – SECOND NOTICE**

**NOTE: THIS IS NOT A NOTICE TO GRADE YOUR PROPERTY**

Date: 9/17/2020

Dear: CHEN DER BAO&WANG SHIHUN  
1 LEUCADIA  
IRVINE CA 92602

Parcel: 1060520900

San Diego County Property records show you as owner of the parcel number listed above. A recent survey determined that fire hazard(s) exist on your property as defined in North County Fire Protection District's *Ordinance 2000-1* for vegetation management.

**LOCATION OF HAZARD:** 0 PALOMINO RD

### **PLEASE SEE REVERSE SIDE OF NOTICE FOR INSTRUCTION FOR ABATEMENT**

(Visit [www.ncfire.org](http://www.ncfire.org) to view Ordinance 2000-1 in its entirety).

**THIS IS CONSIDERED SECOND NOTICE to abate the aforementioned fire hazard(s) on your property. Hazard abatement must be accomplished within 10 days of this notice.** Properties that have not been cleared or do not comply with the requirements within 10 days will be subject to the district's *Forced Abatement Process*. Property owners are strongly urged to arrange for the clearing of their own parcels, as the above requirements are strictly enforced. **NOTICE HAS BEEN SENT TO THE PROPERTY OWNER OF RECORD AND/OR POSTED ON YOUR PROPERTY ADVISING OF THE NEED TO ABATE FIRE HAZARDS BY THE POSTED DEADLINE. YOU ARE RESPONSIBLE FOR PAYMENT OF NON-COMPLIANCE REINSPECTION EXPENSES INCURRED BY THE DISTRICT.**

DATE	DESCRIPTION	TOTAL
9/27/2020	Non-Compliance Weed Abatement Reinspection	\$ 283.00

Should you choose not to abate the above hazard, nor make an appeal, the fire chief is authorized to hire a contractor to abate the hazard. The cost of abatement and a \$604.00 administrative fee for each parcel will be assessed to your property. If payment is not received from you, these charges will be placed on the parcel by the County Auditor and collected at the time and in the manner of ordinary property taxes.

If you do not own this property, have already cleared this property, feel you have received this notice in error, or wish to schedule an on-site meeting, please contact the Fire Prevention Bureau at (760) 723-2010 as soon as possible. Additionally, should you disagree with the determination that a hazard exists, you may request an administrative review with the Fire Marshal. Please include your property address and the inspector listed at the bottom of this notice with all inquiries.

Sincerely,  
Lars Beeghley, NCFPD

#### **WARNING – ENVIRONMENTALLY PROTECTED PLANTS OR ANIMAL SPECIES**

Clearing of vegetation as required by this letter that contains threatened or endangered species is subject to the Memorandum of Understanding (MOU) with the U.S. Fish and Wildlife Service (USFWS) and California Department of Fish and Game (CDFG). Deliberate take or clearing or removal beyond that specifically allowed by this notice and the MOU is not authorized and may be in violation of the State and Federal Endangered Species Act. Please contact the fire district with questions about compliance with the MOU and this notice. You should also contact USFWS at (760) 431-9440 or CDFG (858) 467-4201 if you have been notified that you have a threatened or endangered species on your property.



# North County Fire Protection District

330 South Main Avenue • Fallbrook • California 92028  
Tel. (760) 723-2010 • Fax (760) 723-2045

## Board of Directors

Ruth Harris  
Bob Hoffman  
Fred Luevano  
Kenneth E. Munson  
John Van Doorn

Fire Chief  
Stephen J. Abbott

## NOTICE TO ABATE HAZARD

**NOTE: THIS IS NOT A PERMIT TO GRADE YOUR PROPERTY**

Date: 7/29/2020

Dear: CHEN DER BAO & WANG SHIH YUN  
1 LEUCADIA  
IRVINE CA 92602

Parcel: APN 1060520900

San Diego County Property records show you as owner of the parcel listed above. A recent survey determined that fire hazard(s) exist on your property as defined in North County Fire Protection District's *Ordinance 2000-1* for vegetation management. The fire district's vegetation management program has proven effective in mitigating the spread of vegetation fires and has played a part in keeping the destruction from these fires to a minimum. By this notice, we are requiring owners within the fire district to ensure their property meets these fire safety requirements at all times; doing so will reduce the loss of life and property from vegetation fire. *Please note: Some properties may require hazard abatement more than one time each year.*

LOCATION OF HAZARD: 0 PALOMINO RD

### **PLEASE SEE REVERSE SIDE OF NOTICE FOR INSTRUCTION FOR ABATEMENT**

(Visit [www.ncfire.org](http://www.ncfire.org) to view *Ordinance 2000-1* in its entirety).

**THIS IS CONSIDERED NOTICE to abate the aforementioned fire hazard(s) on your property in accordance with district *Ordinance 2000-1*. Hazard abatement must be accomplished within 20 working days of this notice.** Properties that have not been cleared or do not comply with the requirements of *Ordinance 2000-1* within 20 working days will be subject to the district's *Forced Abatement Process*. Property owners are strongly urged to arrange for the clearing of their own parcels, as the above requirements are strictly enforced. If your property is forcibly abated, the cost will be much higher than if you choose to abate the property yourself or commercially.

If you do not own this property, have already cleared this property, feel you have received this notice in error, or wish to schedule an on-site meeting, please contact the Fire Prevention Bureau at (760) 723-2010 as soon as possible. Additionally, should you disagree with the determination that a hazard exists, you may request an administrative review with the Fire Marshal. Please include your property address and the inspector listed at the bottom of this notice with all inquiries. **A \$ 266.00 Noncompliance fee may be assessed if the work is not completed within the 20-day notice time frame.**

Sincerely,

Dominic Fieri, Fire Marshal  
North County Fire Protection District

#### **WARNING – ENVIRONMENTALLY PROTECTED PLANTS OR ANIMAL SPECIES**

Clearing of vegetation as required by this letter that contains threatened or endangered species is subject to the Memorandum of Understanding (MOU) with the U.S. Fish and Wildlife Service (USFWS) and California Department of Fish and Game (CDFG). Deliberate take or clearing or removal beyond that specifically allowed by this notice and the MOU is not authorized and may be in violation of the State and Federal Endangered Species Act. Please contact the fire district with questions about compliance with the MOU and this notice. You should also contact USFWS at (760) 431-9440 or CDFG (858) 467-4201 if you have been notified that you have a threatened or endangered species on your property.

**INSTRUCTIONS:**

See Notes - Please mow all weeds and annual grasses exceeding 6 inches in height on your entire property.

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# NORTH COUNTY FIRE PROTECTION DISTRICT

330 South Main Ave. Fallbrook, CA 92028  
Prevention Division

## FINAL NOTICE - AFTER FORCED ABATEMENT

June 8, 2021

Yalova LLC  
848 N. Rainbow Blvd. 2730  
Las Vegas, NV 89107  
APN: 1054412600

DATE	AMOUNT	UNITS	DESCRIPTION	TOTAL
2/26/2021	\$604.00	1	Forced Weed Abatement Administrative Fee	\$ 604.00
2/26/2021	\$6,400.00	1	Contracted Abatement Work	\$ 11,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>*TOTAL:</b>				<b>\$ 11,604.00</b>

\*Note: The non-compliance weed abatement reinspections have already been submitted to a third party cost recovery organization and are not included in this amount.

## FINAL NOTICE - AFTER FORCED ABATEMENT

Your cooperation is expected. Failure to pay or correct by **July 23, 2021** will make you liable to the penalties provided by law and subject to forced abatement procedures in accordance with the Consolidated San Diego County Fire Code, Division II, Appendix II-A and NCFPD Ordinance 2000-01.

**California Tree Service, Inc**

P.O. Box 2019  
San Marcos, CA 92079-2019

**Invoice**

Date	Invoice #
2/26/2021	Yalova-21-1

Bill To

**Yalova LLC**  
**848 N. Rainbow Blvd #2730**  
**Las Vegas, NV 89107**

Ship To

170 Barhaven Lane  
Fallbrook, CA 92028

P.O. No.	Terms	Due Date	Job #
105-441-2600	Due on receipt	2/26/2021	G-594rev

Quantity	Description	Rate	Serviced	Class	Amount
	Cut all annual weeds on property. Lift up trees. Remove dead or dying trees or vegetation. Remove all trimmings. 4 days mulcher, 4 dump fees. 4 days -4 man crew (2/9/21-2/12/21)	11,000.00			11,000.00

**Total** \$11,000.00

**Payments/Credits** \$0.00

**Balance Due** \$11,000.00

Tax ID#33-0590043

Phone #	Fax #	E-mail	Web Site
760-510-8100	760-746-2867	caltree222@yahoo.com	www.caltreeservice.com



# North County Fire Protection District

330 South Main Avenue • Fallbrook • California 92028  
Tel (760) 723-2010 • Fax (760) 723-2045

## Board of Directors

Ruth Harris  
Bob Hoffman  
Fred Luevano  
Kenneth E. Munson  
John Van Doorn

## Fire Chief

Stephen J. Abbott

## NOTICE TO ABATE HAZARD – FINAL NOTICE

**NOTE: THIS IS NOT A NOTICE TO GRADE YOUR PROPERTY**

Date: 10/23/2020

Dear: YALOVA LLC  
848 N RAINBOW BLVD #2730  
LAS VEGAS NV 89107

Parcel: 1054412600

San Diego County Property records show you as owner of the parcel number listed above. A recent survey determined that fire hazard(s) exist on your property as defined in North County Fire Protection District's *Ordinance 2000-1* for vegetation management.

LOCATION OF HAZARD: 170 BARHAVEN LN

### PLEASE SEE REVERSE SIDE OF NOTICE FOR INSTRUCTION FOR ABATEMENT

(Visit [www.ncfire.org](http://www.ncfire.org) to view Ordinance 2000-1 in its entirety).

**THIS IS CONSIDERED FINAL NOTICE to abate the aforementioned fire hazard(s) on your property. Hazard abatement must be accomplished within 10 days of this notice. Properties that have not been cleared or do not comply with the requirements within 10 days will be subject to the district's *Forced Abatement Process*. Property owners are strongly urged to arrange for the clearing of their own parcels, as the above requirements are strictly enforced. NOTICE HAS BEEN SENT TO THE PROPERTY OWNER OF RECORD AND/OR POSTED ON YOUR PROPERTY ADVISING OF THE NEED TO ABATE FIRE HAZARDS BY THE POSTED DEADLINE. YOU ARE RESPONSIBLE FOR PAYMENT OF NON-COMPLIANCE REINSPECTION EXPENSES INCURRED BY THE DISTRICT.**

AMOUNT DUE: \$266.00	NONCOMPLIANCE REINSPECTION FEE
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Should you choose not to abate the above hazard, nor make an appeal, the fire chief is authorized to hire a contractor to abate the hazard. The cost of abatement and a \$604.00 administrative fee for each parcel will be assessed to your property. If payment is not received from you, these charges will be placed on the parcel by the County Auditor and collected at the time and in the manner of ordinary property taxes.

If you do not own this property, have already cleared this property, feel you have received this notice in error, or wish to schedule an on-site meeting, please contact the Fire Prevention Bureau at (760) 723-2010 as soon as possible. Additionally, should you disagree with the determination that a hazard exists, you may request an administrative review with the Fire Marshal. Please include your property address and the inspector listed at the bottom of this notice with all inquiries.

Sincerely,

Lars Beeghley, NCFPD

#### WARNING – ENVIRONMENTALLY PROTECTED PLANTS OR ANIMAL SPECIES

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**INSTRUCTIONS:**

See Notes - Please mow all weeds and annual grasses exceeding 6 inches in height on your entire property.

See Notes - Please skirt up trees on your property within 100 feet of all structures and along roadways a minimum of 6 feet off the ground as to prevent the vertical spread of fire into tree canopies.

See Notes - Please remove all piles of dead vegetation, yard clippings, and other combustibles on your property.

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**NOTES:** Cut all annual weeds on property. Trim up all trees and remove any dead or dying trees or vegetation. Remove all trimmings.







# North County Fire Protection District

330 South Main Avenue • Fallbrook • California 92028  
Tel. (760) 723-2010 • Fax (760) 723-2045

**Board of Directors**  
Ruth Harris  
Bob Hoffman  
Fred Luevano  
Kenneth E. Munson  
John Van Doorn

**Fire Chief**  
Stephen J. Abbott

## NOTICE TO ABATE HAZARD

**NOTE: THIS IS NOT A PERMIT TO GRADE YOUR PROPERTY**

Date: 6/24/2020

Dear: YALOVA LLC  
848 N RAINBOW BLVD #2730  
LAS VEGAS NV 89107

Parcel: APN 1054412600

San Diego County Property records show you as owner of the parcel listed above. A recent survey determined that fire hazard(s) exist on your property as defined in North County Fire Protection District's *Ordinance 2000-1* for vegetation management. The fire district's vegetation management program has proven effective in mitigating the spread of vegetation fires and has played a part in keeping the destruction from these fires to a minimum. By this notice, we are requiring owners within the fire district to ensure their property meets these fire safety requirements at all times; doing so will reduce the loss of life and property from vegetation fire. *Please note: Some properties may require hazard abatement more than one time each year.*

**LOCATION OF HAZARD:** 170 BARHAVEN LN

### **PLEASE SEE REVERSE SIDE OF NOTICE FOR INSTRUCTION FOR ABATEMENT**

(Visit [www.ncfire.org](http://www.ncfire.org) to view *Ordinance 2000-1* in its entirety).

**THIS IS CONSIDERED NOTICE to abate the aforementioned fire hazard(s) on your property in accordance with district *Ordinance 2000-1*. Hazard abatement must be accomplished within 20 working days of this notice. Properties that have not been cleared or do not comply with the requirements of *Ordinance 2000-1* within 20 working days will be subject to the district's *Forced Abatement Process*. Property owners are strongly urged to arrange for the clearing of their own parcels, as the above requirements are strictly enforced. If your property is forcibly abated, the cost will be much higher than if you choose to abate the property yourself or commercially.**

If you do not own this property, have already cleared this property, feel you have received this notice in error, or wish to schedule an on-site meeting, please contact the Fire Prevention Bureau at (760) 723-2010 as soon as possible. Additionally, should you disagree with the determination that a hazard exists, you may request an administrative review with the Fire Marshal. Please include your property address and the inspector listed at the bottom of this notice with all inquiries. **A \$ 266.00 Noncompliance fee may be assessed if the work is not completed within the 20-day notice time frame.**

Sincerely,

Dominic Fieri, Fire Marshal  
North County Fire Protection District

#### **WARNING – ENVIRONMENTALLY PROTECTED PLANTS OR ANIMAL SPECIES**

Clearing of vegetation as required by this letter that contains threatened or endangered species is subject to the Memorandum of Understanding (MOU) with the U.S. Fish and Wildlife Service (USFWS) and California Department of Fish and Game (CDFG). Deliberate take or clearing or removal beyond that specifically allowed by this notice and the MOU is not authorized and may be in violation of the State and Federal Endangered Species Act. Please contact the fire district with questions about compliance with the MOU and this notice. You should also contact USFWS at (760) 431-9440 or CDFG (858) 467-4201 if you have been notified that you have a threatened or endangered species on your property.

**INSTRUCTIONS:**

See Notes - Please mow all weeds and annual grasses exceeding 6 inches in height on your entire property.

See Notes - Please skirt up trees on your property within 100 feet of all structures and along roadways a minimum of 6 feet off the ground as to prevent the vertical spread of fire into tree canopies.

See Notes - Please remove all piles of dead vegetation, yard clippings, and other combustibles on your property.

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**TERMS AND CONDITIONS**

This Agreement is made by and between California Tree Service Inc (a California Corporation) hereinafter referred to as "CTS" and the responsible party listed, hereinafter referred to as "Customer."

Customer is the owner and/or the authorized representative of the owner of that certain real property as described above. Customer guarantees that the trees quoted are either his own or that he has received written permission to work on trees which are not his own.

**SERVICES:** CTS shall provide all labor, tools, & materials necessary to perform the services required by this Agreement as described above. All work will be performed to ANSI A300. Unless otherwise agreed to by CTS and Customer in writing, the following services will be provided:

- a. Complete removal of tree to within 6" of ground level and clean-up of all debris (unless otherwise stated). Additional charges will be levied for unseen concrete or metal in tree upon notification of owner. Some minor lawn damage may occur. It is the owner's responsibility to clearly mark all trees to be removed.
- b. Firewood *will not* be split.
- c. The tree stump is to be ground to below ground level, no more than 12". Stump hole will be filled with stump chips (unless otherwise stated) and spread evenly.
- d. Existing debris to remain unless specifically negotiated in above contract details.

**SCHEDULING** is dependent on weather conditions and work loads. Unless previously arranged with CTS, our crew will present itself unannounced on the scheduled day. If access is unattainable, Customer will be charged a two-hour "time and materials" charge. Due to variables in connection with this type of work, times for crew arrival are estimates only.

**INSURANCE AND PERMITS** CTS has Workers' Compensation and General Liability Insurance. For proof of insurance, please allow one (1) week for an original certificate to be mailed or, if sufficient, a copy can be faxed to Customer. All necessary permits for work performed by CTS, if required, shall be obtained by the responsible party.

**AMENDMENTS AND/OR CHANGES** Any amendments, changes, additions or deletions, including but not limited to "Change Orders," to this agreement shall be required to be in writing and shall be authorized and in effect only upon the execution by an authorized representative of CTS and an authorized representative of Customer. Employees of CTS are not authorized, and may not perform, any labor or services not specifically set forth within the described schedule of services set forth within this Agreement or any attachments to this Agreement describing services to be rendered.

**LIMITATIONS OF LIABILITY**

- a. CTS agrees to use its "best efforts" to provide the services set forth here in a prompt manner. However, CTS shall not be held liable for any damages, whether directly or indirectly caused by acts of nature and/or acts of third parties.
- b. CTS agrees to comply with the limitation liability upon a complete walk-through with the Customer. If, for any reason, a complete walk-through inspection is not done, CTS will not be responsible for any other damages done to that property.
- c. CTS is not responsible for the condition of the trees being serviced; however, those trees that are diseased will be identified to Customer and the appropriate treatment recommended.
- d. Due to the recent outbreak activity in palm diseases, CTS will take all measures necessary to avoid the spread or infection of any palm tree that we trim. If the tree(s) is(are) infected, CTS will not be held responsible for any disease damage or replacement liability.
- e. CTS will not be responsible for damage to landscape, underground irrigation (sprinklers, etc) that may occur during the tree trimming and/or removal process or any ground clearing work.

**DELAYS** CTS shall be excused for any delays or defaults by CTS in performance of this Agreement caused by the acts of the Customer or Customer's agents, acts of any governmental authority, acts of God, the elements, war conditions, commercial shortage of required labor or materials, litigation, labor disputes, extra work, failure of Customer to make payments when due promptly, or other contingencies unforeseeable by or beyond the control of CTS.

**CUSTOMER RESPONSIBILITIES** Customer shall be responsible for the location of property lines, easements, and providing access for CTS. Work stoppage and/or change of work due to property line disputes or accessibility shall be treated as additional work and so charged. Customer shall be responsible for the location and depth of underground and overhead utility lines and systems. In compliance with Federal and State Law, Customer agrees to make drinking and toilet facilities available to all workers or compensate CTS for cost of rented units. Customer agrees to provide electricity and water at jobsite as may be required by CTS to work herein.

**HAZARDOUS MATERIALS** The removal of hazardous material and hazardous waste requires special procedures, precautions, and/or licenses. Unless the contract calls for the removal, disturbance, or transportation of such material, CTS will not be responsible and shall immediately stop work if such substances are encountered in the course of its work.

**RIGHT TO STOP WORK** CTS shall have the right to stop work if any payment due shall not be made under this Agreement. Such action by CTS shall not, in any manner, be deemed a break of this Agreement by CTS.

GJ	Initials
_____	_____
CTS	Customer

**PRELIMINARY NOTICE AND MECHANIC'S LIEN RIGHTS** Customer acknowledges this Agreement shall constitute preliminary notice required as a condition precedent to the recording of a Mechanic's Lien pursuant to Civil Code Section 3097. Under California Mechanic's Client Law, any contractor, subcontractor, laborer, supplier, or other person who helps to improve your property, but is not paid for his/her work or supplies, has a right to enforce a claim against your property. This means that after a court hearing, your property could be sold by a court officer and the proceeds of the sale used to satisfy the indebtedness. This can happen even if you have paid your contractor in full if the subcontractors, laborers, or suppliers remain unpaid. Civil Code Section 3109, et sec.

**DISPUTE RESOLUTION/BINDING ARBITRATION** In the event a controversy develops between CTS and Customer with respect to the matters arising out of this Agreement, which cannot be resolved between the parties, then it is agreed that the matter shall be submitted to binding Arbitration. Arbitration shall be before a one-panel arbitrator of the American Arbitration Association located in San Diego County, California.

**INUREMENT** This Agreement shall inure to the benefit of and be binding upon the heirs, executors, representatives, and assigns of the parties hereto.

**INTEGRATION** This Agreement constitutes the entire agreement between the parties hereto and supersedes all prior and contemporaneous arrangements. Any term not set forth in this Agreement is of no force and effect and shall be voidable by the party against whom the term would operate. Neither this Agreement nor any part thereof may be modified unless by a writing signed by all parties hereto.

**NOTICES** Any notice required or permitted under this Agreement shall be given by first class mail, certified, return receipt requested at the address of CTS and Customer set forth herein. If either party changes its address, that party shall bear the burden to provide the other party with written notice of the change.

**GOVERNING LAW** This Agreement shall be construed in accordance with and governed by the laws of the State of California existing from time to time.

**FINANCE CHARGE** All invoices over 15 days late will be subject to a 1/5% per month finance charge.

California Tree Service, Inc. does not intend on using a sub-contractor on any portion of this contract, but California Tree Service Inc reserves the right to use a sub-contractor for any portion of this contract at no extra charge to General Contractor/Owner.

We are not bidding this job as a Union Contractor or Prevailing Wage work. If job becomes Union or Prevailing Wage, General Contractor/ Owner will pay all Union fees, prevailing wages, dues, and any extra costs associated with Union signature companies or prevailing wages.

California Tree Service, Inc. recognizes the American National Standards Institute (ANSI) A300 Pruning Standards, ANSI Z133.1 Safety Standards, International Society of Arboriculture (ISA) Tree Pruning Guidelines and ISA Best Management Practices as benchmark standards for tree pruning and maintenance. California Tree Service, Inc. does not top trees which is inclusive of ANSI A300 Pruning Standards.

Executed as of the day and year first above written by:

\_\_\_\_\_  
CALIFORNIA TREE SERVICE, INC.

\_\_\_\_\_  
CUSTOMER

**George Jovanic**  
\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
PRINT NAME

**Arborist/Estimator**  
\_\_\_\_\_  
TITLE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE



# NORTH COUNTY FIRE PROTECTION DISTRICT

330 South Main Ave. Fallbrook, CA 92028  
Prevention Division

## FINAL NOTICE - AFTER FORCED ABATEMENT

June 8, 2021

Byron J. Bacon  
3351 Olive Hill Road  
Fallbrook, CA 92028  
APN: 1210221800

DATE	AMOUNT	UNITS	DESCRIPTION	TOTAL
2/26/2021	\$604.00	1	Forced Weed Abatement Administrative Fee	\$ 604.00
2/26/2021	\$6,400.00	1	Contracted Abatement Work	\$ 11,000.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>*TOTAL:</b>				<b>\$ 11,604.00</b>

\*Note: The non-compliance weed abatement reinspections have already been submitted to a third party cost recovery organization and are not included in this amount.

## FINAL NOTICE - AFTER FORCED ABATEMENT

Your cooperation is expected. Failure to pay or correct by **July 23, 2021** will make you liable to the penalties provided by law and subject to forced abatement procedures in accordance with the Consolidated San Diego County Fire Code, Division II, Appendix II-A and NCFPD Ordinance 2000-01.

**California Tree Service, Inc**

P.O. Box 2019  
San Marcos, CA 92079-2019

**Invoice**

Date	Invoice #
2/26/2021	Bacon-21-1

Bill To

**Byron Bacon**  
**3351 Olive Hill Road**  
**Fallbrook, CA 92028**

Ship To

3351 Olive Hill Road  
Fallbrook, CA 92028

P.O. No.	Terms	Due Date	Job #
121-022-1800	Due on receipt	2/26/2021	G-593rev

Quantity	Description	Rate	Serviced	Class	Amount
	Cut all annual weeds on property. Lift up trees to provide a space between the ground and the canopy of the tree. Remove any dead or dying trees or vegetation. 4 days with mulcher, 4 dump fees, 4 days-4 man crew (2/8/21-2/11/21)	11,000.00			11,000.00

				<b>Total</b>	\$11,000.00
				<b>Payments/Credits</b>	\$0.00
				<b>Balance Due</b>	\$11,000.00

Tax ID#33-0590043

Phone #	Fax #	E-mail	Web Site
760-510-8100	760-746-2867	caltree222@yahoo.com	www.caltreeservice.com



# North County Fire Protection District

330 South Main Avenue • Fallbrook • California 92028  
Tel. (760) 723-2010 • Fax (760) 723-2045

## Board of Directors

Ruth Harris  
Bob Hoffman  
Fred Luevano  
Kenneth E. Munson  
John Van Doorn

## Fire Chief

Stephen J. Abbott

## NOTICE TO ABATE HAZARD – FINAL NOTICE

**NOTE: THIS IS NOT A NOTICE TO GRADE YOUR PROPERTY**

Date: 11/26/2020

Dear: BACON BYRON J  
3351 OLIVE HILL RD  
FALLBROOK CA 92028

Parcel: 1210221800

San Diego County Property records show you as owner of the parcel number listed above. A recent survey determined that fire hazard(s) exist on your property as defined in North County Fire Protection District's *Ordinance 2000-1* for vegetation management.

**LOCATION OF HAZARD:** 3351 OLIVE HILL RD

### PLEASE SEE REVERSE SIDE OF NOTICE FOR INSTRUCTION FOR ABATEMENT

(Visit [www.ncfire.org](http://www.ncfire.org) to view Ordinance 2000-1 in its entirety).

**THIS IS CONSIDERED FINAL NOTICE** to abate the aforementioned fire hazard(s) on your property. **Hazard abatement must be accomplished within 10 days of this notice.** Properties that have not been cleared or do not comply with the requirements within **10 days** will be subject to the district's *Forced Abatement Process*. Property owners are strongly urged to arrange for the clearing of their own parcels, as the above requirements are strictly enforced. **NOTICE HAS BEEN SENT TO THE PROPERTY OWNER OF RECORD AND/OR POSTED ON YOUR PROPERTY ADVISING OF THE NEED TO ABATE FIRE HAZARDS BY THE POSTED DEADLINE. YOU ARE RESPONSIBLE FOR PAYMENT OF NON-COMPLIANCE REINSPECTION EXPENSES INCURRED BY THE DISTRICT.**

DATE	DESCRIPTION	TOTAL
12/6/2020	Non-Compliance Weed Abatement Reinspection	\$266.00

Should you choose not to abate the above hazard, nor make an appeal, the fire chief is authorized to hire a contractor to abate the hazard. The cost of abatement and a \$604.00 administrative fee for each parcel will be assessed to your property. If payment is not received from you, these charges will be placed on the parcel by the County Auditor and collected at the time and in the manner of ordinary property taxes.

If you do not own this property, have already cleared this property, feel you have received this notice in error, or wish to schedule an on-site meeting, please contact the Fire Prevention Bureau at (760) 723-2010 as soon as possible. Additionally, should you disagree with the determination that a hazard exists, you may request an administrative review with the Fire Marshal. Please include your property address and the inspector listed at the bottom of this notice with all inquiries.

Sincerely,  
Lars Beeghley, NCFPD

#### WARNING – ENVIRONMENTALLY PROTECTED PLANTS OR ANIMAL SPECIES

Clearing of vegetation as required by this letter that contains threatened or endangered species is subject to the Memorandum of Understanding (MOU) with the U.S. Fish and Wildlife Service (USFWS) and California Department of Fish and Game (CDFG). Deliberate take or clearing or removal beyond that specifically allowed by this notice and the MOU is not authorized and may be in violation of the State and Federal Endangered Species Act. Please contact the fire district with questions about compliance with the MOU and this notice. You should also contact USFWS at (760) 431-9440 or CDFG (858) 467-4201 if you have been notified that you have a threatened or endangered species on your property.



**INSTRUCTIONS:**

See Notes - Please mow all weeds and annual grasses exceeding 6 inches in height on your entire property.

See Notes - Please skirt up trees on your property within 100 feet of all structures and along roadways a minimum of 6 feet off the ground as to prevent the vertical spread of fire into tree canopies.

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**NOTES:** Cut all annual weeds on property. Trim up all trees to provide a space between the ground and the canopy of the tree. Remove any dead or dying trees or vegetation.





# North County Fire Protection District

330 South Main Avenue • Fallbrook • California 92028  
Tel (760) 723-2010 • Fax (760) 723-2045

## Board of Directors

Ruth Harris  
Bob Hoffman  
Fred Luevano  
Kenneth E. Munson  
John Van Doorn

Fire Chief  
Stephen J. Abbott

## NOTICE TO ABATE HAZARD – SECOND NOTICE

**NOTE: THIS IS NOT A NOTICE TO GRADE YOUR PROPERTY**

Date: 9/17/2020

Dear: BACON BYRON J  
3351 OLIVE HILL RD  
FALLBROOK CA 92028

Parcel: 1210221800

San Diego County Property records show you as owner of the parcel number listed above. A recent survey determined that fire hazard(s) exist on your property as defined in North County Fire Protection District's *Ordinance 2000-1* for vegetation management.

LOCATION OF HAZARD: 3351 OLIVE HILL RD

### PLEASE SEE REVERSE SIDE OF NOTICE FOR INSTRUCTION FOR ABATEMENT

(Visit [www.ncfire.org](http://www.ncfire.org) to view Ordinance 2000-1 in its entirety).

**THIS IS CONSIDERED SECOND NOTICE** to abate the aforementioned fire hazard(s) on your property. Hazard abatement must be accomplished within 10 days of this notice. Properties that have not been cleared or do not comply with the requirements within 10 days will be subject to the district's *Forced Abatement Process*. Property owners are strongly urged to arrange for the clearing of their own parcels, as the above requirements are strictly enforced. NOTICE HAS BEEN SENT TO THE PROPERTY OWNER OF RECORD AND/OR POSTED ON YOUR PROPERTY ADVISING OF THE NEED TO ABATE FIRE HAZARDS BY THE POSTED DEADLINE. YOU ARE RESPONSIBLE FOR PAYMENT OF NON-COMPLIANCE REINSPECTION EXPENSES INCURRED BY THE DISTRICT.

DATE	DESCRIPTION	TOTAL
9/27/2020	Non-Compliance Weed Abatement Reinspection	\$ 283.00

Should you choose not to abate the above hazard, nor make an appeal, the fire chief is authorized to hire a contractor to abate the hazard. The cost of abatement and a \$604.00 administrative fee for each parcel will be assessed to your property. If payment is not received from you, these charges will be placed on the parcel by the County Auditor and collected at the time and in the manner of ordinary property taxes.

If you do not own this property, have already cleared this property, feel you have received this notice in error, or wish to schedule an on-site meeting, please contact the Fire Prevention Bureau at (760) 723-2010 as soon as possible. Additionally, should you disagree with the determination that a hazard exists, you may request an administrative review with the Fire Marshal. Please include your property address and the inspector listed at the bottom of this notice with all inquiries.

Sincerely,  
Lars Beeghley, NCFPD

#### WARNING – ENVIRONMENTALLY PROTECTED PLANTS OR ANIMAL SPECIES

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**INSTRUCTIONS:**

See Notes - Please mow all weeds and annual grasses exceeding 6 inches in height on your entire property.

See Notes - Please skirt up trees on your property within 100 feet of all structures and along roadways a minimum of 6 feet off the ground as to prevent the vertical spread of fire into tree canopies.

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**NOTES:** Cut all annual weeds on property. Trim up all trees to provide a space between the ground and the canopy of the tree. Remove any dead or dying trees or vegetation.





# North County Fire Protection District

330 South Main Avenue • Fallbrook • California 92028  
Tel. (760) 723-2010 • Fax (760) 723-2045

## Board of Directors

Ruth Harris  
Bob Hoffman  
Fred Luevano  
Kenneth E. Munson  
John Van Doorn

Fire Chief  
Stephen J. Abbott

## NOTICE TO ABATE HAZARD

**NOTE: THIS IS NOT A PERMIT TO GRADE YOUR PROPERTY**

Date: 7/22/2020

Dear: BACON BYRON J  
3351 OLIVE HILL RD  
FALLBROOK CA 92028

Parcel: APN 1210221800

San Diego County Property records show you as owner of the parcel listed above. A recent survey determined that fire hazard(s) exist on your property as defined in North County Fire Protection District's *Ordinance 2000-1* for vegetation management. The fire district's vegetation management program has proven effective in mitigating the spread of vegetation fires and has played a part in keeping the destruction from these fires to a minimum. By this notice, we are requiring owners within the fire district to ensure their property meets these fire safety requirements at all times; doing so will reduce the loss of life and property from vegetation fire. *Please note: Some properties may require hazard abatement more than one time each year.*

**LOCATION OF HAZARD:** 3351 OLIVE HILL RD

### **PLEASE SEE REVERSE SIDE OF NOTICE FOR INSTRUCTION FOR ABATEMENT**

(Visit [www.ncfire.org](http://www.ncfire.org) to view *Ordinance 2000-1* in its entirety).

**THIS IS CONSIDERED NOTICE** to abate the aforementioned fire hazard(s) on your property in accordance with district *Ordinance 2000-1*. **Hazard abatement must be accomplished within 20 working days of this notice.** Properties that have not been cleared or do not comply with the requirements of *Ordinance 2000-1* within 20 working days will be subject to the district's *Forced Abatement Process*. Property owners are strongly urged to arrange for the clearing of their own parcels, as the above requirements are strictly enforced. If your property is forcibly abated, the cost will be much higher than if you choose to abate the property yourself or commercially.

If you do not own this property, have already cleared this property, feel you have received this notice in error, or wish to schedule an on-site meeting, please contact the Fire Prevention Bureau at (760) 723-2010 as soon as possible. Additionally, should you disagree with the determination that a hazard exists, you may request an administrative review with the Fire Marshal. Please include your property address and the inspector listed at the bottom of this notice with all inquiries. A \$ 266.00 Noncompliance fee may be assessed if the work is not completed within the 20-day notice time frame.

Sincerely,

Dominic Fieri, Fire Marshal  
North County Fire Protection District

#### **WARNING – ENVIRONMENTALLY PROTECTED PLANTS OR ANIMAL SPECIES**

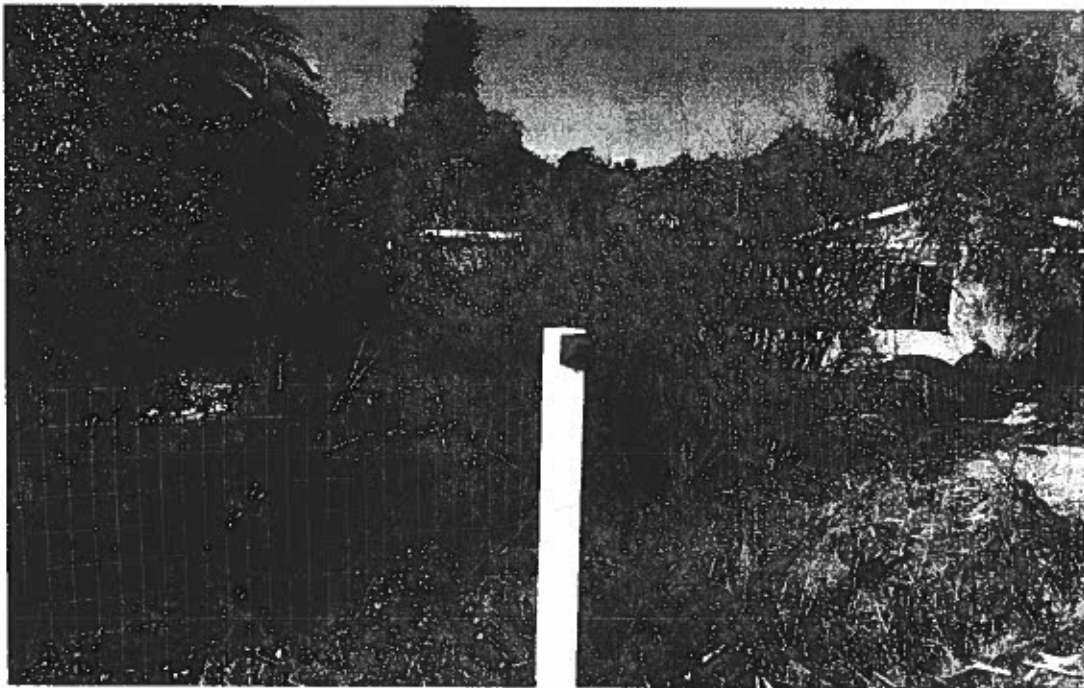
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**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
FIRE CHIEF/CEO**

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF McREYNOLDS & CHIEF ABBOTT  
**DATE:** JUNE 22, 2021  
**SUBJECT:** LONG RANGE MASTER PLAN/STRATEGIC PLAN SCOPE OF WORK

## **ACTION AGENDA**

### **RECOMMENDATION(S):**

1. Provide feedback to Staff on the Scope of Work (SOW) for the Long-Range Master Plan and Strategic Plan.
2. Establish a Long Range/Strategic Plan Ad Hoc Committee and identify two Board members willing to serve in that capacity.

### **BACKGROUND:**

The District's Strategic Plan is in excess of 15 years old and is in need of updating, given that the life span for a typical strategic plan is 5 years. While our annual Strategic Direction process has served the District well in pivoting during challenging economic times, it inherently lacks the long-range analysis that is necessary to take the District in any particular direction. With the seating of a new Board, Leadership Team and Fire Chief/CEO, we are optimally poised to expend the resources necessary to develop a shared, long-term vision and direction. Engaging a consultant to develop a long-range Master Plan and Strategic Plan will allow the District to accomplish this.

### **DISCUSSION:**

Attached is a draft scope of work (SOW) for both the Long-Range Master Plan and Strategic Plan for the Board and Leadership Team to review and comment. The SOW has been templated from other recent RFPs conducted across the Nation. While the District has not previously engaged a consultant to develop a Long-Range Master Plan, doing so is a substantially beneficial value added, in that it extends and expands the incumbent analysis contained within a typical strategic plan to a 20-year time frame.

With the Board's direction, Staff will modify the SOW and issue the RFP, with a goal of completing the process so that findings may be incorporated into the FY 22/23 budget and beyond. The Long-Range planning process would include substantial data and organizational analysis on the part of the consultant, along with stakeholder input, culminating with working groups that will develop action steps to accomplish the key goals and objectives.

It is additionally recommended that the Board establish a Long-Range/Strategic Planning Committee and identify two Board members willing to serve. Time commitment would likely consist of monthly meetings during regular business hours for the majority of the upcoming fiscal year, with an anticipated start time in August or September.

**FISCAL IMPACT:**

The District has budgeted \$75,000 for this process.

**SUMMARY:**

Providing Staff direction on the SOW for the Long Range/Strategic Plans and establishing a Long Range/Strategic Plan Ad Hoc Committee will allow the District to move forward with this process in a timely manner.



**Long Range Master Plan  
Scope of Work**

**Phase I: Project Initiation**

• **Project Initiation & Development of Work Plan**

The consultant will develop a project work plan based on the scope of work and converse with the community's project team to gain a comprehensive understanding of the organization's background, goals, and expectations for the project.

• **Acquisition & Review of Background Information**

The consultant will request pertinent information and data from the organization's assigned project manager. This data will be used extensively in the analysis and development of the master plan document. The documents and information relevant to the project will include, but not limited to, the following:

- Community Comprehensive Plan documents
- Current and future land use documents
- Local census and demographics data
- ISO Public Protection Classification Summary Report
- Zoning maps and codes
- Budget, operational costs, and financial data
- City and Fire Department policies and procedures
- Fire Department Standard Operating Guidelines and fire/EMS service delivery practices both inside and outside Fremont's corporation limits
- Facilities and apparatus inventories
- Local collective bargaining agreement
- Mutual aid agreements
- Ambulance data reports
- Computer-Aided Dispatch (CAD) records
- National Fire Incident Reporting System incident data

• **Stakeholder Input**

The consultant project team will conduct interviews with and gather information from key personnel internal and external to the organization. Individuals relevant to the project will include, but not limited to, the following:

- Elected and appointed officials (including, but not limited to the Mayor, City Council Members and City Administrator)
- Fire Department key staff
- Finance Director
- Human Resources Director
- Planning Director
- PSAP Communications Director
- Chief Building Inspector
- External (public and private) Fire and EMS agencies within the region
- Medical facilities leaders
- Consultants working on current Community Comprehensive Plan update

**Phase II: Evaluation of Current Conditions**

The initial phases of the study focus on a baseline assessment of the current conditions and current service and cost performances. The consultant will conduct an organizational analysis of the Fire Department based on the elements included, but not limited to, the following tasks. The purpose of this evaluation is to assess the agency's operations in comparison to industry standards and costs, and best practices, as well as to create a benchmark against which the options for future service delivery can be measured.

- **Organization Overview**  
An overview of the organization and community will be developed.
- **Management Components**  
The organization's basic management processes will be reviewed and assessed.
- **Planning for Fire Protection and Emergency Medical Services**  
The planning processes within the agency shall be reviewed including master, strategic operational, and financial planning.
- **Capital Assets and Capital Improvement Program**  
The consultant will review the status of current major capital assets (facilities and apparatus) and analyze needs relative to the existing condition of capital assets and their viability for continued use in future fire/EMS service delivery.
- **Staffing**  
The consultant will review the Fire Department's current and future staffing levels relative to administrative, fire, and EMS response staffing practices.
- **Service Delivery and Performance**  
The consultant will review and make recommendations comparable with industry (fire/EMS) standards in areas specifically involved in, or affecting, service levels and performance of similarly situated municipalities and/or industries. Areas to be reviewed shall include, but not necessarily be limited to:
  - Analysis and geographic display of current fire/EMS service demand by incident type and temporal variation
  - Overview of the current facility and apparatus deployment strategy with identification of service gaps and redundancies
  - Analysis of fire/EMS response times
  - Analysis of company and staff distribution
  - Analysis of fire/EMS call frequency, concurrency and impact on service of fire/EMS mutual aid agreements
- **Support Programs**

The consultant will review and make recommendations comparable with industry (fire/EMS) standards involving support programs for the critical areas:

- **Training and Life Safety Services—**
  - The consultant will review and provide an overview of the training and life safety services.
- **Communications —**
  - The consultant will provide an overview of the existing communications system, infrastructure, dispatch capabilities, and staffing.
- **Emergency Medical Services Support and System Oversight—**
  - The consultant will evaluate the current Emergency Medical Services support and oversight mechanisms to include, quality assurance, medical control, and oversight.
- **Hazardous Materials Services Support and Response Capability—**
  - The consultant will provide an overview of the agency's capabilities with regards to hazardous materials incident responses to include, resources, training and staffing.
- **Technical Rescue Services Support and Response Capability—**
  - The consultant will provide an overview of the agency's capabilities with regard to technical rescue incident responses.

### **Phase III: Future System Demand Projections and Community Risk**

The consultant will coordinate with the team updating the Comprehensive Plan to complete an assessment of the future community conditions, fire/EMS service demand, and fire protection risks that the organization can be expected to serve. An analysis will be completed of community growth

projections and interpret their impact on fire and emergency service planning and delivery. In addition, a high-level evaluation of community risk will be completed including considerations of land use and zoning factors and identification of specific hazard types.

#### **Phase IV: Public Input Meetings**

The consultant staff will facilitate a community public input meeting intended to provide information and gather input from members of the general public, community organizations, and neighborhood associations. In order to assess public sentiment toward potential future system changes, discussions will center on the following issues of customer perceptions, desired service levels, and support for recommended modifications. The consultant should consider multiple public meetings and/or a combination of public meetings and a community survey in order to gauge public sentiment.

##### **1. Public Meeting and Assessment of Community Needs and Assessment**

Consultant facilitators will assist the Fire Department in identifying external customers/key members of the community. Convening these external customers/community leaders for the purpose of addressing issues and gaining a realistic view of external customer needs and expectations.

The process will seek to identify:

- How customers prioritize the services (Fire/EMS) provided by the Fire Department
- Areas of customer concern about the Fire Department
- Customer expectations in costs to the taxpayers
- Customer positive/negative attributes of the Fire Department
- How “good service” is measured by the customer
- How the Fire Department can control costs while still provide quality service

##### **2. Intra-Organizational Planning Workshop**

The consultant will facilitate the development of an organizational strategic plan utilizing a local planning team that includes representatives of the elected body, administration, and various levels of the City, including command staff of the Fremont Fire Department.

#### **Phase V: Future Delivery System Models**

The consultant will develop strategies intended to provide guidance to the Fire Department moving forward. Applicable options will be developed and discussed for providing emergency services (Fire/EMS), relative to the findings in the preceding sections of the study. Applicable options shall include but not limited to, cost savings or lost to move to a total or partial privatization of EMS services, cost projections providing EMS services outside the city limits, additional stations, additional apparatus, and staffing.

- **Review of Response Standards and Targets**

The consultant will review and comment upon existing response standards and targets, if in place.

- **Short and Mid-Term Strategies**

Recommendations for improving service delivery (Fire/EMS) and system efficiency prior to any full implementation of the long-term strategies will be provided. Consultant will provide cost projections recommended for short and mid-term strategies.

- **Recommended Long-Term Strategy**

The consultant will develop a recommended long-term option for resource deployment that will improve the Fire Department's level of service towards the identified performance objectives and targets. Consultant will provide cost projections recommended for the long-term strategies.

#### **Phase VI: Development, Review, and Delivery of the Project Report**

- **Development and Review of the Draft Report**

The consultant will develop and produce an electronic version of the draft written report for review by the City.

- **Delivery and Presentation of the Final Report**

The consultant will complete any necessary revisions of the draft and produce fifteen publication-quality bound, final versions of the written report along with an electronic copy in PDF file format. A formal presentation of the project report will be made by the consultant project team member(s) to elected officials, staff, and/or the general public.

## **Attachment B**

### **Strategic Plan Scope of Work**

The consultant will develop a report detailing organizational capabilities and challenges, goals and objectives for maintaining, improving services. Performance measures will be developed to quantify progress toward achieving the organizational goals. The report will develop a strategic plan addressing each of the areas discussed in Long-Range Master Plan. The report will identify needs and strategies necessary for effective (fire/EMS) service delivery. Key components include:

#### **Project Initiation**

The consultant will develop a project timeline and will confer with the project manager to gain a comprehensive understanding of the organization's background, goals, and expectations for the strategic planning process and to identify logistics, schedule, potential impediments, and organizational issues.

#### **Community Survey**

The consultant will develop a community survey to gather detailed feedback regarding the priorities, opinions, and expectations related to service delivery, core services, programs, positive and corrective issues, and recommendations for the Strategic Plan. Prior to the consultant administering the survey, the City shall review and approve such survey.

#### **Vision, Mission, and Values**

The consultant will use the survey results as well as the public and organizational input from the Long-Range Plan for the Fire Department to facilitate and guide the Fire Department through a process to develop relevant and meaningful vision, mission, and value statements:

- Vision statement describes the way the organization views itself.
- Mission statement describes the purpose for which the organization exists.
- Values enumerate the principles or ideas that are important to the community.

#### **Internal and External Assessments**

The consultant will use information gathered from the Long-Range Plan, public input and the community survey to facilitate an analysis of the strengths, weaknesses, opportunities, and threats to the organization. The planning team will participate in developing this analysis.

##### **Internal Assessment**

- Strengths of the organization
- Weaknesses of the organization

##### **External Assessment**

- Opportunities facing the organization
- Threats challenging the organization

#### **Goals and Objectives**

The consultant will facilitate discussions with the local planning team to establish goals and objectives, critical tasks, and timelines that are imperative to the Fire Department.

**Outcome/Performance Metrics**

The consultant will direct the local planning team in discussions regarding the establishment of performance measures that will assist the Fire Department in measuring their progress toward implementing the goals and objectives.

**Short Term Work Plan**

The consultant will facilitate the development of a work plan that details specific measures that will be taken to achieve specific goals of the long-range master plan and implement the goals and objectives of the strategic plan over a three to five-year period. The document will identify ongoing measures and targets that will be undertaken once the short-term work plan is complete.

**Published Strategic Plan Document**

The consultant will develop and provide the City with a draft Strategic Plan for review and comment. The consultant will then produce fifteen publication-quality bound, final versions of the written Strategic Plan document. An electronic version of the document will also be provided. A formal presentation of the project report will be made by the consultant project team member(s) to elected officials, staff, and/or the general public.



# NORTH COUNTY FIRE PROTECTION DISTRICT

FINANCE DIVISION

**TO:** BOARD OF DIRECTORS

**FROM:** F/M JUUL & CHIEF ABBOTT

**DATE:** JUNE 22, 2021

**SUBJECT:** ADOPTION OF THE FY21/22 PRELIMINARY BUDGET AND SETTING OF HEARING FOR FINAL BUDGET ADOPTION

## **ACTION AGENDA**

### **RECOMMENDATION:**

- That the Board of Directors approves the proposed FY 21/22 Preliminary Budget
- Set a public hearing to adopt the FY 21/22 Final Budget of September 21, 2021 at 4:15 p.m.

### **DISCUSSION:**

Over the last fiscal year and into FY21/22, the District has experienced a positive increase of tax revenue as a result of the continued economic recovery. The Preliminary Budget presented herein, reflects a spending plan for the upcoming fiscal year that will allow the District to meet routine operational needs and remain in the black. The budget allows the Board to analyze overall cash position.

### **FISCAL ANALYSIS:**

**REVENUE:** The District is anticipating an increase in property tax revenue of approximately \$341,303 over budgeted in FY 20/21 final anticipated amount. New construction is expected to continue this fiscal year. Ambulance fees had a significant increase due to better billing practices, the increase in fees that took place in October of 2020 and Quality Assurance Fee (QAF) is now rolled into fees. The Community Facilities District (CFD) for Horse Creek Ridge reflects the addition of Meadowood. The new subdivision being constructed east of the 15 freeway.

**EXPENSES:** Salaries increased 7.3%, which includes the anticipated 1.5% salary increase the hiring of (3) firefighters last December 2020 and hiring (3) full-time EMTs. Healthcare is estimated to rise 5% but will be adjusted at the final budget once numbers are received from PERS. Unfunded Accrued Liability (UAL) has an increase of 27% over last year's

**ADOPTION OF THE FY21/22 PRELIMINARY BUDGET  
AND SETTING OF HEARING FOR FINAL BUDGET ADOPTION  
JUNE 22, 2021  
PAGE 2 OF 2**

budgeted amount. This amount will decrease in FY22/23 once the Pension Obligation Bond (POB) has had some time to take effect.

**SUMMARY:**

Staff recommends the Board to adopt the attached Preliminary Budget and set a hearing date for the adoption of the Final Budget.



**NORTH COUNTY FIRE  
PROTECTION DISTRICT**

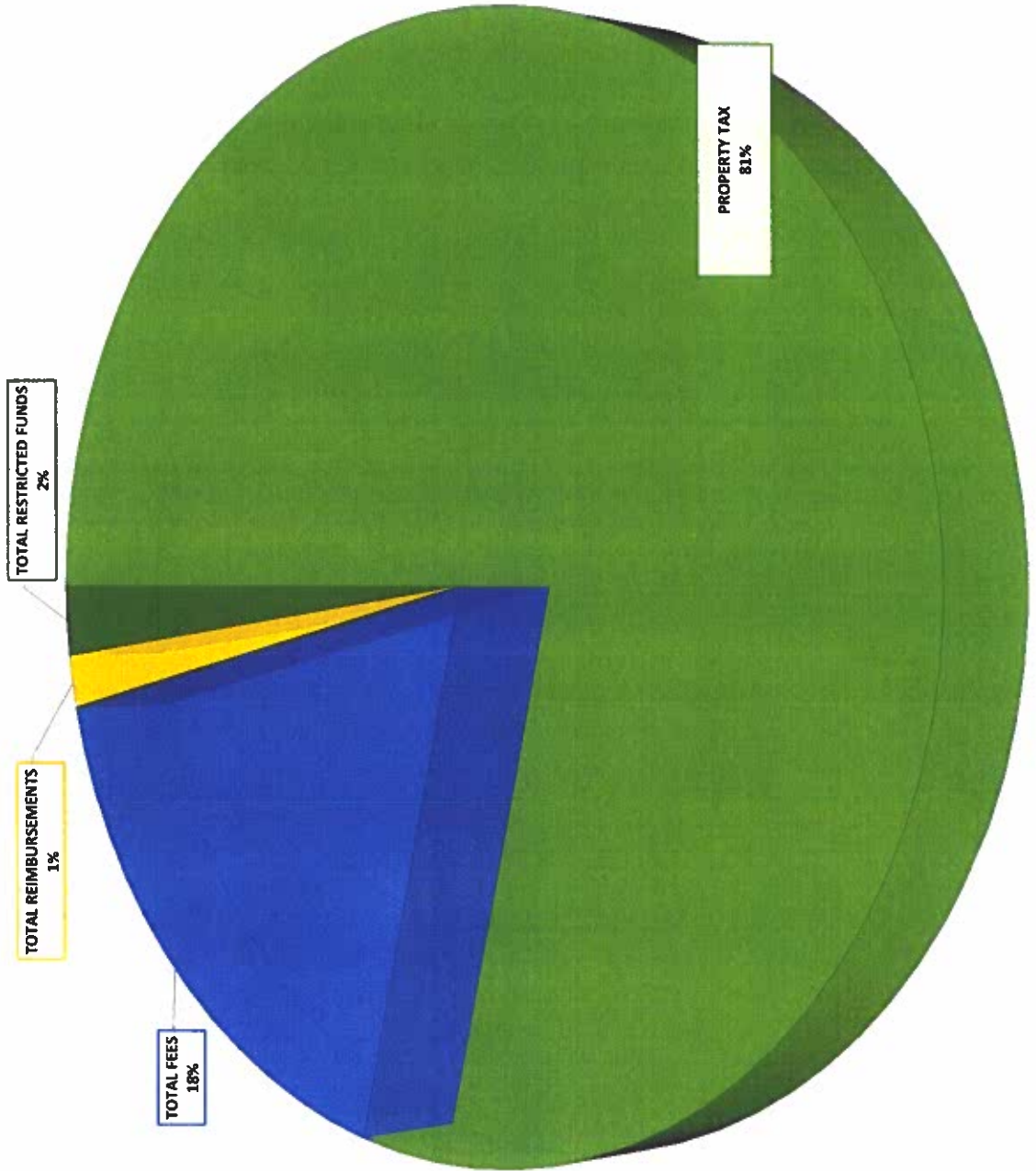


**PRELIMINARY BUDGET FY 21/22**

**REVENUE**

Funding Source	FY20/21 Budget	YTD thru 05/31/21	FY 21/22 Prelim Budget	Prelim/Final Variance	Notes
Property Tax	16,233,697	16,575,000	17,155,125	921,428	3.5% increase over final
Property Tax RBW Division	310,626	335,000	346,725	36,099	
Ambulance Fees	2,300,000	2,513,230	3,100,000	800,000	
Prevention Fees	185,000	173,851	250,000	65,000	
Tower Lease Agreements	110,000	71,121	84,213	(25,787)	
Other Revenue Sources	50,000	40,798	40,000	(10,000)	
Interest	60,000	41,123	50,000	(10,000)	
Weed Abatement/Mowing Reimbursement	-	-	-	0	
Cost Recovery	80,000	41,854	50,000	(30,000)	
Fallbrook Regional Health District	92,000	79,970	93,000	1,000	50% Salaries
Community Facilities District (CFD)	116,942	71,588	165,682	48,740	
Annexation Fees	-	-	-	0	
<b>TOTAL FEES</b>	<b>2,993,942</b>	<b>3,033,534</b>	<b>3,832,895</b>	<b>838,953</b>	
Strike Team Reimb - OES	180,154	843,565	242,222	62,068	Unreimbursed expenditures
Other Reimbursements	100,000	338,475	100,000	-	
GEMT - State Supplement	90,000	-	-	(90,000)	
<b>TOTAL REIMBURSEMENTS</b>	<b>370,154</b>	<b>1,182,040</b>	<b>342,222</b>	<b>(27,932)</b>	
<b>TOTAL GENERAL FUND REVENUE</b>	<b>19,908,419</b>	<b>21,125,574</b>	<b>21,676,967</b>	<b>1,768,548</b>	
Donations & Grants	64,246	108,448	150,000	85,754	Amb - Healthcare/SHSGP/UASI
Mitigation Fees & Interest (Fallbrook)	300,000	245,571	310,000	10,000	
Mitigation Fees & Interest (Rainbow)					
<b>TOTAL RESTRICTED FUNDS</b>	<b>364,246</b>	<b>354,019</b>	<b>460,000</b>	<b>95,754</b>	
<b>GRAND TOTAL REVENUE</b>	<b>20,272,665</b>	<b>21,479,593</b>	<b>22,136,967</b>	<b>1,864,302</b>	
Transfer from Reserves	468,000		1,159,000	691,000	
Sale of Sta. 3/Tower lease		1,148,716			
<b>GRAND TOTAL ALL SOURCES</b>	<b>20,740,665</b>	<b>21,479,593</b>	<b>23,295,967</b>	<b>2,555,302</b>	

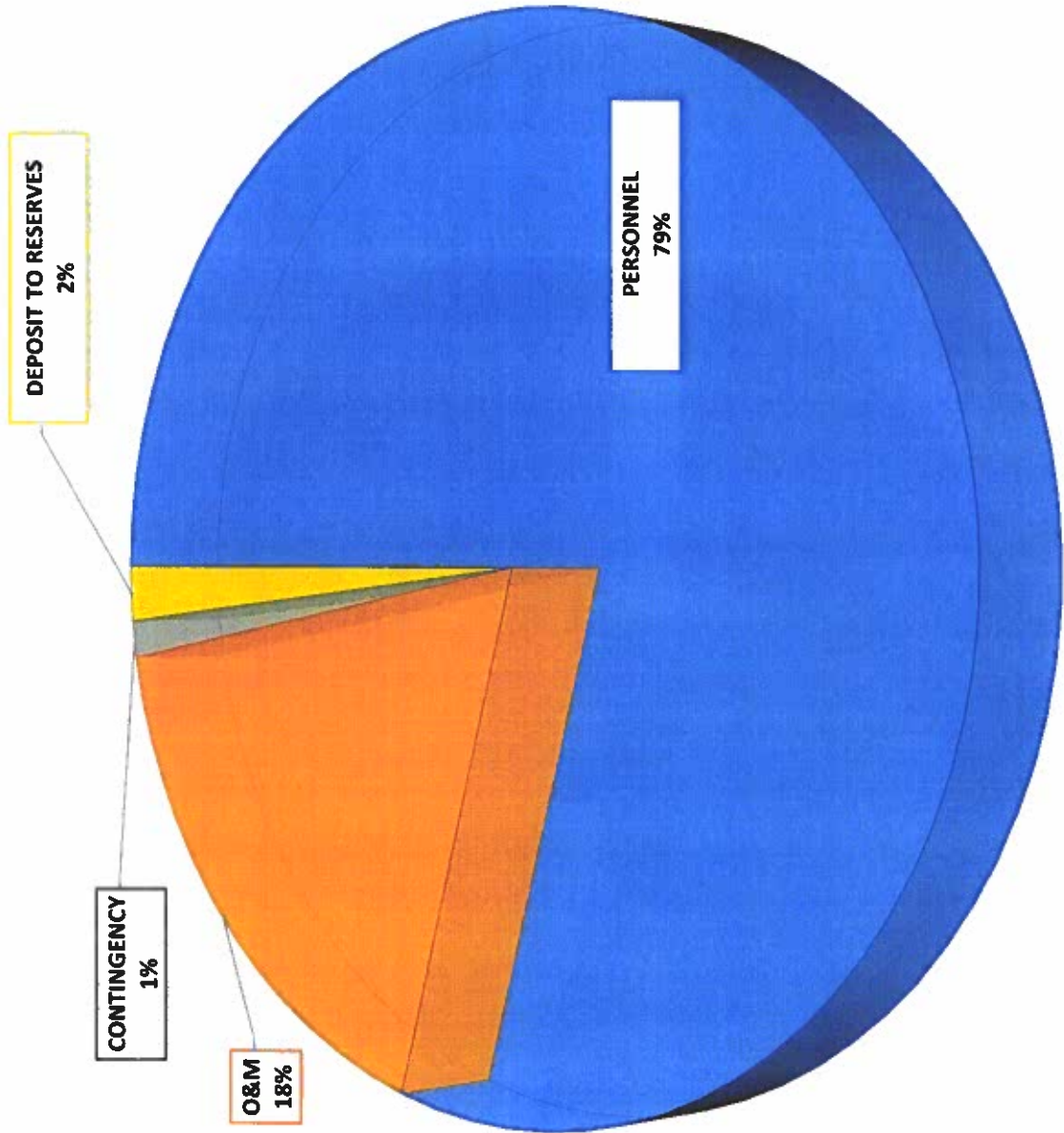
REVENUE



**EXPENSE SUMMARY**

Account	Description	FY 20/21 Budget	YTD thru 06/31/21	FY 21/22 Prelim Budget	Prelim/Final Variance	Notes
Personnel						
	Salaries	7,187,126	6,332,780	7,733,927	546,801	
	Overtime	1,094,299	2,268,505	1,497,000	402,701	Strike Team FY20/21 (reimbursable)
	Other Pay	1,001,156	792,994	1,038,000	36,844	
	Benefits	5,218,593	4,809,942	5,409,021	190,428	
	Workers Comp.	760,000	603,729	700,000	(60,000)	
	<b>TOTAL</b>	<b>15,261,174</b>	<b>14,807,949</b>	<b>16,377,948</b>	<b>1,116,774</b>	
O & M						
	Board Administration	464,900	410,002	566,000	101,100	
	Administration	679,303	467,003	789,700	110,397	
	Prevention	62,400	51,638	67,400	5,000	
	Operations	457,102	326,180	586,155	129,053	
	Emergency Medical	460,202	428,575	519,385	59,183	
	Communications	620,004	562,787	664,800	44,796	
	Fleet Maintenance	355,905	251,989	398,580	42,675	
	Training	83,265	43,474	78,000	(5,265)	
	<b>TOTAL</b>	<b>3,183,081</b>	<b>2,541,648</b>	<b>3,670,020</b>	<b>486,939</b>	
Contingency						
		221,953		237,370	15,417	
Deposit to Reserves						
		300,000	1,297,716	350,000	50,000	Sale of Sta 3/Tower lease
Facilities						
				1,294,390		
CIP						
				1,396,239		
	<b>TOTAL</b>	<b>521,953</b>	<b>1,297,716</b>	<b>3,277,999</b>	<b>65,417</b>	
<b>TOTAL GENERAL FUND</b>		<b>18,966,208</b>	<b>18,647,314</b>	<b>23,325,967</b>	<b>4,359,759</b>	

**EXPENSE SUMMARY**



BALANCE

Account	Description	FY 20/21 Budget	YTD 06/31/21	FY 21/22 Prelim Budget	Notes
<b>Revenue</b>					
	Property Tax	16,544,323	16,910,000	17,501,850	
	Fees	2,993,942	3,033,534	3,832,895	
	Reimbursements	370,154	1,182,040	342,222	
	Restricted Funds	364,246	354,019	460,000	
	Transfer from Reserves	468,000	0	1,159,000	Sta. 3 modular/Sta. 4 Engineering
	<b>Grand Total</b>	<b>20,740,665</b>	<b>21,479,593</b>	<b>23,295,967</b>	
<b>Expenses</b>					
	Personnel	15,261,174	14,807,949	16,377,948	
	O&M	3,183,081	2,541,648	3,670,020	
	Contingency	221,953	0	237,370	
	Deposit to Reserves	300,000	1,297,716	350,000	Small reserve for the unexpected Sale of Sta. 3 /Tower
	Facilities	769,241	369,241	1,294,390	
	Capital Improvement Plan	841,694	638,495	1,366,239	
	<b>Grand Total</b>	<b>20,577,143</b>	<b>19,655,050</b>	<b>23,295,967</b>	

**PERSONNEL**

Dept	Account	Line Item	FY20/21 Budget	YTD thru 05/31/21	FY 21/22 Prelim Budget	Prelim/Final Variance	Notes
<b>SALARIES</b>							
<b>SAFETY</b>							
	102 5010-01-003	CEO/Fire Chief	194,000	173,474	185,000	(9,000)	
	102 5010-01-004	Deputy Fire Chief	86,636	88,540	167,496	80,860	
	103 5010-01-008	Fire Marshal	125,148	110,920	144,172	19,024	
	105 5010-01-009	Division Chief	161,183	144,356	155,810	(5,373)	
	104 5010-01-010	Battalion Chiefs	414,831	368,028	407,686	(7,145)	
	104 5010-01-011	Captains/Captain Medics	1,632,551	1,444,432	1,692,694	60,143	
	104 5010-01-012	Engineers/Engine Medics	1,440,365	1,293,634	1,488,905	48,540	
	104 5010-01-013	Firefighters/FF Medics	1,204,538	1,044,220	1,441,174	236,636	
	<b>TOTAL SAFETY</b>		<b>5,259,252</b>	<b>4,667,604</b>	<b>5,682,937</b>	<b>423,685</b>	
<b>MISC. (Non-Safety)</b>							
	102 5010-01-005	Executive Assistant	103,749	92,918	118,784	15,035	
	102 5010-01-009	Finance Manager	105,000	85,814	125,464	20,464	
	102 5010-01-007	HR/Finance Specialist	87,833	70,616	92,292	4,459	
	102 5010-01-010	Payroll & AP	48,000	31,488	55,642	7,642	
	103 5010-01-022	Fire Protection Specialist	156,942	135,982	164,911	7,969	
	108 5010-01-018	Mechanic III	99,666	87,154	101,161	1,495	
	102 5010-01-025	Administrative/IT Specialist	85,755	72,348	96,179	10,424	
	108 5010-01-029	Mechanic II	76,506	66,294	90,597	14,091	
	105 5010-01	MSO	108,475	100,131	112,855	4,380	
	102 5010-01-008	Front/Social	34,505	28,629	40,000	5,495	
	<b>TOTAL NON-SAFETY</b>		<b>906,431</b>	<b>771,374</b>	<b>997,885</b>	<b>91,454</b>	
<b>SAFER</b>							
	104 5010-01-015	SAFER II	28,242	28,242	-	(28,242)	Closed FY20/21
	<b>TOTAL SAFER</b>		<b>28,242</b>	<b>28,242</b>	<b>0</b>	<b>(28,242)</b>	
<b>SINGLE ROLE</b>							
	106 5010-03	Single Role - EMT	289,536	261,059	309,504	19,968	
	106 5010-04	Single Role - Medic	698,880	601,065	738,816	39,936	FLSA included
	<b>TOTAL SR</b>		<b>988,416</b>	<b>862,124</b>	<b>1,048,320</b>	<b>59,904</b>	
<b>PART-TIME</b>							
	103 5010-01-023	PT Fire Protection Specialist					
	103 5010-24	Hydrant Maint.					
	103 5010-01-016	Plan Checker					
	104 5010-01-016	Courier	4,785	3,436	4,785	0	
	<b>TOTAL PART TIME</b>		<b>4,785</b>	<b>3,436</b>	<b>4,785</b>	<b>0</b>	
<b>TOTAL PERSONNEL</b>			<b>7,187,126</b>	<b>6,332,780</b>	<b>7,733,927</b>	<b>546,801</b>	

PERSONNEL

Dept	Account	Line Item	FY20/21 Budget	YTD thru 05/31/21	FY 21/22 Prelim Budget	Prelim/Final Variance	Notes
<b>OVERTIME</b>							
102	5010-06	Overtime/Admin	8,000	2,686	8,000	-	
103	5010-06	Overtime/Admin	2,300	5,250	2,300	-	
103	5010-08	CERT	750	-	750	-	
103	5010-07	Overtime/Fire & Arson	-	-	3,000	3,000	
104	5010-02	FLSA 56 Hour Adjustment	127,249	103,176	133,150	5,901	
104	5010-03	Overtime Promotional Testing	20,000	18,302	20,000	-	
104	5010-04	Association Leave	11,000	1,254	11,000	-	
104	5010-05	Overtime/Ambulance Callback	2,000	3,755	5,000	3,000	
104	5010-06	Lead Medic	10,000	5,950	2,000	(8,000)	
104	5010-20	Preceptor Pay	-	-	6,000	6,000	
104	5010-07	Overtime/Other	10,000	6,001	10,000	-	
104	5010-21	Safety Admin Leave	-	-	25,000	25,000	
104	5010-09	Overtime/Replacement	500,000	631,814	710,000	210,000	
104	5010-12	Orientation/Mentorship	-	-	8,300	8,300	2 FF
104	5010-17	Vacancy	30,000	126,496	30,000	-	FF - LTD
104	5010-09-001	Admin	30,500	62,175	85,000	54,500	
104	5010-11	Workers Comp	50,000	79,535	100,000	50,000	
104	5010-10	Overtime/Strike Team	-	1,043,620	-	-	
104	5010-15	Overtime/Fire Callback	20,000	36,075	50,000	30,000	
104	5125-00	Mapping	-	2,656	2,000	2,000	
105	5010-06	Overtime/Admin/Other	1,000	-	2,500	1,500	
105	5010-08	Ambulance Call back	10,000	237	2,000	(8,000)	
105	5010-03	Overtime/Full Time Coverage	20,000	13,934	20,000	-	
105	5010-04	Testing	14,000	7,856	15,000	1,000	
105	5010-05	SR New Hire (Mentorship)	50,000	45,667	61,000	11,000	
105	5010-09	SR New Hire (Mentorship) FT	60,000	7,176	60,000	-	
105	5010-16	Single Role SL/AL	75,000	34,145	75,000	-	
106	5010-14	Overtime/Admin-Explorers	10,000	384	10,000	-	
107	5010-06	Communication - Overtime	1,500	1,175	1,500	-	
108	5010-06	Overtime/Admin	1,000	2,562	3,500	2,500	
109	5010-07	Overtime/Training	30,000	26,625	35,000	5,000	
<b>TOTAL</b>			<b>1,094,299</b>	<b>2,268,505</b>	<b>1,497,000</b>	<b>402,701</b>	



PERSONNEL

Dept	Account	Line Item	FY20/21 Budget	YTD thru 05/31/21	FY 21/22 Prelim Budget	Prelim/Final Variance	Notes
<b>OTHER PAY</b>							
102	5030-45	Total Medicare Tax	120,081	123,759	140,000	19,919	
102	5030-08	Total Social Security	7,500	9,182	7,500	-	
102	5030-09	FSA	1,500	1,092	1,500	-	
102	5010-16	A/L & S/L Reimbursement	607,486	429,442	610,000	2,514	
104	5010-16	Holiday Time Adjustment	213,289	188,713	225,000	11,711	
102	5050-00	Total Uniforms	41,300	31,548	42,000	700	
105	5050-00	SR Uniforms	10,000	9,258	12,000	2,000	
	<b>TOTAL</b>		<b>1,001,156</b>	<b>792,994</b>	<b>1,038,000</b>	<b>36,844</b>	
<b>BENEFITS</b>							
102	5020-00	Retirement (Misc. - Classic)	82,033	53,877	85,049	3,016	
102	5020-00-001	PEPRA Retirement (Misc.)	38,546	31,456	49,210	10,664	
102	5020-00-102	Classic UAL (Misc.)	354,514	354,514	387,497	32,983	
102	5020-00-103	PEPRA UAL (Misc.)	1,522	1,522	2,053	531	
104	5020-00	Retirement (Safety - Classic)	1,192,577	1,104,618	1,198,720	6,143	
104	5020-00-001	PEPRA (Safety - PEPRA)	98,409	83,185	118,852	20,443	
104	5020-00-003	SAFER II Retirement	11,978	6,672	-	(11,978)	
104	5020-00-102	Classic UAL (Safety)	296,765	296,765	442,258	145,493	
104	5020-00-103	PEPRA UAL Safety	3,577	3,577	6,112	2,535	
104	5020-00-104	Pension Obligation Bond	1,406,016	1,406,016	1,301,425	(104,591)	
105	5020-00	Retirement	77,828	47,669	81,035	3,207	
102	5030-40	Flexible Plan Insurance	1,592,200	1,365,021	1,671,810	79,610	5% increase
102	5030-41	Flexible Plan Insurance-Retirees	62,628	55,049	65,000	2,372	Increase of \$6 to \$149/person (2022)
	<b>TOTAL</b>		<b>5,218,593</b>	<b>4,809,942</b>	<b>5,409,021</b>	<b>190,428</b>	
<b>WORKERS COMPENSATION</b>							
102	5100-42	Worker's Compensation	760,000	603,729	700,000	(60,000)	Large payout

**FACILITIES CIP**

Category	Line Item	FY 20/21 Budget	YTD thru 05/31/21	FY 21/22 Prelim Budget	Prelim/Final Variance	Notes	
Facilities	Bond - Station 5	235,508	235,508	235,657	149	12 additional years	
	Note - Station 5	-	-	-	-	Paid off	
	Administration Building	85,751	85,751	85,751	-	9 additional years	
	Solar Loan I	35,407	35,407	35,407	-	8 additional years	
	Solar Loan II	12,575	12,575	12,575	-	14 additional years	
	Rainbow Station	400,000	-	425,000	25,000	New Modular	
	Sta. 4	-	-	500,000	500,000	Engineering	
	<b>TOTAL</b>	<b>769,241</b>	<b>369,241</b>	<b>1,294,390</b>	<b>525,149</b>		
	Capital Improvement Plan	Ambulance I	45,661	45,661	-	(45,661)	
		Ambulance II	45,742	45,742	45,742	-	Paid off this year
Ambulance Remount		50,794	50,794	-	(50,794)		
Ambulance Remount (new)		60,666	60,666	110,000	110,000	Health District cost share	
EKG		151,851	151,851	60,666	-	One additional year	
800 Radios		133,980	133,980	151,851	-	Paid off this year	
Type I Engines (2)		400,000	400,000	133,980	-	Large Pay off in one	
Brush Engine		45,000	45,000	400,000	400,000		
Holmatro		8,000	7,996	-	(45,000)	Covered by NRP	
Extractor		20,000	15,446	-	(8,000)		
Fleet Maint. Hose Reel		40,000	28,300	-	(20,000)		
CPR Compression device		-	-	28,000	(40,000)	CARES grant	
AED's		40,000	47,540	-	28,000		
Vehicle Lift		200,000	50,519	35,000	(40,000)		
Station Generator		841,694	638,495	401,000	35,000		
Staff Vehicles	1,610,935	1,007,736	201,000	201,000	Shop Truck/Staff/Carry Over		
<b>TOTAL</b>	<b>1,610,935</b>	<b>1,007,736</b>	<b>1,366,239</b>	<b>524,545</b>			
<b>Total Facilities and CIP</b>			<b>2,660,629</b>	<b>1,049,694</b>			

DEPARTMENT 101- BOARD ADMINISTRATION

Dept	Account	Line Item	FY 20/21 Budget	YTD thru 05/31/2021	FY 21/22 Prelim Budget	Prelimi/Final Variance	Notes
101	5010-14	Board Members	7,500	6,100	7,500	-	
101	5043-00	Elections	25,000	6,000	-	(25,000)	
101	5150-00	Memberships/Subscriptions	7,900	9,859	10,000	2,100	
101	5170-72	Office Supplies	2,000	407	2,000	-	
101	5180-83	Legal Fees	60,000	101,094	150,000	90,000	
101	5180-84	Negotiations/Labor	15,000	7,153	15,000	-	
101	5190-00	Advertising/Notices	4,000	1,288	8,000	4,000	
101	5230-30	Employee Recognition	5,000	1,344	5,000	-	
101	5230-31	Meetings/Travel	9,000	-	5,000	(4,000)	
101	5230-32	Community Relations	5,000	1,893	5,000	-	
101	5230-38	Professional Development	2,500	2,600	7,500	5,000	
101	5340-00	Refunds and Interest	121,000	88,225	140,000	19,000	
101	5170-70	County Admin Costs	190,000	173,436	200,000	10,000	Moved from 102 Admin
101	5340-01	LAFCO Assessment Fee	11,000	10,604	11,000	-	
<b>TOTAL</b>			464,900	410,002	566,000	101,100	

DEPARTMENT 102 - ADMINISTRATION

Dept	Account	Line Item	FY/2021 Budget	YTD thru 05/31/2021	FY 21/22 Prelim Budget	Prelim/Final Variance	Note
102	5100-43	Unemployment Insurance	1,500	6,573	10,000	8,500	Currently disputing outstanding claims
102	5130-66	Structures & Grounds	175,000	125,340	200,000	25,000	
102	5130-68	Facility Expenses	25,000	13,827	25,000	-	
102	5140-01	Personnel/JPA Academy	3,000	-	3,000	-	
102	5145-00	Personnel Recruitment	7,000	3,908	7,000	-	
102	5150-00	Memberships/Subscriptions	4,500	6,089	6,000	1,500	
102	5170-71	Bank Fees	500	201	500	-	
102	5170-72	Office Supplies	7,500	4,069	7,500	-	
102	5170-73	Postage	5,000	2,867	5,000	-	
102	5170-74	Printing	4,500	2,890	4,500	-	
102	5180-81	Auditors	18,000	14,000	14,000	(4,000)	
102	5180-82	Professional Services	76,000	53,760	150,000	74,000	Master/Strategic plans
102	5180-83	Computer Support	140,000	50,701	115,600	(24,400)	
102	5180-85	Computer Hardware/Software	30,000	50,328	40,000	10,000	
102	5200-00	Rents and Leases/Equipment	10,000	6,603	10,000	-	
102	5221-01	Office Furniture/Supplies	5,000	1,323	5,000	-	
102	5230-19	Trauma Interventions Program	7,300	7,257	7,300	-	
102	5230-30	Employee Recognition	3,500	595	3,500	-	
102	5230-37	Physicals/Wellness Program	35,000	14,230	35,000	-	
102	5230-38	Professional Development	7,500	2,123	7,500	-	
102	5230-39	Employee Asst Program	7,000	12,188	8,000	1,000	
102	5230-41	Meetings and Misc. Expenses	5,000	306	4,500	(500)	
102	5230-49	PERS Medical Admin Fees	9,871	3,171	9,300	(571)	
102	5230-50	Post-Retirement Admin Fee	3,982	3,903	4,500	518	
102	5260-23	Water	28,000	20,290	28,000	-	
102	5260-24	Sewer	12,650	13,256	17,000	4,350	
102	5260-25	Trash	12,000	9,727	12,000	-	
102	5260-26	Gas & Electric	35,000	37,477	50,000	15,000	
<b>TOTAL</b>			<b>679,303</b>	<b>467,003</b>	<b>789,700</b>	<b>110,397</b>	

DEPARTMENT 103 - PREVENTION

Dept	Account	Line Item	FY20/21 Budget	YTD thru 05/31/21	FY 21/22 Prelim Budget	Prelim/Final Variance	Note
103	5150-00	Memberships/Subscriptions	4,100	1,042	4,100	-	Weed Abatement/inspection software support
103	5230-30	Fire Safety Council	1,900		1,900	-	
103	5230-31	CERT Program	1,900		1,900	-	
103	5230-32	Materials/Public Education	22,000	9,154	17,000	(5,000)	
103	5230-34	Required Weed Abatement	30,000	40,492	35,000	5,000	
103	5230-35	Investigative Supplies	1,000	111	1,000	-	
103	5230-36	Arson Investigative Training	1,500	839	6,500	5,000	
<b>TOTAL</b>			<b>62,400</b>	<b>51,638</b>	<b>67,400</b>	<b>5,000</b>	

DEPARTMENT 104 - OPERATIONS

Dept	Account	Line Item	FY20/21 Budget	YTD thru 05/31/21..	FY:21/22 Prelim Budget	Prelim/Final Variance	Notes
104	5080-00	Emerg. Incident Meals/Provisions	2,000	13,016	20,000	18,000	
104	5090-21	Kitchen/Janitorial Supplies	28,960	21,768	29,000	40	
104	5100-44	Facility/Vehicle Insurance	243,344	246,227	350,000	106,656	SDRMA increase 42%
104	5120-12	Firefighting Equipment	102,550	19,753	102,000	(550)	includes SHSGP rope rescue + taxes
104	5125-00	Map Maintenance Program	4,550	2,656	13,687	9,137	
104	5150-00	Memberships/Subscriptions	6,088	7,595	6,838	750	
104	5221-00	Safety Equipment/PPE	62,780	14,580	55,300	(7,480)	
104	5230-41	Meetings and misc.	2,000	465	2,000	-	
104	5223-00	Disaster Preparedness	2,000		2,000	-	
104	5230-38	Professional Development	2,830	120	5,330	2,500	
<b>TOTAL</b>			<b>457,102</b>	<b>326,180</b>	<b>586,155</b>	<b>129,053</b>	

DEPARTMENT 105 - EMS

Dept	Account	Line Item	FY2021 Budget	YTD thru 05/31/21	FY 21/22 Prelim Budget	Prelim/Final Variance	Notes
105	5070-00	Ambulance Billing	150,000	134,741	165,000	15,000	
105	5160-00	QAF	90,000	110,255	130,000	40,000	\$ increased per call now \$32.30/transport
105	5140-00	Medical Supplies/Equipment	161,674	151,697	161,000	(674)	
105	5150-00	Memberships/Subscriptions	50	250	250	200	
105	5180-82	Professional Services	-		3,000	3,000	
105	5221-01	Medical & Pre-Emp Exams	25,000	13,521	25,000	-	
105	5230-32	Material	900		1,000	100	
105	5230-33	EMS Equipment	1,099		2,870	1,771	
105	5230-34	Medical Licensing/Certs	8,548	4,751	9,227	679	
105	5230-35	Defib Maint & Maint Agreement	20,431	13,289	19,538	(893)	Water - EMS ePCR (\$7,000)
105	5230-38	Professional Development	2,500	71	2,500	-	
<b>TOTAL</b>			<b>460,202</b>	<b>428,575</b>	<b>519,385</b>	<b>59,183</b>	

DEPARTMENT 107 - COMMUNICATIONS

Dept	Account	Line Item	FY20/21 Budget	YTD thru 05/31/21	FY-21/22 Prelim Budget	Prelim/Final Variance	Notes
107	5060-27	Telephone/Cable TV/ IPTele	46,454	51,631	45,800	(654)	
107	5060-29	Verizon Data	20,808	9,730	20,000	(808)	
107	5060-30	MDC & AVL Maint Cost	12,016	11,173	15,000	2,984	
107	5120-52	Radios/Parts & Service	20,000	11,173	20,000	-	
107	5120-54	Alarm Services & Supplies	1,500	378	1,500	-	
107	5120-56	T-1 Phone Line Maintenance	36,000	18,108	36,000	-	
107	5120-69	RCS 800 MHZ Maint Fee	73,059	51,334	75,000	1,941	
107	5150-00	Memberships/Subscriptions	1,704	1,297	1,500	(204)	
107	5180-00	Dispatch Services	407,963	407,963	450,000	42,037	Disp and Medical Director
107	5230-31	Meetings & Travel	500		-		
107	5230-38	Professional Development	-		-		
<b>TOTAL</b>			<b>620,004</b>	<b>562,787</b>	<b>664,800</b>	<b>45,296</b>	



DEPARTMENT 108 - SHOP

Dept	Account	Line Item	FY20/21 Budget	YTD thru 05/31/21	FY 21/22 Prelim Budget	Final Budget FY21/22	Notes
108	5090-22	Laundry/Linen Supplies	1,000		-	(1,000)	
108	5090-53	Hazmat Disposal & Permits	9,625	7,077	10,000	375	
108	5120-52	Parts & Accessories	122,600	90,081	125,000	2,400	
108	5120-53	Fuel	183,000	135,901	225,000	42,000	
108	5120-54	Oils & Lubricants	7,600	5,204	8,000	400	
108	5120-59	Sublet Repairs	16,000	8,423	16,000	-	
108	5150-00	Memberships/Subscriptions	80	80	80	-	
108	5180-52	Fleet Maint Software	6,500	2,484	5,000	(1,500)	
108	5220-00	Small Tools/Minor Equipment	4,500	2,739	4,500	-	
108	5230-38	Professional Development	5,000	-	5,000	-	
108	5230-39	Formal Education	-	-	-	-	
<b>TOTAL</b>			<b>355,905</b>	<b>251,989</b>	<b>398,580</b>	<b>42,675</b>	

DEPARTMENT 109 - TRAINING

Dept	Account	Line Item	FY20/21 Budget	YTD thru 05/31/21	FY 21/22 Prflm Budget	Prflm/Final Variance	Notes
109	5150-00	Memberships/Subscriptions	-	50	-	-	
109	5230-20	Training Materials	4,000	3,888	8,000	4,000	
109	5230-38	Professional Development	29,265	12,415	30,000	735	
109	5230-31	Meeting and misc.	-	-	-	-	
109	5230-39	Formal Education	50,000	27,122	40,000	(10,000)	
<b>TOTAL</b>			<b>83,265</b>	<b>43,474</b>	<b>78,000</b>	<b>(5,265)</b>	

**RESERVE SUMMARY**

Description	FY 20/21	Notes	Description	FY 21/22	Notes
2019/20 Reserve Balance	9,205,263		2020/21 Reserve Balance	12,279,269	
2020/21 revenue <u>projected</u>	21,479,593		2021/22 revenue <u>projected</u>	23,295,967	
2020/21 expense <u>projected</u>	(18,647,314)		2021/22 expense <u>projected</u>	(20,635,338)	
Total Debt service 2020/21	(857,935)		Total Debt service 2021/22	(761,629)	
Capital Projects:			Capital Projects:		
CIP	(198,055)		CIP	(836,000)	
Facilities	-		Facilities	(925,000)	
Total Capital Projects	(198,055)		Total Capital Projects	(1,761,000)	
New Debt:			New Debt:		Loans
Proceeds Apparatus			Proceeds Apparatus		
Proceeds modular			Proceeds modular		
Total Proceeds	-		Total Proceeds	-	
Net Operations	1,776,290		Net Operations	138,000	
Change in Reserves	3,074,006		Change in Reserves	(1,159,000)	
2020/21 Reserve Balance	12,279,269		2021/22 Reserve Balance	11,120,269	

RESERVE SUMMARY

Description	FY 20/21	Notes	Description	FY 21/22	Notes
<b>Restricted:</b>			<b>Restricted:</b>		
Fallbrook Mitigation	981,370		Fallbrook Mitigation	981,370	
Rainbow Mitigation	4,074		Rainbow Mitigation	4,074	
<b>Committed:</b>			<b>Committed:</b>		
Compensated Absences	2,189,237		Compensated Absences	2,187,443	
Workers Comp	450,000		Workers Comp	450,000	
Facility and CIP	4,250,583		Facility and CIP	3,325,583	
<b>Assigned:</b>			<b>Assigned:</b>		
Operating Reserve (Dry yield)	2,225,000		Operating Reserve (Dry yield)	2,225,000	
<b>Unassigned:</b>			<b>Unassigned:</b>		
General Fund	2,179,005		General Fund	1,946,799	
<b>Total</b>	<b>12,279,269</b>		<b>Total</b>	<b>11,120,269</b>	

## PUBLIC NOTICE

**NOTICE IS HEREBY GIVEN** that the BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, 330 S. Main Avenue, Fallbrook, California, County of San Diego, has adopted the District's Preliminary Budget. The Budget is available for inspection by interested persons and taxpayers at the Administrative Offices, located at 330 S. Main Avenue, Fallbrook, California and will remain so available until the final hearing thereon.

**NOTICE IS FURTHER GIVEN** that the BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT will conduct a Public Hearing on **TUESDAY, SEPTEMBER 21, 2021, AT A TIME CERTAIN OF 4:15 P.M.** or as soon thereafter as such matter can be heard, at the Fallbrook Public Utility District, 990 E. Mission Road, Fallbrook, California, OR alternatively, if COVID-19 meeting restrictions should be imposed, the public hearing will be TELEPHONIC, to consider **ADOPTION OF THE FY 2021/2022 FINAL BUDGET**. Any interested person or taxpayer may appear at the said time and place and be heard regarding the increase, decrease or omission of any item of the Budget, or for the including of any additional items.

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

Loren Stephen-Porter  
Board Secretary  
June 22, 2021

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**NORTH COUNTY FIRE  
PROTECTION DISTRICT**

**FIRE CHIEF/CEO**

**TO:** BOARD OF DIRECTORS  
**FROM:** STEPHEN ABBOTT, FIRE CHIEF/CEO  
**DATE:** JUNE 22, 2021  
**SUBJECT:** DISCUSSION AGENDA

There are no Discussion Agenda Items for the June 22, 2021, Board Meeting.

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## **ROBERT H. JAMES**

ATTORNEY AT LAW

ROBERT H. JAMES, Esq.  
roberthjameslaw@gmail.com

3668 KATIE LENDRE DRIVE  
FALLBROOK, CALIFORNIA 92028

TELEPHONE  
(760) 723-9018

June 1, 2021

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

Re: General Counsel Board Report for June 1, 2021

#### **Cal/OSHA Updates COVID-19 Workplace Standards**

California's Division of Occupational Safety and Health updated its FAQ post on the COVID-19 Emergency Testing Standards, applying Executive Order N-84-20 and the new California Department of Public Health COVID-19 Public Health Recommendations for Fully Vaccinated Individuals. These revisions and additions to the FAQ clearly establish that employers do not need to exclude fully vaccinated employees from the workplace if they are exposed to COVID-19, as long as they remain asymptomatic.

The revisions also clarify that a 10-day quarantine period and exclusion from work applies when an unvaccinated employee is exposed to COVID-19, however a 14-day period is still recommended. The FAQ provide further support and a valid business reason for employers to ask about employees' vaccination status, which the DFEH and EEOC have already advised is permissible.

#### **Updates and Changes to the Cal/OSHA ETS FAQs**

##### **Exposed Workplace Q&A No. 12 – Updated Language**

Q: When must an employer exclude employees from work?

A: Employers must exclude from work employees who are not fully vaccinated if they (1) are COVID-19 cases, or (2) have had COVID-19 exposure. Applying Executive Order N-84-20 and the new CDPH COVID-19 Public Health Recommendations for Fully Vaccinated Individuals, employers must also exclude fully vaccinated employees if they (1) are COVID-19 cases, or (2) have had a COVID-19 exposure and exhibit COVID-19 symptoms. However, employers do not need to exclude fully vaccinated employees who had a COVID-19 exposure who are asymptomatic.

##### **Exposed Workplace Q&A No. 14 – Link Added to EO N-84-20**

Q: What are the criteria for an employee who is not fully vaccinated and exposed to a COVID-19 case to return to work?

A: Applying [Executive Order N-84-20](#) and [the CDPH quarantine guidance](#), while a 14-day quarantine is recommended, an exposed employee who does not develop symptoms of COVID-19 may return to work after 10 days have passed since the date of last known exposure. Additionally, CDPH has provided guidance permitting health care, emergency response and social services workers to return to work after 7 days with a negative PCR test result collected after day 5 when there is a critical staffing shortage.

**ROBERT H. JAMES**

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FALLBROOK, CALIFORNIA 92028

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(760) 723-9018

**Exposed Workplace Q&A No. 15 – Updated**

Q: What are the quarantine requirements for a fully vaccinated employee exposed to a COVID-19 case?

A: Applying Executive Order N-84-20 and the new CDPH COVID-19 Public Health Recommendations for Fully Vaccinated People, an exposed employee who does not develop symptoms of COVID-19, does not need to quarantine.

**Testing Q&A No. 9 - Updated**

Q: In a non-outbreak setting, what are employers required to do when they learn that one or more of their employees had a COVID-19 exposure at the workplace?

A: Employers must:

- Notify all employees and employees' authorized representatives who may have had COVID-19 exposure within one business day in a manner that does not reveal the COVID-19 case's personal identifying information.
- Offer testing at no cost to any employee potentially exposed to COVID-19 in the workplace, and provide applicable benefit information. The time an employee spends being tested is considered compensable hours worked.
- Exclude from the workplace employees who test positive for COVID-19, and exclude employees with COVID-19 exposure unless they are fully vaccinated and do not show any symptoms of COVID-19, and follow the requirements for preserving their pay and benefits.
- Follow the return to work criteria for returning excluded employees to work.
- Investigate the exposure and address hazards.
- Follow all recordkeeping and reporting requirements for employee COVID-19 cases.

ROBERT H. JAMES  
Attorney at Law

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

RHJ/km  
cc: Chief Steve Abbott  
Board members



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

**TO:** BOARD OF DIRECTORS  
**FROM:** STEPHEN ABBOTT, FIRE CHIEF/CEO  
**DATE:** JUNE 22, 2021  
**SUBJECT:** WRITTEN CORRESPONDENCE

- **WRITTEN COMMUNICATION:**

- **JUNE 4, 2021 LETTER FROM RINCON WATER:**

- Supporting David Drake for LAFCO Alternate Special District Member position.

- **BOARD RECOGNITION PROGRAM:**

- **JUNE 6, 2021 LETTER OF COMMENDATION: FOR DEDICATION AND TEAMWORK THROUGH COVID-19 CRISIS:**

DFC Kevin Mahr  
MSO Mary Murphy  
Captains: August, Bradshaw, Fieri and Harrington  
Engineer Harlin  
FF/PM Rivera

**BOARD OF DIRECTORS**

David A. Drake  
*President*

Dr. Gregory M. Quist  
*Vice President*

James B. Murtland  
*Treasurer*

Inki K. Welch  
*Director*

Ronald E. Naves, Jr.  
*Director*

**STAFF**

Clint R. Baze  
*General Manager*

Wanda J. Cassidy  
*Clerk of the Board*

**GENERAL COUNSEL**

Nossaman LLC

**CONTACT**

1920 North Iris Lane  
Escondido, CA 92026

760.745.5522  
*Telephone*

760.745.4235  
*Facsimile*

Rinconwater.org  
*Website*

**OUR VALUES**

- Resource Stewardship
- Integrity
- Continuous Improvement
- Proud to serve the Greater Escondido Valley since 1954

June 4, 2021

To: All Independent Special Districts in San Diego County

On March 23, 2021, the Rincon del Diablo Municipal Water District Board of Directors unanimously nominated and recommended David A. Drake for the San Diego Local Agency Formation Commission (SDLAFCO) Alternate Special District Member position.

You should have received the San Diego LAFCO Special District Ballot Form/Election to Alternate Special District Member on LAFCO Commission, which provides the details and due date to vote for the Alternate Special District Member position.

This letter follows the candidates' forum held on May 20<sup>th</sup> at the San Diego Chapter of California Special Districts Association's Quarterly Dinner, which allowed statements by the candidates.

As a long-time resident of San Diego County, Mr. Drake has been involved in civic and local matters for many years. Mr. Drake has served as the Rincon del Diablo Municipal Water District's Director for Division II since 2006 and is the current President of the Board. He has represented Rincon Water on the ACWA/JPIA Board of Directors since 2006 and currently serves on the JPIA Executive Committee and the Workers Compensations Committee. David is also a founding member of the California Water Insurance Fund. Mr. Drake's past public service includes Past Chair of the City of Escondido Planning Commission, a member of the City of Escondido's Franchise Commission and of the General Plan Committee, and a City of Escondido representative on the San Diego County Water Authority for nine years.

I would welcome your support and vote for David Drake, as he is well qualified for the position. He understands the role of special districts and LAFCO, and would ensure all special district interests are understood, communicated, and protected.

Thank you for your consideration and support.

Please let me know if you have any questions or need any further information.

Truly Yours,



Clint R. Baze  
General Manager

June 2, 2021

Dear Special District Members,

LAFCO provides a critical function for the management of public services in San Diego County. The Special Districts in the County have a unique and compelling mission to provide those services for the benefit of our citizens. The boundary and service issues we face today require close attention to detail and a broad scope view of the mission.

My experience with the Rincon del Diablo Municipal Water District, having been a member of the Board of Directors since 2006, has been an excellent platform for understanding the complexities and achievements of public service. I am currently the President of the Board of Directors and also have served as Vice President and Treasurer. My public service also includes chairing the Escondido Planning Commission and serving as an Executive Committee member of the Association of California Water Agencies Joint Powers Insurance Authority. Previously, I represented the City of Escondido on the Board of Directors of the San Diego County Water Authority for nine years. I didn't just learn about public service, I have lived it for 30 years.

LAFCO is a key part of the dynamic management of our service domain. The County's environment is under continuous change, and we must understand these changes and respond to them with effective solutions. My commitment to you is honesty, integrity, and hard work in order to assure that all of our agencies are treated with equity and fairness.

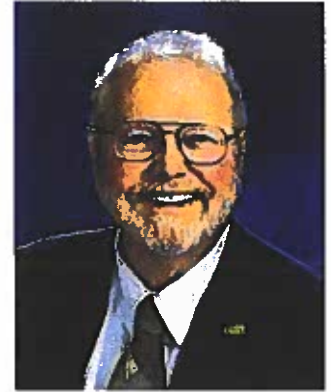
I seek your support and ask for your vote for the Alternate Special Districts Member on the Local Agency Formation Commission.

Sincerely,



David A. Drake  
President, Board of Directors  
Rincon del Diablo Municipal Water District  
ddrake@rinconwater.org

**David A. Drake**  
**Qualifications for Alternate Special Districts Member of**  
**the Local Agency Formation Commission (LAFCO)**



**Current Responsibilities**

Mr. Drake has served the Rincon del Diablo MWD (Rincon Water) ratepayers since 2006 as the Director for Division II. He currently serves and previously served from 2014-2016 as the President of the Board for Rincon Water, and is also a member of Sewer Committee and the Engineering and Long-Range Planning Committee, in addition to previously serving on the Audit Committee.

Director Drake has represented Rincon Water to the ACWA/JPIA since 2006, and currently serves on the JPIA Executive Committee and the Workers Compensation Committee. As an Executive Committee member, he has championed more detailed analysis and reconciliation of large health care invoices, thereby avoiding unnecessary expenses. In addition, he has submitted improvements for the Liability Program's application process and has promoted the development of an "early warning system" for districts at risk. Director Drake is also a founding member of the California Water Insurance Fund.

**Past Service**

- As a member of the Rincon Water Ad Hoc Committee, assisted in the negotiations for adjusting health care coverage, and reducing overall District costs, for current and retired Rincon employees
- Past Chair of the City of Escondido Planning Commission
- Served on the City of Escondido's Franchise Commission and General Plan Committee
- Represented the City of Escondido to the San Diego County Water Authority for nine years, wherein he served on the SDCWA Engineering and Administrative/Finance Committees
- Served as the San Diego FBI InfraGard President during 2004-2006

**Employment**

Currently, Co-Founder and Chief Innovation Officer of SmartCover Systems in Escondido focusing on water system risk and cost reduction. In February 2021, SmartCover Systems will be celebrating sixteen years of service to the water and wastewater industries. During this time SmartCover Systems purchased over \$300,000 in commercial insurance.

- Pointsource Technologies, Inc. - Vice President of Engineering 2001-2005
- SAIC - Internet Services Architect 1997-2001
- Mitchell International - Vice President and Chief Information Officer 1993-1997
- Digital Equipment Corporation - San Diego Software Unit Manager 1985-1993
- Oak Industries - Manager of Engineering 1979-1985
- Caltech/NASA Jet Propulsion Laboratory – Member of the Technical Staff 1974-1979

**Education and Recognition**

- BS in Engineering, Caltech 1974, MSEE University of Southern California 2017
- Holds fourteen U.S. and five foreign patents
- Named by Water and Waste Digest as 2020 Industry Icon
- Member of the AWWA, AAAS, and Life Member of the IEEE
- Extra Class Radio Amateur AC6OA
- Graduate of the FBI and Justice Department Citizens Academy
- Mr. Drake has lived in Escondido since 1979 and has been married to Virginia for 37 years

**Statement**

LAFCO provides a critical function for the management of public services in San Diego County. The Special Districts in the County have a unique and compelling mission to provide those services for the benefit of our citizens. The boundary and service issues we face require close attention to detail and a broad scope view of the mission. My commitment to you is to serve with honesty, integrity, and hard work to assure that all constituents are treated with equity and fairness.

# NORTH COUNTY FIRE PROTECTION DISTRICT

[www.ncfireprotectiondistrict.specialdistrict.org](http://www.ncfireprotectiondistrict.specialdistrict.org)

330 S. Main Avenue • Fallbrook, California 92028-2938 • Phone: (760) 723-2005 • Fax: (760) 723-2072

## BOARD OF DIRECTORS

CYNDI ACOSTA  
JEFF EGKAN  
DAVID KENNEDY  
KENNETH E. MUNSON  
JOHN VAN DOORN

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

June 3, 2021

## Letter of Commendation

During the COVID-19 pandemic many agencies throughout the County of San Diego played an active role in Operation Collaboration. Our agency has been recognized as having stepped up right from the beginning and participating at a very high level throughout this entire incident. Our crews demonstrated the embodiment of public service; they entered into an unknown mission where they adapted daily and overcame any issues encountered, all in the name of improving the health and safety of our community.

The Operations Section was certainly made better the commitment of our staff over the past 6 months. There is no doubt that during this operation, we have demonstrated to many levels of the County what the local government fire agencies are capable of. This level of contribution would not have been possible without the dedication and teamwork demonstrated by the following North County Fire Employees, who are to be commended for their efforts:

Deputy Chief Kevin Mahr  
Medical Services Officer Mary Murphy  
Captain Pete August  
Captain Joey Bradshaw  
Captain Anthony Fieri  
Captain Tom Harrington  
Engineer Joe Harlin  
Firefighter/Paramedic Justin Rivera

Gratefully,



Stephen Abbott, Fire Chief

Cc: Personnel file



PROUDLY SERVING THE COMMUNITIES OF FALLBROOK, BONSALE AND RAINBOW

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## Village News - Also serving the communities of De Luz, Rainbow, Camp Pendleton, Pala and Pauma

### North County Fire makes quick work of RV fire

By [Kim Harris](#)  
Managing Editor



Courtesy of North County Fire

A firefighter douses an RV along Ranger Road in Fallbrook after the vehicle caught fire, earlier in the day Sunday, June 13.

North County Fire Protection District made quick work of an RV fire at 666 Ranger Road.

The blaze was first reported at 4:16 p.m. Captain John Choi with North County Fire said.

When firefighters arrived they found the RV fully engulfed, he said, adding that there was a "little bit of extension into the vegetation."

"The column of smoke could be seen in the east area of Fallbrook," Choi said. "It was a pretty defined column."

The fire was underneath a powerline so SDG&E had to be notified and has arrived on scene to do a survey of its equipment.

North County Fire and Cal Fire responded to the fire which was fully contained at 4:34 p.m., Choi said.

Crews remain on the scene for mop up operations, Choi said.

The fire occurred on the first official "Red Tier" day of the National Weather Service's four-tier heat index.

X

# Village News - Also serving the communities of De Luz, Rainbow, Camp Pendleton, Pala and Pauma

## Rainbow Heights fires under investigation

By [Village Staff](#)



### Village News File Photo

At 3:30 am this morning, Friday, a vegetation fire was reported in the 7200 block of Rainbow Heights Road in a remote area near a nursery, according to NCFPD PIO John Choi. He said fire crews had to hike into the area.

The fires were in 2 spots, 10' x 10' and 20' x 20'. There were three supporting agencies including North County Fire Protection District, Cal Fire and Pala Fire. The area affected is a SRA State Responsibility Area (SRA), so CalFire is responsible for investigating. PIO Choi says two units will stay on site this morning to mop up.

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**TRENDING** Today in SD Podcast Timeline: The Pandemic in SD Breakfast Buzz June 1...

## CAMP PENDLETON

# 1,000-Acre Brush Fire at Camp Pendleton 20% Contained

By **Eric S. Page** • Published June 10, 2021 • Updated on June 10, 2021 at 11:14 am



Ad: 0:15

NBC 7's Mark Mullen has the details.

Fire crews at Camp Pendleton are battling a 1,000-acre brush fire for the second day on Thursday.

Officials said the Sierra Fire had been 20% contained, with flames still visible in areas that had

already been charred. Shortly before 10:30 a.m., Camp Pendleton Fire tweeted that mop-up operations were under way and would continue throughout the day.

**Download our NBC 7 mobile app for *iOS* or *Android* to get alerts for local breaking news and weather.**

Evacuations, which were ordered Wednesday for the 25, 26 and 27 areas on the base, including Lake O'Neill Camp Ground, were lifted Thursday morning.

**Camp Pendleton**   
@MCIWPendletonCA



CPFD is working to contain a 1,000 acre fire east of the 33 Area. Mandatory evacuation for the following areas: 25 area (Lake O'Neill Camp Ground, Wounded Warrior Battalion), 26 area and 27 area. Evacuation Control Center is located at Paige Fieldhouse. Follow for updates.

3:51 PM · Jun 9, 2021



 162  20  Copy link to Tweet

A spokesman for Cal Fire said on Wednesday that the brusher, which was in the area of Stagecoach and Basilone roads northeast of the flight line at the center of the base, was isolated to the base and was not threatening any nearby communities at that time.

Hundreds of firefighters were at Camp Pendleton this week for the base's annual Wildland Fire School. Officials are not sure if this fire was connected with that training or started in some other way. On Thursday, CPFD said that the training had been canceled on Thursday and Friday.

**Local**



# Legislature Passes Special District COVID-19 Relief Fund in State Budget, Governor’s Approval Still Needed

By Vanessa Gonzales posted 21 hours ago

1 LIKE

Yesterday the California State Legislature passed [AB 128](#), the [2021-22 State Budget Act](#) as proposed by the Legislature, and in it several funding programs that would be accessible to COVID-19 impacted special districts. However, it is important to note the budget bill sent to Governor Gavin Newsom reflects the legislature’s priorities, with negotiations ongoing to reach agreement with the Administration. Special districts are encouraged to continue advocating for final approval of special district funding.



Following passage of the Legislative version of the State Budget, CSDA Chief Executive Officer Neil McCormick stated, “On behalf of California’s 2,000 independent special districts providing essential services, including fire protection, water, sanitation, parks, ports, f [Chat-How Can We Hel...](#) , [CS...](#) applauds the State Legislature’s approval of \$100 million in COVID-19 relief funding for special

districts, their 120,000 front-line workers, and the communities they serve. CSDA appreciates the thoughtful and considered work of ProTem Toni Atkins, Speaker Anthony Rendon, Budget Chairs Nancy Skinner and Phil Ting, and the more than 40 Legislators who signed a letter urging Governor Gavin Newsom to sign this necessary relief funding into law.”

Special districts and local leaders are encouraged to like and retweet [CSDA's post to Twitter](#) applauding passage of the \$100 million special district relief fund within the Legislative version of the State Budget, as well as to submit support letters via email, as available at [csda.net/take-action/covid](https://csda.net/take-action/covid).

The State Legislature has a constitutional duty to pass a balanced budget by June 15 each year. This requirement is in effect regardless the status of negotiations with the Governor. AB 128 will be followed by budget bill(s) jr, which are bills that amend the budget and can add to or subtract from various appropriations within the original budget bill. This subsequent legislation will reflect the results of negotiations currently underway with the Administration. “Budget trailer bills” will also follow passage of the budget in chief to amend statute as needed to implement fiscal provisions within the budget bill(s) and provide more details associated with program funding.

While the provisions within AB 128 remain subject to agreement by the Governor, the State Budget passed yesterday by lawmakers includes several proposals of significant impact to special districts:

### **Independent Special Districts**

- \$100 million in one-time General Fund fiscal relief for special districts able to demonstrate expenditure and revenue loss impacts related to COVID-19 response.

### **Utilities**

- \$1 billion in Coronavirus Fiscal Recovery Fund for water arrearage debt relief.
- Just under \$1 billion in Coronavirus Fiscal Recovery Fund for the California Arrearage Payment Program (CAPP) to reduce delinquent electricity and natural gas utility bill balances for customers experiencing financial hardships related to the economic impacts of the COVID-19 pandemic.

### **Ports**

- \$250 million in Coronavirus Fiscal Recovery Fund for California ports impacted by the COVID-19 state of emergency, as proclaimed on March 4, 2020.

### **Transit**

- Significant investments for priority local transit projects and electric vehicle infrastructure.

### **Libraries**

- Significant investments in local library grant programs and library infrastructure.

### **Recreation and Parks**

- \$250 million from the General Fund for local parks grants.

### **Other Packages of Significance**

- Climate resiliency package.
- Water and drought resiliency package.
- Wildfire prevention and forest resilience package.

While a legislative proposal for funding accessible to independent special districts is a step in the right direction, with negotiations between the Legislature and Governor ongoing it continues to be both helpful and important to voice support for the funding proposals for special districts to state representatives and to the Governor: both Legislative Leadership and the Administration need to hear from stakeholders it is vital they retain currently proposed funding for special districts in the final Budget Act.

Toward that end CSDA continues to advocate for the funding to remain in the 2021-22 state budget agreement:

- Late last week CSDA sent a letter to the Governor and Legislative Leadership urging them to include the \$100 million proposed relief funding for special districts in the final budget act, as well as in support of the additional proposed pots of funding that could be accessible to special districts seeking relief for impacts.
- Friday, June 11, State Senator Melissa Hurtado sent an updated letter to the Governor that had the bi-cameral, bi-partisan backing of more than 40 legislators urging the Governor to approve the Legislature's request of \$100 million one-time General Fund relief funding for special districts who can demonstrate financial need due to the COVID 19 pandemic in the final 2021-22 State Budget.
- Yesterday, Congressman Salud Carbajal sent an updated coalition letter from nine California Congressional Delegation members to state leaders urging adoption of the \$100 million fund for special districts' relief in the State Budget.

CSDA encourages special districts to continue to answer the Call to Action and send letters of support in to state leaders. More information can be found on the CSDA COVID-19 Take Action Page.

# Village News - Also serving the communities of De Luz, Rainbow, Camp Pendleton, Pala and Pauma

**UPDATE: Rainbow fire has been stopped, I-15 SB lanes 3 and 4 still closed**



By [Village News staff](#)



Tony Cambell/Village News photo

A vehicle fire sparked a vegetation fire on SB I15 north of Mission Rd.

This is a developing story





Tony Cambell/Village News photo

A vehicle fire sparked a vegetation fire on SB I15 north of Mission Rd.

According to NCFPD PIO John Choi, the Rainbow fire that spread from an RV that caught fire has been stopped at 1/2 acre. There are no evacuation orders at this time. Traffic is snarled, but moving. SB I15 lanes are still closed as of 3:41 pm. Agencies involved are North County Fire Protection District, CalFire, Vista Fire Dept, Pala Fire Dept, Oceanside fire department.

### **Fires, collisions, I-15 SB closed at Mission**

I-15 SB is closed from a vegetation fire that spread from a vehicle fire on SB 15. Lanes 3 and 4 SB are closed, snarling traffic.

Reports that Oak Crest Estates Mobile Home Park is being evacuated. Air support is dropping retardant and several agencies are on scene.

You might be interested in:

- [Lawsuit alleges sexual abuse by former Fallbrook priest](#)
- [Vehicle fire on Camp Pendleton](#)
- [Small vegetation fire reported on SB I15](#)
- [Safari Park Condor Chicks Given High-Flying Names](#)
- [COVID-19 Hospitalizations Drop Again](#)

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# Village News - Also serving the communities of De Luz, Rainbow, Camp Pendleton, Pala and Pauma

## 1 seriously hurt in wrong-way crash on I-15 in Fallbrook By [City News Service](#)

Wrong way driver arrested



Courtesy photo

Traffic backs up on Southbound 15 at Mission Road after a wrong way crash early in the morning of June 4.

UPDATE -

FALLBROOK – On Jan. 4, at approximately 4:14 a.m., a two-car collision occurred on I-15 southbound, south of Mission Road. A 28-year-old male from Cardiff was driving a 2014 Audi. A 46-year-old male from Chula Vista was driving a 2013 Toyota. For reasons that are still under investigation, the driver of the Audi was traveling southbound in the northbound lanes and collided head-on with the Toyota.

As a result of the head-on collision, the Toyota became fully engulfed. The driver of the Toyota was able to escape the vehicle.

The California Highway Patrol and the North County Fire Protection District responded to the scene to assist all parties involved. The driver of the Toyota suffered major injuries, and the driver of the Audi suffered minor injuries. The driver of the Toyota was transported to Palomar Hospital for medical treatment.

Alcohol is suspected to be a factor in this traffic collision. The driver of the Audi, identified as James Conner McFarland, was taken into custody shortly after the collision and booked on Felony charges.

FALLBROOK – A driver was arrested on suspicion of DUI and another driver suffered severe injuries this morning following a wrong-way, head-on crash on Interstate 15 in Fallbrook, according to a media report.

Dispatchers received reports shortly before 4:10 a.m. that a vehicle was heading southbound on northbound Interstate 15 near Fallbrook, according to the California Highway Patrol.

A short time later, the wrong-way vehicle crashed head-on into another vehicle on northbound I-15 near Mission Road, the CHP reported.

The northbound vehicle caught fire after the crash, but several good Samaritans were able to pull the driver out of the burning vehicle, 10News reported.

The victim was taken to a hospital for treatment of life-threatening injuries, while the wrong-way driver was arrested on suspicion of DUI, according to the news station.

No details about the two drivers or their vehicles were immediately available.

A SigAlert was issued around 5:15 a.m., shutting down the left two lanes on northbound I-15 near Mission Road.

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## Virtual Public Meetings May Continue After June 15

By Vanessa Gonzales posted 22 hours ago

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Last week, Ana Matosantos, Cabinet Secretary to Governor Gavin Newsom responded to a [letter](#) sent from CSDA's CEO, Neil McCormick, and other local government association representatives regarding the possible rescission of Executive Order N-29-20, which provided the authority for local governments to conduct their business through virtual public meetings during the COVID-19 pandemic. The letter requested that if the Executive Order was going to be rescinded that local governments be provided a transition period to allow local agencies time to effectively adjust to whatever new state or local public health and safety requirements may exist to ensure a deliberative and collaborative approach to return to in-person public meetings.

The [response from Cabinet Secretary Matosantos](#) made it clear that public agencies will be able to continue virtual public meetings after June 15. In part, the response read:

*Please be assured that this Executive Order Provision will not terminate on June 15 when the Blueprint is scheduled to terminate. While the Governor intends to terminate COVID19 executive orders at the earliest possible date at which conditions warrant, consistent with the Emergency Services Act, the Governor recognizes the importance of an orderly return to the ordinary conduct of public meetings of state and local agencies and boards. To this end, the Governor's office will work to provide notice to affected stakeholders in advance of rescission of this provision to provide state and local agencies and boards time necessary to meet statutory and logistical requirements. Until a further order issues, all entities may continue to rely on N-29-20.*

CSDA will continue to share additional information on this issue as it becomes available.

#AdvocacyNews

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#BrownAct

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# Village News - Also serving the communities of De Luz, Rainbow, Camp Pendleton, Pala and Pauma

## Smoke from two fires

By [Village Staff](#)

The smoke in the air over Fallbrook and Bonsall is from two fires, according to NCFPD PIO John Choi. One is a 1/4 acre fire which has been stopped in the 2500 block of Wilt. There is still a vehicle on fire however as of 12:20 pm.

The other source of smoke is coming from controlled burns on Camp Pendleton.

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# Village News - Also serving the communities of De Luz, Rainbow, Camp Pendleton, Pala and Pauma

## Vehicle fire spreads to vegetation on Wilt Road

Smoke also seen from Camp Pendleton control burn

FALLBROOK – North County Fire is on scene of a large vehicle fire in the area of the 2500 block of Wilt Road in Fallbrook. The fire has spread to the vegetation. Everyone is asked to avoid this area. Forward rate of spread has been stopped as of 12:30 p.m. Friday.

There is also a Smoke Advisory as Camp Pendleton is conducting a controlled burn on their base. Smoke may be visible, but there is no fire threat to our district, according to North County Fire.

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Community Corner

### Camp Pendleton Prescribed Burns Start Today Through June 11

Camp Pendleton Fire Department prescribed burns will produce smoke visible in the Oceanside area throughout the coming week.



Lisa Frost, Patch Staff

Posted Thu Jun 3, 2021 at 10:08 am PT

Like 11

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Pendleton Fire Department uses prescribed burns to help endangered wildlife and prevent the spread of wildfires. (Shutterstock / Simone Hogan)

OCEANSIDE, CA — The Camp Pendleton Fire Department continues plans for prescribed burns on base that will produce smoke visible beginning today and Friday (June 3-4) as well as all next week from June 7-11.

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Camp Pendleton officials were hard at work protecting the base to help endangered wildlife.



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conducting prescribed burns to clear out dense vegetation and

Residents of Oceanside and the surrounding communities mo: from approximately 10:00 a.m. to 2:00 p.m. as the base attempts to prevent or control the spread of wildfires during the upcoming fire season.

Dismiss

expect more smoke over the coming week. The burn will go

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Camp Pendleton Fire Department works with the Environmental Security office and keeps the prescribed fires on a four to five year rotation.

"The kangaroo rat is listed on the endangered species list and falls under the Endangered Species Act," said Alisa Zych, the resource management branch head for Environmental Security. "All the annual non-native grasses that were created over the years makes it difficult for this species to thrive."

The fire department burned about 50 acres of dense vegetation to protect and increase the habit of the Kangaroo mouse. The fire department will burn another 600 acres this weekend to help the Pacific pocket mouse habitat.

Camp Pendleton  
@MCIWPendletonCA



The prescribed burns will return tomorrow and Friday (June 3-4) as well as all next week (June 7-11). Smoke is to be expected.

Camp Pendleton @MCIWPendletonCA

Reminder that tomorrow, May 30, smoke will be visible from base as CPFD conducts the next prescribed burn to reduce the risk of large wildland fires.

The burn will go from approximately 10:00 a.m. to 2:00 p.m.

6:26 PM Jun 2, 2021



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# Village News - Also serving the communities of De Luz, Rainbow, Camp Pendleton, Pala and Pauma

## UPDATE: Rainbow fire forward rate of spread has been stopped

By [Village Editorial Staff](#)



FILE PHOTO

At 10:45 am the North County Fire Protection District reported that the Rainbow Fire forward rate of spread had been stopped. Crews will remain on scene to perform mop-up.

### Multiple agencies including aircraft en route to fight Rainbow fire

At 9:45 am this morning a vegetation fire started in the 3000 block of Rainbow Valley Boulevard in Rainbow. North County Fire Protection District PIO John Choi says is holding at 1/4 acre. "1/4 acre fire mid-slope making a run. Cal Fire and North County Protection District on scene currently. We have a large response coming, including aircraft. No structures are threatened. The crews are making good progress. Still holding at 1/4 acre."

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# Small brush fire in Bonsall riverbed extinguished



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Photo by Courtesy

By: [City News Service](#)

Posted at 3:13 PM, May 23, 2021 and last updated 3:13 PM, May 23, 2021

**BONSAL (CNS) -** A small brush fire was extinguished Sunday in a riverbed near eastbound state Route 76 and South Mission Road, the North County Fire Protection District said.

At 2:35 p.m., the district said the forward rate of spread had been stopped and fire crews would remain on scene to perform mop-up.

Recent Stories from 10news.com



The riverbed contained heavy fuel and crews with chainsaws and other equipment would thin out the vegetation for the next hour, according to Capt. John Choi of the NCFPD. He said the fire was difficult to get to because of so much heavy brush.

Crews from the North County Fire Department, the Vista Fire Department and Cal Fire San Diego assisted in firefighting efforts, the captain said.

The cause of the fire was under investigation, Choi said.

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

**TO:** BOARD OF DIRECTORS  
**FROM:** STEPHEN ABBOTT, FIRE CHIEF/CEO  
**DATE:** JUNE 22, 2021  
**SUBJECT:** COMMENTS, REPORTS AND UPDATES

● **STAFF COMMENTS/REPORTS/UPDATES:**

● **STEPHEN ABBOTT, FIRE CHIEF/CEO:**

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● **CHIEF OFFICERS & STAFF:**

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

**TO:** BOARD OF DIRECTORS  
**FROM:** STEPHEN ABBOTT, FIRE CHIEF/CEO  
**DATE:** JUNE 22, 2021  
**SUBJECT:** CLOSED SESSION

**CS-1. ANNOUNCEMENT — PRESIDENT VAN DOORN:**

- 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 LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 — NON-SAFETY GROUP NEGOTIATIONS – CHIEF ABBOTT:**

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

**CS-3. CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 - UNREPRESENTED INDIVIDUAL NEGOTIATIONS – CHIEF ABBOTT:**

- UNREPRESENTED INDIVIDUAL:      DISTRICT NEGOTIATORS:  
INCOMING FIRE CHIEF/CEO      CHIEF ABBOTT, DISTRICT COUNSEL JAMES

**CS-4. REPORT FROM CLOSED SESSION — PRESIDENT VAN DOORN**

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