

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

RUTH HARRIS
BOB HOFFMAN
FRED L'EVANO
KENNETH E. MUNSON
JOHN VAN DOORN

STEPHEN J. ABBOTT - Fire Chief/CEO - sabbott@ncfire.org
ROBERT H. JAMES - District Counsel - robertljameslaw@gmail.com
LOREN A. STEPHEN-PORTER - Executive Assistant/Board Secretary - lstephen@ncfire.org

TO: BOARD OF DIRECTORS
FROM: STEPHEN ABBOTT, FIRE CHIEF/CEO
SUBJECT: BOARD MEETING PACKAGE
DATE: MAY 25, 2021

Enclosed is your Board package for the Regular May 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 **FALLBROOK PUBLIC UTILITY DISTRICT, 990 EAST MISSION ROAD, FALLBROOK, CALIFORNIA.**

Please note this month's meeting is scheduled for Tuesday, May 25, 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, BONSALE AND RAINBOW

DUTY ~ INTEGRITY ~ RESPECT



NORTH COUNTY FIRE PROTECTION DISTRICT

AGENDA FOR REGULAR BOARD MEETING

MAY 25, 2021 — 4:00 p.m.

LOCATION:

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

PUBLIC ACTIVITIES AGENDA

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

CALL TO ORDER ROLL CALL INVOCATION 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.).
2. **RECOGNITION OF RETIRING EMPLOYEES — CHIEF ABBOTT** (pgs. 7-8)
 - **Standing Event:** Recognition of retiring member: Captain Rick Rees.
3. **RECOGNITION OF COMPLETION OF EXECUTIVE FIRE OFFICER PROGRAM — CHIEF ABBOTT** (pgs. 9-10)
 - **New Item:** Recognition of Division Chief Kevin Mahr's graduation from the EFO Program.

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.

4. **APPROVE REGULAR BOARD MEETING MINUTES, APRIL 2021** (pgs. 11-16)
 - **Standing Event:** Review and approve minutes from April meeting as presented.
5. **APPROVE SPECIAL BOARD MEETING MINUTES, MAY 3, 2021** (pgs. 17-18)
 - **Standing Event:** Review and approve minutes from May 3, 2021 meeting as presented.
6. **REVIEW AND ACCEPT FINANCIAL REPORT FOR APRIL 2021** (pgs. 19-28)
 - **Standing Event:** Review and accept Financial Report for April as presented.
7. **REVIEW AND ACCEPT POLICIES & PROCEDURES** (pgs. 29-50)
 - a) **Guidelines for Adopting Ordinances and Resolutions:** New Policy relating to the adoption process, includes minute orders. Has been reviewed and approved by Counsel.
 - b) **Will Call Policy:** Revised policy with housekeeping changes due to new software and Station reassignment (6 to 3); changes concurrent with recent negotiations.
 - c) **Single Role EMS Personnel Compensation:** Revised to permit step increases and mentor pay.

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

MAY 25, 2021

PAGE 2 OF 3

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.

8. **REVIEW AND APPROVE PUBLIC OUTREACH/COMMUNICATION SPECIALIST JOB DESCRIPTION — D/C McREYNOLDS AND CHIEF ABBOTT** (pgs. 51-58)
➤ New Item: Review and approve revised Job Description and modification of base rate of pay.
9. **CONSIDER AND CAST BALLOT FOR ALTERNATE SPECIAL DISTRICT MEMBER ON LAFCO COMMISSION** (pgs. 59-76)
➤ Recurring Item: Consider and select nominee to cast ballot for election; authorize President to cast ballot.
10. **SET PUBLIC HEARING DATE/TIME CERTAIN JULY 27, 2021 (4:05 P.M.) — FOR ESTABLISHMENT OF MULTI-YEAR FACILITIES AND EQUIPMENT PLAN FOR THE FIRE MITIGATION PROGRAM WITH ADOPTION OF RESOLUTION — FM FIERI AND CHIEF ABBOTT** (pgs. 77-78)
➤ Annual Action: Recommendation to set required Public Hearing, date and times certain on July 27, 2021 for hearing as outlined.

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.

11. **DISCUSSION ON PRELIMINARY BUDGET — FINANCE MANAGER JUUL AND CHIEF ABBOTT** (pgs. 79-82)
➤ Annual Item: Discussion of Preliminary Budget and of any changes in Budget process.

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

- **LEGAL COUNSEL REPORT:** (pgs. 83-84)
 - "Elected Officials Entitled to Some, Not All, Public Agency Records"
- **WRITTEN COMMUNICATION:** None (pgs. 85-90)
 - BOARD RECOGNITION PROGRAM
- **NEWS ARTICLES:** As attached. (pgs. 91-104)
- **COMMENTS/REPORTS/QUESTIONS:** (pgs. 105-106)
 - **STAFF:**
 - Chief Abbott
 - Other Staff
 - **BOARD**
 - **BARGAINING GROUPS**
 - **PUBLIC COMMENT**



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

TO: BOARD OF DIRECTORS
FROM: STEPHEN ABBOTT, FIRE CHIEF/CEO
DATE: MAY 25, 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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**NORTH COUNTY FIRE
PROTECTION DISTRICT
ADMINISTRATION**

TO: BOARD OF DIRECTORS
FROM: CHIEF ABBOTT
DATE: MAY 25, 2021
SUBJECT: RECOGNITION OF RETIRING EMPLOYEE

PUBLIC ACTIVITIES AGENDA

BACKGROUND:

Traditionally, when employees retire from the District, they come to the next Board of Directors meeting and recognized for their service to the District.

DISCUSSION:

It is the distinct pleasure of the organization to recognize the years of service to the District and our community for the following individual:

RETIRING EMPLOYEE

RETIREE	YEARS OF SERVICE
Captain Rick Rees	31 years of service

Rick Rees retired May 18, 2021 after 31 years of service to the North County Fire Protection District. He began his career in April of 1990 as one of the first 12 paramedics hired when we started our paramedic program. He served as a Firefighter/Paramedic for 7 years, an Engineer for 9 years, and served as a Captain for 15 years. From 1992 to 1997 he also served as a flight medic with Air Evac International. He has been a very involved member of this organization over the years. He was one of the first Blue Card Fire Command instructors in the North Zone and has continued instructing command and control among other disciplines.

In retirement Captain Rees plans to move to Idaho where he will enjoy the great outdoors that he loves so much. He leaves behind a lasting legacy that includes so many individuals who were mentored and developed under his leadership.

FISCAL ANALYSIS:

No fiscal impact.

SUMMARY:

It is with fondness and thankfulness that the District commends Rick for his dedication during his years of service. We thank you for your efforts on behalf of the community and for helping to make North County Fire Protection District the organization, it has become. Staff wishes each of you the best of luck in your future endeavors.

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

TO: BOARD OF DIRECTORS
FROM: STEPHEN ABBOTT, FIRE CHIEF/CEO
DATE: MAY 25, 2021
SUBJECT: RECOGNITION OF D/C KEVIN MAHR AND COMPLETION OF THE EFO PROGRAM

PUBLIC COMMENT AGENDA

Background:

The Executive Fire Officer (EFO) Program is the flagship program of the National Fire Academy (NFA). It provides senior fire officers with a broad perspective on various facets of fire and emergency medical services (EMS) administration. The courses and accompanying research examine how to exercise leadership when dealing with difficult or unique problems within communities.

The Program intended to enhance professional development through a series of four graduate and upper-division-baccalaureate equivalent courses taken over a four-year period. Each course is two weeks in length with an Applied Research Project (ARP) that relates to the student's organization within six months after the completion of each of the four courses.

The ARP allows students to investigate a key issue or problem identified as being important to their fire service organization. On completing the investigation, students reach conclusions and offer recommendations that contribute to the improvement of their organization. Through this process, students translate what they have learned in each EFO Program course into real-world applications. By writing the ARP in a professional paper format, EFO Program students are contributing to fire service literature.

Discussion:

The COVID Pandemic delayed Chief Mahr in completion of the EFO Program. He recently finished the last of his coursework and the District received notice on May 5th that Chief Mahr successfully completed the EFO Program. The District acknowledges the dedication and effort Chief Mahr has put forth in obtaining his certification and recognizes the benefit this education brings to our organization.

Fiscal Analysis:

No impact.

Summary:

Please join me in congratulating Chief Mahr on completion of his EFO Program and its requirements.

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1 April 27, 2021

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

4 President Van Doorn called the meeting to order at 4:00 p.m.

5 **A MOMENT OF SILENCE WAS OBSERVED.**

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

7 **ROLL CALL:**

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

9 **Absent:** Director Munson.

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

13
14 **PUBLIC ACTIVITIES AGENDA**

15 1. **PUBLIC COMMENT:** President Van Doorn addressed the audience and inquired
16 whether there were any public comments regarding items not on the Agenda. Sonya Rios
17 addressed the Board to request support for a grant she was pursuing through UC Riverside
18 that relates to firefighting and agriculture in the District and surrounding areas. She was
19 requesting a letter of support. After discussion, Chief Abbott offered to introduce her
20 through the County Fire District's Association, where he believed she would receive the most
21 support. He provided her with his contact information. Chief Abbott offered a brief period
22 of introduction by both Fire Chief candidates, during which both gave a brief introduction
23 and thanked the Board for the opportunity to participate in the recruitment. There being no
24 further comments, the Public Comment Section was closed.

25 2. **COMMUNITY CHALLENGE COIN AWARD — D/C MAHR AND CHIEF ABBOTT – FALLBROOK**
26 **REGIONAL HEALTHCARE DISTRICT:** D/C Mahr introduced members of the District and outlined
27 their activities that engendered his recommendation for the award. He lauded the leaders
28 and staff for their active support of the communities and for working relationship with
29 NCFPD. CEO Rachel Mason and Board President Howard Salmon were present and both

30 addressed the Board. Challenge coins were presented to those present and given to Ms.
31 Mason for other staff.

32 3. **COMMUNITY CHALLENGE COIN AWARD — CAPTAIN CHOI AND CHIEF ABBOTT — BARBARA**

33 **BLISS**: Captain Choi introduced Ms. Bliss outlining her active efforts to locate the missing
34 youth and the steps she took to ensure the youth was protected until she could be returned
35 safely to her family. Ms. Bliss spoke briefly regarding her familiarity with the youth. Ms.
36 Bliss was given a challenge coin at the conclusion of her comments.

37 4. **COMMUNITY CHALLENGE COIN AWARD — CAPTAIN HARRINGTON AND CHIEF ABBOTT —**

38 **YULISSA ROSAS**: Captain Harrington introduced Ms. Rosas and informed the Board of the
39 circumstances leading to Ms. Rosas being nominated for recognition. He noted she actively
40 volunteered to translate for both the patient and his family while the patient was having a
41 medical crisis. Ms. Rosas was presented with a challenge coin at the end of the comments.

42 5. **FIRST QUARTER 2021 AWARDS FOR BOARD RECOGNITION PROGRAM — CHIEF ABBOTT AND**

43 **B/S STEPHEN-PORTER**: Chief Abbott presented the individuals and crews to the Board for
44 Recognition and selection. After discussion, on a motion by President van Doorn, seconded
45 by Vice President Kennedy, the Board unanimously selected Captain Benoit, Engineers Tyler
46 and Quinn to be recognized for their work on the Engineer's exam.

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48 **ACTION AGENDA**

49 **CONSENT ITEMS:**

50 6. **REVIEW AND ACCEPT REGULAR BOARD MEETING MINUTES FOR MARCH 2021**

51 7. **REVIEW AND ACCEPT FINANCIAL REPORT FOR MARCH 2021**

52 8. **REVIEW AND ACCEPT POLICIES & PROCEDURES – NONE**

53 9. **MONTHLY OPERATIONS ACTIVITY REPORT – FEBRUARY 2021**

54 10. **MONTHLY OPERATIONS ACTIVITY REPORT – MARCH 2021**

55 11. **REVIEW AND ACCEPT FIRST QUARTER 2021 CUSTOMER SATISFACTION SURVEY**

56 12. **REVIEW AND ACCEPT ANNUAL COST RECOVERY REPORT**

57 13. **REVIEW AND ACCEPT THIRD QUARTER OVERTIME TRACKING REPORT**

58 President Van Doorn inquired whether there were any questions on Consent Items 6-13.
59 Regarding the Satisfaction Survey, there being was brief discussion regarding patient
60 preference to medical facility and why a patient may not be taken to the facility of their
61 choice. It was noted that the MSO was currently following-up with a patient regarding the
62 issue. There being no further comments, President Van Doorn asked for a motion to approve
63 the Consent Agenda. On a motion by Director Egkan, seconded by Vice President Kennedy
64 the motion to approve the Consent Agenda as presented passed unanimously.

65 66 ACTION ITEMS:

67 There were no further Action Agenda Items for the April 27, 2021, Board Meeting.
68

69 **DISCUSSION AGENDA**

70 There were no Discussion Agenda Items for the April 27, 2021, Board Meeting.
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72 STANDING DISCUSSION ITEMS:

73 ● **LEGAL COUNSEL REPORT:** Counsel James presented his report "What Are the
74 Mandatory Face-Covering Requirements?" Brief discussion ensued regarding the
75 requirements and how it affects firefighters specifically. This is informational only, no action
76 required.

77 ● **WRITTEN COMMUNICATIONS:** There was no discussion. Informational only, no
78 action required.

79 ● **BOARD RECOGNITION PROGRAM**

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

82 ● **COMMENTS:**

83 ● **STAFF REPORTS/UPDATES:**

84 ● **STEPHEN ABBOTT, FIRE CHIEF/CEO:** Chief Abbott noted the District had been
85 successful on their grant for extrication equipment, with the Captain Garing and the grant
86 team to be thanked. Chief Abbott noted that the sale of Station 3 had finalized. Chief Abbott

87 learned today that the MSR will be delayed as the Chief Analyst has retired, leaving the CEO
88 to lead the regional review. He noted the review could be delayed while LAFCO is busy with
89 the water districts who are trying to separate from the San Diego Water Authority. Chief
90 Abbott informed the Board that County EMS is now part of the County Fire District, having
91 been removed from the Health Department. He opined this change gives fire-based EMS a
92 better voice at the County. Informational only, no further action required.

93 ● **CHIEF OFFICERS AND OTHER STAFF: D/C McREYNOLDS:** D/C McReynolds informed the
94 Board that the seven individuals who took the Captain's exam, passed. The new
95 Accounting/Payroll position was awarded Jen Koester. Her vacant position will be advertised
96 for replacement. The District will be recruiting for both Battalion and Division Chiefs. **F/M**
97 **Fieri:** F/M Fieri informed the Board that State inspections are wrapping up. The weed
98 abatement letters have gone out with June 1 being the beginning of enforcement. F/M Fieri
99 discussed the ongoing projects in the District. **B/C MacMillan:** B/C MacMillan thanked D/C
100 McReynolds for the Captain's academy, which allowed our staff to successful complete the
101 examination.

102 ● **BOARD: PRESIDENT VAN DOORN:** President van Doorn offered his condolences to Vice
103 President Kennedy on the loss of his Vista engineer who had recently passed from cancer.

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

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

106 107 **CLOSED SESSION**

108 Chief Abbott noted that as he and the Management Group had not had an opportunity to
109 meet and confer, a Closed Session would not be required for this meeting.

110 111 **ADJOURNMENT**

112 A motion was made at 4:46 p.m. by Vice President Kennedy, seconded by Director Acosta
113 to adjourn the meeting and reconvene on May 3, 2021, at 8:00 a.m.; the motion carried
114 unanimously.

116 Respectfully submitted,

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119 Loren Stephen-Porter

120 Board Secretary

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122 Minutes approved at the Board of Director's Meeting on: May 25, 2021

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1 **May 3, 2021**

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

4 President Van Doorn called the meeting to order at 8:00 a.m.

5 **A MOMENT OF SILENCE WAS OBSERVED.**

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

7 **ROLL CALL:**

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

9 **Absent:** None.

10 **Staff Present:** Fire Chief/CEO Abbott, Attorney James and Board Secretary Stephen-
11 Porter. There were no audience members present.

12
13 **PUBLIC ACTIVITIES AGENDA**

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

17
18 **CLOSED SESSION**

19 ● **OPENING CLOSED SESSION:**

20 At 8:10 a.m., President van Doorn inquired whether there was a motion to adjourn to Closed
21 Session. There being no objection, President van Doorn read the items to be discussed in
22 Closed Session and the Open Session was closed. The Board entered Closed Session to
23 hear:

24 **CS-1. APPOINTMENT/EMPLOYMENT OF PUBLIC EMPLOYEE – GOVERNMENT CODE §**

25 **54957(b) – CHIEF ABBOTT:**

26 ➤ FIRE CHIEF/CEO

27 ● **REOPENING OPEN SESSION:**

28 On a motion by Director Munson, which was seconded by Director Egkan, which passed

29 unanimously, the Board returned Open Session at 1:45 p.m. the following items were
30 reported out to the public:

31 **CS-1. APPOINTMENT/EMPLOYMENT OF PUBLIC EMPLOYEE – GOVERNMENT CODE § 54957(b) –**

32 **CHIEF ABBOTT:**

33 ➤ FIRE CHIEF/CEO

34 On a motion by Director Acosta, seconded by Vice President Kennedy, the Board
35 unanimously approved offering the position of Fire Chief/CEO to candidate D/C Keith
36 McReynolds.

37

38 **ADJOURNMENT**

39 On motion at 1:50 p.m. by Director Munson, seconded by Director Egkan to adjourn the
40 meeting and reconvene on May 25, 2021, at 4:00 p.m., the motion carried unanimously.

41 Respectfully submitted,

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44 Loren Stephen-Porter

45 Board Secretary

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47 Minutes approved at the Board of Director's Meeting on: May 25, 2021

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

TO: BOARD OF DIRECTORS
FROM: FM CHERIE JUUL AND CHIEF ABBOTT
DATE: MAY 25, 2021
SUBJECT: REVENUE & EXPENDITURES AS OF APRIL 30, 2021 (83%)

Revenue Sources	Budgeted	Collected	Over/Under	% of Budget
Property Taxes - FBK	15,940,646.00	13,899,270.00	(2,041,376.00)	87%
Property Taxes - RNBW	303,000.00	280,457.00	(22,543.00)	93%
Ambulance and Collections	2,245,000.00	2,513,229.53	268,229.53	112%
GEMT-State Supplement	90,000.00	-	(90,000.00)	0%
Prevention Fees	185,000.00	168,322.48	(16,677.52)	91%
Tower Lease Agreements	103,000.00	72,508.86	(30,491.14)	70%
Other Revenue Sources	50,000.00	32,344.84	(17,655.16)	65%
Interest	50,000.00	35,514.94	(14,485.06)	71%
Cost Recovery	80,000.00	36,759.94	(43,240.06)	46%
Inspection Fee (Fire Prevention)	-	19,601.50	19,601.50	
Fallbrook Healthcare District	92,000.00	79,969.89	(12,030.11)	87%
Community Facilities District (CFD)	116,942.00	71,587.82	(45,354.18)	61%
Strike Team Reimbursements	151,523.00	823,058.07	671,535.07	543%
Other Reimbursements	100,000.00	333,854.12	233,854.12	334%
Mitigation Fees & Interest - FBK	300,000.00	245,570.51	(54,429.49)	82%
Donations & Grants	104,157.00	108,098.00	3,941.00	104%
Annexation fees	-	-	-	
Transfers & Loans	-	-	-	
Total Revenue:	19,911,268.00	18,720,147.50	(1,191,120.50)	94%
	Budgeted	Spent	Over/Under	% of Budget
TTL Expenditures YTD thru 04-30-2021	18,957,776.00	15,200,240.00	(3,757,536.00)	80%
Revenue over Expenditures		3,519,907.50		

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

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

Description	April actual	Running Total	Final Budget	Amount Remaining	% Used	Notes
TOTAL PERSONNEL	1,004,764.00	12,907,568.00	15,424,695.00	2,517,127.00	83.7%	Strike Team
101 Total Board Administration	151,449.00	389,631.00	464,900.00	75,269.00	83.8%	Appt #9 County Fees
102 Total Administration	28,570.00	428,210.00	679,303.00	251,093.00	63.0%	
103 Total Fire Prevention	8,283.00	16,244.00	62,400.00	46,156.00	26.0%	
104 Total Emergency Services	3,642.00	325,292.00	457,102.00	131,810.00	71.2%	
105 Total Emergency Med Svcs	42,274.00	375,185.00	460,202.00	85,017.00	81.5%	
106 Total Volunteers/Explorers	-	-	-	-	0.0%	
107 Total Communications	3,332.00	492,068.00	620,004.00	127,936.00	79.4%	
108 Total Shop/Maintenance	18,223.00	234,313.00	355,905.00	121,592.00	65.8%	
109 Total Training	1,832.00	41,609.00	83,265.00	41,656.00	50.0%	
120 Total General Fund Reserve	-	-	350,000.00	350,000.00	0.0%	
GRAND TOTAL	1,262,369.00	15,210,120.00	18,957,776.00	3,747,656.00	80.2%	
200 Total Capital Expenditures	7,145.89	920,068.83	1,610,935.00	690,866.17	57.1%	

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	13,170,707.19	3,210,146.99	12,152,593.16	
05 11 2021	10			-	13,170,707.19	2,553,885.70	14,706,478.86	
06 22 2021	11			-	13,170,707.19	290,352.38	14,996,831.24	
07 22 2021	12			-	13,170,707.19	373,389.57	15,370,220.81	
TOTAL YTD		13,899,269.51	229,536.27	13,669,733.24	13,170,707.19	12,511,831.53	12,152,593.16	
							Net Rev Increase 8.38%	

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			-	275,884.14	50,125.46	285,695.69	
06 22 2021	11			-	275,884.14	5,661.27	291,356.96	
07 22 2021	12			-	275,884.14	7,164.56	298,521.52	
TOTAL YTD		280,457.46	4,573.32	275,884.14	275,884.14	235,570.23	235,570.23	
							Net Rev Increase	17.11%

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

MONTH	BILLED	CONTRACTUAL WRITE DOWNS	TOTAL AR		BAD DEBT WRITE-OFFS	REFUNDS	ADJ AR	DEPOSITS RECEIVED	BILLING FEES	FY 20-21		FY 19-20	
			FY 20-21	FY 19-20						NET REVENUE	NET REVENUE		
07 31 2020	492,609.07	283,771.92	208,837.15	274,112.06	28,136.09	1,978.64	178,722.42	208,837.15	11,557.11	197,280.04	155,853.88		
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	228,686.36	181,256.99		
09 30 2020	501,223.47	311,137.26	190,086.21	307,159.93	34,584.87	-	155,501.34	190,086.21	11,559.78	178,526.43	199,107.55		
10 31 2020	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		
11 30 2020	739,440.49	453,266.94	286,173.55	229,003.49	14,417.78	5,893.97	285,861.80	286,173.55	10,018.01	276,155.54	196,525.33		
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		
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		
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		
03 31 2021	767,436.67	513,988.52	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		
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		
05 31 2021			-	279,286.84							162,862.20		
06 30 2021			-	230,124.08							217,930.48		
TOTAL:	6,588,715.78	4,003,936.11	2,584,779.67	2,455,543.25	328,910.08	20,042.61	2,235,826.98	2,584,779.67	112,917.96	2,471,861.71	1,867,955.27	32.33%	
							5.26%			New Revenue Change			

**NORTH COUNTY FIRE PROTECTION DISTRICT
MONTHLY INVESTMENT REPORT**

April 30, 2021

FALLBROOK	BALANCE	INTEREST RATE	
County of San Diego/General Fund - FBK	3,268,325.84	0.01%	Operating
County of San Diego/General Fund - RNBW	1,455,214.00	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	44,218.02	0.01%	
First National/Benefit Fund	156,714.33	0.50%	
First National/Payroll	413,387.36	0.50%	
First National/Accounts Payable	30,188.73	0.50%	
First National/Accounts Receivable	570,163.26	0.50%	
Pacific Western Bank/Accounts Receivable	2,396,686.44	0.00%	
TOTAL	12,399,938.01		

**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			#DIV/0!	-	-	11,421.86
6 30 2021			#DIV/0!	-	-	2,667.60
TOTAL:	55,511.40	45,949.92	82.78%	9,189.98	36,759.94	66,320.01
					Net Rev Increase	-44.57%

therecoveryhub.com
Ncfpd1103 Chrome
Claims>reports

Document Date	Document Number	Vendor Name	Transaction Description	Document Amount
04 1 2021	STMT 04/2021	Employee Benefit Specialists, Inc.	Dental/Vision/Life	8,121.10
04 1 2021	4Q FY20/21 FEES	CITY OF SAN MARCOS/KISER	PASIS 4th Qtr fees 20/21	16,412.00
04 1 2021	STMT 04/2021	Harry J. Wilson Insurance Center	LTD 04/01/21	1,110.00
04 1 2021	PERS LOAN REFUND 1	BEN LIAN	Refund PERS457 loan	185.42
04 1 2021	STMT 04/2021	THE STANDARD	LTD 04/2021	609.00
04 1 2021	9308341592	LAWSON PRODUCTS INC.	Barb-Lok	67.45
04 1 2021	9876623752	VERIZON WIRELESS	03/02/21-04/01/21	77.52
04 1 2021	A9018C0D-0005	DIGITAL DEPLOYMENT, INC.	WEB COMPLIANCE 04/21	275.00
04 1 2021	55935497	MCMMASTER-CARR SUPPLY CO.	HOOKS/CABINETS	490.67
04 1 2021	500014	OSTARI	IT SUPPORT 4/21	1,850.00
04 1 2021	REFILL 04/21	US POSTAL SERVICE	BUSINESS REPLY 4/21	150.00
04 2 2021	03/04/21-04/02/21-02	FALLBROOK PUBLIC UTILITY DISTR	03/04/21-04/02/21	390.43
04 2 2021	03/04/21-04/02/21-03	FALLBROOK PUBLIC UTILITY DISTR	03/04/21-04/02/21	252.49
04 2 2021	0381456040221	TIME WARNER CABLE	04/02/21-05/01/21	344.73
04 2 2021	0381472040221	TIME WARNER CABLE	04/02/21-05/01/21	1,294.73
04 2 2021	760496	GRANGETTO'S AGRICULTURE SUPPLY	ROUND UP	132.30
04 2 2021	108737	UNIFORM SPECIALIST/ACE UNIFORMS	BEEGHLEY UNIFORM	235.94
04 5 2021	10062	BONSALL CHAMBER OF COMMERCE	Membership 20/21	50.00
04 5 2021	COM5360	KEITH MCREYNOLDS	COM5360	747.50
04 5 2021	829898	Southern Counties Lubricants	CHEVRON DELO/WRENCH	4,251.62
04 5 2021	108777	UNIFORM SPECIALIST/ACE UNIFORMS	FIERI UNIFORMS	119.02
04 6 2021	42606	FALLBROOK PROPANE GAS CO.	PROPANE ST 2	239.37
04 7 2021	005459909	BEN LIAN	Lian Loan Refund	370.84
04 7 2021	503308	SOUTH COAST EMERGENCY VEHICLE SERV	VEHICLE SERVICE	1,137.14
04 7 2021	78768	THE COUNSELING TEAM	EE SUPPORT SERVICES	525.00
04 9 2021	PR AP 04/09/21	LINCOLN NATIONAL	LINCOLN NAT'L 04/09/21	2,608.22
04 9 2021	PR AP 04/09/21	FALLBROOK FIREFIGHTERS' ASSN	FBK FFA DUES PR 04/09/21	2,582.44
04 9 2021	PR AP 4/9/21	FALLBROOK FIREFIGHTERS' ASSN	SR DUES PR 04/09/21	29.25
04 9 2021	PR AP 04/09/21	FIREFIGHTERS LEG. ACTION GRP	FLAG PMT 04/09/21	291.28
04 9 2021	12026	FOWLER PLUMBING	Sta. 4 Kitchen faucet	215.00
04 9 2021	AMB REFUND 04/2021	AMR Holding	amb refund 04/2021	351.68
04 9 2021	AMB REFUND 4/2021	AMR Holding	AMB REFUND 04/2021	351.68
04 9 2021	AMB REFUND 04/2021	JORGE AYALA	AMB REFUND 04/2021	15.00
04 10 2021	FY 20/21	SAN DIEGO COUNTY VECTOR CONTROL PROGRAM	Mosquito & vector FY 21-22	66.96
04 10 2021	3/11/21-4/10/21	RAINBOW MUNICIPAL WATER DIST	RAINBOW WATER BACKFLOW	14.81
04 10 2021	03/11/21-04/10/21	RAINBOW MUNICIPAL WATER DIST	BACKFLOW 3/11/21-4/10/21	431.06
04 10 2021	03/11/21-04/10/21 -2	RAINBOW MUNICIPAL WATER DIST	03/11/21-4/10/21	147.35
04 11 2021	0417565041121	TIME WARNER CABLE	04/11/21-05/10/21	96.98
04 12 2021	ENG COMP	Charlie Swanger	ENG-123-Q4389 Eng comp	915.00
04 14 2021	48723	ACTION MAIL	Weed abatement mlrs 2021	8,262.89
04 14 2021	STMT 04/14/21	POSTAL ANNEX #25	POSTAGE	82.00

04 15 2021 2045	Fallbrook Alarm	ALARM 311 MINNESOTA	189.00
04 15 2021 STMT 4/15/21	FALLBROOK OIL COMPANY	Fuel 4/1/21-4/15/21	2,785.73
04 15 2021 STMT 4/15/21	LEGAL SHIELD	ID PROTECTION 4/15/21	586.20
04 20 2021 7373	Fallbrook Overhead Doors and Entry Gates	ST 4 GATE REPAIR	125.00
04 20 2021 0000240042021	TIME WARNER CABLE	04/20/21-05/19/21	149.95
04 21 2021 076037403X210402	DIRECTV	04/01/21-04/30/21	160.99
04 22 2021 03/24/21-04/22/21	SDG&E	3/24/21-4/22/21	37.26
04 22 2021 3/23/21-4/22/21	SDG&E	TRUEUP 3/23/21-4/22/21	1,091.40
04 22 2021 3/23/21-4/22/21-2	SDG&E	3/23/21-4/22/21	1,015.91
04 22 2021 3/23/21-4/22/21-3	SDG&E	TRUEUP 3/23/21-4/22/21	938.82
04 22 2021 3/23/21-4/22/21-4	SDG&E	3/23/21-4/22/21	156.31
04 23 2021 PR AP 04/23/21	LINCOLN NATIONAL	LINCOLN NAT'L PMT 04/23/21	2,608.22
04 23 2021 PR AP 04/23/21	FALLBROOK FIREFIGHTERS' ASSN	FBK FFA DUES PR 04/23/21	2,616.72
04 23 2021 PR AP 4/23/21	FALLBROOK FIREFIGHTERS' ASSN	FBK FFA SR DUES 04/23/21	29.25
04 23 2021 PR AP 04/23/2021	FIREFIGHTERS LEG. ACTION GRP	FLAG PMT04/23/2021	291.28
04 29 2021 A1012024	ADMINISTRATIVE SOLUTIONS	April 21 Admin	114.00

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

TO: BOARD OF DIRECTORS
FROM: STEPHEN ABBOTT, FIRE CHIEF/CEO
DATE: MAY 25, 2021
SUBJECT: APPROVAL OF POLICIES AND PROCEDURES

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

1. **Governance – Ordinances and Resolutions:**
 - Guidelines for Adopting Ordinances and Resolutions: New Policy relating to the adoption process, includes minute orders. Has been reviewed and approved by Counsel.
2. **Administration – Rules & Regulations – Leave Management:**
 - Will Call Policy: Revised policy with housekeeping changes due to new software and Station reassignment (6 to 3); changes concurrent with recent negotiations.
3. **Administration – Budget Management – Payroll & Benefits**
 - Single Role EMS Personnel Compensation: Revised to permit step increases and mentor pay.



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

GOVERNANCE
ORDINANCES AND RESOLUTIONS

SECTION 140.16

PAGE 1 OF 5

GUIDELINES FOR ADOPTING ORDINANCES AND RESOLUTIONS

1.0. **PURPOSE:**

- 1.1. The purpose of this Policy is to establish the procedures for the preparation and adoption of ordinances, resolutions and minute orders by the District.

2.0. **DEFINITIONS:**

- 2.1. **ORDINANCE:** An Ordinance is a permanent rule of government or conduct. Ordinances generally prescribe a permanent rule of conduct, involve a command or prohibition and have the force of law within the District boundaries. The regulations in an ordinance are permanent and remain in force until the ordinance is repealed.
- 2.2. **RESOLUTION:** A Resolution deals with a temporary or special matter involving only a factual determination that conditions necessary for the operation of a statute, ordinance or other situation that have been met or exist. Resolutions are also used to express the opinion regarding a policy or concerning an item of business of the legislative body or to reflect an action taken.
- 2.3. **MINUTE ORDER:** Minute orders are simply motions made at a meeting to take certain actions not requiring an ordinance or a resolution.

3.0. **PROCEDURE:**

3.1. **ORDINANCES:**

3.1.1. **PREPARATION OF THE ORDINANCE:**

- 3.1.1.1. Ordinances are numbered by year and then numbered by series (example 2020-01, etc.).
- 3.1.1.2. All ordinances that are to be modified, are to be presented to the Board of Directors ("the Board") in the hi-lighted/strike out version (track changes).
- 3.1.1.3. All ordinances must be submitted to the Fire Chief/CEO and District Counsel for review and approval before consideration by the Board.
- 3.1.1.4. Ordinances will be placed on the agenda for the next regular meeting of the Board of Directors.
- 3.1.1.5. Ordinances for fee or rate increases must be noticed and considered at a public hearing. The Notice of Public Hearing for such ordinances shall be published



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

GOVERNANCE
ORDINANCES AND RESOLUTIONS

SECTION 140.16

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GUIDELINES FOR ADOPTING ORDINANCES AND RESOLUTIONS

once a week for two weeks, with the last publication date at least one week before the actual date of the public hearing.

3.1.1.6. The first Notice of Public Hearing must be posted no later than fifteen (15) days prior to public hearing at the following locations:

- 3.1.1.6.1. NCFPD Administrative Building;
- 3.1.1.6.2. Fallbrook Public Utility District;
- 3.1.1.6.3. NCFPD Roy Noon Building;
- 3.1.1.6.4. NCFPD website in 'Notice' section.

3.1.2. **ORDINANCE CONSIDERATION BY THE BOARD OF DIRECTORS:**

- 3.1.2.1. With the exception of urgency ordinances, no ordinance may be passed within five (5) days of its introduction. Two readings are required: one to introduce the ordinance and a second to adopt the ordinance.
- 3.1.2.2. Ordinances may only be adopted at a Regular Meeting of the Board; they may not be adopted at a Special Meeting. On the passage of all ordinances, the votes of the members of the Board shall be entered in the minutes. All ordinances shall be entered in full in the permanent record and kept in the fire safe by the Board Secretary.
- 3.1.2.3. All ordinances must be read in full at the time of introduction, unless a motion waiving the reading is adopted by a majority of the Board. A reading of the title or ordinance shall not be required if the title is included on the published agenda and a copy of the full ordinance is made available to the public online and in print at the meeting before the introduction or passage.
- 3.1.2.4. If an ordinance is altered after its introduction, the ordinance must be reintroduced; it may be passed only at a Regular Meeting held five (5) days after its reintroduction. Corrections of typographical or clerical errors are not alterations.
- 3.1.2.5. The adoption of an ordinance requires an affirmative vote of at least a majority (three or more) of all members of the Board, or when only three members are present, the vote must be unanimous.

3.1.3. **URGENCY ORDINANCES:**

- 3.1.3.1. An urgency ordinance may be passed immediately upon introduction at either a regular or special meeting.



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

GOVERNANCE
ORDINANCES AND RESOLUTIONS

SECTION 140.16

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GUIDELINES FOR ADOPTING ORDINANCES AND RESOLUTIONS

3.1.4. PROCEDURE AFTER ADOPTION:

- 3.1.4.1. After the ordinance has been adopted, the Board President or presiding official shall sign and Board Secretary shall attest the ordinance and the District seal is attached.
- 3.1.4.2. After the ordinance has been adopted and signed, the ordinance shall be published in full, within fifteen (15) days of the date of adoption, in a newspaper in general circulation in the District. In instances of a lengthy ordinance, the District may publish a summary of the ordinance or amendment with the names of those Board members voting for and against the ordinance or amendment. The Board Secretary shall post at the locations noted in Section 3.1.1.6., a certified copy of the full text of the adopted ordinance or amendment along with the names of those Board members voting for and against the ordinance or amendment.
- 3.1.4.3. The failure to publish an ordinance prevents it from taking effect or being valid.
- 3.1.4.4. Unless stated otherwise in the ordinance, all ordinances go into effect thirty (30) days after approval by the Board, except the following ordinances, which shall take effect immediately:
 - 3.1.4.4.1. Those calling or otherwise relating to an election;
 - 3.1.4.4.2. Those specifically required by any law to take immediate effect;
 - 3.1.4.4.3. Those fixing the amount of money to be raised by taxation or the rate of taxes to be levied;
 - 3.1.4.4.4. Those for the immediate preservation of the public peace, health or safety, which shall contain a declaration of the facts constituting the urgency and shall be passed by a four-fifths vote of the board;
 - 3.1.4.4.5. Those specifically relating to the adoption or implementation of a memorandum of understanding with an employee organization; or
 - 3.1.4.4.6. Those relating to salaries and other compensation of officers, other than elected officers and employees.
- 3.1.4.5. That portion of any ordinance that changes Executive salaries shall become effective sixty (60) days after its adoption.

3.2. RESOLUTIONS:

- 3.2.1. The procedure for adoption of Resolutions is less formal than ordinances. It does not require two readings, reading in full or even by title. It is effective



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

GOVERNANCE
ORDINANCES AND RESOLUTIONS

SECTION 140.16

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GUIDELINES FOR ADOPTING ORDINANCES AND RESOLUTIONS

immediately, unless otherwise provided in the Resolution. There is no need for noticed publication of the Resolution, unless it deals with fixing tax rates or revenue amounts (see Government Code Section 36936) or another program requiring a noticed hearing.

3.2.2. PREPARATION OF THE RESOLUTION:

- 3.2.2.1. Resolutions are numbered by year and then numbered by series (example 2020-01, etc.).
- 3.2.2.2. All Resolutions that are to be modified, are to be presented to the Board of Directors ("the Board") in the hi-lighted/strike out version (track changes).
- 3.2.2.3. All Resolutions must be submitted to the Fire Chief/CEO and District Counsel for review and approval before consideration by the Board.
- 3.2.2.4. Resolutions will be placed on the agenda for the next regular meeting of the Board of Directors.
- 3.2.2.5. Resolutions for fee or rate increases must be noticed and considered at a public hearing. The Notice of Public Hearing for such Resolutions shall be published once a week for two weeks, with the last publication date at least one week before the actual date of the public hearing.
- 3.2.2.6. The Notice of Public Hearing must be posted fifteen no later than (15) days prior to public hearing at the following locations:
 - 3.2.2.6.1. NCFPD Administrative Building;
 - 3.2.2.6.2. Fallbrook Public Utility District;
 - 3.2.2.6.3. NCFPD Roy Noon Building;
 - 3.2.2.6.4. NCFPD website in 'Notice' section.

3.2.3. RESOLUTION CONSIDERATION BY THE BOARD OF DIRECTORS:

- 3.2.3.1. Resolutions do not require the readings required to adopt an ordinance.
- 3.2.3.2. Resolutions may be adopted at either a Regular or Special meeting, with certain exceptions. On the passage of all resolutions, the votes of the members of the Board shall be entered in the minutes. All resolutions shall be entered in full in the permanent record and kept in the fire safe by the Board Secretary.
- 3.2.3.3. Corrections of typographical or clerical errors in resolutions are not alterations.



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

GOVERNANCE
ORDINANCES AND RESOLUTIONS

SECTION 140.16

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GUIDELINES FOR ADOPTING ORDINANCES AND RESOLUTIONS

3.2.3.4. The adoption of a resolution requires an affirmative vote of at least a majority (three or more) of all members of the Board, or when only three members are present, the vote must be unanimous.

3.2.4. PROCEDURE AFTER ADOPTION:

3.2.4.1. After the resolution has been adopted, the Board President or presiding official shall sign and Board Secretary shall attest the resolution and the District seal is attached.

3.2.4.2. Unless stated otherwise in the resolution, all resolutions go into effect immediately after approval by the Board

3.2.4.3. Resolutions do not need to be published unless they deal with fixing tax rates or revenue amounts (see Government Code Section 36936) or another program requiring a noticed hearing. If publishing is required, it will be accomplished as outlined in Section 3.2.2.6, et. seq.

3.2.5. MINUTE ORDERS AND MOTIONS:

3.2.5.1. May be used to adopt procedural rules to exercise authority without ordinance or resolution.

3.2.5.2. May be used to indicate certain actions taken by the governing body without ordinance or resolution, which has been reflected in a motion.

3.2.5.3. Use where action is non-penal in nature, not intended to be local law, neither an ordinance or a resolution is required and no formal document of the Board action is required.

3.2.5.4. Minute orders and Motions are documented in the minutes, which are part of the permanent record and kept in the fire safe by the Board Secretary.



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
RULES AND REGULATIONS
LEAVE MANAGEMENT

SECTION 226.07
JULY 30, 2019 28, 2020
PAGE 1 OF 9

WILL CALL ~~"NEW"~~

1.0. PURPOSE:

- 1.1. To provide a standard for the selection of personnel to fill Shift/Suppression vacancies to maintain staffing at a level to meet the Mission and needs of the District.

2.0. POLICY:

- 2.1. By virtue of employment with North County Fire Protection District, all Suppression and Single Role personnel are subject to Emergency and Mandatory Recall (See: General Rules & Regulations, § ~~9.3.1.~~9.3.1.) during emergency and non-emergency conditions.
- 2.2. The District will maintain staffing levels in accordance with the ~~Staffing Policy~~ Staffing Policy in filling vacancies.
- 2.3. ~~Probationary employees are not eligible to work overtime (excluding immediate need staffing and administrative overtime) until successful completion of the first trimester probationary period (Safety) or Mentorship (Single Role).~~
- 2.4. To meet the organizational needs of the District, Management reserves the right to assign or "hire back" personnel for special project/assignments, emergency recall and other District needs independent of selection priority in the District's official staffing program.
- 2.5. Personnel shall not be allowed to fill vacancies if the assignment would cause the employee to work more than ninety-six (96) consecutive hours. For purposes of determining eligibility to work consecutive shifts, this 96-hour timeframe is considered to be "reset" when an employee has been off duty for a continuous 24-hour period. Refer to the Safety MOU on the application of Safety Leave when safety employees return from an extended mutual aid assignment during their normal duty day.
- 2.6. The responsibility for daily District staffing shall rest with the Duty Chief. As such, the Duty Chief shall have discretion in the application of this policy. The Duty Chief shall utilized Company Officers as Staffing Managers as described within this policy

3.0. INTENT:



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
RULES AND REGULATIONS
LEAVE MANAGEMENT

SECTION 226.07
JULY 30, 2019 28, 2020
PAGE 2 OF 9

WILL CALL "NEW"

- 3.1. The system of selecting personnel to fill vacancies has the following priorities: (1) Equity and , (2) Simplicity and (3) Automation.:
- 4.0. DEFINITIONS:
- 4.1. ~~Callback~~ Will Call assignments are coverage for staffing deficiencies or special assignments. Assignments shall be made from a list of off-duty employees utilizing the District's official staffing program.
- 5.0. SCOPE:
- 5.1. This Policy shall apply to all Suppression and Single Role personnel.
- 6.0. PROCEDURE:
- 6.1. RECORDKEEPING:
 - 6.1.1. The District shall maintain a Staffing Program for tracking employee work assignments. Said Staffing Program shall be monitored by all station Captains and the Duty Officer. District staffing needs shall be managed by ~~the~~ a Station 3 Captain and other Staffing Managers as designated by the Duty Chief. ~~If the Station 3 Captain is unavailable the responsibility order will be the Captain at 5, 2, 4, 1.~~ Overall staffing responsibility lies with the Duty Chief.
 - 6.1.2. At the end of each shift, a Staffing Manager shall review exceptions logged and make any necessary adjustments to ensure accuracy of the staffing record(s).
 - 6.1.3. An employee who works shift overtime of greater than 129 hours shall have those hours added to their cumulative hours. ~~move to the bottom of a rotating priority list.~~ Any shift work of 129 hours or less, any mandatory hours, and any miscellaneous hours worked will not affect an employee's position on the priority list.
 - 6.1.4. Assignments for all overtime worked other than shift overtime are first approved by a Staffing Manager or Duty Chief and then added to the staffing program by a Staffing Manager or Duty Chief, forty-eight (48) hours prior to commencement of the overtime, unless the overtime assignment was made that day.



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- 6.1.5. Staffing Managers shall review the daily roster for accuracy and ensure utilization of the appropriate pay codes. Station Captains shall finalize their station roster by 0900 each shift and after any personnel change during the shift. The Duty Chief shall finalize the overall daily roster at the end of each shift by finalizing their unit within the roster.
- 6.1.6. Employees who agree to work hours that are no longer required, shall have those hours and date assigned modified in the staffing program by a Staffing Manager as soon as possible and, if applicable, revert to their preassigned position on the staffing priority list. If the assignment is cancelled by the District within one hour of the start of the assignment the employee will be compensated for a minimum of 2 hours. ~~Mandatory Recall excepted.~~
- 6.1.7. Individuals requesting and subsequently denied Annual Leave due to lack of available cover personnel may have their time off request remain in the staffing program should cover personnel become available. If more than one employee is denied time off and cover personnel become available, the employee first listed has priority. Extraordinary circumstances notwithstanding, the approval of Annual Leave is contingent upon available cover personnel of equal rank/classification.

6.2. ESTABLISHING PRIORITY:

- 6.2.1. The order of priority for overtime shall be established by an hour based ~~rotating~~ list maintained within the District's staffing program.
- 6.2.2. The priority list shall be ordered based on- cumulative hours worked. The employee having the least number of hours when the shift is assigned shall have priority for the shift. Hours worked greater than 12 will then be added to the accepting employee's cumulative hours. Hours will reset quarterly for all employees and a new priority established on prior order. ~~the most recent date in which an employee fulfilled a callback work assignment of greater than 9 hours in duration. The most recent callback work assignment of greater than 9 hours in duration shall place the employee at the bottom of the priority list.~~
- 6.2.3. Will Call hours for new employees shall be determined by taking the highest number of hours in that employees rank plus one (1) hour. Will Call hours for



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promoted employees shall be carried over from that employee's previous rank without adjustment.

~~6.2.3. New or reclassifying employees shall be placed at the bottom of the priority list for their respective rank/classification.~~

6.3. AVAILABILITY AND CONTACT INFORMATION:

6.3.1. Unless otherwise specified (Master Vacation, Approved Leave, Long Term Injury), all off-duty employees are always considered available on the priority list.

~~6.3.2. It is the employee's responsibility to maintain accuracy of contact information within the staffing program.~~

6.3.2.



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6.4. FILLING VACANCIES:

6.4.1. The staffing program shall attempt to fill all known and requested vacancies, beginning 14 days prior to the scheduled vacancy (or immediately if less than 14 days). Annual Leave shall be filled rank for rank; employees qualified as actors within the specific rank may fill an Annual Leave vacancy should no employee within the specific rank accept the shift within 7 days of the vacancy. Employees may seek their own relief if no employees of the same rank or an actor accept the shift. ~~All other vacancies shall first be filled on a rank for rank basis from 14-7 days out.~~

6.4.2. Vacancies within (7) days will fill first by rank for rank, then by bumping up an actor, and finally by bumping down from rank(s) above. The number of actors shall not exceed 50% of that classification on duty. The number of acting positions shall not exceed 1 in any station. Staffing Managers shall obtain Duty Chief approval for the filling of any vacancies by personnel greater than one rank below their given rank (e.g. Captain for Firefighter). The Duty Chief shall then notify the Operations Chief of this out of rank fill.

6.4.3. Single Role vacancies ~~due to unfilled roster positions~~ for which previous Single Role working opportunity notifications have been ~~made~~ exhausted shall be offered to suppression classifications in ascending order (Firefighter, then Engineer, then Captain) until filled. Out of class notifications will be made 7 days from the scheduled vacancy. Should no suppression classification accept the Single Role work assignment, the vacancy shall revert to Single Role personnel and be filled using Mandatory Recall as specified in 6.6.

All part time employees are to submit their availability by no later than the 15th of each month to the designated scheduling manager. Once all availability has been received, on or about the 15th of each month, the scheduling manager will assign the following months shifts based on individual availability and lowest hours. Ideally, each part time employee shall be assigned no more than one 24-hour shift per 7-day work week. Part time employees may be assigned greater than one 24-hour per 7-day work week at the discretion and approval from the Operations Division, but not to exceed 5 shifts per month.

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- 6.4.4. Typically, employees will have a maximum 30 minutes to respond to all vacancy notifications. Staffing Managers can shorten this time when necessary. ~~to fill immediate need vacancies.~~ Staffing managers shall send a mass notification as soon as possible when shortening the callback response time, or when adjusting the automated callback times.
- 6.4.5. Any employee that has previously accepted a work assignment shall be responsible for fulfilling that assignment. An employee electing to vacate a previously accepted work assignment shall contact a Staffing Manager who will notify eligible personnel of the working opportunity through the District staffing program. The responsibility for filling said work assignment shall remain with the vacating employee until a qualified replacement employee accepts the work assignment.—Barring extraordinary circumstances (i.e. circumstances that would normally qualify for sick leave use), ~~vacated work assignments will not be filled by Mandatory Callback and an employee who fails to fulfill a previously accepted work assignment without arranging qualified coverage may be considered absent without leave.~~
- 6.4.6. IMMEDIATE NEED VACANCY: Any vacancy that needs to be filled immediately (e.g. sick leave, industrial injury, special circumstances, fire assignments, augmented staffing, etc.) is considered an Immediate Need Vacancy. When Immediate Need Vacancies occur a Staffing Manager may use any means necessary to fill the assignment. It is preferred that the Staffing Manager utilize the District staffing program. The Staffing Manger/Duty Chief may elect to notify employees manually. Employees are paid for Immediate Need Recall from the time they arrive at a District Station until they are released and ~~Employees recalled for Immediate Need Vacancies~~ shall contact the Staffing Manger or Duty Chief upon arrival at a District station to notify them of their arrival and to confirm the work assignment. Employees recalled for immediate need vacancies shall be compensated a minimum of 2 hours.
- 6.4.7. EARLY RELIEF/HOLDOVER/LATE CALLS: Early relief and holdover of personnel in stations may be assigned by a Staffing Manager prioritizing oncoming and/or off-going personnel. Employees during holdover or late call will be paid in quarter-hour (0.25) increments for the duration of the assignment. This provision shall be utilized when the maximum holdover or relief is not expected to exceed two (2) hours. The Staffing Manager in

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cooperation with the Duty Chief shall take into consideration special circumstances that employees may have and hold over or transfer other personnel to the affected station until adequate relief is obtained.

6.5. MANDATORY RECALL:

- 6.5.1. Mandatory Recall assignments are coverage for staffing deficiencies 4-hours or greater in duration that cannot be fulfilled/completed utilizing the aforementioned staffing procedure and will be tracked in the District staffing program.
- 6.5.2. Employees shall be placed on a Mandatory Recall list based on the date of the last mandatory recall assigned with the most recent date assuming the lowest priority. The list shall be continuous and not reset.
- 6.5.3. Employees who have scheduled an "~~Annual Vacation~~Annual Vacation" or ~~Family Medical Leave~~Family Medical Leave shall be exempt from Mandatory Recall assignments for the specified date(s).
- 6.5.4. Employees working Christmas Eve shall not be subject to Mandatory Recall on Christmas Day and vice versa.
- 6.5.5. The District shall not Mandatory Recall personnel if the assignment would cause the employee to work more than seventy-two (72) consecutive hours without at least a 24-hour period of time off, except due to extraordinary circumstances and when specifically authorized by the Fire Chief/CEO or designee.
- 6.5.6. Holdover for late calls or relief coverage will not be considered Mandatory Recall unless the assignment is 4-hours or greater in duration.
- 6.5.7. New employees will be placed at the beginning of the Mandatory Recall list for their respective classifications once the requirements of Section 2.3 have been met.
- 6.5.8. Employees who are promoted shall be placed at the beginning of the Mandatory Recall list for their respective classifications.

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6.6. FILLING MANDATORY VACANCIES:

- 6.6.1. Mandatory Recall shall be initiated 7 days in advance of all applicable vacancies for which previous Callback attempts have been unsuccessful.
- 6.6.2. The Staffing Manager or Duty Chief shall refer to the Mandatory Callback List to determine employee priority for Mandatory Recall on a rank for rank basis.
- 6.6.3. Mandatory Recall shall be initiated ~~first using automated features of the staffing program and followed if needed by attempts to contact employees individually~~ by any means necessary ~~phone, voice and/or text message , or email~~ . The first accepting employee contacted will be assigned.
- 6.6.4. If no employee responds to the Mandatory Recall request, an off-going employee with the oldest mandatory assignment date may be held as a mandatory. If no employees are available, the Staffing Manager shall notify the Duty Chief to determine the most appropriate action.
- 6.6.5. Employees that are mandated may attempt to locate a replacement employee within their respective rank. If a replacement employee accepts the work assignment the Staffing Manager shall be notified and assign the replacement employee as a Mandatory Recall assignment. Only the employee fulfilling the work assignment shall be credited with a Mandatory Callback and adjusted on the Mandatory Callback List accordingly. In the situation where a mandatory assignment is split between 2 or more personnel only 1 shall receive the mandatory callback credit.
- 6.6.6. Employees who are unable to fulfill and/or decline Mandatory Recall assignments shall provide documentation explaining their inability to fulfill/accept the assignment and forward to the Fire Chief/CEO or ~~his/her~~ designee within 24-hours of returning to duty. The Fire Chief/CEO or designee will review and determine appropriate action, which may include disciplinary action.
- 6.6.7. An employee accepting a Mandatory Recall assignment that is subsequently

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cancelled after the start of the assigned shift -shall retain his/hertheir post-assignment position on the Mandatory Callback List.

6.7. CONTACT:

- 6.7.1. Contact methods shall be maintained in the District staffing program. It is the employees' responsibility to maintain current contact information.
- 6.7.2. The Staffing Manager and/or Duty Chief shall refer to the Mandatory Callback List and make contact by method(s) pre-determined by employee.
- 6.7.3. Contact is assumed to occur after the staffing program has notified the employee. Additional attempts at employee contact may be made by the Staffing Manager and/or Duty Chief.
- 6.7.4. Any employee notified (phone call, voice message, text message, staffing program notification) by Staffing Manger and/or Duty Chief of a mandatory work assignment, shall respond to said notification within 2 hours from the time of the initial notification. Failure to respond to a mandatory work assignment notification shall require the employee to document reason(s) for lack of response as specified in 6-6-60.0.0

6.8 MUTUAL DISCUSSIONS:

- 6.8.1. The Association and Fire District Representatives shall mutually discuss situations relative to the operations of the District official staffing program.

6.9 REFERENCES: None

7.0 RELATED POLICIES:

- 7.0.1. ~~Annual/Vacation Leave Policy~~Annual/Vacation Leave Policy;
- 7.0.2. ~~Chief Officer & Apparatus Drawdown Policy~~Chief Officer & Apparatus Drawdown Policy;
- 7.0.3. ~~Duty Chief Policy~~Duty Chief Policy;
- 7.0.5 ~~Staffing Policy~~Staffing Policy.

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SINGLE ROLE EMS PERSONNEL COMPENSATION

1.0. **PURPOSE:**

- 1.1. To establish compensation guidelines for Single Role EMS Personnel employed by the North County Fire Protection District.

2.0. **POLICY:**

- 2.1. The North County Fire Protection District will provide compensation and benefits for Single Role EMS Personnel sufficient to fulfill the District's Mission and in order to comply with applicable local, State and Federal regulations.

3.0. **AUTHORITY:**

- 3.1. [California Government Code §7522](#), et. seq. - Public Employee's Pension Reform Act;
- 3.2. [California Government Code §20305](#) - CalPERS Benefits For Part-Time Employees;
- 3.3. [California Labor Code §1183\(d\)](#) - California Minimum Wage Order;
- 3.4. [California Labor Code §2810.5](#) - Employment, Paid Sick Days, Part-Time Employees;
- 3.5. [Public Law 111-148](#) - Patient Protection and Affordable Care Act;
- 3.6. [Title 29, U.S. Code, Chapter 8, Fair Labor Standards Act](#);
- 3.7. [California Code of Regulations, Title 8, §§11040 and 11050](#).

4.0. **PROCEDURE:**

4.1. **COMPENSATION AND BENEFITS:**

- 4.1.1. Payroll for Single Role EMS Personnel is processed in accordance with the [Payroll Processing Policy](#).
- 4.1.2. Single Role EMS Personnel includes both full-time and part-time positions. ~~Each position will include different compensation and benefits.~~
- 4.1.3. Health Insurance Benefits are provided to Single Role EMS Personnel in accordance with the provisions of the Affordable Care Act and as outlined in the [Insurance Benefits Policy](#). For those Single Role EMS Personnel assigned to work in a full-time capacity, by virtue of their full-time assignment, full-time Single Role EMS Personnel are presumed to have satisfied the thirty (30) hours-per-week eligibility requirement and therefore will begin receiving health benefits at time of assignment, unless they choose to decline health



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benefits. Eligibility for health insurance benefits is determined pursuant to [Resolution 2014-09](#), which establishes a nine (9)-month "look back" period to determine if the employee consecutively works an average of thirty (30) or more hours-per-week (equivalent to 130 hours/month). *[Note that periods of paid leave are included in determining eligibility during the look back period.]* For employees deemed eligible, the District will currently pay 90% of the Employee only portion of the Blue Shield HMO premium for the subsequent twelve (12)-month stability period, which satisfies the "affordability" test based upon the "rate of pay" safe harbor provision. *The District will need to periodically evaluate this cost sharing to ensure the employee's portion of the premium remains "affordable," which is defined as not exceeding 9.5% of the employee's rate of pay.* The District's cafeteria plan will also provide insurance benefits to the employee's dependents; however the Limited Term Apprentice is obligated to pay for that portion of the premium.

4.1.4. Single Role EMS Personnel will receive Sick Leave benefits which are accrued at a rate of one (1) hour for each thirty (30) hours worked. Sick Leave may be accrued to a maximum of 400 hours and has no cash value upon separation from the District. Credit for unused sick leave may be applied toward retirement as a component of the District's contracted retirement benefits through CalPERS. Sick Leave is to be utilized in accordance with the [Sick Leave Policy](#) and related policies.

4.1.5. The District shall compensate the employee at the following rate of pay:

4.1.5.1. EMT Step 1: minimum wage;

4.1.5.2. EMT Step 2: minimum wage plus \$1.00 per hour;

4.1.5.3. EMTs qualified as a Paramedic will receive a daily stipend equivalent to Paramedic Step 1 wage only when acting as a lead Paramedic;

4.1.5.4. Paramedic Step 1: minimum wage plus \$3.00 per hour;

4.1.5.5. Paramedic Step 2: minimum wage plus \$4.00 per hour.

4.1.6. ~~Step increases will be awarded upon successful completion of a one (1)-year probationary period and upon receipt of a satisfactory performance evaluation.~~ Single Role employees may apply for a step increase from Level I to Level II for their current rank after one year of full-time service or a total of 2080 hours worked for part-time Single Role Personnel. Single Role EMTs who are subsequently promoted to Single Role Paramedic will start at Level I Pay and will be eligible to apply for Level II Pay after 1 year of full-time service or the part-time equivalent of a total of 2080 hours. Requests for step increases must be submitted on an Administrative Action Request form to the



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Division Chief of Administration and ultimately approved by the Fire Chief/CEO.

4.1.6.

4.1.7. In general, EMTs & Paramedics will work a rotating shift schedule that will accommodate the fire department's 24/7 operations. To the extent required by federal and state labor laws and/or regulations, the District agrees to provide the EMT and Paramedic with overtime pay based upon a forty (40) hour workweek. As FLSA "non-exempt" employees, EMTs and Paramedics shall receive overtime pay for hours worked over forty (40) hours in a workweek at time and one half of the EMT or Paramedic's FLSA regular rate of pay.

4.1.8. Single Role EMS Personnel shall be compensated for their time when on duty or when asked to report to duty for emergency call back, meetings, training or special tasks [i.e. retrieval of medical equipment or any support services needed]. All Overtime must be pre-approved.

4.1.9. Single Role EMS Personnel that work on Thanksgiving, Christmas Day or New Year's Day shall be compensated an additional \$125.00 for the shift.

4.1.10. Full-time Single-Role Paramedics are eligible to receive \$500 when they are assigned as the primary mentor for newly hired Single-Role Paramedics. Payment requests shall be made utilizing an Administrative Action Request.

~~4.1.9.~~

~~4.1.10.~~ 4.1.11. Full-time Single Role EMS employees will receive:

~~4.1.10.1.~~ 4.1.11.1. Annual Leave accrued biweekly at a rate of ninety-six (96) hours annually to a maximum of 480 hours. Annual Leave is to be used in accordance with the Annual Leave Policy. If a full-time Single Role Employee separates from the District or transfers from a full-time to part-time position, their accrued annual leave will be paid out in accordance with the Payroll Processing Policy.

4.2. RETIREMENT BENEFITS:

4.2.1. Retirement benefits for all Single Role EMS Personnel will be determined by their status under the [Public Employees' Retirement Reform Act of 2013 \(PEPRA\)](#). Under this law, Single Role EMS Personnel are considered either "NEW" or "CLASSIC" members.



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4.2.2. Full-Time Single Role EMS Personnel will be added into the CalPERS system upon hire. Part-time Single Role EMS Personnel that have reached a total of 1000 hours within a fiscal year with the District will receive CalPERS retirement benefits. Once eligible for CalPERS benefits, Single Role EMS Personnel will remain an active member. Single Role EMS Personnel will be responsible for paying the full "employee rate" for their membership class.

4.2.3. **"NEW" MEMBERS ARE:**

4.2.3.1. A new hire who becomes a CalPERS members for the first time on or after January 1, 2013 and who has no prior membership in any other California Public retirement system, or who is not reciprocal with another California public retirement system.

4.2.3.2. A new hire who is brought into the CalPERS membership for the first time on or after January 1, 2013 and who is not eligible for reciprocity with another California public retirement system.

4.2.3.3. An established member prior to January 1, 2013, who is hired by a different CalPERS employer after January 1, 2013, after a break in service greater than six (6) months.

4.2.3.4. Responsible for paying the full "employee rate" of 6.5% for NEW CalPERS members, which will be deducted from each pay cycle check.

4.2.3.5. **RETIREMENT FOR NEW SINGLE ROLE EMS EMPLOYEES SHALL BE AS FOLLOWS:**

4.2.3.5.1. Classified a miscellaneous employee, the DISTRICT shall contract with the Public Employees' Retirement System (PERS) to provide, in addition to minimum benefits, retirement benefits described in [California Government Code §7522.25](#), known commonly as 2.0% at 62.

4.2.4. **"CLASSIC" MEMBERS ARE:**

4.2.4.1. "CLASSIC" members are those employees with an initial hire date prior to January 1, 2013, who do not fit into the "NEW" member categories.

4.2.4.2. Responsible for paying the full "employee rate" of 8%, which will be deducted from each pay cycle check.

4.2.4.3. **RETIREMENT FOR CLASSIC SINGLE ROLE EMS EMPLOYEES SHALL BE AS FOLLOWS:**



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4.2.4.3.1. Classified as a miscellaneous employee The DISTRICT shall contract with the Public Employees' Retirement System (PERS) to provide, in addition to minimum benefits, retirement benefits described in California Government Code, §21354.5, known commonly as 2.7% at 55. The contract shall also include the following:

- 4.2.4.3.1.1. Fourth Level of 1959 Survivor Benefits (Gov. Code §21574);
- 4.2.4.3.1.2. Two Years Additional Service Credit (Gov. Code §20903);
- 4.2.4.3.1.3. Credit For Unused Sick Leave (Gov. Code §20965);
- 4.2.4.3.1.4. Post-Retirement Survivor Allowance (Gov. Code §§21624, 21626 and 21628);
- 4.2.4.3.1.5. One-Year Final Compensation (Gov. Code §20042);
- 4.2.4.3.1.6. Military Service Credit as Public Service (Gov. Code §21024).



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SINGLE ROLE EMS PERSONNEL COMPENSATION

5.0. REFERENCES:

- 5.1. ~~California Government Code §7522, et. seq. Public Employee's Pension Reform Act;~~
- 5.2. ~~California Government Code §7522.20 — Miscellaneous Plan Retirement Benefits~~
- 5.3. ~~California Government Code §20042 — One Year Final Compensation;~~
- 5.4. ~~California Government Code §20305 — CalPERS Benefits For Part Time Employees;~~
- 5.5. ~~California Government Code §20965 — Credit for Unused Sick Leave;~~
- 5.6. ~~California Government Code §21024 — Military Service Credit as Public Service;
California Government Code §21574 — Fourth Level Of 1959 Survivor Benefits;~~
- 5.7. ~~California Government Code §21624 — Post Retirement Survivor Allowance;~~
- 5.8. ~~California Government Code §21626 — Post Retirement Survivor Allowance;~~
- 5.9. ~~California Government Code §21628 — Post Retirement Survivor Allowance;~~
- 5.10. ~~California Labor Code §2810.5 — Employment, Paid Sick Days, Part Time Employees;~~
- 5.11. ~~Public Employees' Retirement Reform Act of 2013 (PEPRA);~~
- 5.12. ~~Public Law 111 148 — Patient Protection And Affordable Care Act;~~
- 5.13. ~~California Labor Code §1183(d) — California Minimum Wage Order;~~
- 5.14. ~~North County Fire Protection District Resolution 2014 00.~~

6.0. RELATED POLICIES/FORMS:

6.1. POLICIES:

- 6.1.1. ~~Insurance Benefits Policy;~~
- 6.1.2. ~~Payroll Processing Policy;~~
- 6.1.3. ~~Sick Leave Policy.~~

6.2. FORMS: None.

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NORTH COUNTY FIRE PROTECTION DISTRICT

ADMINISTRATIVE SERVICES

TO: BOARD OF DIRECTORS
FROM: CHIEF ABBOTT AND D/C McREYNOLDS
DATE: MAY 25, 2021
SUBJECT: PUBLIC OUTREACH/COMMUNICATION SPECIALIST

ACTION AGENDA

RECOMMENDATION:

Staff recommends approval of the Public Outreach/Communication Specialist job description and the plan to fill this position by July 2021.

BACKGROUND:

The Customer Service/Social Media Specialist position was created as a shared position between the North County Fire Protection District (NCFPD) and the Fallbrook Regional Health District (FRHD). With the reclassification of Jen Koester to the Accounting/Payroll Technician, a recruitment is needed to fill the support position she vacated. After carefully evaluating the community outreach and communication needs of the NCFPD and the FRHD, staff has determined that a slight expansion of the duties and responsibilities from the original Customer Service/Social Media Specialist position is needed.

DISCUSSION:

With the expansion of duties and responsibilities of this position it is necessary to modify the job description/classification and base rate of pay. In so doing the position will be reclassified from Customer Service/Social Media Specialist to Public Outreach/Communication Specialist, which is more in alignment with the actual duties that are performed. Attached for the Board's approval is the modified job description. The Public Outreach/Communication Specialist position will be assigned to the NCFPD Fire Prevention Bureau under the supervision of the Fire Marshal. A side letter will need to be created defining the job description and salary change.

FISCAL ANALYSIS:

An analysis of comparable agencies with similar positions was conducted. At the conclusion of that analysis, it was determined that the base salary should be adjusted from \$34,505 to \$40,000. As this is a 50% cost-shared position, with roll-ups the District's portion will be approximately \$4,300 which the District can absorb with existing revenue.

SUMMARY:

Reclassification of this position will allow the Districts to fill a critical support position. When approved, the Human Resources Division will immediately begin a recruitment with an anticipated start date of July 2021.



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
RULES AND REGULATIONS
JOB DESCRIPTIONS

SECTION 225.39
SEPTEMBER 24, 2019 MAY 25, 2021
PAGE 1 OF 5

~~CUSTOMER SERVICE/SOCIAL MEDIA~~ PUBLIC OUTREACH/COMMUNICATION SPECIALIST

1.0. PURPOSE:

- 1.1. To provide a general description of the duties and responsibilities, qualifications and physical requirements for the classification of Public Outreach/Communication ~~Customer Service/Social Media~~ Specialist for the North County Fire Protection District (NCFPD) and Fallbrook Regional Health District (FRHD).

2.0. POLICY:

- 2.1. Members classified in the position of Public Outreach/Communication ~~Customer Service/Social Media~~ 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 Public Outreach/Communication ~~Customer Service/Social Media~~ Specialist, which is a 50/50 cost-shared position between the NCFPD and FRHD. It is also the intent of this 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 Districts.
- 3.2. This position is employed by NCFPD however will also receive direction from their duly authorized FRHD supervisor. It will be the responsibility of these two assigned District supervisors to coordinate work assignments for this position.

4.0. GENERAL ATTRIBUTES:

- 4.1. This assignment is a full-time work classification. The Public Outreach/Communication ~~Customer Service/Social Media~~ 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 position as defined by PERS. Under the supervision of ~~a Division Chief~~, the Fire Marshal the essential duties and responsibilities are:

- 4.1.1. Performs community outreach, media communication (including social



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

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~~CUSTOMER SERVICE/SOCIAL MEDIA~~ PUBLIC OUTREACH/COMMUNICATION SPECIALIST

media), Performs ~~social media~~, customer service and clerical duties necessary for the daily operation of North County Fire and Fallbrook Regional Health District's administrative headquarters and assists with administrative duties, as assigned by supervising staff.

- 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. Serves as a ~~customer service~~ outreach and communication liaison between the Districts and the community, ~~representative for all public inquires~~; answers telephone 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; greets the public in a pleasant and professional manner, explains ~~departmental policies and procedures to the public~~ District practices, policies and procedures to the public, assists with special projects as assigned and performs related duties as assigned.
- 5.2. Serves as a ~~communication~~ media specialist for the Districts, creating, observing and responding to social media conversations within the community across a variety of platforms including Facebook, ~~Twitter~~, Instagram, YouTube and others using relevant and appropriate media formats such as text, video and images. Generates, edits and publishes daily content that builds meaningful connections and encourages community members to take action; optimizes pages within each platform to increase the visibility of the Districts' social content; promotes programs and events through the use of promotional materials, elicits community and organizational support for assigned programs and projects, researches, analyzes and evaluates new service delivery methods and techniques; monitors and updates website(s) as needed. Monitors social media channels, media, and other online content for information relevant to the NCFPD and FRHD.
- 5.3. 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 policies and procedures.
- 5.4. Provides information and assistance to constituents, visitors and others; explains nature of programs, policies, procedures and services; responds to requests for information within the span of authority; maintains absolute confidentiality of work-



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

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~~CUSTOMER SERVICE/SOCIAL MEDIA~~ PUBLIC OUTREACH/COMMUNICATION SPECIALIST

related issues, records and information. Aids the Fire Prevention Bureau with public inquires, communication, and community risk reduction.

5.5. After-hours work may be requested in the event of District-impacting/emergency events.

5.4-5.6.

~~5.5. In coordination with the District's HIPAA Security Officer, provides intake of legal records, request for production of incident and health-related records.~~

6.0. **EXPERIENCE/KNOWLEDGE/ABILITIES:**

6.1. **KNOWLEDGE OF:** Principles of record keeping and records management; business English usage, spelling, grammar and punctuation; personal computer hardware and software, including Microsoft Office Suite (at an intermediate or advanced level); principles and practices of effective customer service, advanced ~~social media-writing skills, structuring text for the appropriate audience, including the art and science of headline writing, writing engaging introductions, structuring text for easy reading online subtitles,~~ aptitude for analyzing appropriate social data/metrics for continuous improvement, principles and practices of graphic design and design for print and digital media. -

6.2. **ABILITY TO:** ~~In addition to the aforementioned,~~ Organize and assist with office support functions, promote programs and events, research analyze and evaluate new service delivery methods and techniques, a willingness to support both Districts; and other duties as assigned. Ability to work in a fast-paced environment where accuracy is imperative.

6.3. **EXPERIENCE:** One year of office support experience, preferably in government operations is required, as well as experience with social media marketing in a professional setting.

6.4. **EDUCATION:** A high school diploma or GED equivalent is required. An Associate of Arts/Science or Bachelor of Arts/Science in applicable subject matter or a related field is desirable, but not required.

6.5. **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.



NORTH COUNTY FIRE PROTECTION DISTRICT

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~~CUSTOMER SERVICE/SOCIAL MEDIA~~ PUBLIC OUTREACH/COMMUNICATION
SPECIALIST

7.0. PHYSICAL DEMANDS:

7.1. Employee is required to meet applicable "[Support Staff](#)" physical requirements.

8.0. ENVIRONMENTAL:

8.1. 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.

9.0. COMMUNICATIONS:

9.1. VISION: (May be correctable) to drive a vehicle.

9.2. HEARING: Of alarms and warning devices; to understand conversations.

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



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
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~~SEPTEMBER 24, 2019~~ MAY 25, 2021
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~~CUSTOMER SERVICE/SOCIAL MEDIA~~ PUBLIC OUTREACH/COMMUNICATION
SPECIALIST

9.4. WRITING: To complete records, reports, meeting notes and documentation.

9.5. 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. None.

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**NORTH COUNTY FIRE
PROTECTION DISTRICT
ADMINISTRATION**

TO: BOARD OF DIRECTORS
FROM: STEPHEN ABBOTT, FIRE CHIEF/CEO
DATE: MAY 25, 2021
SUBJECT: SAN DIEGO LAFCO 2021 ELECTION TO ALTERNATE SPECIAL DISTRICT
MEMBER ON LAFCO COMMISSION

ACTION AGENDA

RECOMMENDATION:

That the Board of Directors authorize the President to cast a ballot in the 2021 San Diego LAFCO Special Districts Election as described in the attached communication from LAFCO.

BACKGROUND:

On a routine basis, the Board of Directors has the opportunity cast a ballot in the San Diego Local Agency Formation Commission (LAFCO) elections. On February 22, 2021, LAFCO solicited nominations to fill a vacant and unexpired term as an alternate special district member on the LAFCO Commission. At that time, the Board nominated Director Egkan. The time has now come to vote and submissions are due by **Friday, July 2, 2021**.

DISCUSSION:

There is one (1) seat open due to a vacant and unexpired term for an Alternate Special District Member on the LAFCO Commission. For the term ending on May 1, 2023, there are six individuals running: Rocky J. Chavez (Tri-City Healthcare District), Heather Conklin (Mission Resource Conservation District), David A. Drake (Rincon del Diablo Municipal Water District), Jeff Egkan (North County Fire Protection District), C. Hayden Hamilton (Rainbow Municipal Water District) and Regina W. Roberts (Valley Center Fire Protection District).

Full nomination materials and letters of support are available in the attached LAFCO package.

FISCAL ANALYSIS: No fiscal impact.

SUMMARY:

The Board should determine which nominee it wishes to support and authorize the President to cast ballot for the 2021 LAFCO election.

2021 SPECIAL DISTRICTS ELECTION
BALLOT and VOTE CERTIFICATION
FOR ALTERNATE LAFCO SPECIAL DISTRICT MEMBER

VOTE FOR ONLY ONE

Rocky J. Chavez []
(Tri-City Healthcare District)

Heather Conklin []
(Mission Resource Conservation District)

David A. Drake []
(Rincon del Diablo Municipal Water District)

Jeff Egkan []
(North County Fire Protection District)

C. Hayden Hamilton []
(Rainbow Municipal Water District)

Regina W. Roberts []
(Valley Center Fire Protection District)

Write-Ins

_____ []

_____ []

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that I cast the votes of the _____
(Name of Independent Special District)
at the 2021 Special Districts Selection Committee Election.

(Signature)

(Print Name)

(Date)

(Print Title)

Please note: The order in which the candidates' names are listed was determined by random selection.

The Ballot and Vote Certification form can be submitted electronically to: tamaron.luckett@sdcounty.ca.gov



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

BALLOT FORM

May 5, 2021

TO: Independent Special Districts in San Diego County

FROM: Tameron Lockett, Commission Clerk

SUBJECT: **Ballot Form | Election to Alternate Special District Member on LAFCO Commission**

On February 22, 2021, the San Diego Local Agency Formation Commission (LAFCO) solicited nominations pursuant to Government Code Section 56332(c)(1) to fill a vacant and unexpired term as an alternate special district member on the LAFCO Commission. A total of six nominations were received following a 60-day filing period. The term expires on May 1, 2023.

San Diego LAFCO is now issuing ballots to all 57 independent special districts in San Diego County and inviting each district to cast a ballot. Write-in candidates are permitted, and spaces have been provided for that purpose. **Only cast one vote for each nominee on the ballot and vote certification form; a ballot that is cast for more than indicated number of positions the vote will be disregarded.** The ballot and vote certification form along with nominee resumes provided by the candidates are attached.

State Law specifies a district’s vote is to be cast by its presiding officer, or an alternate member designated by the board and a valid signature is required on the ballot. **A ballot received without a signature will be voided.** A minimum of 29 ballots must be received to certify that a legal election was conducted. A candidate for a special districts advisory committee member must receive at least a majority of the votes cast to be elected. The ballots will be kept on file in this office and will be made available upon request.

Ballots may be submitted by mail, courier, hand delivered, FAX or via email to tameron.lockett@sdcounty.ca.gov. The deadline for receipts of the ballots by LAFCO is **Friday, July 2, 2021**, any ballots received after the deadline will be voided. All election materials are available on the website: www.sdlafco.org. Should you have any questions, please contact me at (858) 614-7755.

Tameron Lockett
 Commission Clerk

- Attachments:
- 1) Ballot and Vote Certification form
 - 2) Nominee Resumes

Administration Keene Simonds, Executive Officer County Operations Center 9335 Hazard Way, Suite 200 San Diego, California 92123 T 858.614.7755 F 858.614.7766 www.sdlafco.org	Vice Chair Jim Desmond County of San Diego	Mary Casillas Salas City of Chula Vista	Chris Cate City of San Diego	Jo MacKenzie Vista Irrigation	Chair Andy Vanderlaan General Public
Nora Vargas County of San Diego	Bill Wells City of El Cajon	Marni von Wilpert, Alt. City of San Diego	Barry Willis Alpine Fire Protection	Harry Mathis, Alt. General Public	
Joel Anderson, Alt. County of San Diego	Paul McNamara, Alt. City of Escondido		Vacant, Alt. Special District		

ATTACHMENT A

NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION
ALTERNATE MEMBER

The TCHD* is pleased to nominate Rocky J. Chavez as a
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as an alternate special district member with a term expiring in 2023.

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

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.

Rocky J. Chavez
(Presiding Officer Signature)

Rocky J. Chavez
(Print name)

Board Chair
(Print Title)

3-25-21
(Date)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two-pages
- Must be submitted with Nomination Form

* Tri-City Healthcare District

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APR 22 2021

SAN DIEGO LAFCO

ROCKY J. CHAVEZ

I was born in California and graduated from California State University, Chico with a degree in English in 1973. I enlisted in the Marine Corps in July 1973 and commissioned in 1974. I served 28 years in the Marine Corps and served in all four Marine Divisions. I retired in Camp Pendleton in 2001 as a Colonel.

I was the Commanding General's Representative to the Oceanside Unified School District (OUSD) Board from 1999-2001. I was also the Commanding General's Representative to Oceanside, Vista and Fallbrook from 1999-2001. My last billet at Camp Pendleton was Assistant Chief of Staff for Logistics.

In 2001 I was hired by OUSD to be the director of School of Business and Technology; I held that position until 2007.

I was elected to the Oceanside City Council in 2002 and served on the Council until 2009. While on the City Council, I was the city representative for North County Transit District.

In 2009 I was appointed the Undersecretary of the California Department of Veterans Affairs (CDVA) by Governor Schwarzenegger. I served until May 2011.

In 2012, I was elected to the California State Assembly for the 76th Assembly District and was honored to serve 3 terms. As the Assemblymember I sat on the Education Committee, Higher Education Committee, Budget Committee, Energy Committee, Health Care Committee and Veterans Committee.

In 2018 I was elected to the Tri City Medical Center Board of Directors and I am currently the Chair of the Board.

Over the decades, I have been involved in community, state and national groups. I was the El Camino High School Wrestling Coach from 1999-2001, Rotarian from 1998-2010, Knights of Columbus from 2004-current, Governor's Military Council from 2013-2021 (Chair from 2017-2021), and Board Member of the Association Defense Communities from 2018-2021.

My wife Mary and I live in Oceanside. We have three children who all are college graduates. We also have four grandchildren.

ATTACHMENT A

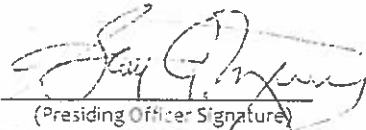
NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION
ALTERNATE MEMBER

The Mission Reservoir Conservation District is pleased to nominate HEATHER CONKLIN as a
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as an alternate special district member with a term expiring in 2023.

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

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.


(Presiding Officer Signature)

SCOTT A. MURRAY
(Print name)

PRESIDENT BOARD OF DIRECTORS
(Print Title)

4/23/2021
(Date)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two-pages
- Must be submitted with Nomination Form

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APR 23 2021
SAN DIEGO LAFCO

Heather Conklin

Candidate for the Special District Representative (Alternate) for the San Diego Local Agency Formation Commission (SDLAFCO)

Living in San Diego County for almost 12 years, I have developed a deep appreciation for what makes San Diego County special, including its geographic diversity, rich natural resources, critical habitats, and a strong regional economy.

My passion for public service is driven by my desire to promote informed policymaking that balances the diverse needs of stakeholders and the public, and reflects the principles of good governance. I bring a broad background in public policy, communications, and research to my role in public service.

Since being appointed as a Director for Mission Resource Conservation District in 2019, I've worked diligently to deepen collaborations within the district, expand public outreach, and support adaptation to meet changing organizational and district needs due to the COVID-19 pandemic.

Having served as a District Director with the California State Assembly, I worked collaboratively with local, state, and federal leaders on legislation and projects focused on transportation and addressing climate change in the region and statewide. In addition to legislative experience, I bring experience in research across various policy topics, including agriculture, water conservation, and sustainable development, which gives me a deeper understanding of key local issues. This framework allows me to analyze complex, multi-faceted issues and develop creative solutions that meet specific goals and fit within the "bigger picture."

Public service also requires strong community connections, which I have developed through community volunteerism, including working to address homelessness, and supporting native habitats and sustainable landscaping practices. I also promote and support effective science communication, specializing in science communication for policy and public engagement in science. My community connections, combined with my statewide perspective, provide a strong local focus.

I hold a Master of Public Administration (M.P.A.) from the University of Southern California, the School of Policy, Planning, and Development; a Master of Arts (M.A.) in Political Science from the University of California at Riverside; and a Bachelor of Arts (B.A.) in Communication from the University of California at Davis. Currently, I am completing my Ph.D. at Claremont Graduate University, specializing in research methods.

In serving as the Special District Representative (Alternate) for the San Diego Local Agency Formation Commission (SDLAFCO), I will provide forward-thinking leadership to further the Commission's goals of benefiting residents, landowners, and the public in San Diego County.

I respectfully ask for your vote.

ATTACHMENT A

NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION
ALTERNATE MEMBER

The Rincon del Diablo Municipal Water Dist. is pleased to nominate David A. Drake as a
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as an alternate special district member with a term expiring in 2023.

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

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.


(Presiding Officer Signature)

David A. Drake
(Print name)

President
(Print Title)

March 23, 2021
(Date)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two-pages
- Must be submitted with Nomination Form

RECEIVED
MAR 24 2021
SAN DIEGO LAFCO

March 24, 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 require close attention to detail and a broad scope view of the mission.

My experience with the Rincon del Diablo Municipal Water District, since 2006, has been an excellent environment for understanding the complexities and achievements of public service. I am currently the President of the Board of Directors and have served as Vice President and Treasurer. My public service 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 lived it for 30 years.

LAFCO is a key part in the dynamic management of our service domain. Our 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 to assure that all of our constituents are treated with equity and fairness.

I seek your support 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
daviddrake@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 2. 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, Chief Innovation Officer of Hadronex, Inc., in Escondido focusing on water system risk and cost reduction. In February 2021, Hadronex will be celebrating sixteen years of service to the water and wastewater industries. During this time Hadronex 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.

ATTACHMENT A

**NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION
ALTERNATE MEMBER**

The North County Fire Protection District is pleased to nominate Jeff Ekgan as a
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as an alternate special district member with a term expiring in 2023.

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

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.

John van Doorn
(Presiding Officer Signature)

John van Doorn
(Print name)

President, Board of Directors
(Print Title)

March 23, 2021
(Date)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two-pages
- Must be submitted with Nomination Form

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APR 26 2021

SAN DIEGO LAFCO

Jeff Egkan

PROFESSIONAL SUMMARY

Skilled team player with proven ability to communicate and work with varied groups within the community. Long-standing experience on political campaigns, including bond measures.

SKILLS

- Operations management
- Sales and marketing
- Business marketing
- Client relationship building
- Budgeting and cost control

EXPERIENCE

OWNER-OPERATOR, INTOTHEWOODS LLC, JUNE 2020 - CURRENT, BIG BEAR CITY, CA
Developed wedding/event venue concept.

- Met with prospective clients to present company offerings, discuss products, and manage calendar of events.

Owner-Operator, Egkan Family Farm, Jul 2013 - Current, Fallbrook, CA

Purchased existing, struggling avocado grove and made it a viable, producing grove.

Shop Steward, Western Conference of Teamsters, Aug 1998 - Dec 2013, San Diego, CA

Represented 100 union members in labor/management relations.

Negotiated two supplemental contracts on behalf of members.

Driver, United Parcel Service, Mar 1980 - Dec 2013, San Diego, CA

Worked for company in various capacities in multiple locations including: Los Angeles, Ontario and San Diego.

EDUCATION

Associate of Science, Political Science
Cerritos College - Norwalk, CA

May 1980

Pre-Law, **California State University Fullerton** - Fullerton, CA

Jeff Egkan

CIVIC ENGAGEMENT

Director, North County Fire Protection District, November 2020-Present

Labor Outreach Coordinator, KateForAssembly2020, February 2020-November 2020
Obtained and facilitated state-wide Labor Union endorsements and campaign contributions.

Vice-President, Voters Against Wasteful School Bonds, a state registered ballot committee, 2017-2018
Formulated ballot campaign strategy and served as media/social media Director.

Media/Social Media Director, CATE (Citizens for Accountability and Taxation in Education), 2016-2017
Formulated political strategy and messaging for ballot campaign.

Director of Tijuana Mission Outreach, St. Peter and St. Paul Catholic Church, Jan 1991 - Dec 1994, Rancho Cucamonga, CA
Planned and managed bi-annual trips to schools and clinics in Tijuana, Mexico B.C. Solicited and collected recurring monthly donations, raising \$50k/year and helping fund educational and medical facilities in Tijuana.

ATTACHMENT A

NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION
ALTERNATE MEMBER

The Rainbow Municipal Water District is pleased to nominate Hayden Hamilton as a
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as an alternate special district member with a term expiring in 2023.

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

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.


(Presiding Officer Signature)

Hayden Hamilton
(Print name)

Board President
(Print Title)

April 13, 2021
(Date)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two pages
- Must be submitted with Nomination Form

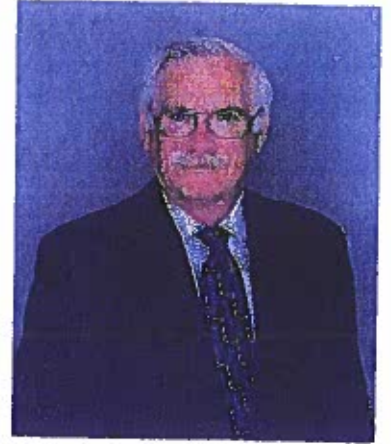
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APR 13 2021

SAN DIEGO LAFCO

C. Hayden Hamilton

Email: hhamilton@rainbowmwd.com



Education

Bachelor of Science, Aerospace Engineering from The University of Texas at Austin
Masters of Science, Engineering Sciences from The University of Texas at Austin
Postgraduate Studies in Engineering and Business Administration

Professional Experience

20 years in Engineering software development and marketing
5 years in Document Management software development and marketing
10 years Consultant in Product Management and Product Marketing

Public Service

Elected to the Rainbow Municipal Water District (RMWD) Board of Directors 2016
Re-elected to the RMWD Board of Directors 2020

President of the RMWD Board of Directors – currently

I serve on an RMWD ad hoc committee working through the process with LAFCO to allow RMWD to contract with the Eastern Municipal Water District to be our wholesale water supplier. In LAFCO terms, to detach from the San Diego Water Authority and join Eastern. This move will save the district's ratepayers more than \$6 million per year and is critical to the district's existing agrobusiness. In this capacity, I have attended numerous LAFCO meeting in the last year and a half, and had the opportunity to address the LAFCO Board on one occasion.

Relevant Organizations Membership

California Special District Association (CSDA), 2017-Current

Association of California Water Agencies (ACWA), 2017-Current

Have been an active member in both these agencies including taking a series of CSDA leadership courses, participating in ACWA legislative days, and working with the General Manager to assure RMWD earned the CSDA District of Distinction Award.

Other

My wife and I have lived in north San Diego County for the past 37 years
(15 in Carlsbad, 22 in Bonsall)

ATTACHMENT A

**NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION
ALTERNATE MEMBER**

The Valley Center Fire Protection District s pleased to nominate Regina Roberts as a
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as an alternate special district member with a term expiring in 2023.

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

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.

Phillip L. Bell
(Presiding Officer Signature)

Phillip L. Bell
(Print Name)

President, Board of Directors of VCFPD
(Print Title)

03/10/2021
(Date)

PLEASE ATTACH RESUME FOR NOMINEE -

- Limit two-pages
- Must be submitted with Nomination Form

RECEIVED
MAR 16 2021
SAN DIEGO LAFCO

Regina W. Roberts

Currently serving as a Member of the Board of Directors of the Valley Center Fire Prot. District. I feel I would be an asset to LAFCO bringing my analytical, innovative and team building abilities. Engineering, Design, Mechanical, Electrical, Manufacturing, Patents, Composites, Materials and Processes, Management, Contracts, Schedules, Cost Accounting, Science and Mathematics instruction are some of my areas of expertise.

Summary of Qualifications:

-Successfully manager. Responsible for many complex and technically challenging projects while meeting or exceeding commitments for quality, schedule, and cost.

-Experienced leader. Leads groups of 6 to 40 people.

-Sales generator. Creates enthusiasm in internal and external customers to support and fund projects.

-Published author, lead engineer, and leader in the application of manufacturing process computer control.

-Enjoys mastery of the design, installation, troubleshooting and certification of automation and processing equipment.

Employment History, Relevant Skills, and Experience:

2001 to 2020 (Retired) Owner/Chief Engineer - Roberts and Roberts Eng Services, LLC
Contract work on new machine design, chemical processes, machine maintenance, general design and computer control contracting. Manufacturing and Machine Assembly. Operator training.

2016 - Present

Senior Engineering Specialist - Product Design, Dynapac Design Group, Carlsbad, CA 92010.
Subcontractor (Roberts & Roberts (R & R) Engineering) for engineering design and manufacture of mechanical, optical, and electrical assemblies for new products, designed the control system for a multi-locker dispensing system and several other small design and manufacturing projects.

2013 - Present

Senior Engineering Specialist - Machine Design, Project Manager, Sandbags, LLC, Las Vegas NV. Subcontractor (R & R Engineering) and direct employee for product mechanical, electrical, and control design, and manufacturing of mobile sandbag factories, responsible for all electrical design and all mechanical in support of the electrical design. Traveled to the field to provide on-site support and training. Implemented a control system that was accessible on the internet while the machine was located in the field. Designed, retrofitted and built three different types of machines. Provided Technician support to manufacture the units. Currently providing on-call field support.

2005 - 2012

Manager of Engineering, Let's Go Robotics Inc. Carlsbad, CA 92008

Managed and trained several young engineers to work on multiple projects to support the development and manufacturing of robotic systems for the Biotech industry. Personally responsible for all manufacturing, design, integration, and software for all products. Prepared all system design and quotations for automation projects and often completed the final start up tasks when multiple disciplines were required.

2003 - 2005

Director of Operations RoboDesign International Inc. Carlsbad, CA 92008

Started as a Senior Engineering Project Manager working on new products, promoted to Operations Director and assumed responsible for all aspects of the operations and customer service departments.

1998 - 2015

Roberts & Roberts Engineering, Valley Center, CA 92082

Self-employed maintaining and providing design support for the Sulfuric Acid Reprocessor customers who were abandoned by the closure of IPEC-Athens. Extensive contract software and engineering support on projects for various other customers.

1993-1998

Engineering Manager: IPEC/Clean-Athens Corp. Oceanside, CA

Applied unique and different materials in the area of purification of Sulfuric Acid for semiconductor fabrication applications. Solved manufacturing, design, and scheduling problems for quartzware

Regina W. Roberts

distillation equipment used in sulfuric acid and other reprocessing. Designed quartzware for two new products and implemented into vendor production on schedule and at improved cost. Provided engineering lead for two new \$500,000 product start-ups. Managed interdisciplinary group of 20 Engineers and 3 Lab Technicians.

1979-1993

Mfg. Engineering Specialist Sr. Hughes Missile System Company, formerly General Dynamics Convair Division.

Summary of Experience

-Led the start-up of several classified programs in low observable and composites manufacturing for Department of Defense. Led design efforts for several new machine designs for commercial industry, in Reprocessing, Material Handling and Biotech automation. Typical tasks included coordination of design, planning, tooling, training, first article inspection, process validation, and computer control where applicable.

-Hand-picked to lead various on-site start-up teams due to wide-ranging knowledge of machines and processes. These start-ups were all over the world and required the overcoming of language barriers, differing work ethics, and measuring systems. All projects were completed on budget and on schedule.

-Managed a myriad of technical issues and sub-contractors to create a new composite manufacturing facility.

-Developed and implemented a plan for the integration of the composites facility into a single cohesive business unit in order to improve competitiveness and process control through automation, improved methods, and training, including construction of the facility, selection of equipment and certifying processes in a classified environment.

-Heavily involved in new program proposals including brain-storming, proposal activities, and/or prototype manufacturing of new products for 15 new programs.

-Initiated and managed research, development, and production contracts with budgets from \$25,000 to \$1,500,000 per year. These projects required the selection of all staff members, budgeting, scheduling, conflict resolution, problem solving, customer interface and technical oversight in order to ensure successful completion.

-Prepared proposals and cost estimates to procure new contracted research and development projects.

-Prepared numerous cost analyses for the justification of projects and equipment.

-Highly knowledgeable in the control of chemical and manufacturing processes, and programming of Computers and Programmable Logic Controllers.

-Highly skilled in the use of EXCEL, MS-WORD, SolidWorks, ACAD, MS-PROJECT, etc. to maximize personal and organizational efficiency.

Education:

-B. A. Chemistry, Minor in Economics University of California, San Diego, Revelle College

-Numerous Design and analysis classes attended at San Diego State University.

-Several Management and Accounting Classes at National University

Inventions:

-Co-Inventor on Patent 8038940 for "Automated machine for transferring solution from a source microwell plate to a destination microwell plate" issued October 18, 2011

-Co-Inventor on unissued patent for "Material Handling Machine" Docket Number 382329-000008 dated September 4, 2014

-Co-inventor on five other submitted patents, one for composites, two for processing of Sulfuric Acid and two for the digestion of extremely toxic materials and wastes with Sulfuric Acid. All patents applications were suspended when each of the businesses were sold.

Security Clearances:

Currently Inactive Top Secret Special Access Clearance at Hughes Missile Systems and General Dynamics Convair Division.



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

TO: BOARD OF DIRECTORS
FROM: F/M FIERI AND CHIEF ABBOTT
DATE: MAY 25, 2021
SUBJECT: FIRE PREVENTION PROGRAMS: SET PUBLIC HEARING DATE FOR FIRE MITIGATION PLAN

ACTION AGENDA

RECOMMENDATION:

- **Fire Mitigation Program:** Set public hearing date of **July 27, 2021 at 4:05 p.m.** for the adoption of Resolution establishing a Multi-Year Facilities and Equipment Plan for the Fire Mitigation Program.

BACKGROUND:

The District is required to adopt a Multi-Year Facilities and Equipment Plan to participate in the County Fire Mitigation Fee Program. The Multi-Year Plan is required to be updated annually.

DISCUSSION:

Adoption of a Multi-Year Plan and the Annual Report permits the District to continue to participate in the Fire Mitigation Fee Program. This allows the District to collect developer impact fees to offset the increased demands upon the District's infrastructure. Documentation supporting the fee schedule for Mitigation Fees and the Multi-Year Plan will be presented at the July meeting.

FISCAL ANALYSIS: No fiscal changes at this time.

SUMMARY:

- Staff recommends setting a time certain public hearing date of **July 27, 2021 at 4:05 p.m.** for the adoption Resolution establishing a Multi-Year Facilities and Equipment Plan for the Fire Mitigation Program.

PUBLIC NOTICE

NOTICE IS HEREBY GIVEN THAT THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, 330 South Main Avenue, Fallbrook, California, County of San Diego, will conduct a Public Hearing on **Tuesday, July 27, 2021, at a time certain of 4:05 p.m.** at the Fallbrook Public Utility District, 990 East Mission Road, Fallbrook, California, (OR alternatively, if COVID-19 meeting restrictions should be imposed and continue to apply, the public hearing will be TELEPHONIC), to establish a **Multi-Year Facilities and Equipment Plan for the Fire Mitigation Fee Program** to comply with Government Code §§66000-66002 and the County of San Diego Fire Mitigation Fee Ordinance.

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

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

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

Loren Stephen-Porter
Board Secretary
Dated: May 25, 2021



**NORTH COUNTY FIRE
PROTECTION DISTRICT**
STAFF REPORT

TO: BOARD OF DIRECTORS
FROM: FINANCE MGR. JUUL AND CHIEF ABBOTT
DATE: MAY 25, 2021
SUBJECT: DISCUSSION ON PRELIMINARY BUDGET

DISCUSSION AGENDA

BACKGROUND:

Each year the Board of Directors are required to adopt a Preliminary Budget by June 30th and a final budget by October 1st.

DISCUSSION:

The Budget captures the revenue and expenses for each Fiscal Year and references the past year to allow the Board of Directors to analyze how the District is performing. The Board of Directors has a vested interest in analyzing the overall District financial health including the designated reserve funds. Budgetary numbers provided are estimates since estimated charges and other significant budgetary information will not be available until early June. The concept is to have property tax, ambulance and prevention fees to fund personnel, operations and maintenance (O&M) and designate a percentage to Reserves. The intent is for the District to become "cash" only for capital equipment expenditures, saving on interest. The remaining revenue accounts would be the source of these monies towards capital expenditures. The goal is to fully fund the future Equipment Replacement Plan.

FISCAL ANALYSIS:

Staff will be prepared to discuss anticipated revenue and expenses.

SUMMARY:

The attached sheets provide a visual aid for proposed changes and Staff will take all recommendations from the Board of Directors to provide a Budget to meet all the needs of the District.

DISCUSSION QUESTIONS:

1. Does the Board have any questions regarding the discussion on proposed changes to the FY 20/21 Budget format?
2. Would the Board like to provide Staff with any additional guidance in preparation for adopting a Preliminary Budget next month?

Revenue

Funding Source	FY2021 Budget	Est. 6/30/21	FY 21/22 Prelim Budget	Notes
Property Tax	16,233,697	16,676,000	17,155,125	3.5% increase over final
Property Tax RBW Division	310,626	336,000	346,726	
Ambulance Fees	2,300,000	3,015,876	3,100,000	
Prevention Fees	185,000	201,986	250,000	
Tower Lease Agreements	110,000	82,852	84,213	
Other Revenue Sources	50,000	38,814	40,000	
Interest	60,000	46,093	50,000	
Weed Abatement/Mowing Reimbursement	-	-	-	
Cost Recovery	80,000	44,112	50,000	
Fallbrook Regional Health District	92,000	79,970	93,000	Salaries
Community Facilities District (CFD)	116,942	71,588	165,682	
Annexation Fees	-	-	-	
TOTAL FEES	2,993,942	3,581,292	3,832,895	
Strike Team Reimb - OES	180,154	823,058	242,222	
Other Reimbursements	100,000	333,854	100,000	
GEMT - State Supplement	90,000	-	-	
TOTAL REIMBURSEMENTS	370,154	1,166,912	342,222	
TOTAL GENERAL FUND REVENUE	19,908,419	21,648,204	21,676,967	
Donations & Grants	64,246	129,717	150,000	Amb - Healthcare/SHSGP/UASI
Mitigation Fees & Interest (Fallbrook)	300,000	294,685	310,000	
Mitigation Fees & Interest (Rainbow)	-	-	-	
TOTAL RESTRICTED FUNDS	364,246	424,403	460,000	
GRAND TOTAL REVENUE	20,272,665	22,072,606	22,136,967	
Transfer from Reserves	468,000	-	1,159,000	St 4 eng /St 3 modular/apparatus not purchased
Sale of Sta. 3/Tower lease	-	1,148,716	-	
GRAND TOTAL ALL SOURCES	20,740,665	22,072,606	23,295,967	

Expenses

Account	Description	FY 20/21 Budget	Est 6/30/21	FY 21/22 Prelim Budget	Notes
Personnel					
	Salaries	7,187,126	6,917,738	7,617,446	
	Overtime	1,094,299	2,628,609	1,497,000	5 yr avg /mutual aid FY20/21 (reimbursable)
	Other Pay	1,001,156	908,053	1,038,000	
	Benefits	5,218,593	5,082,657	5,399,021	
	Workers Comp	760,000	768,803	700,000	
TOTAL		15,261,174	16,305,880	16,251,467	
O & M					
Board Administration	101	464,900	429,195	616,000	increased legal/county fees
Administration	102	679,303	513,112	774,100	
Prevention	103	62,400	19,475	67,400	
Operations	104	457,102	339,736	586,155	
Emergency Medical	105	460,202	424,293	519,385	
Communications	107	620,004	580,647	680,400	
Fleet Maintenance	108	355,905	281,175	398,580	
Training	109	83,265	49,871	78,000	
TOTAL		3,183,081	2,637,504	3,720,020	
Contingency		221,953		313,851	
Deposit to Reserves		300,000	1,297,716	350,000	Sale of Sta 3/Tower lease
TOTAL		521,953	1,297,716	663,851	
TOTAL GENERAL FUND		18,966,208	20,241,080	20,635,338	



Balance Sheet

Account	Description	FY 20/21 Budget	Est 6/30/21	FY 21/22 Prelim Budget	Notes
Revenue					
	Property Tax	16,544,323	16,910,000	17,501,850	
	Fees	2,993,942	3,581,292	3,832,895	
	Reimbursements	370,154	1,156,912	342,222	
	Restricted Funds	364,246	424,403	460,000	
	Transfer from Reserves	468,000	0	1,159,000	Sta. 3 modular/Sta. 4 Engineering
	Grand Total	20,740,665	22,072,606	23,295,967	
Expenses					
	Personnel	15,261,174	16,305,860	16,251,467	
	O&M	3,183,081	2,637,504	3,720,020	
	Contingency	221,953	0	313,851	Small reserve for the unexpected
	Deposit to Reserves	300,000	1,297,716	350,000	Sale of Sta. 3 /Tower
	Facilities	769,241	369,241	1,294,390	
	Capital Improvement Plan	841,694	638,495	1,366,239	
	Grand Total	20,577,143	21,248,816	23,295,967	

ROBERT H. JAMES

ATTORNEY AT LAW

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

3668 KATIE LENDRE DRIVE
FALLBROOK, CALIFORNIA 92028

TELEPHONE
(760) 723-9018

May 1, 2021

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

Re: General Counsel Board Report for May 1, 2021

Elected Officials Entitled to Some, Not All, Public Agency Records

As local public agencies welcome newly elected officials, it can be unclear whether the newcomers are entitled to unfettered access to all agency documents or if some records remain off-limits. This determination may be informed by whether the official is seeking the record as an elected official or as a member of the public under the California Public Records Act.

Elected officials have greater access to the agency's records than a member of the public when acting as a body. To participate in closed sessions, the elected official may be given records related to real estate negotiations or litigation strategy. The official may also be privy to attorney-client privileged communications between the agency's attorneys and staff.

The official may also be able to review documents that would otherwise be privileged under the CPRA, such as records protected by the deliberative process privilege or police reports. However, there are clearly some limitations to an official's access to records. For example, improper review of personnel records could open the agency up to an invasion of privacy claim by the employee.

Moreover, once an official receives an otherwise confidential document, he or she should check with the agency before disclosing the record to a member of the public or, in some cases, to other agency staff. Specifically, documents protected by attorney-client privilege should only be disclosed with approval from the legislative body.

A council member may still choose to request records under the CPRA. Government Code section 6252.5 states that, "an elected member or officer of any state or local agency is entitled to access to public records of that agency on the same basis as any other person. Nothing in this section shall limit the ability of elected members or officers to access public records permitted by law in the administration of their duties." This means that an elected official is entitled to receive the same documents that are available to any other member of the public.

However, disclosure under the CPRA could result in a waiver of otherwise applicable

ROBERT H. JAMES

ATTORNEY AT LAW

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

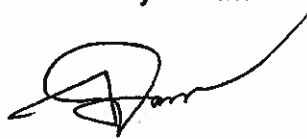
3668 KATIE LENDRE DRIVE
FALLBROOK, CALIFORNIA 92028

TELEPHONE
(760) 723-9018

exemptions. Therefore, CPRA requests from an elected official should be handled as any other records request from any member of the public.

In short, agencies and officials should understand their right of access to records so they can contemplate their duty to maintain the appropriate character of the record.

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: MAY 25, 2021
SUBJECT: WRITTEN CORRESPONDENCE

● **WRITTEN COMMUNICATION:**

- None

● **BOARD RECOGNITION PROGRAM:**

● **THANK YOU NOTE OF APRIL 18, 2021:**

Captain Rees Paramedic Trask
Engineer Harlin EMT Guzman
FF/PM Rivera

● **MARCH 18, 2021 - SATISFACTION SURVEY WITH CHECK:**

Captain Choi PM Paur
Engineer Craven EMT Rees
FF Cain

● **MARCH 17, 2021 – SATISFACTION SURVEY WITH CHECK:**

Captain August PM Paur
Engineer Lindsey EMT Hermez
FF Cain

● **UNDATED THANK YOU – STATION 1 B:**

Cannot identify Crew without date

II

Sadly Richard passed away on
March 11th but he was here
at home under Hospice Care.

Thank you again for the many
calls you've made over the
year. You are appreciated
more than you know!

Sincerely - Jan Negrette

04-18-2021

Dear Captain Ford, Engineer Harlin,
Firefighter Rivera, Paramedic Task &
Emt Geyman -

My sincerest thanks to each of you
for responding so quickly and
for your patience and care of
my husband.

596
00-0161/222

3-18-2021

NT #: 2021-009123

"SERV
Usted P
Conduc
mejora
servicio

Pay to the Order of NCFPD \$ 100.00
One Hundred 00/100 Dollars

San Diego County Credit Union
677-732-2948
sdccu.com

TO THE LORD

Bomberos Del
nos tratando de
alúa el nivel del

Thank you

⑆322281617⑆ 001

Mi s

Malo

¿Tiene usted sugerencias o comentarios

Thank you! your
Gracias a todos
fueron muy
les agradece
por ayudarnos
crisis. Mi re
ustedes y pes
bendiciones pa

Vuelva esta forma

Gracias un
uskdes.

TRANSLATION

The men were very friendly
and patient. I thank you very
much for helping us in times
of crisis. I have respect for all
of you and we ask that God
bless you and your families. Thank
you, a little gift for you.

Capt. Choi
Eng. Craven
FF Cain
Pm Paw
EMT Rees

NORTH COUNTY FIRE PROTECTION DISTRICT
330 S. Main Avenue, Fallbrook, CA 92028
(760) 723-2005

CUSTOMER SATISFACTION SURVEY

INCIDENT #: 2021-011026

Recently you dialed 911 because you or your family required the assistance of the Fire Department. North County Fire Protection District takes pride in the service we provide to you and to the community. We are constantly seeking ways to improve service to our customers. To assist us, we ask that you take a few minutes of your time to let us know about your experience. If you would like to contact us regarding our service, please call the Operations Division at (760) 723-2033.

Please rate your overall satisfaction with the Fire Department on this incident.	Excellent	Good	Fair	Poor
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please take this opportunity to discuss your experience with the fire department on this incident. Do you have any suggestions for improvement?

The team was courteous and attentive. They asked questions to assess situation and were good at explaining what they were doing and why.

Capt August
Eng Hendley
FF Cain
PM Paul
EMT Hernandez

2-1/710 160

3-17-21

North County Fire Protection \$50.00

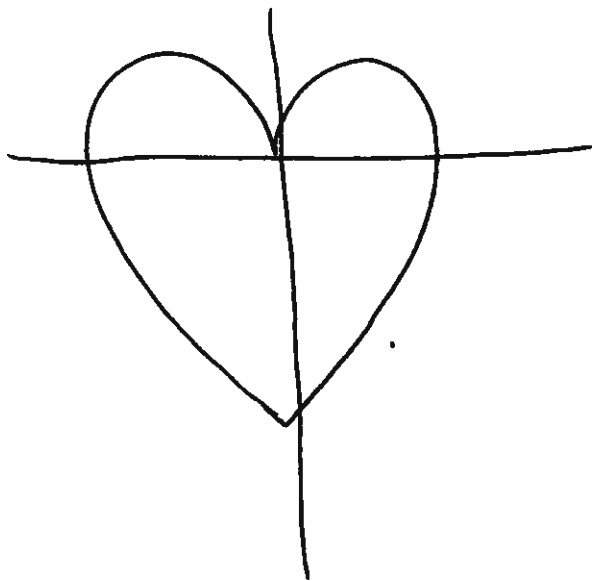
Fifty 00/100 DOLLARS

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 www.Chase.com

Sanatun

⑆ 0 7 10000 1 31 ⑆

Please fold and place in the enclosed envelope. No postage is required.



Dearest Station 13,

*Merry Christmas and Best Wishes
for a Happy New Year.*

You were so wonderful to me
when you came to take me to the
hospital when I thought I was dying
of Covid-19. (I am OK as it turns
out, I just have a terrible flu and
possibly my arthritis flared, which
account for the extreme weakness in
my legs. Thank you, my brave
and professional firemen

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Photo by Lance Cpl. Drake Nickels: A firefighter with the Camp Pendleton... [read more](#)

CAMP PENDLETON, CA, UNITED STATES

05.17.2021

Story by Lance Cpl. Drake Nickels 

Marine Corps Base Camp Pendleton 

Subscribe

Firefighters from the Camp Pendleton Fire Department and partnering agencies burned over 100 acres during a prescribed burn on Marine Corp Base Camp Pendleton, California, May 14-15.

The prescribed burns are one of the steps CPFDD is taking to prepare for the upcoming fire season. If grasslands on base go unburned for an extended period, the overgrown grass could produce a much hotter and larger fire than normal. The fire department conducts these burns to help minimize the risk of larger wildfires.

"The burns help clear out invasive species, but also mitigates the chance of large-scale wildfires," said Peter Korodini, a division chief for the Camp Pendleton Fire Department. "Doing this also really helps us refine our skills in a safe, contained environment."

Within the next month, CPFDD firefighters will conduct more prescribed burns and cut firebreaks. Firebreaks are cuts of land made to separate the training areas from residential areas and are vital to the installation's safety and mission. The firebreaks' purpose is to prevent a fire from gaining momentum and stopping the progression.

"The plan moving forward is to keep what we've been doing," said Levi Randolph, a captain with CPFDD. "This tool keeps Marines training."

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

McReynolds named NCFPD Fire Chief



Village News/Courtesy photo

Retiring NCFPD Fire Chief Steve Abbot, left, congratulates incoming Fire Chief Keith McReynolds on his selection by the NCFPD Board of Directors, May 3.

FALLBROOK – Keith McReynolds has been selected to serve as Fire Chief for the North County Fire Protection District when current NCFPD Fire Chief Stephen Abbott retires at the end of July. The NCFPD Board of Directors held a special meeting May 3 which included the unanimous decision to name McReynolds as Abbott's successor.

McReynolds joined the NCFPD in 1990 as a Fire Explorer Scout. Throughout his career at North County Fire, McReynolds has served as a Reserve/Firefighter, Firefighter/Paramedic, Fire Captain, Shift Battalion Chief, Administrative Battalion Chief, and Division Chief.

He holds an associate degree in Fire Science, a bachelor's in Fire Science Administration, and will graduate in June with a master's degree in Organizational Leadership/Emergency Management Leadership. He is a student of the California Executive Fire Officers Program and has been accepted into the 2021 Fire Service Executive Development Institute through the International Association of Fire Chiefs.

McReynolds is excited for the future of the District saying, "as Fire Chief I will lead the men and women of this outstanding organization as we strive to meet our communities' expectations of excellence in emergency services and public safety. I look forward to working in partnership with our personnel, our Board of Directors, and the growing communities we serve."

As the community begins to transition out of the pandemic, McReynolds had this to say, "While there are many projects that I am excited to start once becoming Fire Chief, I am especially looking forward to safely getting back out into our community, reopening our fire stations to the public, and ensuring our community members are well-informed and prepared for wildfire."

McReynolds lives in Fallbrook with his wife of 27 years and two sons, both graduates of [Fallbrook High School](#). McReynolds is a member of the Rotary Club of Bonsall and will serve as club president beginning July 1.

Submitted by North County Fire Protection District.

Connect With Us

Village News

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Suite 200
Fallbrook, CA 92028
Ph: (760) 723-7319

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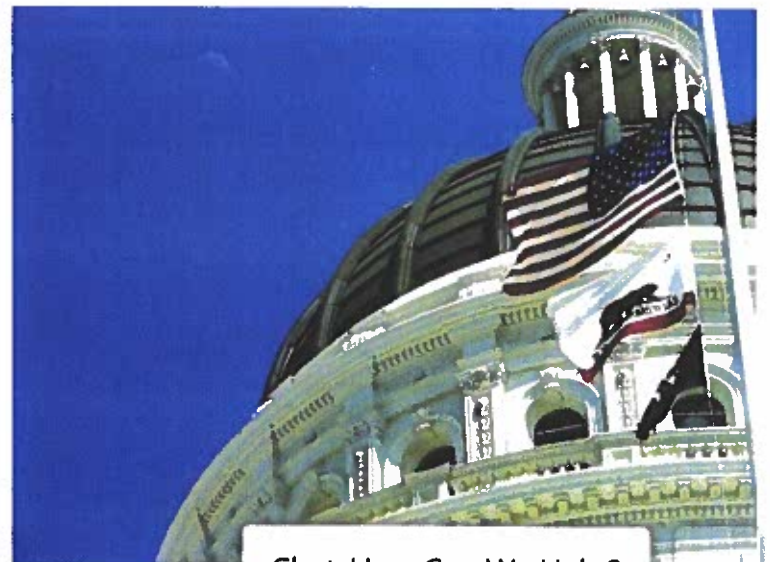


Bipartisan Group of 46 Legislators Joins CSDA in Requesting Relief for California Special Districts

By Vanessa Gonzales posted 2 days ago

0 LIKE

In advance of this week's release of the May Revise to the State Budget, forty-six State Legislators have signed a joint letter to Governor Gavin Newsom requesting relief for the state's vital fire protection, healthcare, utility, and other special districts that, unlike other areas of local government, have been uniquely excluded from access to COVID relief funding.



In so doing, these lawmakers join the California Special Districts Association (CSDA) and more than 700 individuals and organizations urging relief for

Chat-How Can We Help?

special districts and, in tandem, the communities they support.

“Statewide, special districts have stepped up to respond to COVID and their frontline workers have battled to do more with less,” stated Neil McCormick, Chief Executive Officer of CSDA. “Without access to relief funding, these local agencies have been forced to reduce their workforce and cancel infrastructure projects, yet they’ve found a way to get the job done today—access to relief will help them confront the challenges we know are facing our communities tomorrow.”

Through the American Rescue Plan Act (ARP), Congress has explicitly empowered states to transfer Coronavirus State Fiscal Recovery monies to special districts. Between the Coronavirus State and Local Recovery Fund within the ARP and last year’s Coronavirus Relief Fund, Congress has approved a projected \$57.9 billion in relief funds to aid California and its local governments. Of these funds, the State will have received a total \$36.14 billion in discretionary dollars to address COVID-19 impacts - with the rest going directly to cities and counties. That’s in addition to California’s projections of up to a \$20 billion windfall in unanticipated one-time revenues.

Last week, the **Legislative Analysts Office** released a Framework for Allocating Federal Recovery Funds, that stated in part, “...*Certain local governments—specifically special districts—did not receive any direct assistance. We recommend considering whether these individuals and entities that have been impacted by the pandemic, but not included in recent federal assistance, would benefit from assistance using the state’s fiscal relief funds.*”

Additionally, **California’s Little Hoover Commission** released an Issue Brief this week entitled, California’s Use of Federal Pandemic Aid, which stated in part, “*Special Districts play an important role in California’s governance, providing services to many residents. California has more than 2,000 special districts, providing services such as water service, sewer service, parks, or fire protection... The American Rescue Plan, by contrast, explicitly allows for transfer of State Fiscal Recovery Fund revenue to Special Districts.*”

“California’s special districts provide essential services to their local communities and maintain a large portion of the state’s critical infrastructure, including fire protection and emergency response,

healthcare, water and wastewater, electricity, ports and harbors, transportation, resource and agricultural conservation, parks, libraries, cemeteries, mosquito abatement, and air quality management,” McCormick said. “Just like other essential service providers, they’ve been hit hard by COVID impacts, and now face a projected \$2.4 billion unmet fiscal need.”

More than 120,000 Californians are employed by special districts. McCormick adds that, without relief, special districts will face the specter of layoffs, fewer services for communities, and reverberating impacts on everything from fire prevention and suppression to the delivery of vital water and electricity services, water and resource conservation—all as California plunges headlong into the third driest year on record, which could result in severe drought and a potentially catastrophic wildfire season.

More information is available at: <https://www.csda.net/advocate/take-action/covid>.

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FIND IT FAST

CALIFORNIA SPECIAL DISTRICTS ALLIANCE

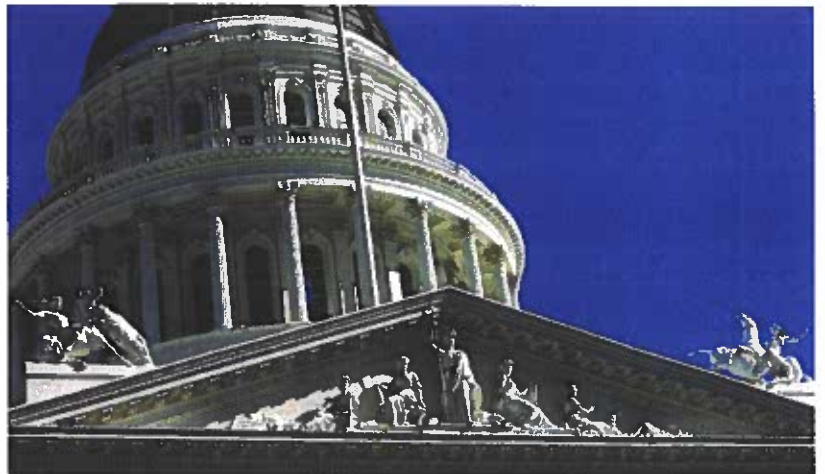


Special Districts Amended Out of Costly Unfunded Brown Act Mandate

By Vanessa Gonzales posted 20 hours ago

0 LIKE

At its legislative hearing last week, California’s Assembly Local Government Committee amended [Assembly Bill 339](#) by Assembly Member Alex Lee (D-San Jose) to remove costly unfunded Brown Act mandates on special districts and most other local governments.



Prior to the amendments, AB 339 would have mandated all local public agency meetings to provide the public the option to attend and provide public comment in-person, over the phone, *and* online. Instructions for joining meetings would have had to be available in spoken languages other than English within the boundaries of the state. [Chat-How Can We Help?](#) [Agendas](#)

would need to have been made available upon request to all non-English-speaking persons within the boundaries of the jurisdiction in their language of choice regardless of their language ability.

All of the mandates within AB 339 would have come without funding and would not have been eligible for reimbursement from the State of California. Moreover, none of the mandates would have applied to the State Legislature nor state agencies.

CSDA and its membership strive to promote and practice transparency and accountability. Unfortunately, the unfunded mandates within AB 339 that even the State of California could not afford to implement would have been untenable for special districts and most other local agencies to implement. Fortunately, thanks to the lobbying efforts of CSDA, member districts, and others, the bill has been significantly amended to only apply to cities and counties with populations of 250,000 or more. In addition, the scope of the bill was narrowed to simply require an option for the public to participate in meetings by either phone or internet.

Until the bill language is updated and in print, the accepted amendments can be found on pages 11 and 12 of the Committee Analysis.

Thank you to all the districts that submitted letters of opposition to this legislation and let their legislators know about the potential impacts this bill would have had on their districts.

#AdvocacyNews #BrownAct #GrassrootsNews #FeatureNews

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<https://www.csda.net/blogs/vanessa-gonzales/2021/05/03/special-districts-amended-out-of-costly-unfunded-b>

HEALTH

No Masks Required in Most Outdoor Settings for Fully Vaccinated People

COVID-19 Update 04-28-2021



Video by [County News Center](#)

By [José A. Álvarez](#), County of San Diego Communications Office

Apr. 28, 2021 | 5:25 PM

Fully vaccinated people no longer need to wear masks outdoors in public unless they're in crowded places.

This is one of many [activities the Centers for Disease Control and Prevention now considers safer for people who are fully immunized.](#)

The state has adopted the new CDC mask guidelines and the County is also easing the same restrictions in the region.

“Outdoor activities are deemed the safest, especially for people who are fully

vaccinated,” said Wilma Wooten, M.D., M.P.H., County public health officer. “In addition to protecting yourself and others from COVID-19, getting vaccinated allows you to be in public, dine outdoor with friends and attend small gatherings without having to wear a mask.”

Masks are still necessary in crowded outdoor events and indoor activities, whether you’re vaccinated or not.

Vaccination Progress:

- Almost 2.96 million COVID-19 vaccine doses have been delivered to the region, and nearly 2.69 million have been logged as administered. This number includes both County residents and those who work in San Diego County.
- Overall, close to 1.45 million County residents have received at least one shot of the two-dose vaccine. That’s 53.8% of those eligible.
- Of those vaccinated to date, over 1 million County residents, or 37.4% of San Diegans 16 and older, are fully immunized.
- The goal is to fully vaccinate **75% of San Diego County residents 16 and older or 2,017,011 people**. To date, 71.8% of the goal population has received at least one vaccine and 49.9% are fully vaccinated.
- Veterans Affairs doses received and administered, as well as people vaccinated and fully vaccinated, are now included in the numbers and percentages above.
- Those who received the one-dose Johnson & Johnson vaccine, which **was approved for emergency use by the FDA April 23, 2021** following a pause to study adverse reactions in a small number of recipients, are being added to the total of fully vaccinated San Diegans.
- The difference between doses shipped and the number of vaccinations administered represents approximately what is expected to be used in the next seven days and doses still to be entered in the record system.
- More information about vaccine distribution can be found on the County’s **vaccination dashboard**. For vaccination opportunities,

State Metrics:

- San Diego County's state-calculated, adjusted case rate is currently 6.2 cases per 100,000 residents (as of April 27).
- The County remains in the Orange Tier or Tier 3 under the state's new guidance. The California Department of Public Health indicates that unless there are extenuating circumstances, such as low rate of vaccine uptake, a county will only move to a more restrictive tier if hospitalizations are increasing significantly among vulnerable individuals, especially among vaccinated individuals, and both testing positivity and adjusted case rates show a concerning increase in transmission. This is currently not the case in the region.
- Currently, the testing positivity percentage is 2.3%, placing the County in Tier 3 or the Orange Tier.
- The County's health equity metric, which looks at the testing positivity for areas with the lowest healthy conditions, is 3.0% and is also in the Orange Tier or Tier 3.
- CDPH assesses counties on a weekly basis. The next report is scheduled for Tuesday, May 4.

Community Setting Outbreaks:

- Five new community outbreaks were confirmed April 27: two in TK-12th grade school settings, one in a faith-based setting, one in a government setting and one in grocery/retail setting.
- In the past seven days (April 21 through April 27), 23 community outbreaks were confirmed.
- The number of community outbreaks remains above the trigger of seven or more in seven days.
- A community setting outbreak is defined as three or more COVID-19 cases in a setting and in people of different households over the past 14 days.

Testing:

- 23,051 tests were reported to the County on April 27, and the percentage of new positive cases was 1%.
- The 14-day rolling average percentage of positive cases is 1.6%. Target is less than 8.0%.
- The 7-day, daily average of tests is 13,751.

Cases, Hospitalizations and ICU Admissions:

- 136 COVID-19 cases were reported to the County on April 27. The region's total is now 275,820.
- 15,187 or 5.5% of all cases have required hospitalization.
- 1,673 or 0.6% of all cases and 11% of hospitalized cases had to be admitted to an intensive care unit.

Deaths:

- Six new COVID-19 deaths were reported April 27. The region's total is 3,698.
- Four men and two women died between April 22 and April 27.
- Of the people who died, one was 80 years or older, one was in their 70s and four were in their 60s.
- Five had underlying medical conditions and one had medical history pending.

More Information:

The more detailed data summaries found on the [County's coronavirus-sd.com website](https://www.sdcounty.com/coronavirus-sd.com) are updated around 5 p.m. daily.

CRIME

Fallbrook Pair Forced from Home by Fire Near Eastern Edge of Camp Pendleton

CNS by City News Service
18 hours ago



A North County Fire Protection District engine at the scene of Creek Fire. Courtesy of the district

A midday fire spread through a home in a neighborhood near the eastern edge

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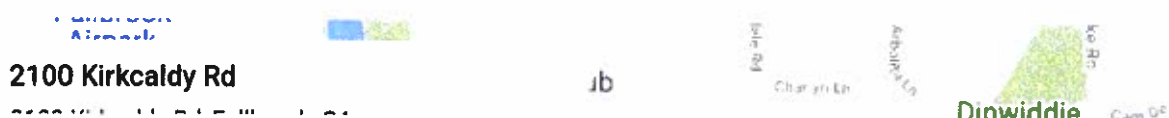
Protection District.

Firefighters had the flames under control by about 1:15 p.m., said NCFPD Capt. John Choi.

[@NorthCountyFire](#) is on scene of a residential structure fire in the area of the 2100 block of Kirkcaldy Road in Fallbrook.
pic.twitter.com/cDPQr9kd5t

– North County Fire Protection District (@NorthCountyFire) [April 28, 2021](#)

The cause of the blaze, which heavily damaged the roof and attic of the two-story house, was under investigation, the fire captain said.



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

TO: BOARD OF DIRECTORS
FROM: STEPHEN ABBOTT, FIRE CHIEF/CEO
DATE: MAY 25, 2021
SUBJECT: COMMENTS, REPORTS AND UPDATES

● **STAFF COMMENTS/REPORTS/UPDATES:**

● **STEPHEN ABBOTT, FIRE CHIEF/CEO:**

● **CHIEF OFFICERS & STAFF:**

● **BOARD:**

● **BARGAINING GROUPS:**

● **PUBLIC COMMENT:**

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

TO: BOARD OF DIRECTORS
FROM: STEPHEN ABBOTT, FIRE CHIEF/CEO
DATE: APRIL 27, 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 — MANAGEMENT GROUP NEGOTIATIONS – CHIEF ABBOTT:

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

CS-3. CONFERENCE WITH LABOR NEGOTIATOR – GOVERNMENT CODE § 54957.6 - UNREPRESENTED INDIVIDUAL NEGOTIATIONS – CHIEF ABBOTT

- UNREPRESENTED INDIVIDUAL: DISTRICT NEGOTIATORS:
EXECUTIVE ASSISTANT/BOARD CHIEF ABBOTT, DISTRICT COUNSEL JAMES

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

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