



# NORTH COUNTY FIRE PROTECTION DISTRICT

## AGENDA FOR REGULAR BOARD MEETING

JANUARY 23, 2024, AT 5:00 p.m.

The January 23, 2024, meeting will be in person and via Zoom. The public may attend remotely using:

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

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

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

The public may provide comments in advance or real-time by emailing [ncfboardcomments@ncfire.org](mailto:ncfboardcomments@ncfire.org).

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

Location:

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

## PUBLIC ACTIVITIES AGENDA

*For those joining us for the Public Activities Agenda, please feel free to depart at the close of the agenda.*

Call To Order

Roll Call

Pledge Of Allegiance

Changes to the Agenda

1. Public Comment – President Pike (pgs. 1-2)  
Standing Item: Members of the Public may directly address the Board of Directors on items of interest to the Public provided no action will be taken on non-agenda items. The Presiding Officer may limit comments to three minutes per speaker (Board of Directors Meetings – SOG – § 7.2).  
➤
2. Recognition of Retiring Member - Chief McReynolds (pgs. 3-4)  
Recurring Item: Recognition of Captain Chris Mattarollo.  
➤

## DISCUSSION AGENDA

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

3. Regular Board Meeting Translations and American Sign Language (ASL)/Closed Captioning Accommodations – Chief McReynolds and Board Clerk Canpinar (pgs. 5-6)  
New Item: Language interpretations and closed captioning options for Regular NCFPD Board Meetings.  
➤

## ACTION AGENDA

### Consent Items:

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

4. Approve Regular Board Meeting Minutes, December 12, 2023 (pgs.7-12)  
Standing Item: Review and approve minutes from the November meeting as presented.  
➤

**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.



# NORTH COUNTY FIRE PROTECTION DISTRICT

## AGENDA FOR REGULAR BOARD MEETING

JANUARY 23, 2024, AT 5:00 p.m.

5. Review and Accept Financial Reports for December 2023 (pgs.13-20)  
➤ Standing Item: Review and accept financial reports for December 2023 as presented.
6. Review and Approve Policies and Procedures (pgs.21-30)  
➤ Standing Item: Administration, Rules & Regulations, Administrative Guidelines – Limited Light Duty Policy.
7. Monthly Operations Activity Report (pgs.31-42)  
➤ Standing Item: Monthly Report demonstrating call mix, turnout time, call by unit, transports, total response times, aid received & provided, monthly inspection report, health & safety – injuries & accidents and turnover of care statistics.
8. Waive the Full Text Reading of Ordinance 2023-01 (pgs.43-44)  
➤ Recurring Item: Ordinance 2023-01 will be introduced and adopted by title only.
9. Fourth Quarter 2023 Customer Satisfaction Survey (pgs.45-54)  
➤ Quarterly Report: Review and accept report for the fourth quarter as presented.

### Action Items:

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

10. Organizational Chart Revision – Chief McReynolds (pgs.55-56)  
➤ Recurring Item: Review and consider proposed revisions to the NCFPD Organizational Chart.
11. Resolution 2024-01: Emergency Facility Roof Repairs and California Environmental Quality Act Exemption – Chief McReynolds and D/C August (pgs. 57-62)  
➤ New Item: Board adoption of Emergency Resolution 2024-01 to enter a contract with Sylvester Roofing and Cosmic Solar Inc. to address rain-related roof damage at one location.
12. Change Order: NCFPD Administration Building Renovation - Chief McReynolds (pgs.63-64)  
➤ New Item: Consider authorizing additional funding toward the Administration building renovation to to address drainage and asphalt improvements.
13. **Public Hearing Date/Time Certain – January 23, 2024 (5:05 p.m.)** Ordinance 2023-01: Updated Community Risk Fee Schedule and the Revised Fire Prevention Fee Policy – FM Fieri and Chief McReynolds (pgs.65-84)  
➤ Recurring Item: Review and adopt Ordinance 2023-01 with the updated Fire Prevention Fee Schedule and adopt the revised Fire Prevention Fee Policy.
14. NCFPD Equity Statement – Chief McReynolds (pgs.85-86)  
➤ New Item: Review and consider adopting the proposed Equity Statement.
15. Extension of Agreement with Vista Fire Department for BLS116 - Chief McReynolds (pgs.87-88)  
➤ New Item: Consider authorizing Staff to extend the agreement with Vista Fire to continue the Operation of BLS116.
16. Primary and Alternate Director Positions to Serve on the North County Dispatch Joint Powers Authority (NCDJPA) Board – Chief McReynolds (pgs.89-90)  
➤ Recurring Item: Discussion to consider primary and secondary candidates to serve on the NCDJPA Board of Directors.



# NORTH COUNTY FIRE PROTECTION DISTRICT

## AGENDA FOR REGULAR BOARD MEETING

JANUARY 23, 2024, AT 5:00 p.m.

### STANDING DISCUSSION ITEMS

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

- LEGAL COUNSEL REPORT: (pgs. 91-100)  
"An Election Year: Campaign Donations and Campaign Solicitation"
- WRITTEN COMMUNICATION (pgs. 101-108)
  - Board Recognition Program
- COMMENTS/QUESTIONS (pgs. 109-110)
  - Staff:
    - Chief McReynolds
    - Other Staff
  - Board
  - Bargaining Groups
  - Public Comment

### CLOSED SESSION

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

- CS-1. There are no closed session items for the January 23, 2024, Regular Board Meeting. (pgs. 111-112)

### ADJOURNMENT

#### Scheduled Meetings:

The next regularly scheduled Board meeting is **Tues. Feb. 27, 2024, at 5:00 p.m.**

#### CERTIFICATION OF AGENDA POSTING

"I certify that this Agenda was posted in accordance with the provisions of the Government Code § 54950 et. seq. The posting locations were: [1] the entrance of North County Fire Protection District Administrative Offices, [2] the Fallbrook Public Utility District Administrative Offices, [3] the Roy Noon Meeting Hall, and [4] the District's website at [www.ncfireca.gov](http://www.ncfireca.gov). The Agenda was also available for review at the Office of the Board Clerk, located at located at 330 S. Main Avenue, Fallbrook, CA. Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection in the Office of the Board Clerk during normal business hours or may be found on the District website, subject to the Staff's ability to post the documents before the meeting. The date of posting was January 18, 2024."

Board Clerk Mavis Canpinar:

*Mavis Canpinar*

Date: January 18, 2024

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**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
STAFF REPORT**

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF McREYNOLDS  
**DATE:** JANUARY 23, 2024  
**SUBJECT:** PUBLIC COMMENT

**PUBLIC COMMENT:**

- 1. Members of the Public may directly address the Board of Directors on items of interest to the Public provided no action will be taken on non-agenda items. The Board President may limit comments to three minutes per speaker (Board of Directors Meetings – SOG § 7.2.).*

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# NORTH COUNTY FIRE PROTECTION DISTRICT STAFF REPORT

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF McREYNOLDS  
**DATE:** JANUARY 23, 2024  
**SUBJECT:** RECOGNITION OF RETIRING MEMBER

## **PUBLIC ACTIVITIES AGENDA**

### **BACKGROUND:**

The NCFPD Board of Directors have a long-standing tradition of recognizing retiring members from the District. Tonight, we will recognize another valuable member of our organization.

### **DISCUSSION:**

Captain Chris Mattarollo is retiring after nearly 25 years of service with the North County Fire Protection District. It is an honor to acknowledge him for his loyal service to the citizens of our community.

Chris began his career as a Hot Shot in the Fire Service which gave him valuable experience in the wildland arena that he applied to his time serving as a Firefighter/Paramedic, Engineer, and Captain. Chris involved himself in several areas of our organization over the years, but it was his time he invested in teaching all of us so much about wildland firefighting that he will be most remembered for. His sense of humor, maturity, and life experience made him a pleasure to work with. When Chris showed up you knew you were going to have a great shift. I personally value so much his genuine love for his fellow Firefighters, he understood the value of a team.

I recently had an opportunity to spend some time one-on-one with Chris talking about life, reminiscing about our careers together, and discussing where life will take him in the coming years. Chris had a great career and takes with him into retirement a lifetime of experience and memories that he will cherish forever. In retirement he is looking forward to traveling to Utah and spending time with his wife Tina and their boys. As one chapter of life closes, another opens. I know you join me in thanking him for his service and wishing him good health and much happiness in retirement.

### **FISCAL ANALYSIS:**

No fiscal impact.

### **SUMMARY:**

It is with appreciation and gratitude that the District and Board of Directors recognizes Chris. We wish him good health and the best of luck in retirement.

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# NORTH COUNTY FIRE PROTECTION DISTRICT

## STAFF REPORT

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF McREYNOLDS AND BOARD CLERK CANPINAR  
**DATE:** JANUARY 23, 2024  
**SUBJECT:** TRANSLATION AND AMERICAN SIGN LANGUAGE (ASL)  
ACCOMMODATIONS

## DISCUSSION AGENDA

### **BACKGROUND:**

At the November 14, 2023, Regular Board Meeting, the Board requested Staff research how the District can better accommodate the hearing impaired, along with researching Board meeting translation capabilities.

### **DISCUSSION:**

NCF Board Meetings continue to be available to members of the public via the *Zoom* platform. *Zoom* allows members of the public to easily access meetings via personal computer, tablet, or mobile phone. However, for those who speak English as a second language or the hearing impaired, there were limitations to their participation in these meetings.

With the current NCF *Zoom Business Account*, both closed captioning and translated captions are available in 12 different languages, including English and Spanish – all at no additional cost to the District. *Zoom* closed captioning feature uses automatic speech recognition (ASR) technology to transcribe spoken words into text in real-time during a meeting. The meeting host simply needs to enable the necessary permissions and *Zoom* then uses its ASR technology to convert spoken dialogue to text. The transcribed text then appears on the screen in real-time at the bottom of the *Zoom* user/participant window.

As with any translation services, ensuring speakers clearly articulate and speak into the audio system is important for successful and accurate translation.

### **FISCAL ANALYSIS:**

There is no fiscal impact to the District.

**SUMMARY:**

Members of the public may attend NCF Board meetings using the *Zoom* link listed on the website and agenda. Meeting participants simply need to enable translated captions on their *Zoom* account and choose their caption language. Using the current NCF *Zoom* Business account reduces the costly need for language and ASL interpreters, fostering a more inclusive environment at every meeting.

1 **December 12, 2023**

2 **REGULAR MEETING OF THE BOARD OF DIRECTORS OF**

3 **THE NORTH COUNTY FIRE PROTECTION DISTRICT**

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

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

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

7 **ROLL CALL:**

8 **Present:** Directors Acosta, Egkan (via teleconference due to health concerns), Munson, Pike,  
9 and Shaw (via teleconference due to health concerns)

10 **Absent:** None

11 **Staff Present:** Chief McReynolds, General Counsel Steinke, DFC MacMillan, FM Fieri (via  
12 teleconference), F/M Juul, B/C DeCamp, B/C August, IT Specialist Swanger, MSO Murphy, Board  
13 Clerk Canpinar, and members of the public and association.

14 **CHANGES TO THE AGENDA:**

15 There were no changes to the December 12, 2023, Regular Board Meeting agenda.

16  
17 **PUBLIC ACTIVITIES AGENDA**

18 1. **PUBLIC COMMENT:** President Acosta inquired if there were any public comments regarding items  
19 not on the agenda. Chief McReynolds introduced Engineer Alter-Reitz, who provided an overview of  
20 battery-powered equipment currently being used by NCFPD. There being no further public comment,  
21 the public comment section was closed.

22 2. **RECOGNITION OF RETIRING MEMBER:** Chief McReynolds recognized and thanked Engineer  
23 Itzaina for his years of service.

24 3. **FOURTH QUARTER 2023 AWARDS FOR BOARD RECOGNITION PROGRAM:** Chief McReynolds  
25 acknowledged all employees listed as candidates for the fourth quarter recognition program. On a  
26 motion by Director Pike seconded by Director Shaw, the motion to award all employees listed for their  
27 outstanding performance passed unanimously.

28 **DISCUSSION AGENDA**

29 4. **DISCUSSION ITEMS:** There were no discussion items for the December 12, 2023, Regular Board  
30 Meeting.

## ACTION AGENDA

### **CONSENT ITEMS:**

33 5. **REVIEW AND ACCEPT REGULAR BOARD MEETING MINUTES FOR NOVEMBER 14, 2023.**

34 6. **REVIEW AND ACCEPT FINANCIAL REPORTS FOR OCTOBER 2023.**

35 7. **REVIEW AND ACCEPT POLICIES & PROCEDURES:** There were no polices for the December 12, 2023,  
36 Regular Board Meeting.

37 8. **REVIEW AND ACCEPT THE MONTHLY OPERATIONS ACTIVITY REPORT.**

38 President Acosta inquired whether there were any questions on Consent Items 5-8. There being  
39 no discussion, President Acosta asked for a motion to approve the Consent Agenda. On a motion by  
40 Director Pike seconded by Director Munson, the motion to approve the Consent Agenda passed  
41 unanimously.

### **ACTION ITEMS:**

43 9. **STATION 3 DOZER BARN AND LEASE AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF**  
44 **GOVERNMENTAL SERVICES (DGS)- CHIEF McREYNOLDS:** In May 2023 the Board authorized staff to  
45 explore a potential "Dozer Barn" facility with Cal Fire to be constructed on the NCFPD Station 3  
46 property to house a firefighter bulldozer, truck, and trailer. Staff along with the DGS, the construction  
47 management team, and General Counsel Steinke determined a multi-year lease agreement in the  
48 approximate amount of \$1MM for construction of the dozer barn with subsequent monthly lease  
49 payments of \$1650 would be appropriate. To facilitate this, a change order in the amount of \$16,024.00  
50 to TELACU Construction Management (TCM) for construction services would be required. Board  
51 discussion ensued. On a motion by Director Pike seconded by Director Munson, the motion to execute  
52 a multi-year lease agreement with DGS for a Cal Fire dozer barn at the Station 3 property for  
53 approximately \$1MM approving the change order with TCM in the amount of \$16,024.00, was  
54 unanimously approved.

55 10. **PUBLIC HEARING DATE/TIME CERTAIN, DECEMBER 12, 2023, TO REVIEW AND ADOPT ORDINANCE**  
56 **2023-01 AND THE UPDATED COMMUNITY RISK REDUCTION FEE SCHEDULE - CHIEF McREYNOLDS AND FIRE**  
57 **MARSHAL FIERI:** Chief McReynolds presented the proposed Community Risk Fee Schedule rate

58 increases. The fee schedule outlines associated costs for services provided by the District based on  
59 changes in salaries and administrative costs for the Community Risk Services and standby fees. Board  
60 discussion ensued. On a motion by Director Munson seconded by Director Pike, the motion to hold a  
61 second public hearing and bring back Ordinance 2023-01 for a second reading on January 23, 2024,  
62 passed unanimously.

63 **11. EXTENSION OF AGREEMENT WITH VISTA FIRE DEPARTMENT FOR BLS 116 - CHIEF McREYNOLDS:**

64 The District has staffed a BLS ambulance (BLS 116) at Vista Fire Department Station #6 through  
65 December 31, 2023, with monthly revenue received from the operation between \$50,000 - \$92,000.  
66 By February 28, 2024, Vista Fire Department will no longer need BLS 116. Chief McReynolds  
67 requested the Board consider extending the operation of BLS 116 through February 28, 2024. Board  
68 discussion ensued. On a motion by Director Pike seconded by Director Munson, the motion to extend  
69 the operation of BLS 116 through February 28, 2024, passed unanimously.

70 **12. NCFPD EFFECTIVE RESPONSE FORCE STANDARD – DFC MACMILLAN AND CHIEF McREYNOLDS:**

71 DFC MacMillan presented the Effective Response Force Standard, which outlines tasks that must be  
72 completed on major incidents and response time standards for the first arriving unit. The standard that  
73 was established used the Center for Public Safety Excellence (CPSE) guidance. DFC MacMillan  
74 advised the Board as the community starts to grow, these standards will need to be modified by  
75 implementing staffing and equipment changes, along with adding a sixth fire station. Board discussion  
76 ensued. On a motion by Director Pike seconded by Director Munson, the motion to approve the NCFPD  
77 Effective Response Force Standard passed unanimously.

78 **13. STAFFING OF ADDITIONAL PARAMEDIC AMBULANCE – CHIEF McREYNOLDS:**

79 In September 2023, an Ad-Hoc Finance committee was formed to evaluate the effectiveness of our  
80 current ambulance delivery model. The recommendation from the committee was to add a fourth  
81 24-hour ambulance to address the Unit Hour Utilization (UHU) of the three operating District  
82 paramedic ambulances, which would help meet rising call volumes and service demand increases.  
83 Board discussion ensued. On a motion by Director Pike seconded by Director Munson, the motion  
84 to approve the addition of a fourth ambulance passed unanimously.

85 **14. SAFETY POSITIONS/SAFER GRANT - CHIEF McREYNOLDS:** With the loss of Camp Pendleton

86 Station #9, the District anticipates an increased call volume. In calendar year 2023, approximately

87 7,000 service calls were completed. In order to maintain the same level of service, Staff is requesting  
88 the Board approve the development of a financial plan to support the addition of two  
89 Firefighter/Paramedics staffed out of Station 1, along with approval to apply for the Staffing for  
90 Adequate Fire and Emergency Response (SAFER) grant. Board discussion ensued. On a motion by  
91 Director Munson seconded by Director Pike, the motion to develop a long-term financial plan to  
92 support the addition of two (2) FF/PM positions passed unanimously. On a motion by Director Pike  
93 seconded by Director Munson, the motion to authorize Staff to apply for the SAFER grant passed  
94 unanimously.

95 **15. RESOLUTION 2023-18: AUTHORIZATION OF THE DEPUTY FIRE CHIEF AS SIGNATORY - CHIEF**

96 **MCREYNOLDS:** Chief McReynolds advised the Board it is necessary to authorize the Deputy Fire Chief  
97 to act as signatory on District accounts in the event of the Fire Chief's absence. On a motion by  
98 Director Pike seconded by Director Munson, the motion to adopt Resolution 2023-18 authoring DFC  
99 MacMillan as a signatory passed unanimously.

100 **16. BOARD ELECTIONS OF OFFICERS FOR 2024 - CHIEF MCREYNOLDS:** Chief McReynolds informed

101 those present that this is the time of the year the Board is to select officers for the coming year. The  
102 new officers are to assume office at the end of the meeting. President Acosta turned the meeting  
103 over to General Counsel Steinke for the election of officers. General Counsel Steinke called for  
104 nominations for President. Vice President Egkan made a motion to nominate Director Pike as  
105 President, which was seconded by Director Munson. Director Pike accepted the nomination, and  
106 with a unanimous vote, Director Pike was elected to President for the year 2024. General Counsel  
107 Steinke then called for nominations for Vice President. President Acosta made a motion to nominate  
108 Director Shaw as Vice President, which was seconded by Director Pike. Director Shaw accepted the  
109 nomination and with a unanimous vote, Director Shaw was elected to Vice President for the year  
110 2024. At the conclusion of the voting, the meeting was returned to President Acosta.

111 **STANDING DISCUSSION ITEMS:**

- 112 ● **LEGAL COUNSEL REPORT:** General Counsel Steinke reviewed the included report: New Fair  
113 Political Practices Commission (FPPC) regulations for campaign contributions.
- 114 ● **WRITTEN COMMUNICATIONS:** Information only; no action required.
- 115 ● **BOARD RECOGNITION PROGRAM:** Information only; no action required.

- 116 ● **STAFF REPORTS/UPDATES:**
- 117 ● **KEITH McREYNOLDS, FIRE CHIEF:** Chief McReynolds informed the Board of the following
- 118 items:
- 119 ○ Holiday events: December 15, 2023, is the holiday party at Station 1, and the
  - 120 Administrative office will be closed December 22 – January 1.
  - 121 ○ A meeting was held with the Superintendent of the school districts regarding the
  - 122 submittal of an SD Fire Foundation grant.
  - 123 ○ Projects in line with the strategic plan are as follows: The administrative building
  - 124 renovation is underway, along with the renovations of Station 1, Station 3, and the
  - 125 construction of Station 4. Ongoing property discussions continue regarding the
  - 126 potential purchase of land for a Fire Station 6.
  - 127 ○ Future grant applications are as follows: DCIP grant for Station 4, AFG grant for
  - 128 SCBA's, SD Fire Foundation grant for radios, and the OTS grant for battery rescue
  - 129 equipment for SAFER positions.
- 130 ● **CHIEF OFFICERS AND OTHER STAFF: BC DECAMP.** BC DeCamp provided training and
- 131 equipment updates. **F/M JUUL.** F/M Juul notified the Board the 22/23 audit will be completed and
- 132 brought back to the Board in January, and an audit of GEMT records from FY 20/21 is underway.
- 133 **B/C AUGUST:** B/C August provided an update of several end of year tasks, along with the update of
- 134 his transition to Division Chief. **DFC MACMILLAN:** DFC MacMillan informed the Board crews will be
- 135 changing their Station assignments in January and provided an overview of recent structure fires.
- 136 ● **BOARD: PRESIDENT ACOSTA:** President Acosta requested NCDJPA nominations be brought
- 137 back to the Board in January as an action item and Director Pike seconded the recommendation;
- 138 there was no opposition. Chief McReynolds informed the Board this item will be brought back to the
- 139 Board for discussion at the January Regular Board Meeting.
- 140 ● **BARGAINING GROUPS:** There was no comment from the Bargaining Groups.
- 141 ● **PUBLIC COMMENT:** There was no comment.

## CLOSED SESSION

142

143

144 There were no closed session items for the December 12, 2023, Regular Board Meeting.

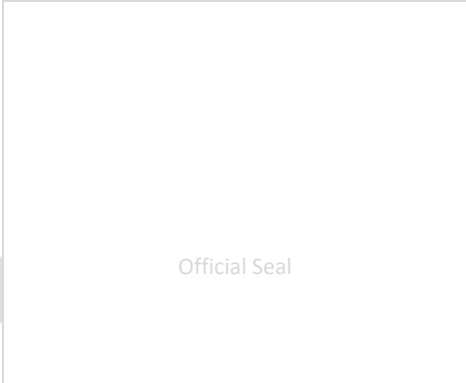
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**ADJOURNMENT**

A motion was made at 6:44 p.m. by Director Pike seconded by Director Munson to adjourn the meeting and reconvene on January 23, 2024, at 5:00 p.m., which motion carried unanimously.

Respectfully submitted,

\_\_\_\_\_  
Mavis Canpinar  
Board Clerk



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

DRAFT



**North County Fire Protection District  
Statement of Revenues and Expenses  
For Period Ending December 31, 2023**

	December 2023	YTD	FY 24 Final Budget	\$ Budget Variance	% Budget Variance
<b>1 REVENUE</b>					
2 Property Taxes	\$ 6,670,146	\$ 8,132,659	\$ 20,604,200	12,471,541	39%
3 Mitigation Fees	-	-	250,000	250,000	0%
4 Ambulance Revenue	378,193	2,391,686	3,750,200	1,358,514	64%
5 Fire Prevention Fees	4,307	96,718	213,000	116,282	45%
6 OES Reimbursement	372,758	525,598	-	(525,598)	100%
7 Grant Revenue	-	771,737	-	(771,737)	100%
8 Other Revenues	-	423,815	371,600	(52,215)	114%
9 Interest Income	46,240	224,154	124,500	(99,654)	180%
<b>10 TOTAL REVENUE</b>	<b>7,471,645</b>	<b>12,566,367</b>	<b>25,313,500</b>	<b>12,747,133</b>	<b>50%</b>
<b>11 EXPENSE</b>					
<b>12 Salaries and Benefits</b>					
13 Salaries	630,110	3,303,923	9,019,200	5,715,277	37%
14 Overtime	367,544	1,485,426	2,277,900	792,474	65%
15 FLSA	11,683	68,638	156,700	88,062	44%
16 Holiday Pay	22,859	152,201	427,900	275,699	36%
17 Worker's Compensation	43,478	346,770	659,100	312,330	53%
18 Longevity	6,652	31,168	93,200	62,032	33%
19 Education	13,384	74,529	146,000	71,471	51%
20 Bilingual	5,600	21,514	36,400	14,886	59%
21 Annual Leave	103,138	487,132	205,800	(281,332)	237%
22 Sick Leave	105,230	183,540	204,500	20,960	90%
23 Payroll Taxes	24,536	82,992	165,400	82,408	50%
24 Classic Safety	212,264	666,941	1,498,000	831,059	45%
25 PEPRA Non-Safety	18,015	70,430	154,600	84,170	46%
26 Classic Non-Safety	7,202	32,218	70,600	38,382	46%
27 PEPRA Safety	36,794	114,341	245,700	131,359	47%
28 Classic UAL	-	397,408	397,410	2	100%
29 PEPRA UAL	-	9,813	9,820	7	100%
30 Workers' Comp Insurance	33,761	371,506	650,000	278,494	57%
31 Pension Obligation Fund Int	-	227,814	1,264,600	1,036,786	18%
32 115 Trust	-	-	-	-	0%
33 Uniforms	1,330	20,815	110,000	89,185	19%
34 Health Insurance	289,235	852,332	1,985,700	1,133,368	43%
<b>35 Total Salaries &amp; Benefits</b>	<b>1,932,813</b>	<b>9,001,454</b>	<b>19,778,530</b>	<b>10,777,076</b>	<b>46%</b>
<b>36 Operations Expenses</b>					
37 Dispatch Services	113,165	271,595	473,200	201,605	57%
38 QAF Payments - GEMT	107,658	228,843	393,000	164,157	58%
39 Structures & Grounds	1,189	172,946	300,000	127,054	58%
40 Fuel	17,170	132,801	260,000	127,199	51%
41 Medical Supplies	69,110	103,113	201,200	98,087	51%
42 Materials & Equipment	12,988	101,800	182,500	80,700	56%
43 Liability Insurance	-	132,882	175,000	42,118	76%
44 Utilities	18,878	101,164	175,200	74,036	58%
45 Ambulance Billing	-	71,214	144,600	73,386	49%
46 Repairs & Maintenance	3,079	26,420	115,900	89,480	23%
47 Firefighting Equipment	17,462	33,741	95,800	62,059	35%
48 Safety Equipment & PPE	3,230	18,384	95,200	76,816	19%
49 Defib Maintenance	-	32,450	50,530	18,080	64%
50 Kitchen & Janitorial Supplies	5,437	15,524	37,000	21,476	42%
51 Weed Abatement Expenses	20	1,180	35,000	33,820	3%
52 Verizon Data For Engines	2	4	29,600	29,596	0%
53 SHSP Grant Funds	-	-	28,500	28,500	0%
54 Public Education Material	11,717	14,898	26,000	11,102	57%
55 Maintenance - MDC & AVL	-	31,031	25,000	(6,031)	124%
56 Medical & Pre-Emp Exams	2,281	4,869	25,000	20,131	19%
57 SCBA Equipment	-	7,740	22,500	14,760	34%
58 Small Tools & Minor Equip	204	15,541	20,400	4,859	76%
59 Fleet Maintenance Software	-	-	12,300	12,300	0%
60 Hazmat Disposal & Permits	242	3,808	10,900	7,092	35%

**North County Fire Protection District  
Statement of Revenues and Expenses  
For Period Ending December 31, 2023**

	December 2023	YTD	FY 24 Final Budget	\$ Budget Variance	% Budget Variance	
61	EMS Equipment	160	575	9,900	9,325	6%
62	Medical Licensing & CERT	500	4,561	8,300	3,739	55%
63	Emer Incident Meals & Misc	1,458	1,458	8,000	6,542	18%
64	Trauma Intervention Program	-	-	7,700	7,700	0%
65	CERT Program	-	3,421	12,500	9,079	27%
66	<b>Total Operations Expenses</b>	<b>385,420</b>	<b>1,532,680</b>	<b>2,980,730</b>	<b>1,448,050</b>	<b>51%</b>
67	<b>General &amp; Administration Expenses</b>					
68	County Admin Costs	18,549	54,462	235,000	180,538	23%
69	Computer Materials & Service	6,048	70,175	211,600	141,425	33%
70	Professional Services	54,522	131,790	201,000	69,210	66%
71	Legal Services	6,376	48,056	150,000	101,944	32%
72	Professional Development	24,810	60,456	160,100	99,644	38%
73	Formal Education	9,856	44,169	116,000	71,831	38%
74	Physicals & Wellness Program	-	80	83,300	83,220	0%
75	Memberships & Subscriptions	24,121	81,291	65,000	(16,291)	125%
76	Employee Assistance Program	5,483	8,504	25,000	16,496	34%
77	Meetings & Travel	397	1,871	15,700	13,829	12%
78	Training Materials	-	3,222	16,600	13,378	19%
79	Labor Negotiations	-	-	15,000	15,000	0%
80	Office Expense	1,003	4,972	13,000	8,028	38%
81	Employee Recognition Program	209	1,451	12,400	10,949	12%
82	LAFCO Assessment Fee	-	13,483	12,000	(1,483)	112%
83	Admin Fees	685	4,082	11,600	7,518	35%
84	Rents & Lease Equipment	471	3,452	8,900	5,448	39%
85	Advertising & Legal Notices	-	-	8,000	8,000	0%
86	Personnel Recruitment	4,554	13,619	7,400	(6,219)	184%
87	Community Relations	-	2,172	6,900	4,729	31%
88	<b>Total General &amp; Admin Expenses</b>	<b>157,083</b>	<b>547,305</b>	<b>1,374,500</b>	<b>827,195</b>	<b>40%</b>
89	<b>TOTAL EXPENSE FROM OPERATIONS</b>	<b>2,475,315</b>	<b>11,081,439</b>	<b>24,133,760</b>	<b>3,125,761</b>	<b>46%</b>
90	<b>NET REVENUE / (EXPENSE) BEFORE CAPITAL</b>	<b>\$ 4,996,330</b>	<b>\$ 1,484,928</b>	<b>\$ 1,179,740</b>	<b>\$ 9,621,372</b>	
91	<b>Capital</b>					
92	Capital Reserve Account			1,042,700		
93	Capital - Facilities	48,086	390,740	3,634,900	3,244,160	11%
94	Capital - Apparatus	-	88,378	1,436,000	1,347,622	6%
95	Capital - Equipment	209,389	316,790	528,000	211,210	60%
96	Capital - Vehicle	534	3,560	190,000	186,440	2%
97	Debt Service - Facilities	-	88,596	368,850	280,254	24%
98	Debt Service - Apparatus	-	-	-	-	0%
99	Debt Service - Equipment	-	-	-	-	0%
100	<b>Total Capital</b>	<b>258,009</b>	<b>888,064</b>	<b>7,200,450</b>	<b>5,269,686</b>	<b>12%</b>
101	<b>TOTAL EXPENSE FROM CAPITAL</b>	<b>258,009</b>	<b>888,064</b>	<b>7,200,450</b>	<b>5,269,686</b>	<b>12%</b>
102	<b>NET REVENUE / (EXPENSE)</b>	<b>\$ 4,738,321</b>	<b>\$ 596,865</b>	<b>\$ (6,020,710)</b>	<b>\$ 4,351,686</b>	

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

<u>Month</u>	<u>Billed</u>	<u>Collected</u>	<u>YTD % Collected</u>	<u>Billing Fees</u>	<u>Net Revenue 23/24</u>	<u>Net Revenue 22/23</u>
7/31/2023	5,101.50	4,465.50	87.53%	893.10	3,572.40	8,375.33
8/31/2023	5,177.00	5,055.75	97.66%	1,011.15	4,044.60	8,433.50
9/30/2023	4,340.00	4,056.00	93.46%	811.20	3,244.80	6,075.43
10/31/2023	5,638.00	4,949.79	87.79%	989.96	3,959.83	6,634.40
11/30/2023	5,800.00	5,146.46	88.73%	1,029.29	4,117.17	4,307.60
12/31/2023	8,651.13	8,245.24	95.31%	1,649.05	6,596.19	5,941.28
1/31/2024			#DIV/0!	-	-	6,760.80
2/29/2024			#DIV/0!	-	-	4,793.57
3/31/2024			#DIV/0!	-	-	7,890.81
4/30/2024			#DIV/0!	-	-	7,029.80
5/31/2024			#DIV/0!	-	-	5,589.83
6/30/2024			#DIV/0!	-	-	4,314.19
<b>TOTAL:</b>	<b>34,707.63</b>	<b>31,918.74</b>	<b>91.96%</b>	<b>6,383.75</b>	<b>25,534.99</b>	<b>39,767.54</b>
					<b>Net Rev Increase</b>	<b>-35.79%</b>

NORTH COUNTY FIRE PROTECTION DISTRICT

AMBULANCE REVENUE FY 2023-2024

MONTH	BILLED	CONTRACTUAL WRITE DOWNS	TOTAL AR		BAD DEBT WRITE-OFFS	REFUNDS	ADJ AR	DEPOSITS RECIEVED	BILLING FEES	FY 23-24 NET REVENUE	FY 22-23 NET REVENUE
			FY 23-24	FY 22-23							
7/31/2023	1,285,190.10	740,497.35	544,692.75	342,706.66	-	-	544,692.75	467,902.28	21,055.60	446,846.68	269,197.56
8/31/2023	1,277,664.63	787,717.37	489,947.26	192,579.06	543,542.46	14,980.18	(68,575.38)	404,079.53	17,509.47	386,570.06	260,595.63
9/30/2023	1,158,959.26	651,212.54	507,746.72	454,742.29	159,393.84	11,119.28	337,233.60	406,550.52	15,777.71	390,772.81	244,935.14
10/31/2023	1,390,733.62	774,618.55	616,115.07	394,075.28	55,977.01	-	560,138.06	423,387.54	16,871.22	406,516.32	270,893.22
11/30/2023	1,228,431.79	728,220.65	500,211.14	471,664.12	131,053.52	1,580.07	367,577.55	347,826.97	13,797.70	334,029.27	295,927.72
12/31/2023	1,295,765.16	740,684.61	555,080.55	337,309.48	95,601.93	2,463.43	457,015.19	354,673.40	13,769.49	340,903.91	288,294.79
1/31/2024			-	448,712.80			-			-	257,551.37
2/29/2024			-	458,650.13			-			-	286,639.68
3/31/2024			-	479,384.80			-			-	367,267.70
4/30/2024			-	512,380.19			-			-	296,715.94
5/31/2024			-	446,596.47			-			-	340,698.45
6/30/2024			-	609,980.85			-			-	333,898.47
<b>TOTAL:</b>	<b>7,636,744.56</b>	<b>4,422,951.07</b>	<b>3,213,793.49</b>	<b>2,193,076.89</b>	<b>985,568.76</b>	<b>30,142.96</b>	<b>2,198,081.77</b>	<b>2,404,420.24</b>	<b>98,781.19</b>	<b>2,305,639.05</b>	<b>1,629,844.06</b>
					<b>Net A/R Change</b>		<b>46.54%</b>			<b>New Revenue Chang</b>	<b>41.46%</b>

Report Criteria:

Report type: Summary  
Check.Type = {<->} "Adjustment"  
Check.Check issue date = 12/01/2023-12/31/2023

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/23	12/07/2023	67133	60	A-Check America INC.	01-000-000-2000	163.47
12/23	12/07/2023	67134	380	AT&T	01-000-000-2000	4,346.70
12/23	12/07/2023	67135	410	AUTO ZONE	01-000-000-2000	152.32
12/23	12/07/2023	67136	1120	CROSS CONNECTIONS	01-000-000-2000	199,842.06
12/23	12/07/2023	67137	1140	CSDA	01-000-000-2000	9,275.00
12/23	12/07/2023	67138	1340	DIRECTV	01-000-000-2000	183.98
12/23	12/07/2023	67139	1430	EIDE BAILLY	01-000-000-2000	26,908.95
12/23	12/07/2023	67140	1500	ERICKSON-HALL CONSTRUCTION	01-000-000-2000	24,095.00
12/23	12/07/2023	67141	1560	FALLBROOK AWARDS	01-000-000-2000	16.16
12/23	12/07/2023	67142	1570	FALLBROOK CHAMBER OF COMMERCE	01-000-000-2000	285.00
12/23	12/07/2023	67143	1640	FALLBROOK OIL COMPANY	01-000-000-2000	6,825.60
12/23	12/07/2023	67144	1770	FIRE ETC.	01-000-000-2000	1,465.40
12/23	12/07/2023	67145	1530	Five Alarm Security	01-000-000-2000	189.00
12/23	12/07/2023	67146	2520	L.N. CURTIS & SONS	01-000-000-2000	624.95
12/23	12/07/2023	67147	2600	LIFE LINE EMERGENCY VEHICLES	01-000-000-2000	1,815.70
12/23	12/07/2023	67148	2850	MEDLINE INDUSTRIES INC.	01-000-000-2000	89.43
12/23	12/07/2023	67149	2950	MOTION & FLOW CONTROL PRODUCTS INC.	01-000-000-2000	68.88
12/23	12/07/2023	67150	1540	NAPA AUTO PARTS	01-000-000-2000	91.36
12/23	12/07/2023	67151	3160	NYHART	01-000-000-2000	5,100.00
12/23	12/07/2023	67152	3200	O'Reilly Auto Parts	01-000-000-2000	262.71
12/23	12/07/2023	67153	3290	PARKHOUSE TIRE INC.	01-000-000-2000	2,400.39
12/23	12/07/2023	67154	3370	PINE TREE LUMBER	01-000-000-2000	95.64
12/23	12/07/2023	67155	4812	PSYCHOLOGY 360 INC.	01-000-000-2000	4,500.00
12/23	12/07/2023	67156	3490	RAINBOW MUNICIPAL WATER DIST	01-000-000-2000	244.64
12/23	12/07/2023	67157	3940	SKILLSURVEY	01-000-000-2000	1,215.90
12/23	12/07/2023	67158	4010	SOUTH COAST EMERGENCY VEHICLE SERV	01-000-000-2000	936.73
12/23	12/07/2023	67159	4520	VERIZON WIRELESS	01-000-000-2000	38.01
12/23	12/14/2023	67160	70	Across the Street Productions	01-000-000-2000	9,170.45
12/23	12/14/2023	67161	200	All-Star Fire Equipment	01-000-000-2000	429.06
12/23	12/14/2023	67162	4829	BAB STEERING HYDRAULICS INC	01-000-000-2000	556.80
12/23	12/14/2023	67163	720	Burke Williams & Sorensen LLP	01-000-000-2000	6,256.00
12/23	12/14/2023	67164	860	CASELLE INC.	01-000-000-2000	1,837.00
12/23	12/14/2023	67165	4290	CHARTER COMMUNICATIONS	01-000-000-2000	1,744.34
12/23	12/14/2023	67166	1430	EIDE BAILLY	01-000-000-2000	19,980.50
12/23	12/14/2023	67167	1490	ENTENMANN-ROVIN CO.	01-000-000-2000	298.38
12/23	12/14/2023	67168	1680	FALLBROOK PUBLIC UTILITY DISTRICT	01-000-000-2000	763.97
12/23	12/14/2023	67169	1790	FIRST ALARM WELLNESS	01-000-000-2000	5,482.50
12/23	12/14/2023	67170	2060	HAWTHORNE MACHINERY CO	01-000-000-2000	1,729.43
12/23	12/14/2023	67171	2150	HI-TECH E.V.S. INC.	01-000-000-2000	189.22
12/23	12/14/2023	67172	2400	KEN GRODY FORD CARLSBAD	01-000-000-2000	1,237.34
12/23	12/14/2023	67173	2540	LEGAL SHIELD	01-000-000-2000	390.80
12/23	12/14/2023	67174	2950	MOTION & FLOW CONTROL PRODUCTS INC.	01-000-000-2000	35.13
12/23	12/14/2023	67175	3210	OSTARI	01-000-000-2000	1,850.00
12/23	12/14/2023	67176	3270	Palomar Health	01-000-000-2000	1,987.50
12/23	12/14/2023	67177	2050	PTW Insurance Services	01-000-000-2000	1,143.00
12/23	12/14/2023	67178	3530	Reeder Media	01-000-000-2000	120.00
12/23	12/14/2023	67179	4827	Robotronics	01-000-000-2000	11,716.80
12/23	12/14/2023	67180	4841	RQI PARTNERS LLC	01-000-000-2000	13,802.00
12/23	12/14/2023	67181	3660	RUSTY WALLIS INC	01-000-000-2000	162.00
12/23	12/14/2023	67182	3910	Secretary of State	01-000-000-2000	6.00
12/23	12/14/2023	67183	4070	State of California - ERC	01-000-000-2000	23,991.43
12/23	12/14/2023	67184	4130	Stryker Sales LLC	01-000-000-2000	160.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/23	12/14/2023	67185	4510	VELOCITY TRUCK CENTERS	01-000-000-2000	12,596.34
Grand Totals:						408,868.97

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-000-000-2000	.00	408,868.97-	408,868.97-
01-000-000-2035	1,143.00	.00	1,143.00
01-000-000-2044	390.80	.00	390.80
01-101-000-5550	9,275.00	.00	9,275.00
01-101-000-5575	16.16	.00	16.16
01-101-000-5581	6,376.00	.00	6,376.00
01-102-000-5140	5,482.50	.00	5,482.50
01-102-000-5155	298.38	.00	298.38
01-102-000-5160	4,500.00	.00	4,500.00
01-102-000-5245	446.64	.00	446.64
01-102-000-5270	729.95	.00	729.95
01-102-000-5271	278.66	.00	278.66
01-102-000-5340	5,431.34	.00	5,431.34
01-102-000-5550	285.00	.00	285.00
01-102-000-5575	6.00	.00	6.00
01-102-000-5580	53,205.35	.00	53,205.35
01-103-000-5539	11,716.80	.00	11,716.80
01-104-000-5330	2,519.41	.00	2,519.41
01-105-000-5175	2,150.97	.00	2,150.97
01-105-000-5225	160.00	.00	160.00
01-105-000-5320	89.43	.00	89.43
01-105-000-5550	13,802.00	.00	13,802.00
01-107-000-5274	4,568.69	.00	4,568.69
01-108-000-5220	7,127.84	.00	7,127.84
01-108-000-5320	11,981.20	.00	11,981.20
01-108-000-5360	242.44	.00	242.44
01-109-000-5532	9,170.45	.00	9,170.45
01-200-000-7001	48,086.43	.00	48,086.43
01-200-000-7003	209,388.53	.00	209,388.53
Grand Totals:	408,868.97	408,868.97-	.00

Report Criteria:

Report type: Summary  
 Check.Type = {<>} "Adjustment"  
 Check.Check issue date = 12/01/2023-12/31/2023

**NORTH COUNTY FIRE PROTECTION DISTRICT**

**Tax Apportionments FY 23-24**

DATE	APP #	GROSS	REFUNDS & ADJUSTMENTS	COUNTY ADMIN COSTS	FY 23/24 NET	FY 23/24 RUNNING	FY 22/23 NET	FY 22/23 RUNNING	
8/8/2023	1	313,272.43	1,293.92	669.68	311,308.83	311,308.83	259,243.84	259,243.84	
9/5/2023	2	116,495.20	432.52	2,449.51	113,613.17	424,922.00	119,547.03	378,790.87	
10/10/2023	3	274,233.89	26,617.85	1,965.64	245,650.40	670,572.40	271,608.18	650,399.05	
11/14/2023	4	845,729.19	16,451.63	9,286.80	819,990.76	1,490,563.16	808,729.23	1,459,128.28	
12/12/2023	5	6,648,935.67	21,210.81	4,170.78	6,623,554.08	8,114,117.24	6,115,360.30	7,574,488.58	
1/16/2023	6	3,036,187.88	20,568.70	4,447.43	3,011,171.75	11,125,288.99	2,999,456.99	10,573,945.57	
2/13/2023	7				-	11,125,288.99	696,903.82	11,270,849.39	
3/19/2023	8				-	11,125,288.99	476,472.49	11,747,321.88	
4/16/2023	9				-	11,125,288.99	5,642,191.95	17,389,513.83	
5/14/2023	10				-	11,125,288.99	1,145,898.51	18,535,412.34	
6/18/2023	11				-	11,125,288.99	416,621.01	18,952,033.35	
7/19/2023	12				-	11,125,288.99	116,717.17	19,068,750.52	
<b>TOTAL YTD</b>		<b>11,234,854.26</b>	<b>86,575.43</b>	<b>22,989.84</b>	<b>11,125,288.99</b>	<b>11,125,288.99</b>	<b>10,573,945.57</b>	<b>10,573,945.57</b>	
<b>11,148,278.83</b>							<b>Net Rev Increase</b>		<b>5.21%</b>

**North County Fire Protection District  
 Monthly Investment Report  
 as of December 31, 2023  
 (Unaudited)**

**District Cash & Investments**

County of San Diego/General Fund - FBK	\$ 2,415,220
Pacific Western Bank/Accounts Receivable	1,459,379
First National/Payroll	306,621
Bank of America/PASIS	25,858
Local Agency Investment Fund	46,406
First National/Benefit Fund	388,693
First National/Accounts Receivable	312,817
First National/Accounts Payable	123,659
Workers' Comp JPA	488,768
California Cooperative Liquid Assets Securities System (CLASS)	7,860,474
County of San Diego/Capital Reserve	420,058
County of San Diego/General Fund - RNBW	2,359,616
County of San Diego/Fire Mitigation Fund - FBK	2,079,248
County of San Diego/Fire Mitigation Fund - RNBW	4,255

<b>Total District Cash &amp; Investments</b>	<b>\$ 18,291,072</b>
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NORTH COUNTY FIRE  
PROTECTION DISTRICT  
STAFF REPORT

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF McREYNOLDS  
**DATE:** JANUARY 23, 2024  
**SUBJECT:** APPROVAL OF POLICIES AND PROCEDURES

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

- **Administration – Rules and Regulations – Administrative Guidelines – Limited Light Duty Policy:** Modifications to revise procedures and guidelines for light duty assignments.



# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

ADMINISTRATION  
RULES & REGULATIONS  
ADMINISTRATIVE GUIDELINES

SECTION 221.05  
~~JULY 25, 2006~~ JANUARY 23, 2024  
PAGE 1 OF 6

### LIMITED LIGHT DUTY

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

- 1.1. On occasion, employees might incur an injury or illness that prevents them from performing their regular duties. Further, such instances may impose (1) financial hardship upon the employee and/or their family by virtue of insufficient accrued leave or (2) a hardship upon the District because of reduced personnel resources. The purpose of this policy is to define North County Fire Protection District's (NCFPD) procedures for limited duty assignments in cases of either on-duty or off-duty illness or injury.

#### 2.0. **SCOPE:**

- 2.1. The limited duty assignment may ~~be~~ offered to all ~~paid~~ personnel regardless of work week assignment.

#### 3.0. **POLICY:**

- 3.1. It will be the policy of the NCFPD to consider "limited duty" assignments for all injuries or illness.
- 3.2. Employees on industrial injury leave may be required to be reassigned to limited light duty assignments. ~~(Refer to the Industrial Injury Policy for more information.)~~
- 3.3. Where multiple employees are requesting limited duty, the District will make a reasonable attempt to accommodate all employees in an equal manner. Where continuity of work is at risk, this Section may not apply in the discretion of the District.

#### 4.0. **INTENT:**

- 4.1. In order to more fully utilize the talents and abilities of injured employees, the District recognizes the potential for organizational contribution by injured employees. In so doing said employees gain organizational perspective and have the opportunity to make meaningful contributions to the Department during their period of recovery. ~~Inasmuch as~~ these assignments are designed to be limited in duration, there is neither an implied nor expressed expectation that such assignments may result in permanent reclassification to or creation of such a position. It is further the intent of the District to offer similar opportunities to employees who are recovering from non-job related injuries.



# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

ADMINISTRATION  
RULES & REGULATIONS  
ADMINISTRATIVE GUIDELINES

SECTION 221.05  
~~JULY 25, 2006~~ JANUARY 23, 2024  
PAGE 2 OF 6

### LIMITED LIGHT DUTY

#### 5.0. **PROCEDURE:**

5.1. **APPLICATION:** Light duty assignments are subject to approval by the Operations Chief, Fire Chief or their designee. Requests should be made in writing and should state the employee's reason for request as well as the expected duration of the assignment. Employees who desire a limited light duty assignment may so request utilizing the "Administrative Action" Form. Employees on industrial injury leave may be temporarily reassigned to perform such functions once cleared for light duty by their treating physician.

5.2. **ASSESSMENT:** Each employee's application will be evaluated on a case-by-case basis to determine the feasibility of performing in a limited light duty capacity. The granting of such assignments to certain employees and not to others is in no way intended to infringe upon an employee's rights and privileges granted under the Americans with Disabilities Act (ADA). Inasmuch as the employer is responsible to only make a "reasonable accommodation" for a disabled employee *in his/her current position*, the employer is not obligated to suffer any "undue hardships," such as creating positions or assuming an unacceptable level of risk by allowing an employee to work when there is a high risk of re-injury or exposure to others (as determined by the treating physician). Refer to the "Non-Discrimination Policy" for more information. Such assessment factors include:

5.2.1. Nature and extent of injury;

5.2.2. Anticipated recovery period;

5.2.3. Potential for re-injury while performing light duty functions;

5.2.4. Potential for exposing other employees to illness;

~~5.2.5.~~ Physician's recommendations on work limitations noted on "Certification of Physician" form;

~~5.2.6.~~ 5.2.5. Availability of project work which is within the employee's capabilities to perform.

~~5.3.~~ **ASSIGNMENT:** After the aforementioned parameters have been assessed and approved by the Human Resources Director Division, the employee may be granted a



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### LIMITED LIGHT DUTY

limited light duty assignment. The duration of limited duty assignments shall be determined on a case-by-case basis, ~~due to the District's ability to employ and its ability to provide a work space or work environment.~~ The District is not bound to honor all requests for limited duty. In accordance with the MOU, the Fire Chief or ~~his/her~~ designee shall have final, non-grievable authority in each case. ~~Limited Duty may be approved or ordered after an offer (offer only) has been made subject to the following conditions, as set forth in the "Limited Light Duty Agreement:"~~

~~5.3.1.5.2.6.~~ Endorsement for assignment must be obtained from the employee's physician in cases of off-duty injury or illness or the endorsement of the physician designated by the ~~North County Fire Protection~~ District in cases of on-duty injury or illness.

~~5.3.2. Assignments will endure only as long as work is available to perform.~~

~~5.3.3.5.2.7.~~ Employees recovering from off duty related injuries may be displaced by employees recovering from Workers' Compensation related injuries.

~~5.3.4.5.2.8.~~ The employee may be removed from a limited light duty assignment for failure to adequately perform assigned tasks.

~~5.3.5.5.2.9.~~ The employee may be removed from a limited light duty assignment if their condition worsens to such an extent that they pose a significant exposure risk to other employees or have an unacceptable potential risk of re-injury (as determined by the treating physician-).

~~5.3.6.5.2.10.~~ Assignment ends as soon as the employee is released by the treating physician to return to full duty or is declared permanent & stationary.

~~5.3.7.5.2.11.~~ The District shall provide a Limited Duty Assignment ~~greement~~; "Task Agreement." ~~which will~~ ~~Said Task Agreement shall~~ contain the following elements:

~~5.3.7.1.5.2.11.1.~~ The position is temporary and contains no implied or expressed permanent employment expectations.

~~5.3.7.2.5.2.11.2.~~ The treating physician must stipulate physical limitations to include the type and kinds of tasks and/or functions the employee is capable of performing or *can not* perform.



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### LIMITED LIGHT DUTY

~~5.3.7.3~~5.2.11.3. The employee agrees to immediately inform NCFPD of tasks that may further injure, aggravate or exacerbate ~~his/het~~their present injury or illness.

~~5.3.7.4~~5.2.11.4. The task agreement shall also include the Program Manager's name, Immediate Supervisor, station assignment, work week, and hourly schedule.

~~5.3.7.5~~5.2.11.5. A description of the task(s) that the employee will be required to perform, the estimated hours/days it will take to complete the task/project, and to the extent possible, the estimated "return to work" date.

~~5.3.7.6.~~ ~~An acknowledgement of the physician's signature, date, and time.~~

~~5.3.7.7~~5.2.11.6. The employee must read, understand and acknowledge the conditions and terms of the task agreement and agree to be bound by the contents therein.

#### ~~5.4.5.3.~~ CONDITIONS OF ASSIGNMENT:

~~5.5.5.4.~~ Each employee, while on limited duty, will be assigned a supervisor, ~~and a program manager shall be designated.~~ A limited duty work agreement will be developed. ~~Employees willfully not in compliance with District policies and procedures shall be counseled using the Employee Development Review program (EDR Policy).~~

5.5. Employees assigned limited duty ~~will~~may generally have the option to work the prescribed NCFPD administrative work schedule or their 48/96 shift schedule with the following parameters:

5.5.1. Personnel on light duty could work as a BC Aid assigned to their respective 48/96 shift schedule for up to 30 days, if work restrictions permit. After the 30-day period, the Fire Chief or his/her designee will re-evaluate the light duty assignment based on ~~department~~ District needs. The Fire Chief or their designee shall make all work assignments based on the operational and administrative needs of the organization. If the employee's 48/96 shift schedule lands on a day of normal District/city operation (Monday – Thursday) the employee will report to Fire Admin for normal business hours (0800-1600) and then move to the Fire Station where the Battalion



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### LIMITED LIGHT DUTY

Chief is located and serve as the BC Aid until the end of shift and so on. If the employee's 48/96 shift schedule lands on a Friday, administrative holiday or weekend, the employee will report to the Fire Station where the Battalion Chief is located and serve as the BC Aid for the duration of the 48 hour shift.

~~5.6.5.5.2.~~ Other work weeks may be assigned to accommodate the District's or the employee's need. The Fire Chief or ~~his/her~~ designee shall ~~approve~~make all work assignments.

~~5.7.5.6.~~ Limited duty shall ~~be categorized as either: (1) Short Term: Duty assignments less than 120 days, (2) Long Term: Greater than 121 days but not exceeding 365 cumulative calendar days per injury.~~ The District must reclassify the employee or evaluate employment status with NCFPD at the conclusion of one year.

~~5.8.~~ ~~Short Term shift employees who are transferred to the Administrative work schedule, to the extent practical, shall retain shift benefits. In an effort to preserve the "holiday premium pay," shift employees will work all holidays falling in the limited duty assignment period. If an employee wants to have the holiday off, he or she they must use their annual leave.~~

~~5.9.~~ ~~Employees classified as Long Term shall accrue benefits and pay in the same manner as regularly scheduled Administrative employees during the limited duty assignment.~~

~~An employee assigned to limited duty, who needs to be away from his/her duty assignment or work, site shall be charged those hours against either: Workers' Compensation, sick leave, annual leave or compensatory time off.~~

~~5.10.~~ ~~With the exception of industrial injury doctor's appointments, employees assigned to light duty are responsible for using accrued leave for any absences.~~

~~5.11.~~ Absence from the work site, for any reason, shall have prior approval from the employee's supervisor or program manager. ~~In the case of sick leave, if the employee can not notify his/her supervisor in the normally agreed upon manner, the employee will notify the Human Resources Office as soon as practical when it is determined that sick leave will be necessary.~~

~~5.12.~~ Prior to returning to full duty status, the treating physician shall ensure that the employee can comply with the essential physical functions of the job description.



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### LIMITED LIGHT DUTY

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

- 1.1. On occasion, employees might incur an injury or illness that prevents them from performing their regular duties. Further, such instances may impose (1) financial hardship upon the employee and/or their family by virtue of insufficient accrued leave or (2) a hardship upon the District because of reduced personnel resources. The purpose of this policy is to define North County Fire Protection District's (NCFPD) procedures for limited duty assignments in cases of either on-duty or off-duty illness or injury.

#### 2.0. **SCOPE:**

- 2.1. The limited duty assignment may be offered to all personnel regardless of work week assignment.

#### 3.0. **POLICY:**

- 3.1. It will be the policy of the NCFPD to consider "limited duty" assignments for all injuries or illness.
- 3.2. Employees on industrial injury leave may be required to be reassigned to limited light duty assignments.
- 3.3. Where multiple employees are requesting limited duty, the District will make a reasonable attempt to accommodate all employees in an equal manner. Where continuity of work is at risk, this Section may not apply in the discretion of the District.

#### 4.0. **INTENT:**

- 4.1. In order to more fully utilize the talents and abilities of injured employees, the District recognizes the potential for organizational contribution by injured employees. In so doing said employees gain organizational perspective and have the opportunity to make meaningful contributions to the Department during their period of recovery. These assignments are designed to be limited in duration, there is neither an implied nor expressed expectation that such assignments may result in permanent reclassification to or creation of such a position. It is further the intent of the District to offer similar opportunities to employees who are recovering from non-job related injuries.

#### 5.0. **PROCEDURE:**



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- 5.1. **APPLICATION:** Light duty assignments are subject to approval by the Fire Chief or their Designee. Requests should be made in writing and should state the employee's reason for request as well as the expected duration of the assignment. . Employees on industrial injury leave may be temporarily reassigned to perform such functions once cleared for light duty by their treating physician.
- 5.2. **ASSESSMENT:** Each employee's application will be evaluated on a case-by-case basis to determine the feasibility of performing in a limited light duty capacity. The granting of such assignments to certain employees and not to others is in no way intended to infringe upon an employee's rights and privileges granted under the Americans with Disabilities Act (ADA). Inasmuch as the employer is responsible to only make a "reasonable accommodation" for a disabled employee *in his/her current position*, the employer is not obligated to suffer any "undue hardships," such as creating positions or assuming an unacceptable level of risk by allowing an employee to work when there is a high risk of re-injury or exposure to others (as determined by the treating physician). Such assessment factors include:
- 5.2.1. Nature and extent of injury;
  - 5.2.2. Anticipated recovery period;
  - 5.2.3. Potential for re-injury while performing light duty functions;
  - 5.2.4. Potential for exposing other employees to illness;
- Physician's recommendations on work limitations
- 5.2.5. Availability of project work which is within the employee's capabilities to perform.

**ASSIGNMENT:** After the parameters have been assessed and approved by the Human Resources Division, the employee may be granted a limited light duty assignment. The duration of limited duty assignments shall be determined on a case-by-case basis. The District is not bound to honor all requests for limited duty. In accordance with the MOU, the Fire Chief or designee shall have final, non-grievable authority in each case.

- 5.2.6. Endorsement for assignment must be obtained from the employee's physician in cases of off-duty injury or illness or the endorsement of the physician designated by the District in cases of on-duty injury or illness.





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### LIMITED LIGHT DUTY

- 5.2.7. Employees recovering from off duty related injuries may be displaced by employees recovering from Workers' Compensation related injuries.
- 5.2.8. The employee may be removed from a limited light duty assignment for failure to adequately perform assigned tasks.
- 5.2.9. The employee may be removed from a limited light duty assignment if their condition worsens to such an extent that they pose a significant exposure risk to other employees or have an unacceptable potential risk of re-injury (as determined by the treating physician).
- 5.2.10. Assignment ends as soon as the employee is released by the treating physician to return to full duty or is declared permanent & stationary.
- 5.2.11. The District shall provide a Limited Duty Agreement; " which will contain the following elements:
  - 5.2.11.1. The position is temporary and contains no implied or expressed permanent employment expectations.
  - 5.2.11.2. The treating physician must stipulate physical limitations to include the type and kinds of tasks and/or functions the employee is capable of performing or *cannot* perform.
  - 5.2.11.3. The employee agrees to immediately inform NCFPD of tasks that may further injure, aggravate or exacerbate their present injury or illness.
  - 5.2.11.4. The task agreement shall also include the Program Manager's name, Immediate Supervisor, station assignment, work week, and hourly schedule.
  - 5.2.11.5. A description of the task(s) that the employee will be required to perform, the estimated hours/days it will take to complete the task/project, and to the extent possible, the estimated "return to work" date.
  - 5.2.11.6. The employee must read, understand and acknowledge the conditions and



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### LIMITED LIGHT DUTY

terms of the task agreement and agree to be bound by the contents therein.

#### 5.3. CONDITIONS OF ASSIGNMENT:

5.4. Each employee, while on limited duty, will be assigned a supervisor. A limited duty work agreement will be developed.

5.5. Employees assigned limited duty may have the option to work the prescribed NCFPD administrative work schedule or their 48/96 shift schedule with the following parameters:

5.5.1. Personnel on light duty could work as a BC Aid assigned to their respective 48/96 shift schedule for up to 30 days, if work restrictions permit. After the 30 day period, the Fire Chief or designee will re-evaluate the light duty assignment based on District needs. The Fire Chief or their designee shall make all work assignments based on the operational and administrative needs of the organization. If the employee's 48/96 shift schedule lands on a day of normal District operation (Monday – Thursday) the employee will report to Fire Admin for normal business hours (0800-1700) and then move to the Fire Station where the Battalion Chief is located and serve as the BC Aid until the end of shift and so on. If the employee's 48/96 shift schedule lands on a Friday, administrative holiday or weekend, the employee will report to the Fire Station where the Battalion Chief is located and serve as the BC Aid for the duration of the 48 hour shift.

5.5.2. . Other work weeks may be assigned to accommodate the District's or the employee's need. The Fire Chief or designee shall approve all work assignments.

5.6. Limited duty shall not exceed 365 cumulative calendar days per injury. The District must reclassify the employee or evaluate employment status with NCFPD at the conclusion of one year.

With the exception of industrial injury doctor's appointments, employees assigned to light duty are responsible for using accrued leave for any absences.

5.7. Absence from the work site, for any reason, shall have prior approval from the employee's supervisor or program manager. Prior to returning to full duty status, the treating physician shall ensure that the employee can comply with the essential physical functions of the job description.

# North County Fire



## MONTHLY OPERATIONS ACTIVITY REPORT:

**Dec 2023**

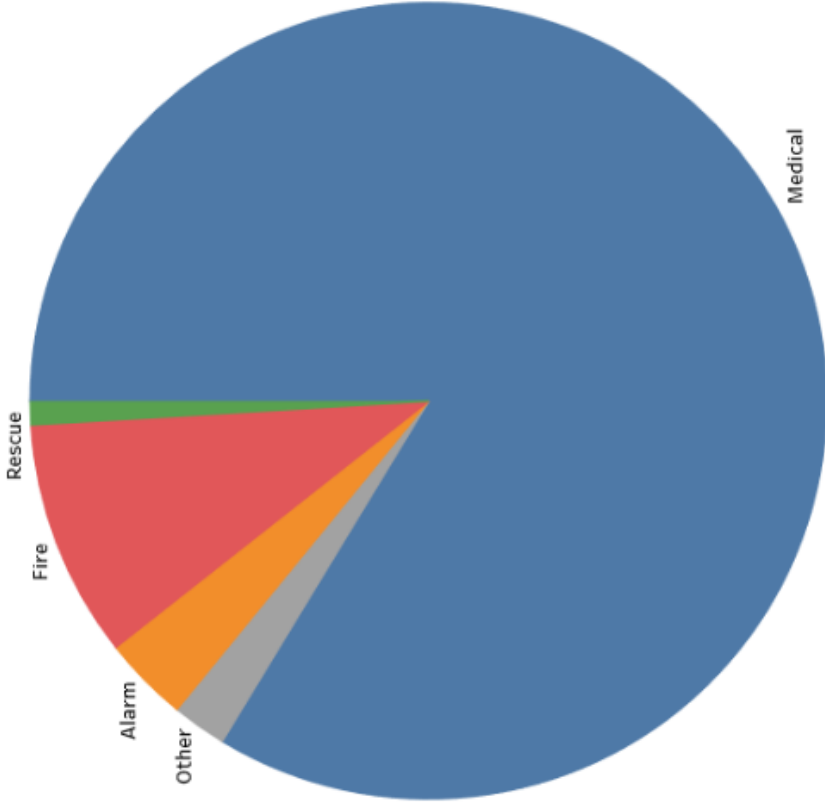
# Assigned Incidents

Assigned Incidents for NORTH COUNTY FPD  
December 2023

Agency  
NORTH COUNTY FPD

Month and Year  
December 2023

Medical	528 incidents / 83.68%
Fire	61 incidents / 9.67%
Alarm	22 incidents / 3.49%
Rescue	6 incidents / 0.95%
Other	14 incidents / 2.22%
Grand Total	631 incidents / 100.00%



Problem Category

- Medical
- Other
- Alarm
- Fire
- Rescue

**Total incidents year to date:**  
**Dec 2022: 7,009**  
**Dec 2023: 7,439**

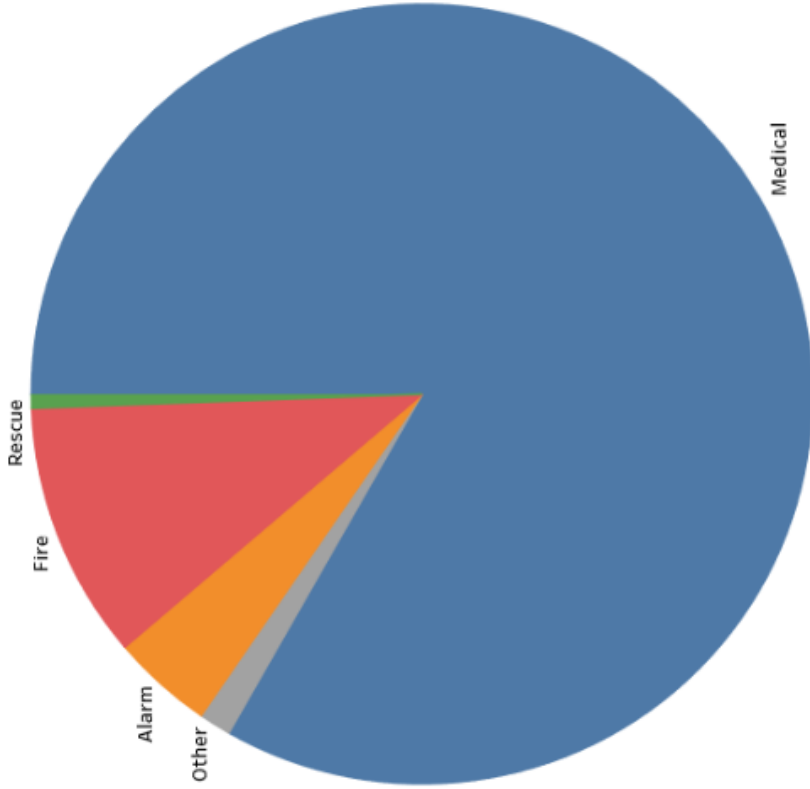


# Incidents in Jurisdiction

Incidents in NORTH COUNTY FPD Jurisdiction  
December 2023

Jurisdiction	NORTH COUNTY FPD
Month and Year	December 2023

Medical	437 incidents / 83.24%
Fire	56 incidents / 10.67%
Alarm	22 incidents / 4.19%
Rescue	3 incidents / 0.57%
Other	7 incidents / 1.33%
Grand Total	525 incidents / 100.00%



Problem Category

- Medical
- Other
- Alarm
- Fire
- Rescue

**Total incidents year to date:**  
**Dec 2022: 6,038**  
**Dec 2023: 6,307**



# Turnout Time

(Time of station notification to responding)

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

Shift	Unit Name	December	Shift	Unit Name	December	Shift	Unit Name	December
A-SHIFT	B111	0:00:49 (9)	B-SHIFT	B111	0:00:16 (3)	C-SHIFT	B111	0:01:11 (4)
	E111	0:01:37 (43)		E111	0:01:40 (51)		E111	0:01:27 (72)
	E112	0:01:51 (26)		E112	0:01:27 (23)		E112	0:01:43 (36)
	E113	0:01:15 (16)		E113	0:01:36 (19)		E113	0:01:22 (11)
	E114	0:02:05 (37)		E114	0:01:34 (21)		E114	0:01:36 (32)
	E115	0:00:57 (21)		E115	0:01:27 (20)		E115	0:01:25 (29)
	M111	0:01:41 (47)		M111	0:01:43 (48)		M111	0:01:37 (54)
	M114	0:02:00 (33)		M114	0:01:30 (36)		M114	0:01:43 (36)
	M115	0:01:26 (17)		M115	0:01:28 (22)		M115	0:01:20 (40)
	RA111	0:01:12 (3)		RA111	0:00:24 (1)		RA111	0:01:35 (5)
	RA115	0:00:08 (1)		RA114	0:01:03 (8)		RA115	0:01:17 (4)
				RA115	0:00:58 (5)			



# Aid Given/Received

Aid Given by NORTH COUNTY FPD  
December 2023 : Incident Count

Jurisdiction (group)	19
CAL FIRE	
CAMP PENDLETON	
CARLSBAD FD	
ENC / SOL / DMR FD	1
ESCONDIDO FD	
HEARTLAND	
NORTH COUNTY FPD	
OCEANSIDE FD	60
PALA FD	1
PAUMA FD	
RANCHO SANTA FE FPD	
RINCON FD	
SAN DIEGO FD	
SAN MARCOS FD	1
SAN PASQUAL RESV FD	
VALLEY CENTER FPD	9
VISTA FD	14
<b>Grand Total</b>	<b>105</b>

Aid Received by NORTH COUNTY FPD  
December 2023 : Incident Count

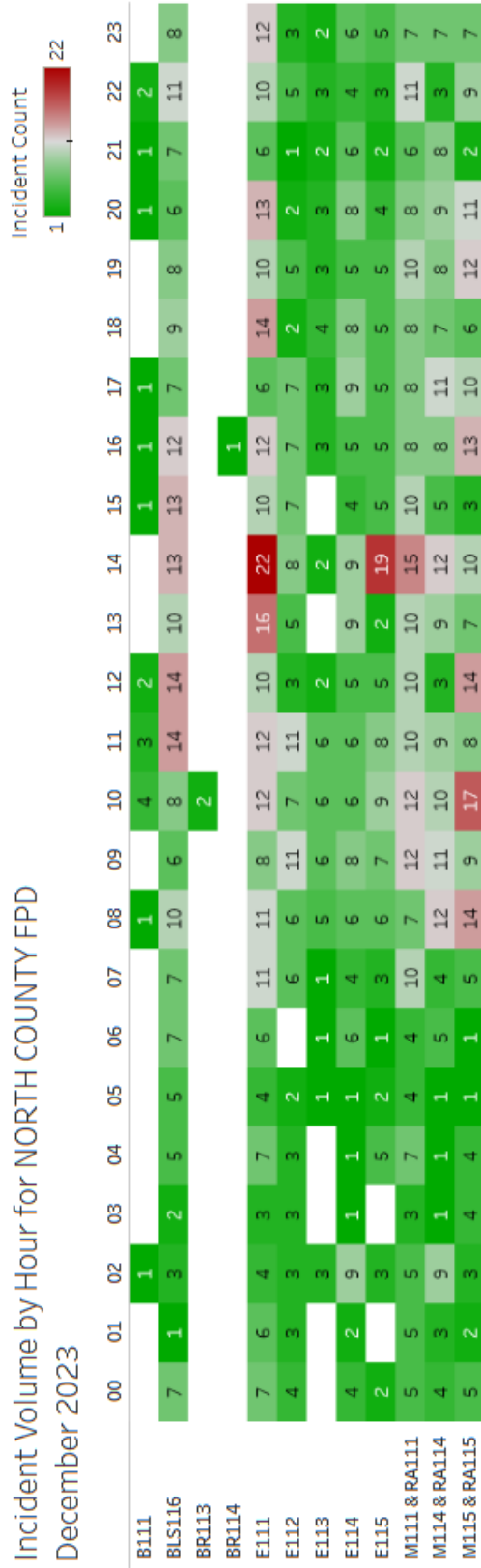
Home Jurisdiction	16
CAL FIRE	
CAMP PENDLETON	5
CARLSBAD FD	
ENC / SOL / DMR FD	1
ESCONDIDO FD	
NORTH COUNTY FPD	
OCEANSIDE FD	9
PALA FD	22
PAUMA FD	
RANCHO SANTA FE FPD	3
RINCON FD	
SAN DIEGO FD	2
SAN MARCOS FD	
SAN PASQUAL RESV FD	
VALLEY CENTER FPD	
VISTA FD	30
<b>Grand Total</b>	<b>88</b>

Incidents within jurisdiction to which outside units were sorted by home jurisdiction



# Incident Volume by Hour

Incident Volume by Hour for NORTH COUNTY FPD  
December 2023



Count of ID broken down by Time Assigned Hour vs. Unit Name.





# Incidents by Unit

Incidents by Unit for NORTH COUNTY FPD  
December 2023

<b>Ambulance</b>	BLS116	193
	M111 & RA111	195
	M114 & RA114	160
	M115 & RA115	177
	<b>Total</b>	<b>725</b>
<b>Brush</b>	BR113	2
	BR114	1
	<b>Total</b>	<b>3</b>
<b>Engine / Truck</b>	E111	232
	E112	114
	E113	56
	E114	132
	E115	111
	<b>Total</b>	<b>610</b>
<b>Other Units</b>	B111	18
	<b>Total</b>	<b>18</b>
<b>Grand Total</b>		<b>963</b>

Count of Distinct Time Assigned broken down  
by Apparatus Type and Unit Name.

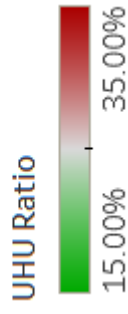


# Ambulance Unit Hour Utilization

Monthly Unit Hour Utilization for  
NORTH COUNTY FPD

December 2023	BLS116	24.30%
	M111 & RA111	31.13%
	M114 & RA114	23.04%
	M115 & RA115	27.31%

Vehicle Type  
Ambulance



UHU percentages are calculated only for completed months/years. The current month/year will not show a correct value. Time Committed is calculated by Time Call Cleared minus Time Assigned.



# Transports

NORTH COUNTY FPD  
Transports  
December 2023

Name	#
BLS116	109
M111	107
M114	81
M115	86
RA111	8
RA114	7
RA115	13
<b>Grand Total</b>	<b>411</b>

NORTH COUNTY FPD Transport Destinations  
December 2023

Destinations	F
TEMECULA VALLEY HOSPITAL	151
PALOMAR HOSPITAL	112
TRI CITY MEDICAL CENTER (TCMC)	85
KAISER SAN MARCOS MEDICAL CENTER	29
SCRIPPS ENCINITAS HOSPITAL	17
RANCHO SPRINGS HOSP.	6
MCP NAVAL HOSPITAL	4
CHILDRENS HOSPITAL	4
UCSD THORNTON	2
SCRIPPS HOSPITAL LA JOLLA	1
<b>Grand Total</b>	<b>411</b>

These two tables display a distinct count of ID broken down by Destination. Only transports which arrive at a destination are counted.



# Health & Safety

Injuries &  
Illness

**0** Injuries

Accidents

**1** vehicle



# Social Media Metrics

	Dec
Instagram Followers	3,772
Facebook Followers	9,243
X (formally known as Twitter) Followers	19.1k
Post Reach Instagram	-3.70%
Post Reach Facebook	65.20%
Audience Growth Instagram	0
Audience Growth Facebook	0
Audience Growth X (formally known as Twitter)	0
Engagement rate Instagram	1.60%
Engagement rate Facebook	11.30%
Engagement rate X (formally known as Twitter)	26.70%

Top performing posts:

- Our best performing post for the month of December was the Reche Road Structure Fire.
- On Facebook we reached 9,869 people and received 136 interactions (like, shares, comments) which is higher than usual.



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NORTH COUNTY FIRE  
PROTECTION DISTRICT

STAFF REPORT

**TO:** BOARD OF DIRECTORS

**FROM:** CHIEF MCREYNOLDS & KRISTEN STEINKE, GENERAL COUNSEL

**DATE:** JANUARY 23, 2024

**SUBJECT:** WAIVE THE FULL TEXT READING OF ALL ORDINANCES

**Recommendation:** Waive the full text reading of all ordinances included in this agenda. Ordinances shall be introduced and adopted by title only.

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# NORTH COUNTY FIRE PROTECTION DISTRICT STAFF REPORT

**TO:** BOARD OF DIRECTORS  
**FROM:** OPERATIONS/EMS DIVISION  
**DATE:** JANUARY 23, 2024  
**SUBJECT:** CUSTOMER SATISFACTION SURVEY PROGRAM – 2023 FOURTH QUARTER RESULTS

## CONSENT AGENDA

### RECOMMENDATION:

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

### BACKGROUND:

This report focuses on two areas, direct feedback based on surveys sent to patients transported by North County Fire and our Service/Sympathy card program. The distribution of the survey is based on the 2023 Payer Class percentages according to our ambulance billing company, Wittman Enterprises. This quarter’s customer satisfaction results incorporate surveys received from October 1<sup>st</sup>, 2023 through December 30<sup>th</sup>, 2023. The following is a listing of the type and number of individual payer classes that are randomly mailed surveys on a monthly basis.

#### 2023 Payer Class

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

### DISCUSSION:

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

**Customer Satisfaction Survey Program**

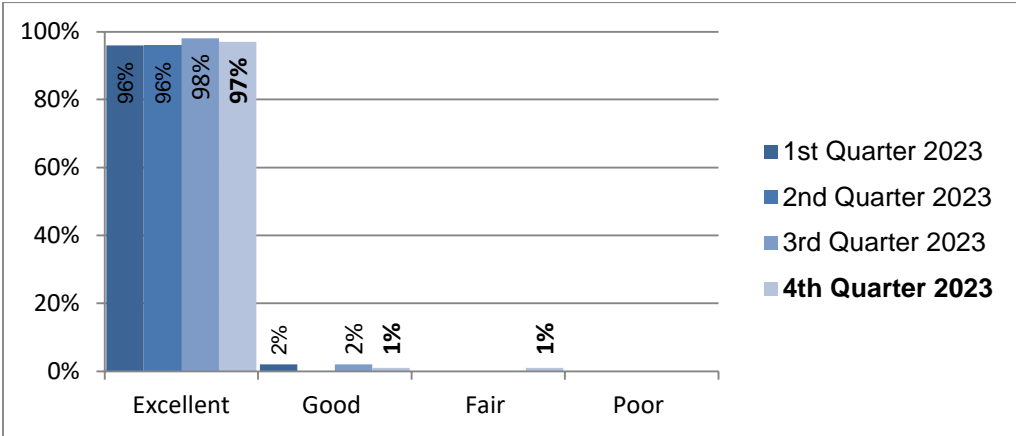
Tuesday, January 23<sup>rd</sup>, 2024

Page 2 of 3

The first section of the *Satisfaction Survey Form* evaluates the customer’s overall satisfaction with our service by rating it from “Excellent” to “Poor.” The second section of the form allows the customer to provide comments on their perception of the service they received. This quarter 300 surveys were mailed, and 78 surveys were returned (26%).

Ninety seven percent (97%), or 76, of the surveys returned indicated “excellent” customer satisfaction as indicated on the chart below:

**2022-2023 Customer Satisfaction Results**



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

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

**SERVICE/SYMPATHY CARD PROGRAM:**

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

**Customer Satisfaction Survey Program**

**Tuesday, January 23<sup>rd</sup>, 2024**

**Page 3 of 3**

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

	<b>“A” CREW</b>	<b>“B” CREW</b>	<b>“C” CREW</b>	<b>TOTAL</b>
<b>4<sup>TH</sup> Q 2023</b>	<b>169</b>	<b>97</b>	<b>128</b>	<b>394</b>
3 <sup>RD</sup> Q 2023	168	187	269	624
2 <sup>ND</sup> Q 2023	304	244	286	834
1 <sup>ST</sup> Q 2023	191	171	132	494

The above numbers represent 43% of total cards sent by A Shift, 25% of total cards sent by B Shift and 32% of total cards sent by C Shift.

**FISCAL ANALYSIS:**

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

**SUMMARY:**

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



**North County Fire Protection District**  
 Customer Satisfaction Survey  
 Fourth Quarter 2023  
 October- November  
 Attachment A



Y Intake Number	Date Received	Follow Up	Customer Comments
23-4-01	10/10/23		Great response. Good People.
23-4-02	10/2/2023		The North County Fire Protection Crew was outstanding!
23-4-03	10/3/2023		My wife had fallen, getting out of bed and I could not get her up. I called 911 and your crew arrived in a little over 5-7 minutes they were very professional and after checking her vital signs, recommended (due to high BP and low pulse rate) taking her to TVH- which they did. I was very pleased with their professionalism and service- well done!
23-4-04	10/4/2023		Everyone I encountered was beyond friendly and professional! Especially in the ambulance ride. I can't thank my EMT's enough for helping me and for all the people they help before and after me! Thank you all! And thanks for the card!
23-4-05	10/5/2023		Excellent.
23-4-06	10/5/2023		Excellent.
23-4-07	10/6/2023		Excellent.
23-4-08	10/10/23		Very professional, knowledgeable and above all caring!
23-4-09	10/17/2023		They are good took me care.
23-4-10	10/19/2023		Excellent.
23-4-11	10/23/2023		I can't think of any suggestions for improvement as they preformed very well. I was injured in Walmart on my leg and it was bleeding profoundly so pressure was applied by Walmart staff and continued after the firemen arrived. I am on medication which contributed to the large flow of blood. When the bleeding stopped, the firemen transported me to Kaiser Medical Center (newly opened) because it was the closest to the store. I have M.S. and in the past I have been taken by paramedics to address the pandemic. They are polite and eager to help. Thank you for your survey but I have no improvements to report.
23-4-12	10/27/2023		No suggestions.
23-4-13	10/27/2023		The paramedics & fire truck arrived in less than 5 minutes. They took great care of Ruth and they answered all my questions. I couldn't be more please with their professional attitude. Thank you.
23-4-14	10/28/2023		Excellent.
23-4-15	10/28/2023		Excellent service, quick, effective, and got me to Palomar Hospital in my time of need. All fire personnel were amazing and caring.
23-4-16	10/30/2023		Excellent.
23-4-17	10/30/2023		You are "The Best". Thank you!
23-4-18	10/30/2023		Excellent.
23-4-19	10/30/2023		Excelente.
23-4-20	11/4/2023		Great response. Good people.
23-4-21	10/30/2023		Very professional and courteous.



**North County Fire Protection District**  
 Customer Satisfaction Survey  
 Fourth Quarter 2023  
 October- November  
 Attachment A



Y Intake Number	Date Received	Follow Up	Customer Comments
23-4-22	10/31/2023		Everything was great!!! God Bless You
23-4-23	10/31/2023		Great for the help we got. My wife got great help.
23-4-24	10/31/2023		All contact with these employees has been absolutely positive!! Beyond expectations, for both myself and my neighbor across the street who came to my house to call 911. No suggestions for improvement from me. All perfect in my estimation! Bless each and every on of you.
23-4-25	11/1/2023		I had to call 911 on two separate occasions, August 23 <sup>rd</sup> when my husband, he was having trouble breathing and August 25 <sup>th</sup> when I came home from work and he had passed away. The response time, the caring, thoughtfulness, patience and understanding at that difficult time was beyond words. We were treated with respect and like family. Knowing that our situation was just one of many difficult calls the crew had to go on, makes me feel so fortunate they are just a phone call away. I hope this gets forwarded to the crews that came to our house on those two occasions, and know that I am forever grateful for all they did for us.
23-4-26	11/1/2023		To all the wonderful EMT and medics at Station 4 A shift E114 Medic 114. Thank you for your service kind and caring men who helped me and saved my life!!
23-4-27	11/1/2023		We appreciate your response to our call. That goes to the medics who responded as well. Thanks a lot.
23-4-28	11/1/2023		Excellent.
23-4-29	11/7/2023		They were the very best! Keep up the great job and thank you for your service.
23-4-30	11/2/2023		The Firemen were extremely caring and compassionate towards me and my dad I really upset and scared they calmed me down. My dad is a retired fireman they treated him with respect and kindness.
23-4-31	11/2/2023		You have amazing professional paramedics who are truly caring and respectful.
23-4-32	11/3/2023		NCFPD emergency team are THE BEST! Thank you thank you thank you.
23-4-33	11/6/2023		They were efficient. Made an exam of her situation took good care of her. Transported her with care. Excellent service- very personable and explained the situation of what her condition was.
23-4-34	11/6/2023		Everyone was polite, efficient and informative. All in all a pleasant experience during a stressful time.
23-4-35	11/7/2023		Very professional, kind and compassionate care! Thank you very much!
23-4-36	11/13/2023		We have had to use them twice recently. Once on Sept 20 and once on Oct 17. We cannot praise them enough. They are quick to respond, (we live next door) professional, compassionate and competent. They guided us gently through the process. When they left, I knew my husband was in good hands.
23-4-37	11/13/2023		None- they responded quickly and provided exceptional professional services and transport. Thank you!
23-4-38	11/15/2023		I was in a state of shock when I was attacked by dogs. When the ambulance arrived the paramedics did everything to calm me, held my hand as I headed to the hospital. They took all vitals and all the other measures that were required. I am very grateful for their help under frightening. Circumstances.



**North County Fire Protection District**  
 Customer Satisfaction Survey  
 Fourth Quarter 2023  
 October- November  
 Attachment A



Y Intake Number	Date Received	Follow Up	Customer Comments
23-4-39	11/17/2023		<p>I would like to expand your request to show how much we appreciate your Fire Department/ EMT services. My wife and I moved to Fallbrook in 2008, while I remained employed at Boeing Defense Division in Long Beach, only commuting on the weekends to Fallbrook. Incident #1. In 2011 while at work in Long Beach I got a call from my wife. She had fell while outside doing yard work, broke her foot, ankle and fibula in 7 places. She was about 100 feet from our backyard. She drugged herself into the house and called me, I told to call 911, which she did and your team quickly arrived and took her to the Fallbrook Hospital. Job well done, I met her at the hospital 2 hours later coming from Long Beach. In 2019, I was invited to attend my granddaughters volleyball tournament at Manhattan Beach. My son came to the house to be with her during my absence. Around 2 am, my wife started experiencing extreme pain in her abdomen, she called 911, again your crew came quickly to her aid. I got called at 5 am about what was happening and came to the Temecula Hospital. The surgical doctor informed me that my wifes Superior Mesenteric Artery had been blocked and that her bowels were probably already dead. They told me that her liver, kidney and heart were all in distress. Her heart ejection factor was down to 10%. The doctor recommended hospice because due to multiple organs shutting down their was only a 10% chance of surviving an operation. I told them to operate, 10% chance was better than no chance. When they opened her up they discovered that her intestinal bowels, were indeed starting to die but still had some life left. They perform an SMA bypass and her intestinal bowels started going from gray to pink. She made it through. It took a lot of care afterwards but today her heart is back to a 55% ejection factor and doing very well. In this case, time was very critical dues to a blocked artery, so thanks to your team she survived. Incident #3. In 2023, I woke up in the middle of the night with severe stomach pain, I tried to alleviate it by walking around, laying down etc., to no avail. My wife called 911, again your crew quickly arrived they asked me a lot of questions trying to figure out what was wrong, but nothing worked. I told them to take me to the Temecula Hospital. The EMT team leader ask me several times if I was sure I wanted to be transported by ambulance to the hospital. Frankly I was in too much pain to make any decision, my wife told them, yes go by ambulance. Even after a bunch of ultrasound and CT exams the pain continued, finally the doctors gave me a lidocaine cocktail and the pain went away. As it turns out, there was not a life threatening issue but being 80 years old, one never knows. I will have to say after the ride in the ambulance when one is in pain, the ambulance needs a lot better shocks. As you can tell by this document, we really appreciate the service you provide, not only in fire protection but also in emergency services. Thanks, I could not breath and getting worse by the minutes. I was afraid for my husband to drive me to the hospital because I wasn't sure if we would make it in time. So we called 911 they asked a few questions and came very quickly. Very professional. Gave me a breathing treatment on the way. Brought me directly to the ER at Temecula Valley Hospital. It took them over 11 hours at the hospital to wear me off of 4L of O2. Very grateful! I am working with my doctors to prevent future events. There were delays in obtaining my rescue inhaler and home nebulizer both equipment and medicine- thank you so much!!</p>
23-4-40	11/25/2023		



**North County Fire Protection District**  
 Customer Satisfaction Survey  
 Fourth Quarter 2023  
 October- November  
 Attachment A



Y Intake Number	Date Received	Follow Up	Customer Comments
23-4-41	11/25/2023		I don't know from when this service was but I know they provided great service just as they always do very nice honest and courteous great job guys.
23-4-42	11/27/2023		Arrived on scene very quickly, stabilized broken arm, transported – professional. Not so good for TEM VALLEY Hospital. Very long waits (expected in ER), painful stretching of broken arm not supported by XRAY, and very slipshod bandaging of lacerations which had to be redone the next day in Dr. office.
23-4-43	11/27/2023		Excellent. Thank you.
23-4-44	11/27/2023		Excellent. Thank you.
23-4-45	11/27/2023		Excellent. Thank you.
23-4-46	11/27/2023		Excellent.
23-4-47	11/27/2023		Doing fine- keep it up!!
23-4-48	11/27/2023		This has been my only experience with the Fire Dept. Thank you for your support.
23-4-49	11/27/2023		Wonderful Service.
23-4-50	11/28/2023		Outstanding performance by super knowledgeable, professional team. My wife was seriously ill and the care and attention to her condition was so quick and effective it gave me such a sense of relief to see real "pros" at work. Thank you.
23-4-51	11/28/2023		The fella's were prompt, asked the right questions, got right to work! They are the best!
23-4-52	11/28/2023		I would like to express my gratitude for the men that helped me in my time of a accident. The men were knowledgeable in handling broken limbs, careful in execution out of house to ambulance and drive to hospital. They should be proud to be called part of the Fallbrook Fire Dept!
23-4-53	11/30/2023		Excellent.
23-4-54	11/30/2023		Always polite and display concern for my well being.
23-4-55	11/30/2023		I want to thank you all for the quick response and help. I fractured my back but am able to move around. All of the responders were a great help to me. Thank you again aloha.
23-4-56	11/30/2023		The team at North County Fire are always great! You guys always arrive quickly and are very kind and understanding! We are very fortunate. To have you so close by and I know we will be well taken care of!
23-4-57	12/4/2023		Excellent.
23-4-58	12/4/2023		I just want to say that the service and help from everybody was great thank you.
23-4-59	12/4/2023		Response was fast and the men were professional and caring. I appreciate the training that they received.
23-4-60	12/4/2023		I was impressed with the quick response. All the gentlemen were professional and caring. I felt safe and well cared for.



**North County Fire Protection District**  
 Customer Satisfaction Survey  
 Fourth Quarter 2023  
 October- November  
 Attachment A



Y Intake Number	Date Received	Follow Up	Customer Comments
23-4-61	12/7/2023		On approximately Monday October 25 <sup>th</sup> midday my mother tripped at the Fallbrook Post Office sidewalk. She is 102 years old. She was suddenly in a lot of pain. A nurse, who happened to be nearby going into the post office, said I must call 911. I called 911. Your people came quickly I am happy with their speed and professionalism. My mother said your people did a great job. The ambulance took her to Palomar Hospital. She broke her right femur. Thank you for your great service.
23-4-62	12/8/2023		All good.
23-4-63	12/12/2023		I am extremely satisfied with the care this incident received from you wonderful EMT employees as usual. Thank you all!
23-4-64	12/13/2023		Excellent.
23-4-65	12/18/2023		Was in the middle of a heart attack but I remember everything was great.
23-4-66	12/20/2023		Excelente.
23-4-67	12/20/2023		It took an hour to get from Fallbrook to Temecula Hospital when I was in a diabetic coma. Also their was no provision for urination as I was be intravenously hydrated. The best they could provide was a rag obviously used for other purposes.
23-4-68	12/26/2023		Excellent.
23-4-69	12/30/2023		Prompt response, kind, considerate, medically knowledgeable, caring, stayed in ER receiving until Dr. released. Great thanks.
23-4-70	12/30/2023		My 96-year-old mother fell in her bathroom. The fire department was very gentle with her. Her arm was broken but the fire department continued reassuring her in a very calming manner. My mother is still recovering but we all are appreciative of everything that was done to make her comfortable. Thank you.
23-4-71	12/30/2023		To whom it may concern: I am happy to say how kindly the men were who arrived on scene in the early morning hours of November 7 <sup>th</sup> , 2023. Every one of them were courteous, gentle and professional. They examined my appropriately and thoroughly with great care. Many questions were asked about how I ended up on the bathroom floor, about any pre-existing health issues, or drugs I may take. I was treated with kindness and respect. They listened attentively which gave me a measure of comfort. I was given a blanket for the ride to the hospital, as I was chilled. Overall, I am happy to know the first responders are caring and considerate workers. Thank you for all that is done in behalf of myself and my community. You are all greatly needed and appreciated. Thank you for taking your jobs seriously respectfully with Christian love, thank you!!
23-4-72	12/30/2023		All personnel were professional kind, efficient and highly skilled. I am extremely grateful that they are available when needed.
23-4-73	12/30/2023		The fire department has helped us several times in the last year. They are always courteous and efficient. I appreciate what they do and always in a timely manner.
23-4-74	12/30/2023		I was impressed with the way they kept me informed of my condition. Very professional!
23-4-75	12/30/2023		Polite and helpful. Quick response time.





North County Fire Protection District  
 Customer Satisfaction Survey  
 Fourth Quarter 2023  
 October- November  
 Attachment A



Y Intake Number	Date Received	Follow Up	Customer Comments
23-4-76	12/30/2023		They handled everything excellently. They were outstanding and I have no suggestions for improvement. Thank you! I appreciate the service.
23-4-77	12/30/2023		It was my 1 <sup>st</sup> experience with an ambulance I can't imagine the service could be better crew was 1 <sup>st</sup> class- thanks!
23-4-78	12/30/2023		They are superlative. I almost died but seemed fine then. The firefighters were calm, told me to go to hospital. I had a lacerated spleen and breaks in my vertebrae. I had surgery and was in ICU for 3 nights. (they wanted me to stay longer but they wouldn't let me eat and I was hungry after 4 days so was going to go AMA). The paramedics were incredible!! (ambulance) The firefighters came IMMEDIATELY. I didn't know the cross street on the freeway. They came. They got the key so my husband's care could be towed. (totalled) my husband is a retired firefighter. We are grateful to your firefighters and your dept.

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# NORTH COUNTY FIRE PROTECTION DISTRICT

## STAFF REPORT

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF McREYNOLDS  
**DATE:** JANUARY 23, 2024  
**SUBJECT:** ORGANIZATIONAL CHART REVISION

### **ACTION AGENDA**

#### **RECOMMENDATION:**

That the Board of Directors approve and adopt attachment "A" *Revised NCFPD Organizational Chart*.

#### **BACKGROUND:**

Periodically Staff revises our District's Organizational Chart for functionality to ensure the organization has memorialized the chain of command for various positions within the organization.

#### **DISCUSSION:**

The primary revision to this chart moves the Division Chief under the Fire Chief, which is appropriate due to the leadership position the Division Chief will have in the coming year on our expansive facility projects. Although the revision is minor, Staff has determined that the revised attached chart better aligns with authority and communication flow while keeping our Division lead span of control appropriate.

#### **FISCAL ANALYSIS:**

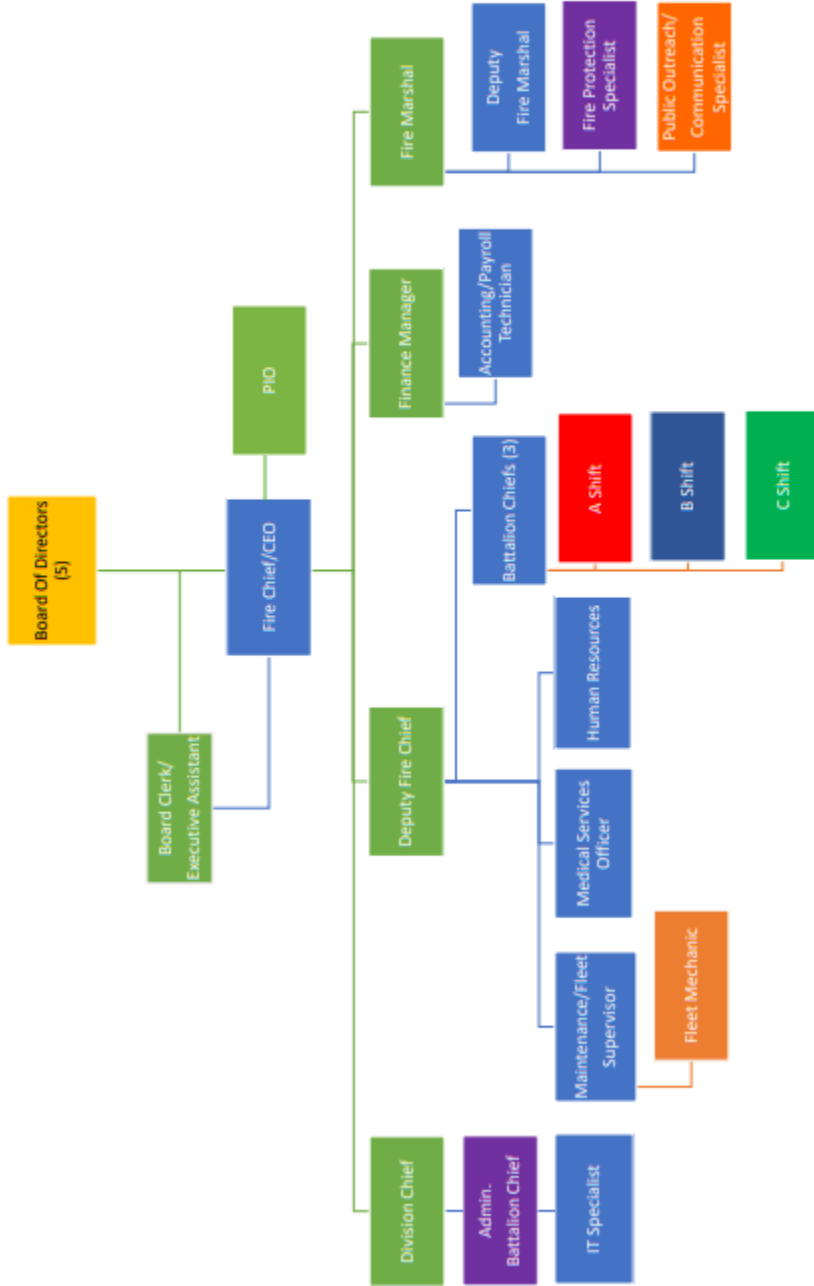
None.

#### **SUMMARY:**

The revised Organizational Chart will replace the current version in our District Policy and Procedure Manual. Any future revision to the Organizational Chart will be brought back before the Board of Directors for consideration.

ATTACHMENT "A"

**NORTH COUNTY FIRE PROTECTION DISTRICT**  
Organizational Chart





# NORTH COUNTY FIRE PROTECTION DISTRICT

## STAFF REPORT

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF McREYNOLDS AND D/C AUGUST  
**DATE:** JANUARY 23, 2024  
**SUBJECT:** EMERGENCY FACILITY ROOF REPAIR AND CALIFORNIA ENVIRONMENTAL QUALITY ACT EXEMPTION

### **ACTION AGENDA**

#### **RECOMMENDATION:**

That the Board adopt by a four-fifths vote Emergency Repair NCFPD Resolution 2024-01, which will address rain-related roof damage at NCF Fleet Service Building:

1. Authorizing and directing the Fire Chief to proceed with the emergency roof repairs and execute a construction contract, in a form acceptable to General Counsel, with *Sylvester Roofing Co. Inc.*, and *Cosmic Solar and Roofing* in a total amount not to exceed \$117,922.11 and
2. Find the project exempt from the California Environmental Quality Act pursuant to Section 15301(a) (existing facilities) of the State CEQA Guidelines.

#### **BACKGROUND:**

During the recent rain events, multiple leaks were discovered coming from the Shop and Fleet Service roof. As a result, water damage was noticed on the ceiling of the shop as well as damage to some shop equipment located on the shop floor. Through further investigation, the roof has multiple areas that need to be replaced to prevent further damage to the structure as well as any shop tools/equipment in the future.

Section 6.1 of the North County Fire Protection District Purchasing and Contracting Manual (Manual) provides that during emergencies, the procedures outlined in California Public Contract Code (PCC) §22050 shall be utilized instead of the rules found in Section 5.0 of the Manual when contracting for construction work. PCC §22050 authorizes public agencies to utilize special purchasing procedures when emergencies exist.

Pursuant to 6.3 of the Manual, the District Board may adopt a resolution by a four-fifths vote of all the members of the District Board, declaring that the public interest and necessity demand immediate expenditure of public money to safeguard life, health or property, and the District Board may expend any sum required in the emergency for the construction or completion of any building structure or improvement without submitting

***Adopt a Resolution for Emergency Repair -  
Shop and Fleet Services Roof  
January 23, 2024  
Page 2 of 3***

the expenditure to bid. As provided in PCC §22050(a)(1), in the case of an emergency, a public agency, pursuant to a four-fifths vote of its governing body, may repair, or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.

Pursuant to PCC §22050(a)(2), before a governing body takes any action on emergency purchasing, it shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency.

Accordingly, the District Board must adopt a Resolution by a four-fifths vote, making all necessary emergency findings, in order to proceed with the repairs without a competitive solicitation.

**ANALYSIS:**

The scope of work proposed for the emergency roof repair is as follows:

**Shop and Fleet Service Roof**

**Cosmic Solar and Roofing**

- Removal of solar system including panels, rails, and other hardware (excluding solar stanchion/mounts per roofer).
- Removal of solar equipment, storage on upper floor Upon roof completion.
- Reinstallation of system components testing, commissioning, and reenergizing of system.

**Sylvester Roofing Co. Inc.**

- OVERLAY-Induction Weld Fastened Single Ply .60mil TPO Roof membrane over Mechanically attached 1/2" Cover Board Over existing system (Title 24 compliant).
- Approx.8,300 Sq. ft. of Low Sloped roofing at (1) Building with walls to match existing.
- Prep existing system for an overlay.
- 1/2" Coverboard Installed Over existing system, fasten with Induction Weld Plates.
- .60 Mil TPO roof membrane Induction weld fastened, and Heat welded -Installed in accordance to FM 1-90 & ASCE 7 requirements.
- Fastening pattern to have 50% more at the perimeter and additional 50% at the building corners.
- All prefabricated Pipe flashing & corners supplied and Installed -Galvanized fasteners and plates at all termination points as required.

***Adopt a Resolution for Emergency Repair -  
Shop and Fleet Services Roof  
January 23, 2024  
Page 3 of 3***

- Perimeter and projection flashing details shall conform with manufactures warranty detail requirements with the use of 60Mil TPO to a height to match the existing site conditions.
- 1/8" alum. Termination bar at all exposed system termination & Stainless-Steel bands with compression seal at pipe penetrations -Provide owner with 20 year (NDL) Q.A. Warranty and maintenance agreement -Site plan, Prevailing Wages, Plywood substrate and Location considered -System shall be U.L. Class A Fire Rated and F.M. Approved.
- Cal OSHA compliance Safety Submittals will be provided upon LOI, with the following deliverables: Fall protection competent person certificates, OSHA 10 competent persons.

**CEQA:**

All the proposed emergency repair work has no potential to cause a direct physical change in the environment nor a reasonably foreseeable indirect physical change in the environment and is exempt under the California Environmental Quality Act pursuant to Section 15301(a) (existing facilities) of the State CEQA Guidelines.

**FISCAL ANALYSIS:**

The total cost for the emergency shop roof repairs is estimated not to exceed \$117,922.11.

*Syvester Roofing Co. Inc.* Estimated a total amount of \$113,422.11.

*Cosmic Solar and Roofing* estimated a total amount of \$4,500.00.

The District can accommodate the cost of these repairs through the *Facility and Grounds* account in the FY23/24 District budget.

**SUMMARY:**

Upon approval Staff will immediately execute a contract for the emergency roof repairs. With additional rainfall possible in the coming weeks, a high priority will be given to this project to ensure timely completion.

# NORTH COUNTY FIRE PROTECTION DISTRICT



## RESOLUTION 2024-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY  
FIRE PROTECTION DISTRICT AUTHORIZING EMERGENCY ROOF REPAIRS AT FIRE STATION  
#1 - 315 E. IVY ST., FALLBROOK CA 92028 AND FINDING THE PROJECT EXEMPT FROM THE  
CALIFORNIA ENVIRONMENTAL QUALITY ACT

**Whereas**, during recent rain events, roof damage was discovered on the Fire Station #1 shop roof. The damage has resulted in water leaking down through the attic spaces and into the interior of the buildings onto equipment and interior furnishings and fixtures;

**Whereas**, there is an emergency need to conduct roof repairs at Fire Station #1 - 315 E. Ivy St., Fallbrook CA 92028;

**Whereas**, Section 6.1 of the North County Fire Protection District Purchasing and Contracting Manual (Manual) provides that during emergencies, the procedures outlined in California Public Contract Code (PCC) §22050 shall be utilized instead of the rules found in Section 5.0 of the Manual when contracting for construction work;

**Whereas**, PCC §22050 authorizes public agencies to utilize special purchasing procedures when emergencies exist;

**Whereas**, pursuant to 6.3 of the Manual, the District Board may adopt a resolution by a four-fifths vote of all the members of the District Board, declaring that the public interest and necessity demand immediate expenditure of public money to safeguard life, health or property, and the District Board may expend any sum required in the emergency for the construction or completion of any building structure or improvement without submitting the expenditure to bid;

**Whereas**, as provided in PCC §22050(a)(1), in the case of an emergency, a public agency, pursuant to a four-fifths vote of its governing, may repair or replace a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts;

**Whereas**, pursuant to PCC §22050(a)(2), before a governing body takes any action on emergency purchasing, it shall make a finding, based on substantial evidence set forth in the minutes of its meeting, that the emergency will not permit a delay resulting from a competitive solicitation for bids, and that the action is necessary to respond to the emergency; and

**Whereas**, the District has received a quote from a reliable roofing contractor, Sylvester Roofing Co. Inc. and Cosmic Solar and Roofing to perform the emergency roof repairs at Fire Station 1, for a total not to exceed \$117,922.11, which is a fair and reasonable price.

**NOW, THEREFORE**, the Board of Directors of the North County Fire Protection District does resolve as follows:



1. That the above recitations are true and correct.
2. That the public interest and necessity demand immediate expenditure of public money to safeguard life, health or property, specifically to repair the roof at Fire Station #1 to protect interior equipment, fixtures and furnishings.
3. That the nature of the emergency and roof repairs needed are such that the emergency will not permit a delay resulting from a competitive solicitation for bids, and immediate action in the form of roof repairs is necessary to respond to the emergencies as both structural and electrical integrity was compromised during recent storms, and to prevent additional structural and electrical system damage to the buildings by future stormwater infiltration.
4. That the District Board authorizes and directs the Fire Chief to proceed with the emergency roof repairs at Fire Station #1 and to execute construction contracts, in a form acceptable to General Counsel, with Sylvester Roofing Co. Inc. and Cosmic Solar and Roofing in a total amount not to exceed \$113,422.11 for the Fire Station #1 repairs.
5. That the District Board finds and determines that all work covered by the construction contract set forth above has no potential to cause a direct physical change in the environment nor a reasonably foreseeable indirect physical change in the environment and this project is exempt under the California Environmental Quality Act pursuant to Section 15301(a) (existing facilities) of the State CEQA Guidelines.

**APPROVED, SIGNED AND ADOPTED** by the Board of Directors, North County Fire Protection District, County of San Diego, State of California, on this **23<sup>rd</sup> day of January 2024** by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

---

Ross Pike, Board President

**ATTEST:**

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of the Resolution duly and regularly adopted by the Board of Directors of the North County Fire Protection District thereof held on the **23<sup>rd</sup> day of January 2024**, and that the same now appears on record in my office.

**IN WITNESS THEREOF**, I hereunto set my hand and affixed by official seal this **23<sup>rd</sup> day of January 2024**.

---

Mavis Canpinar  
Board Clerk

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# NORTH COUNTY FIRE PROTECTION DISTRICT

## STAFF REPORT

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF MCREYNOLDS  
**DATE:** JANUARY 23, 2024  
**SUBJECT:** NCFPD ADMINISTRATION BUILDING RENOVATION CHANGE ORDER

### **ACTION AGENDA**

#### **RECOMMENDATION:**

That the Board approve a change order of \$50,000.00 for additional renovation work at the NCFPD Administration building.

#### **BACKGROUND:**

The renovation project at the NCFPD Administration building is progressing on schedule. The interior renovations should be completed by the end of January. The project now pivots to the exterior including extensive work to the parking lot area to include American with Disabilities Act (ADA) compliant parking stalls and storm drainage work.

#### **DISCUSSION:**

During a recent inspection of the parking lot by the asphalt contractor it was determined that the entire parking area should be “ground and overlaid” with 2” of new asphalt vs. simple patch-type repairs. The parking lot is in very poor condition with large sections of asphalt damaged and missing. The upgraded scope of work would include all the initial scope such as addressing the major drainage issues the property experiences during rain and adding the ADA compliant parking.

#### **FISCAL ANALYSIS:**

The added scope cost is estimated at \$43,029.00. Staff recommends adding \$50,000.00 to the project to account for any unforeseen overtures that may be encountered.

#### **SUMMARY:**

The renovation schedule would be extended by 14 days to accommodate the expanded scope with project completion scheduled for the end of January 2024. The expanded scope would ensure the parking lot is in prime condition to serve our employees and visitors for many years to come.

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# NORTH COUNTY FIRE PROTECTION DISTRICT

## STAFF REPORT

**TO:** BOARD OF DIRECTORS

**FROM:** FIRE MARSHAL FIERI AND CHIEF McREYNOLDS

**DATE:** JANUARY 23, 2024

**SUBJECT:** SECOND READING FOR ADOPTION OF ORDINANCE 2023-01  
WITH ASSOCIATED FEE SCHEDULE AND POLICY

### **ACTION AGENDA**

#### **RECOMMENDATION:**

1. That the Board of Directors hold the Public Hearing for the second reading of NCFPD Ordinance 2023-01 with revised Community Risk Reduction/Standby Fee Schedule.
2. That the Board of Directors approve the adoption of NCFPD Ordinance 2023-01 with revised Community Risk Reduction/Standby Fee Schedule and revised NCFPD Policy Section 218.11, *Fire Prevention Fees* (Exhibit A).

#### **BACKGROUND:**

At its meeting on December 12, 2023, the Board of the North County Fire Protection District conducted the first reading and introduced Ordinance 2023-01 with revised Community Risk Reduction/Standby Fee Schedule. The Ordinance was adopted by a unanimous vote of the Board.

This agenda item continues the ordinance adoption process by recommending the second reading, by title only, of Ordinance 2023-01. If adopted, the Ordinance will take effect in thirty (30) days.

Each year, Community Risk Reduction/Standby related fees charged through our District are evaluated to ensure that they accurately reflect incurred costs for providing services. If adjustments to the fee schedule are deemed appropriate, revisions are made and brought to the Board for consideration through an ordinance revision.

#### **DISCUSSION:**

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

***Second Reading for Adoption of Ordinance 2023-01 with Associated Fee Schedule and Policy***  
***January 23, 2024***  
***Page 2 of 2***

the costs incurred by the District will ensure the District is recovering costs of providing these services. The District policy related to the fee schedule was also in need of revision.

**FISCAL ANALYSIS:** See Appendices A, B, & C attached to NCFPD Ordinance 2023-01.

**SUMMARY:**

The adoption of NCFPD Ordinance 2023-01 and the associated fee schedule will allow the District to more accurately recover actual expenses related to services. Once the ordinance is approved the associated fee schedule will take effect in thirty days.



# NORTH COUNTY FIRE PROTECTION DISTRICT

## ORDINANCE NO. 2023-01

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, COUNTY OF SAN DIEGO, CALIFORNIA, ESTABLISHING A SCHEDULE OF FIRE PREVENTION SERVICES AND ACTUAL FEES AND ESTABLISHING STAND-BY FEES FOR CERTAIN PUBLIC EVENTS AND REPEALING FIRE PREVENTION FEE ORDINANCE 2020-01

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

**ARTICLE II.** The North County Fire Protection District is charged with the responsibility of providing fire, rescue and emergency medical services pursuant to California Code of Regulations, Title 19, Division 1, §1.11.2.

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

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

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

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

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



# NORTH COUNTY FIRE PROTECTION DISTRICT

## ORDINANCE NO. 2023-01

AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, COUNTY OF SAN DIEGO, CALIFORNIA, ESTABLISHING A SCHEDULE OF FIRE PREVENTION SERVICES AND ACTUAL FEES AND ESTABLISHING STAND-BY FEES FOR CERTAIN PUBLIC EVENTS AND REPEALING FIRE PREVENTION FEE ORDINANCE 2020-01

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

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

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

**ARTICLE XI.** The Board of Directors of the North County Fire Protection District does hereby approve the adoption of the attached Schedule of Services and Fees therefore to become effective **thirty (30) days from the date of its adoption.** This Ordinance shall be published according to law.

**ARTICLE XII.** Ordinance 2020-01 is hereby repealed and replaced by Ordinance 2023-01.

**APPROVED, ADOPTED AND SIGNED** by the Board of Directors of the North County Fire Protection District, County of San Diego, State of California, on this **23<sup>rd</sup> day of January 2024,** by the following **Roll Call Vote:**

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**RECUSED:**

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Ross Pike, Board President





# NORTH COUNTY FIRE PROTECTION DISTRICT

## ORDINANCE NO. 2023-01

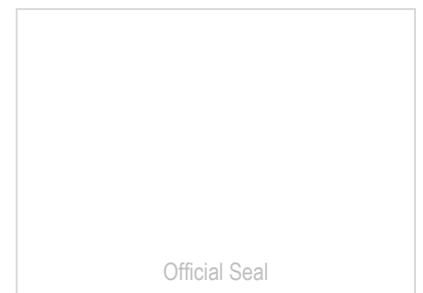
AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, COUNTY OF SAN DIEGO, CALIFORNIA, ESTABLISHING A SCHEDULE OF FIRE PREVENTION SERVICES AND ACTUAL FEES AND ESTABLISHING STAND-BY FEES FOR CERTAIN PUBLIC EVENTS AND REPEALING FIRE PREVENTION FEE ORDINANCE 2020-01

**ATTEST:**

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of the Ordinance duly and regularly adopted by the Board of Directors of the North County Fire Protection District thereof held on the **23<sup>rd</sup> day of January 2024**, and that the same now appears on record in my office.

**IN WITNESS THEREOF**, I hereunto set my hand and affixed by official seal this **23<sup>rd</sup> day of January 2024**.

\_\_\_\_\_  
Mavis Canpinar  
Board Clerk



Official Seal



# NORTH COUNTY FIRE PROTECTION DISTRICT



January 23, 2024

## PLAN REVIEW, CONSTRUCTION and SERVICE FEES

DEVELOPMENT PLAN REVIEW (Includes plan review & written response if applicable)		FEE DESCRIPTION	Aver. Rev. Insp. & Travel Time (in hrs.)	Current Total Fee	Revised Rates	Percent increase
1	Service Letter for TPM/Minor Subdivision (5 Parcels or Less)	Review of access, water supply, clearance & fire code requirements for subdivisions. Includes standard condition letter.	2.25	\$ 421.00	\$ 613.00	45.6%
2	Service Letter for TM/Major Subdivision (6 Parcels or More)	Review of access, water supply, clearance & fire code requirements for subdivisions.	2.75	\$ 514.00	\$ 750.00	45.9%
3	TPM or Minor Subdivision Service Letter Renewal	Review of access, water supply, clearance & fire code requirements for subdivisions.	1.25	\$ 234.00	\$ 341.00	45.7%
4	TM or Major Subdivision Service Letter Renewal	Review of access, water supply, clearance & fire code requirements for subdivisions.	1.75	\$ 327.00	\$ 477.00	45.9%
5	Final Map/Mylar Review	Review of access, water supply, clearance & fire code requirements for subdivisions. Includes standard condition letter.	1.25	\$ 234.00	\$ 341.00	45.7%
6	Release of Map Covenants	Site inspection and written confirmation of installation of covenanted improvements.	1.75	\$ 327.00	\$ 477.00	45.9%
7	Cellular Sites	Review of access, water supply and fire code compliance.	2.25	\$ 427.00	\$ 620.00	45.2%
8	Major Use Permit (P or MUP) or Site Plan (S or STP)	Review of plan for access, water supply, clearance and fire code requirements for a MUP or STP.	2.25	\$ 421.00	\$ 613.00	45.6%
9	Fire Protection plans or Environmental Review: Mitigated Negative Declaration	Review & comment of project's fire impacts & proposed mitigation.	3.50	\$ 661.00	\$ 960.00	45.2%
10	Fire Protection Plans TPM Letter Review (no mitigation)	Review and comment on project's fire impacts. Small project with no mitigating factors or findings.	2.00	\$ 374.00	\$ 545.00	45.7%
11	Light Grading Plan	Review of access, building setback, and water supply requirements.	1.75	\$ 327.00	\$ 477.00	45.9%
12	Administrative (AD), Variance (VAR), Vacation Review (VAC), or Zoning (ZAP)	Review of access, water supply and fire code compliance for zoning (ZAP), variance (VAR) and vacation (VAC) requests.	1.75	\$ 327.00	\$ 477.00	45.9%
13	Improvement Plans Planned Residential Development (PRD)	Review of roadway, turnaround, building setback, access, and water supply requirements.	2.00	\$ 374.00	\$ 545.00	45.7%
14	Remote Water Meter	Review of accessibility to parcel, water supply requirements, and future subdivision.	1.75	\$ 333.00	\$ 483.00	45.0%
15	Site Plan Review (single occupancy)-Conceptual/Consultation	Conceptual review of site plan for access, water supply, clearance and fire code requirements for a single occupancy.	2.00	\$ 374.00	\$ 545.00	45.7%
16	Code Appeal/Alternative Materials & Methods Request	Review of stipulated code conditions and proposed mitigation/compare to industry standards & mitigation strategies.	1.50	\$ 280.00	\$ 409.00	46.1%
18	Gate Plans	Review gate plans for code requirements and (1) inspection.	1.00	\$ 135.00	\$ 207.00	53.3%

PLAN REVIEW, CONSTRUCTION and SERVICE FEES						
DEVELOPMENT PLAN REVIEW (Includes plan review & written response if applicable)	FEE DESCRIPTION	Aver. Rev. Insp. & Travel Time (in hrs.)	Total Fee	Revised Rates	Percent increase	
19 Grading Plan Submittal	Grading plan submittal.	1.75	\$ 333.00	\$ 483.00	45.0%	
20 Grading Plan Re-Submittal	Second grading plan submittal and all subsequent re-submittals.	0.50	\$ 93.00	\$ 136.00	46.2%	
21 New Residential Construction or Room Addition > 50% Remodel	Review of plans for fire & building code compliance for new residential construction and 1 field inspection each (site, rough & final).	3.25	\$ 423.00	\$ 659.00	55.8%	
22 Residential Plan Re-submittal - New or Remodel	Second residential plan submittal and all subsequent re-submittals/stamp transfer.	1.00	\$ 128.00	\$ 201.00	57.0%	
23 Residential Building Plans (PRD), Each Additional Unit	Review of site plan for fire & building code compliance for new construction and 1 field inspection each (rough & final).	2.25	\$ 295.00	\$ 458.00	55.3%	
24 Room addition or Tenant Improvement < 50% Remodel Without Sprinklers	Review of plans for fire & building code compliance for new construction and 1 field inspection each (site & final).	2.25	\$ 295.00	\$ 458.00	55.3%	
25 Barns and Outbuildings (Garages)	Review of plans for fire & building code compliance for new construction and 1 field inspection each (site & final).	2.75	\$ 359.00	\$ 558.00	55.4%	
26 Commercial Building Plans	Review of plans for fire & building code compliance for new commercial construction and 1 field inspection each (site & final).	4.50	\$ 847.00	\$ 1,029.00	21.5%	
27 Commercial TI > 2000 sq.ft. and/or >50% Major Improvements	Review of plans for remodels or additions to commercial buildings with major improvements or change of occupancy classification.	3.75	\$ 707.00	\$ 1,029.00	45.5%	
28 Commercial TI < 2000 sq. ft. Minor Improvements	Review of plans for commercial remodels w/ minor improvements. No change of occupancy classification.	2.25	\$ 427.00	\$ 620.00	45.2%	
29 Solar Commercial Plan Submittal	Review of plans for commercial solar photovoltaic systems.	2.25	\$ 421.00	\$ 613.00	45.6%	
30 Solar/Other <10KW	Review of required plan checks for misc. solar photovoltaic installations.	1.75	\$ 231.00	\$ 358.00	55.0%	
31 Commercial Plan Re-Submittal	Second plan submittal and all subsequent re-submittals.	2.00	\$ 374.00	\$ 545.00	45.7%	

Appendix A

PLAN REVIEW, CONSTRUCTION and SERVICE FEES						
DEVELOPMENT PLAN REVIEW (Includes plan review & written response if applicable)	FEE DESCRIPTION	Aver. Rev. Insp. & Travel Time (in hrs.)	Total Fee	Revised Rates	Percent increase	
32 Residential Fire Sprinkler Plans - 13D or 13R	Plan review of residential fire sprinkler system 13-D one or two family dwelling and 1 field inspection each (rough & final).	2.25	\$ 295.00	\$ 458.00	55.3%	
33 Residential Fire Sprinkler Plans - PRD; Each Additional Unit	Plan review of residential fire sprinkler system 13-D one or two family dwelling and 1 field inspection each (rough & final).	1.75	\$ 231.00	\$ 358.00	55.0%	
34 Residential Fire Sprinkler Plan Re-Submittal	Second residential plan submittal and all subsequent re-submittals/stamp transfer.	0.75	\$ 96.00	\$ 150.00	56.3%	
35 Commercial Fire Sprinkler System	Plan approval of commercial sprinkler system and 1 field inspection each (rough & final). Plan review conducted by independent engineer at an additional cost.	4.25	\$ 801.00	\$ 1,165.00	45.4%	
36 Underground Sprinkler System Plans	Plan approval of underground supply to sprinkler system and 1 field inspection. Plan review conducted by independent engineer at an additional cost.	2.25	\$ 427.00	\$ 620.00	45.2%	
37 Underground Sprinkler System Additional Inspection - Main Line Flush or Underground Hydro	Additional inspection of underground sprinkler piping when hydro and flush are not concurrent.	1.25	\$ 240.00	\$ 347.00	44.6%	
38 Commercial Sprinkler Plan Re-Submittal	Second residential plan submittal and all subsequent re-submittals/stamp transfer.	1.00	\$ 187.00	\$ 273.00	46.0%	
39 Commercial Sprinkler Tenant Improvement	Plan review of new commercial sprinkler system and 1 field inspection each (rough & final).	2.25	\$ 427.00	\$ 620.00	45.2%	
40 Special Fire Protection Installations--Hood & Duct System, Remote Extinguishing Systems	Plan approval and 1 inspection of new special extinguishing system. Plan review conducted by independent engineer at an additional cost.	3.00	\$ 561.00	\$ 818.00	45.8%	
41 Special Hazard Installations--High Piled Storage, Underground/Aboveground Storage Tanks, Spray Booths, Industrial Ovens, Refrigeration Systems, etc.	Plan approval and 1 inspection of high piled storage, underground/aboveground tanks, spray booths, industrial ovens, refrigeration systems, etc. Plan review conducted by an independent engineer at an additional cost.	3.00	\$ 567.00	\$ 824.00	45.3%	
42 Fire Alarm System	Plan approval and 1 inspection of a fire alarm system. Plan review conducted by an independent engineer at an additional cost.	3.00	\$ 567.00	\$ 824.00	45.3%	
43 Fire Alarm System Pre-Wire Inspection	Site inspection of alarm system wiring installation and preliminary device location.	1.75	\$ 231.00	\$ 358.00	55.0%	

PLAN REVIEW, CONSTRUCTION and SERVICE FEES						
DEVELOPMENT PLAN REVIEW (Includes plan review & written response if applicable)	FEE DESCRIPTION	Aver. Rev. Insp. & Travel Time (in hrs.)	Total Fee	Revised Rates	Percent Increase	
44 Stamp Transfer	Stamp transfer.	0.25	\$ 32.00	\$ 50.00	56.3%	
45 Business License Inspection (SDSO, CCLB, or other outside agency)	Required inspection for special permit or license.	1.25	\$ 167.00	\$ 257.00	53.9%	
46 Pre-License Inspection/Consultation (Residential Care)		2.00	\$ 179.00	\$ 179.00	0.0%	
47 Non-Compliance Re-Inspection	Conduct inspection of existing property which remains non-compliant with codes (2nd and subsequent inspections).	1.75	\$ 249.00	\$ 376.00	51.0%	
48 Non-Compliance Weed Abatement Re-Inspection	Conduct legal noticing and re-inspections of a property which remains non-compliant after expiration of final notice to abate hazard.	2.50	\$ 346.00	\$ 527.00	52.3%	
49 Forced Weed Abatement Administrative Fee	Includes above, plus work order, description of work, contractor meetings, inspections, billing.	5.75	\$ 756.00	\$ 1,172.00	55.0%	
50 Annual Burn Permits		1.00	\$ 135.00	\$ 207.00	53.3%	
51 Special Event Permit Review	Review of large events including/medical /traffic plans.	1.25	\$ 160.00	\$ 251.00	56.9%	
52 Other Services Not Listed( Min 1 HR)	Misc. permits' plan review not listed.	1.00	\$ 187.00	\$ 273.00	46.0%	
53 Event Staff: Fire Prevention (Min 1 hr.) per hour	Provide required fire and life safety inspections at events.	1.00	\$ 128.00	\$ 201.00	57.0%	
54 Apartment Inspection Small Complex 10 or Less	State mandated inspection - Cost recovery	1.75	\$ 249.00	\$ 376.00	51.0%	
55 Apartment Inspection Med 11 to 50 Units	State mandated inspection - Cost recovery	2.75	\$ 378.00	\$ 577.00	52.6%	
56 Apartment Inspection Large > 50 Units	State mandated inspection - Cost recovery	3.25	\$ 442.00	\$ 677.00	53.2%	
57 Hotel/Motel/Lodging	State mandated inspection - Cost recovery	1.75	\$ 249.00	\$ 376.00	51.0%	
58 Care Facility 7 to 20 Beds	State mandated inspection - Cost recovery	1.75	\$ 249.00	\$ 376.00	51.0%	
59 Care Facility > 20	State mandated inspection - Cost recovery	2.75	\$ 378.00	\$ 577.00	52.6%	
60 Large Child Care Facility	State mandated inspection - Cost recovery	1.75	\$ 249.00	\$ 376.00	51.0%	
61 School Inspection E Occupancies - Mandated	State mandated inspection - Cost recovery	1.75	\$ 249.00	\$ 376.00	51.0%	
62 "S" Occupancies - Mandated	State mandated inspection - Cost recovery	1.75	\$ 231.00	\$ 358.00	55.0%	
<hr/>						
63 Ambulance Standby	Cost recovery per hour for event or other non emergency.	1.00	\$ 103.00	\$ 128.00	24.27%	
64 Battalion Chief Standby	Cost recovery per hour for event or other non emergency.	1.00	\$ 119.00	\$ 195.00	63.87%	
65 Brush Engine Standby	Cost recovery per hour for event or other non emergency.	1.00	\$ 475.00	\$ 429.00	-9.68%	
66 Engine Standby	Cost recovery per hour for event or other non emergency.	1.00	\$ 489.00	\$ 429.00	-12.27%	
<hr/>						
67 Annexation Fees	Each Acre or Portion Thereof		\$ 1,000.00	\$ 1,000.00	0.0%	
Annexation Fees	Each Dwelling parcel		\$ 500.00	\$ 500.00	0.0%	
Annexation Fees	Each Commercial/Industrial Parcel		\$ 1,000.00	\$ 1,000.00	0.0%	
68 Cost Recovery Billing Fee (For those items marked with 🚩)				\$ 18.50		



# NORTH COUNTY FIRE PROTECTION DISTRICT



January 23, 2024

## Appendix B

Line Item	Basic Description	Duty	Hourly Average			Total Personnel Cost	Front Counter Admin	Cost Recovery Fee	Vehicle Rates	Hourly Admin Rate	Total Admin Cost	New 2024 Fee (Rounded to the nearest \$)
			Review Time	Data Entry	Travel Time							
1	Service Letter for TPM/Minor Subdivision (5 Parcels or Less)	FM	1.50	0.25	0.50	449.28			72.89	164.00	\$ 613.00	
2	Service Letter for TM/Major Subdivision (6 Parcels or More)	FM	2.00	0.25	0.50	549.12			72.89	200.45	\$ 750.00	
3	TPM/Minor Subdivision Letter Renewal	FM	1.00	0.25		249.60			72.89	91.11	\$ 341.00	
4	TM/Major Subdivision Letter Renewal	FM	1.50	0.25		349.44			72.89	127.56	\$ 477.00	
5	Final Map/Mylar Review	FM	1.00	0.25		199.68			72.89	91.11	\$ 341.00	
6	Release of Map Covenants	FM	1.00	0.25	0.50	349.44			72.89	127.56	\$ 477.00	
7	Cellular Sites	FM	1.50	0.25	0.50	449.28	18.04	6.39	72.89	164.00	\$ 620.00	
8	Major Use Permit (MUP) or Site Plan (STP)	FM	1.50	0.25	0.50	449.28	18.04	6.39	72.89	164.00	\$ 613.00	
9	Fire Protection Plans or Environmental Review	FM	3.00	0.25	0.50	698.88			72.89	255.12	\$ 960.00	
10	Fire Protection Plan TPM Letter Review (no mitigation)	FM	1.5	0.25	0.5	399.36			72.89	145.78	\$ 545.00	
11	L Grading Plan	FM	1.50	0.25		349.44	18.04		72.89	127.56	\$ 477.00	
12	AD, VAR, VAC or ZAP	FM	1.00	0.25	0.50	349.44			72.89	127.56	\$ 477.00	
13	Improvement Plans - PRD	FM	1.75	0.25		399.36			72.89	145.78	\$ 545.00	
14	Remote Water Meter	FM	1.00	0.25	0.50	349.44	18.04	6.39	72.89	127.56	\$ 483.00	
15	Site Plan Review - Single Occupancy	FM	1.25	0.25	0.50	399.36	18.04		72.89	145.78	\$ 545.00	
16	Code Appeal	FM	1.25	0.25		299.52	18.04		72.89	109.34	\$ 409.00	
17	Gate Plans	FPO	0.25	0.25	0.50	127.76		6.39	72.89	72.89	\$ 207.00	
18	Grading Plan	FM	1.00	0.25	0.50	349.44	18.04	6.39	72.89	127.56	\$ 483.00	
19	Grading Plan Resubmittal	FM	0.25	0.25		99.84	18.04		72.89	36.45	\$ 136.00	
20	New Residential or > 50% Remodel	FPO	2.50	0.25	0.50	415.22	18.04	6.39	72.89	236.89	\$ 659.00	
21	Residential Resubmittal	FPO	0.75	0.25		127.76	18.04		72.89	72.89	\$ 201.00	
22	Residential PRD, Each Addition Unit	FPO	1.50	0.25	0.50	287.46		6.39	72.89	164.00	\$ 458.00	
23	Room Addition or T.I. < 50% Without Sprinklers	FPO	1.50	0.25	0.50	287.46	18.04	6.39	72.89	164.00	\$ 458.00	
24	Barns & Outbuildings	FPO	2.00	0.25	0.50	351.34	18.04	6.39	72.89	200.45	\$ 558.00	
25	Commercial Plans	FM	3.00	0.25	0.50	748.80	18.04	6.39	72.89	273.34	\$ 1,029.00	
26	Commercial T.I. >2000 Sq. Ft. &/or > 50% Major Improvements	FM	3.00	0.25	0.50	748.80	18.04	6.39	72.89	273.34	\$ 1,029.00	
27	Commercial Plan T.I.< 2000 Sq. Ft. minor improvements	FM	1.50	0.25	0.50	449.28	18.04	6.39	72.89	164.00	\$ 620.00	
28	Solar Commercial Plan Submittal	FM	1.50	0.25	0.50	449.28	18.04	6.39	72.89	164.00	\$ 613.00	
29	Solar/Other <10kw	FPO	1.00	0.25	0.50	223.58	18.04	6.39	72.89	127.56	\$ 358.00	
30	Commercial Plan Resubmittal	FM	1.25	0.25	0.50	399.36	18.04		72.89	145.78	\$ 545.00	





# NORTH COUNTY FIRE PROTECTION DISTRICT



January 23, 2024

Appendix B

ADMINISTRATIVE INCIDENTAL COST BREAKDOWN									
Expense	Cost	Per	Divided by Unit/Type	Unit Cost	# of Units	Annual Hours	Cost Per Hour		
Building (Admin Renovation)	\$350,000.00	year	12 employees	\$ 29,166.67	1	2080	\$ 14.02		
SDG&E	\$10,800.00	year	10 employees	\$1,080.00	1	2080	\$ 0.52		
FPUD	\$6,000.00	year	10 employees	\$600.00	1	2080	\$ 0.29		
Mitel Phones	\$12,785.00	year	14 phones	\$458.57	1	2080	\$ 0.22		
AT&T Fax	\$0.00	year	5 employees	\$0.00	1	2080	\$ -		
Office Supplies	\$7,500.00	year	10 employees	\$750.00	1	2080	\$ 0.36		
Admin Charges (101-102)	\$27,737.00	year	12 employees	\$ 2,311.42	1	2080	\$ 1.11		
						Subtotal for Expenses	\$ 16.52		
Individual Expenses									
Verizon Cell Phones	\$ 2,016.00	year	2	\$ 1,008.00		2080	\$ 0.48		
Ipads	\$ 1,368.00	year	3	\$ 456.00	1	2080	\$ 0.22		
Computer: Hard/Software/Support	\$211,600	year	69	\$ 3,066.67	1	2080	\$ 1.47		
Computer Support	\$0	year	69	\$ -	1	2080	\$ -		
Vehicle (15,000*.575)	\$ 8,250.00	year	3	\$ 2,750.00	1	2080	\$ 1.32		
Code Books	\$ 1,400.00	year	2	\$ 700.00	1	2080	\$ 0.34		
Training	\$ 5,500.00	year	2	\$ 2,750.00	1	2080	\$ 1.32		
Subscriptions/Member	\$ 5,000.00	year	2	\$ 2,500.00	1	2080	\$ 1.20		
Admin Support-Supervisor*	\$ 2,080,476.89	year	5.00%	\$ 104,023.84	1	2080	\$ 50.01		
						Subtotal for Individual Expenses	\$ 56.37		
						Total Admin Hourly Rate	\$ 72.89		

\* Includes 9 Admin Support/Supervisor Staff



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

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

**The Notice of \_\_\_\_\_  
PUBLIC HEARING**

On updated Community Risk Fee Schedule  
North County Fire Prevention District

**Legal Number: NA**

Which the attached is a true printed copy, and  
Published in said newspaper for 2 weeks, and  
on the following days: 12/28/23, 01/04/24

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

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

Dated: January 4, 2024  
Fallbrook, California 92028



Signature

**LUCETTE MORAMARCO**  
**ASSOCIATE EDITOR**

**PUBLIC NOTICE**

NOTICE IF FURTHER GIVEN THAT THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, 330 South Main Avenue, Fallbrook, California, County of San Diego, will conduct a Public Hearing on Tuesday, January 23, 2024, at a time certain of 5:05 p.m. at the Fallbrook Public Utility District, 990 East Mission Road, Fallbrook, California, or as soon thereafter as such matter can be heard, to discuss and approve the updated Community Risk Fee Schedule. The Ordinance imposes fees for services provided by the Fire Prevention Bureau for plan review, inspection, land divisions and annual permits for certain occupancies and processes. Members of the public will have an opportunity to make public comments pertaining to the adoption of this schedule. A copy of this fee schedule may be obtained from the Fire Prevention Bureau of the North County Fire Protection District Headquarters Fire Station at 330 S. Main Avenue in Fallbrook, California, between 8:00 a.m. and 5:00 p.m. Monday through Thursday, or may be obtained by email by contacting Fire Marshal Dominic Fieri by phone at (760) 723-2010 or email at [dfieri@ncfire.org](mailto:dfieri@ncfire.org).

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

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

Mavis Canpinar  
Board Clerk  
Dated: December 12, 2023

Published December 28, 2023,  
January 4, 2024



# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

ADMINISTRATION  
BUSINESS MANAGEMENT  
TAXES AND REVENUE

SECTION 218.11  
~~OCTOBER 27~~ JANUARY 23, 2024  
PAGE 1 OF 3

### ~~FIRE PREVENTION FEES~~ COMMUNITY RISK REDUCTION/STANDBY FEES

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

1.1. To describe the procedures for the establishment, collection, and management of ~~Fire Prevention and~~ Community Risk Reduction/Standby Fees.

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

2.1. As a condition of reviewing plans for discretionary development and enforcement of the fire code, the District will collect fees to cover costs incurred for provision of these services, pursuant to the Fee Schedule Ordinance.

2.2. As a condition to meet requests at contracted and/or for-profit events for Standby Services of engine companies, emergency medical and overhead resources availability on site for the duration of a specific event, the District will collect fees to cover costs incurred for provision of these services, pursuant to the Fee Schedule Ordinance.

2.3. In accordance with this Ordinance, the District shall not be obligated to review, approve or take action, or provide any service necessitating a fee, on any activity or service delineated in the Fee Schedule, for which the fee indicated has not been remitted or for which additional fees are required.

#### 3.0. **AUTHORITY:**

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

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



# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

ADMINISTRATION  
BUSINESS MANAGEMENT  
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SECTION 218.11  
~~OCTOBER 27~~ JANUARY 23, 2024  
PAGE 2 OF 3

### FIRE PREVENTION FEES COMMUNITY RISK REDUCTION/STANDBY FEES

#### 4.0. PROCEDURE:

#### 4.1. ESTABLISHMENT OF FEE SCHEDULE:

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

4.1.2. ~~**STAND-BY FEES:**~~ Stand-by Fees are based upon the actual personnel (~~Appendices 'C' and 'D'~~) and overhead administrative costs incurred for services provided. ~~The total time allotment includes the total time required to travel to site, set up, render services for the entire period on site, deliver care or services on site, travel from the site back to District station. Fee totals are outlined in Appendix B of the Community Risk Reduction/Standby Fees file.~~

~~4.1.2.4.1.3.~~ Revising Fee Schedule: Refer to NCFPD Policy Section 140.16, Guidelines for Adopting Ordinances and Resolutions.

#### 4.2. PAYMENT OF FEES:

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

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



# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

ADMINISTRATION  
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SECTION 218.11  
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PAGE 3 OF 3

### ~~FIRE PREVENTION FEES~~ COMMUNITY RISK REDUCTION/STANDBY FEES

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

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

#### 4.3. RECORDKEEPING:

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



# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

ADMINISTRATION  
BUSINESS MANAGEMENT  
TAXES AND REVENUE

SECTION 218.11  
JANUARY 23, 2024  
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### COMMUNITY RISK REDUCTION/STANDBY FEES

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

- 1.1. To describe the procedures for the establishment, collection, and management of Community Risk Reduction/Standby Fees.

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

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

#### 3.0. **AUTHORITY:**

- 3.1. The Fire Chief/CEO may impose a fee to cover the cost of any service which the District provides or the cost of enforcing any regulation for which the fee is charged, pursuant to Health & Safety Code §§ 13146, 13916, 14930; Government Code §§ 25845, 66014. The District may recover costs for violations of State and Local fire codes pursuant to the San Diego County Consolidated Fire Code §§ 104.12, 104.12.1.,105.3.9.
- 3.2. The North County Fire Protection District is charged with the responsibility of providing fire, rescue and emergency medical services pursuant to California Health & Safety Code §13862 to enforcing applicable codes pertaining to fire and panic safety and other regulations of the State Fire Marshal pursuant to §13146 of the California Health & Safety Code and §1.11.2.1.1.(2) of the California Fire Code. The District has established an approved Fee Schedule.



# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

ADMINISTRATION  
BUSINESS MANAGEMENT  
TAXES AND REVENUE

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JANUARY 23, 2024  
PAGE 2 OF 3

### COMMUNITY RISK REDUCTION/STANDBY FEES

#### 4.0. **PROCEDURE:**

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

- 4.1.1. **COMMUNITY RISK REDUCTION FEES:** Community Risk Reduction Fees are based upon the actual personnel and overhead administrative costs incurred for services provided. Fee totals are outlined in Appendix B of the *Community Risk Reduction/Standby Fees* file.
- 4.1.2. **STAND-BY FEES:** Stand-by Fees are based upon the actual personnel and overhead administrative costs incurred for services provided. Fee totals are outlined in Appendix B of the *Community Risk Reduction/Standby Fees* file.
- 4.1.3. Revising Fee Schedule: Refer to NCFPD Policy Section 140.16, *Guidelines for Adopting Ordinances and Resolutions*.

##### 4.2. **PAYMENT OF FEES:**

- 4.2.1. **PLAN REVIEW, CONSTRUCTION AND OTHER SERVICE FEES:** Payment for these services provided is collected at time of request for service or plan submittal. Payments made by check or money order shall be to the North County Fire Protection District. A receipt shall be provided, which shall identify the purchaser and project in question.
- 4.2.2. **ADDITIONAL AND COST RECOVERY FEES:** If the estimated fees remitted are found to be insufficient to compensate the District for actual personnel costs incurred, the District will require the payment of additional fees by the applicant in order to process or complete the specified service(s). The District will also collect the cost to recover unpaid fees.
- 4.2.3. **NON-COMPLIANCE INSPECTION FEES:** Fees for non-compliance inspections must be submitted prior to rescheduling of a re-inspection. A non-compliance inspection is defined as a second and any subsequent inspection.
- 4.2.4. **SERVICES GENERATED BY OUTSIDE AGENCIES:** Fees for services generated by outside agencies (i.e. DPLU or DPW) as a result of a request for agency recommendation or similar request are billed to the responsible party (owner, developer, etc.). Said responsible party is to be notified that no future action will be taken by the District on subject project until payment

**Exhibit "A"**



**NORTH COUNTY FIRE PROTECTION DISTRICT**

**POLICY AND PROCEDURE MANUAL**

ADMINISTRATION  
BUSINESS MANAGEMENT  
TAXES AND REVENUE

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PAGE 3 OF 3

**COMMUNITY RISK REDUCTION/STANDBY FEES**

has been received for such services. At such time as payment has been received, a receipt shall be provided, which shall identify the purchaser and project in question.

4.3. RECORDKEEPING:

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

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# NORTH COUNTY FIRE PROTECTION DISTRICT

## STAFF REPORT

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF McREYNOLDS  
**DATE:** JANUARY 23, 2024  
**SUBJECT:** NCFPD EQUITY STATEMENT

### **ACTION AGENDA**

#### **RECOMMENDATION:**

That the Board discuss, revise if needed, and approve the proposed NCFPD Equity Statement.

#### **BACKGROUND:**

For many years the NCFPD has been dedicated to ensuring that we create an inclusive environment for all our employees, partners, constituents, and stakeholders. Having an Equity Statement further memorializes this commitment.

#### **EQUITY STATEMENT:**

*“At North County Fire Protection District a diverse, inclusive, and equitable workplace is one where all stakeholders, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, or disability, feel valued and respected. We institutionalize a nondiscriminatory approach and provide equal opportunity for employment and advancement across the organization. We are committed to modeling authentic leadership for the fire service and creating and maintaining thriving environments where employees, patients, families, and the communities we serve feel valued, safe, and respected.*

*Emergency service providers must administer appropriate, equitable, and exceptional care to all who need it. We expect all employees to embrace this notion and to express it in workplace interactions and through everyday practices. We commit to creative partnerships with community-based organizations to cultivate and expand relationships with everyone within our community ensuring exceptional service to all.”*

#### **Summary:**

Once approved the final statement will be posted on the NCFPD web site and on the Employee SharePoint portal.



# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

GOVERNANCE  
BOARD OF DIRECTORS

JANUARY 23, 2024  
PAGE 1

### EQUITY STATEMENT

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

- 1.1. This Policy is designed to dedicate and ensure that NCFPD creates an inclusive environment for all our employees, partners, constituents, and stakeholders.

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

- 2.1 The Fire Chief/CEO and the North County Fire Protection District Board of Directors shall jointly create, update, adopt and uphold an Equity Statement for the North County Fire Protection District.

#### 3.0 **STATEMENT:**

- 3.1 The Equity Statement for North County Fire Protection District shall be:

*“At North County Fire Protection District a diverse, inclusive, and equitable workplace is one where all stakeholders, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, or disability, feel valued and respected. We institutionalize a nondiscriminatory approach and provide equal opportunity for employment and advancement across the organization. We are committed to modeling authentic leadership for the fire service and creating and maintaining thriving environments where employees, patients, families, and the communities we serve feel valued, safe, and respected.*

*Emergency service providers must administer appropriate, equitable, and exceptional care to all who need it. We expect all employees to embrace this notion and to express it in workplace interactions and through everyday practices. We commit to creative partnerships with community-based organizations to cultivate and expand relationships with everyone within our community ensuring exceptional service to all.”*



# NORTH COUNTY FIRE PROTECTION DISTRICT

## STAFF REPORT

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF MCREYNOLDS  
**DATE:** JANUARY 23, 2024  
**SUBJECT:** BLS116 EXTENSION

### **ACTION AGENDA**

#### **RECOMMENDATION:**

That the NCFPD Board of Directors direct Staff to extend the BLS116 agreement with Vista Fire Department due to staffing impacts they are experiencing.

#### **BACKGROUND:**

Since March of 2022, the District has staffed and positioned a BLS ambulance (BLS116) at Vista Fire Department Station #6 to shore up surge capacity for the North Zone ambulance delivery system. The ambulance has accomplished that mission. In December of 2023 the Board approved the extension of BLS116 through February 2024.

#### **DISCUSSION:**

Vista Fire Department approached NCFPD in early 2024 requesting we continue to provide the ambulance due to unforeseen staffing challenges realized by the Vista Fire Department. These challenges could result in Vista shutting down an ambulance for an unknown period. This could ultimately negatively impact our ambulance availability due to increased demand on neighboring agencies.

#### **FISCAL ANALYSIS:**

Personnel costs to staff BLS116 are approximately \$25,000 per month, with ancillary expenses such as fuel and supplies adding an additional cost of approximately \$6,000 per month. The ambulance revenue earned by BLS116 continues to be \$50,000-\$92,000 per month.

#### **SUMMARY:**

Extending the operation and placement of BLS116 would continue to provide an additional ambulance to the North Zone during the upcoming traditional cold and flu season and provide the District with additional transport revenue. Upon approval Staff will notify Vista Fire of the extension.

**BLS116 EXTENSION**

**1/23/2024**

**PAGE 2 OF 2**

Reference: ***NCFPD 2022 Strategic Plan***

Goal #6: *Continue to support the North Regional Zone and enhance the collaboration between agencies in various areas to includes training, prevention, risk reduction, and outreach.*



**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
STAFF REPORT**

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF MCREYNOLDS  
**DATE:** JANUARY 23, 2024  
**SUBJECT:** REPRESENTATIVES TO THE NCDJPA BOARD OF DIRECTORS

**ACTION AGENDA**

**RECOMMENDATION:**

1. That the Board discuss, nominate, and elect a representative and alternate to serve on the North County Dispatch Joint Powers Authority (NCDJPA) Board of Directors (BOD).
2. That the Board direct Staff on which meeting month they would like to elect the NCDJPA Board representatives.

**BACKGROUND:**

As a member agency to the NCDJPA, the District has one voting seat on the NCDJPA Board. The NCDJPA Board, who governs the NCDJPA meets quarterly. The NCFPD Board discusses, nominates, and elects Directors annually to represent NCFPD as primary and alternate representatives.

**DISCUSSION:**

Whomever the NCFPD Board elects to serve as the primary and alternate Director representatives to the NCDJPA BOD will serve through next calendar year until the election process is returned to this Board for consideration. December has traditionally been the month we elect our Board representatives.

**FISCAL ANALYSIS:**

No fiscal impact.

**SUMMARY:**

Once a decision is rendered on a primary and alternate Director to serve on the NCDJPA Board Staff will make the notification to the NCDJPA Board Secretary.

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

**MEMORANDUM**

**TO:** Board of Directors  
North County Fire Protection District  
**FROM:** Kristen S. Steinke, General Counsel  
**DATE:** January 23, 2024  
**RE:** General Counsel Report for Monthly Board Meeting

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This memorandum provides a summary of important legal and ethical issues to keep in mind when running for re-election. Please review the attached Institute for Local Government (ILG) article upon which this memo is based. There have been a few updates in the law since the publication of the ILG article that are outlined below. Also attached to this memo is a copy of the District’s General Rules and Regulations Policy, which also contain important provisions about campaign conduct. As always, please feel free to reach out with any questions.

**IMPORTANT TAKE-AWAYS**

1. **Update on Campaign Donations and Recusal.** SB 1439 prohibits elected or appointed officials from accepting, soliciting or directing a campaign contribution of more than \$250 from any party to or participant in a proceeding involving a license, permit or other entitlement for use both while that proceeding is pending and for 12 months following the date a final decision is rendered. The bill also requires board members to recuse themselves from any proceeding if the member received a campaign contribution of more than \$250 from a person involved in the proceedings within the previous 12 months. This procedure would also apply to the Board’s consideration of contracts on any agenda. It does allow for the return or disgorgement of prohibited contributions within 30 days of receipt or of the official knowing that the contribution came from a participant or party to a qualifying proceeding.

2. **Soliciting Campaign Support from District Staff.** A number of state laws protect staff from being approached to participate in campaign activities. For example, state law prohibits elected officials from seeking campaign contributions from staff. State law also forbids candidates and officials from making the support of a person’s candidacy a condition of employment or compensation decisions. Board members are in a position of authority that can translate to a sense of being pressured, which can raise additional implications from an employment law perspective. The best

practice is to avoid speaking with staff about campaign issues unless this is done when the employee is off-duty and using personal time for such activities.

3. **District Policy.** Quoted below is section 9.12 from the District's General Rules and Regulations Policy which addresses additional guidelines for campaign activity.

9.12. POLITICAL ACTIVITY:

9.12.1. INFLUENCING VOTE OF MEMBER ON DUTY: No Member on or off duty, shall attempt to influence the vote of a Member on duty for or against any candidate for public office.

9.12.2. DEPARTMENTAL PRESTIGE TO INFLUENCE VOTE: No Member shall, as a Member of the Department or by using the uniform, badge or prestige of the Department, attempt to influence the vote of any person for or against any candidate for public office.

9.12.3. CAMPAIGNING ON DEPARTMENT PROPERTY PROHIBITED: No solicitation, speeches, distribution, posting or display of campaign literature for or against any candidate for public office shall be permitted on Department property or buildings. Members shall not be restricted from expressing their first Amendment Rights.

9.12.4. POLITICAL ACTIVITY: Political activities shall be limited to those activities allowed by Federal, State and Local law.

9.12.5. LOYALTY: Members are forbidden to belong to any society, group, organization or association, which advocates the use of unconstitutional means to secure any change in the present existing form of government of the United States or the State of California. As a condition of employment, all new Members will be required to sign an Oath of Office.





## Campaigning for Re-Election: Legal and Ethical Red Flags

[www.ca-ilg.org/document/running-re-election](http://www.ca-ilg.org/document/running-re-election)

Originally published August 2010, updated April 2014

### Related Resources

For more information, see the Institute's other Everyday Ethics for Local Officials columns at [www.ca-ilg.org/everydayethics](http://www.ca-ilg.org/everydayethics)

Also visit these links to view other related resources:

- "Win the Right Way" available at: [www.ca-ilg.org/win](http://www.ca-ilg.org/win)
- "Raising Funds for Favorite Causes" available at [www.ca-ilg.org/fundraising](http://www.ca-ilg.org/fundraising)

### Thank You to ILG's Supporter

ILG gratefully acknowledges the firm of **Burke, Williams & Sorenson** for sponsoring the first three "Everyday Ethics" columns in 2010. Burke, Williams & Sorenson represents cities, counties, redevelopment agencies, joint powers authorities and special districts throughout California. Western City and ILG appreciate Burke, Williams & Sorenson's shared commitment to promoting ethics in public service.

**Question:** *I'm running for re-election and anticipate a very competitive campaign. I want to succeed but I don't want to violate any legal or ethical boundaries. What are some of the issues I should be alert to?*

**Answer:** Candidates can encounter ethical and legal issues that serve as red flags in at least two contexts:

1. The laws and ethical considerations related to **how you run your campaign** for office.
2. As you run for re-election, **you still have to function as an office-holder**. This can create its own set of issues, including some of the following.

### Issues of Campaign Contributions

Some people donate to a candidate's campaign because they believe in the candidate and share his or her vision for the community. Others do so with the hope of influencing the candidate's actions as a public official.

Generally, the ethics laws regarding campaign contributions emphasize disclosure rather than disqualification.<sup>1</sup> The emphasis on disclosure enables the public to assess for itself the degree to which an official could be influenced by campaign contributors who appear before the agency.

### Restrictions on Campaign Fundraising

It's not a good idea to ask for or accept campaign contributions from people who have business pending

before an office-holder's agency — or will in the foreseeable future. Soliciting your agency's vendors for contributions to your re-election campaign is also a poor practice. The goal is to avoid any inference that receiving a campaign contribution will influence your actions, whether it's a vote on a policy matter or a decision to use the contributor's company or firm to provide goods or services to your agency.

A fairly narrow category of circumstances characterizes the situations (related to pending license, permit or entitlement proceedings) in which certain local agency officials legally may not receive or ask for significant campaign contributions (more than \$250).<sup>2</sup> The restriction applies while the proceeding is pending and for three months afterward.<sup>3</sup>

Generally speaking, this prohibition does *not* apply to officials directly elected to the board of local agencies while they are acting in the scope of the office to which they were elected. However, this prohibition *does* include elected officials when they sit as members of other boards to which they were not elected, such as joint powers agencies, regional government entities or local agency formation commissions; the prohibition *does* apply to planning commissioners and other appointed officials.<sup>4</sup>

Nevertheless, it may be good practice to voluntarily avoid asking those with matters pending before the agency for contributions, given that the law is a floor, not a ceiling, for ethical conduct.

A number of state laws protect staff from being pressured to participate in campaign activities. For example, state law prohibits elected officials from seeking campaign contributions from staff.<sup>5</sup> State law also forbids candidates and officials from making the support of a person's candidacy a condition of employment or compensation decisions.<sup>6, 7</sup>

The prohibition against seeking campaign contributions from staff does not apply to broadly based requests for contributions that happen to include staff or to contributions that staff may make without being asked to do so. Be aware, however, that as part of their professional codes of ethics,<sup>8</sup> a number of local agency professionals will not make campaign contributions in their jurisdictions regardless of their views on a candidate's merits.

### **Beware of the Quid Pro Quo**

Be alert to situations where potential contributors try to put you in the position of linking your actions as a decision-maker to their contributions to your campaign. This kind of "if you do this for me, I will do that for you" (or quid pro quo) violates both state and federal criminal laws.<sup>9</sup>

### **Endorsement Issues**

Agreeing to take an action in return for a person or group's endorsement is just as much a violation of criminal laws against bribery as making commitments in return for campaign contributions.

Be sensitive to how meetings are structured with groups that make endorsement decisions. Recently, a local newspaper criticized one group of incumbents for having met “secretly” with a union as part of an interview process for the union’s endorsement. The concern was that a quorum of the decision-making body may have been engaging in collective discussion about issues related to the agency’s labor relations policies. The newspaper charged that such discussions, if they were occurring, violated the Brown Act’s open meeting requirements. Meeting individually with potential endorsers is a better approach.

Of course, the ethical issue most candidates face at one time or another is just how far they are willing to go in terms of securing a group’s endorsement. Whenever a group asks you to take a position that conflicts with your sense of what best serves your constituents’ interests, you are in a danger zone. You may be tempted to think that you need the group’s endorsement — or a series of groups’ endorsements — to get elected and do good things for your community. This type of “the ends justify the means” thinking presents another ethics red flag.

## Issues Related to the Use of Public Resources

The law prohibits using public resources for political purposes.<sup>10</sup> This includes using anything that has been paid for with public dollars — agency office equipment (including agency photocopiers, office supplies, letterhead, postage, laptops or cell phones), office space and staff time.

Decisions on how to use staff time can be especially tricky during campaign season. As an ethical matter, here is a good rule of thumb: If you wouldn’t ask staff to look into a matter if you *weren’t* running for re-election, it isn’t appropriate to ask staff to look into it because you *are* running for re-election.

On another front, keep in mind that a public agency uniform is also a public resource. State law prohibits officers and employees from participating in political activities while in uniform.<sup>11</sup> Using the symbols, or indicia, of your office — for example, the agency seal, your title as an office-holder or perhaps a facsimile of agency letterhead that the campaign pays for — in campaign materials is not a good idea. Many agencies have policies against using such indicia for personal or political gain.

### Other Related Resources

Also visit these links to view other related documents:

- “A Leader’s Dilemma: Ethics Versus Expediency” available at [www.ca-ilg.org/meansversusends](http://www.ca-ilg.org/meansversusends)
- “Dealing With a Grandstander” available at [www.ca-ilg.org/grandstanding](http://www.ca-ilg.org/grandstanding)
- “When an Elected Leader Feels Passionately About an Issue: Fair Process Requirements in Adjudicative Decision-Making” available at [www.ca-ilg.org/bias](http://www.ca-ilg.org/bias)
- “When a Council Member Skirts the Law and Scandal Looms” available at [www.ca-ilg.org/scandal](http://www.ca-ilg.org/scandal)

Even if no existing policy prohibits such uses, there are ethical issues associated with using something that might mislead voters into thinking that a candidacy has been endorsed by the agency whose indicia is used in campaign material. At a minimum, it's a good practice to be clear that any such communication hasn't been paid for with public funds and that any use of an official title is for identification purposes only.

Other types of public resources that can get misused during campaign season by incumbents and challengers alike include time during public meetings, particularly televised public meetings. Be alert to the temptation to say things you wouldn't ordinarily say — for example, attacking staff — if you were not running for re-election.

Incumbents often complain about perceived misuses of public comment time in public meetings by those running for election. Keep in mind that this is not a situation where two wrongs make a right.

## **Making Statements about Your Positions**

As a general practice, making statements about your positions prior to a public hearing can be risky. However, the courts have suggested that there is an exception for statements made during a campaign.<sup>12</sup>

The fact that a candidate made campaign statements about a matter is not likely in and of itself to legally disqualify the official from participating in the hearing. It still can be a good practice to indicate that although you have concerns about a particular matter, you will weigh all the evidence presented on it (because of your commitment to fairness) before making a final decision.

## **Complying With Local Regulations**

As a public official, complying with locally adopted regulations about campaign-related conduct is especially important. In fact, such compliance applies to *all* locally adopted regulations and not just during campaign season.

For example, most local agencies prohibit signs in the right of way. The conscientious public official makes sure that his or her campaign staff is aware of such restrictions so that scarce public resources aren't consumed in removing such signs.

Again, this is not a situation where two or more wrongs make a right. If other candidates are violating the agency's restrictions, the remedy is to work with staff to make sure all the candidates know about the restrictions. The agency can also consider providing the public with the estimated cost of removing an illegal sign — a cost borne by the taxpayers. Ideally this creates an incentive for all candidates to walk the usual campaign talk of professing to be a careful steward of taxpayer resources.

## Conclusion

In the heat of a campaign, it can be tempting to cut legal and ethical corners to win an election. Some candidates rationalize this by telling themselves that the worthy end of holding elective office justifies questionable means.

In a democracy, the *means* by which one achieves goals matters as much or even more than the goal itself. Such means speak to the character of those who would serve in public office. Moreover, the essence of character is being willing to do the right thing even when it potentially involves a cost.

It's clear from your question that you have made the decision *not* to compromise your commitment to ethics and following the law in your re-election campaign. Determining your boundaries before you encounter situations that could test your resolve is perhaps the best way to remain true to your values.

### About the Institute for Local Government

This resource is a service of the Institute for Local Government (ILG) whose mission is to promote good government at the local level with practical, impartial, and easy-to-use resources for California communities. ILG is the nonprofit 501(c)(3) research and education affiliate of the League of California Cities and the California State Association of Counties.

For more information and to access the Institute's resources on ethics visit [www.ca-ilg.org/trust](http://www.ca-ilg.org/trust).

The Institute welcomes feedback on this resource:

- Email: [ethicsmailbox@ca-ilg.org](mailto:ethicsmailbox@ca-ilg.org)
- Subject: Campaigning for Re-Election: Legal and Ethical Red Flags
- Mail: 1400 K Street, Suite 205 ▪ Sacramento, CA ▪ 95814

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## References and Resources

*Note: Sections in the California Code are accessible at <http://leginfo.legislature.ca.gov/>. Fair Political Practices Commission regulations are accessible at [www.fppc.ca.gov/index.php?id=52](http://www.fppc.ca.gov/index.php?id=52). A source for case law information is [www.findlaw.com/cacases/](http://www.findlaw.com/cacases/) (requires registration).*

- 1 These are requirements of the Political Reform Act. *See generally* Cal. Gov't Code §§ 87200 and following.
- 2 *See* Cal. Gov't Code § 84308(b).
- 3 *See* Cal. Gov't Code § 84308(b).
- 4 *See* Cal. Gov't Code § 84308(a)(3); 2 Cal. Code Regs. § 18438.1.
- 5 *See* Cal. Gov't Code § 3205.
- 6 *See* Cal. Gov't Code § 3204, which reads as follows:

No one who holds, or who is seeking election or appointment to, any office or employment in a state or local agency shall, directly or indirectly, use, promise, threaten or attempt to use, any office, authority, or influence, whether then possessed or merely anticipated, to confer upon or secure for any individual person, or to aid or obstruct any individual person in securing, or to prevent any individual person from securing, any position, nomination, confirmation, promotion, or change in compensation or position, within the state or local agency, upon consideration or condition that the vote or political influence or action of such person or another shall be given or used in behalf of, or withheld from, any candidate, officer, or party, or upon any other corrupt condition or consideration. This prohibition shall apply to urging or discouraging the individual employee's action.

- 7 *See* Cal. Gov't Code § 3205.5, which reads as follows:

No one who holds, or who is seeking election or appointment to, any office shall, directly or indirectly, offer or arrange for any increase in compensation or salary for an employee of a state or local agency in exchange for, or a promise of, a contribution or loan to any committee controlled directly or indirectly by the person who holds, or who is seeking election or appointment to, an office. A violation of this section is punishable by imprisonment in a county jail for a period not exceeding one year, a fine not exceeding five thousand dollars (\$5,000), or by both that imprisonment and fine.

- 8 *See* ICMA Code of Ethics, Tenet 7 (ICMA members shall "Refrain from all political activities which undermine public confidence in professional administrators. Refrain from participation in the election of the members of the employing legislative body."), available at <http://icma.org/main/bc.asp?bcid=40&hsid=1&ssid1=2530&ssid2=2531>; *see also* City Attorneys Department Ethics Principles, Principle 3 (No Politicization) and Example 3 ("The city attorney or persons seeking to become city attorney should not make campaign contributions to or participate in the campaigns of that city's officials, including candidates running for that city's offices or city officers running for other offices. For private law firms serving as city attorney or seeking to become city attorney, this restriction should apply to the law firm's attorneys."), available at <http://www.cacities.org/Resources-Documents/Member-Engagement/Professional-Departments/City-Attorneys/City-Attorney-Ethics-Resources/Ethical-Principles-for-City-Attorneys>.
- 9 For example, conditioning favorable decisions on receipt of campaign contributions can violate the federal fraud laws. Under federal wire and mail fraud laws, the public has the right to the "honest services" of public officials. 18 U.S.C. §§ 1341 (mail fraud), 1343 (wire fraud), 1346 (honest services). The basic concept is that a public official owes a duty of loyalty and honesty to the public—similar to a trustee or fiduciary. That duty is violated when a public official makes a decision that is not motivated by his or her constituents' interests but instead by his or her personal interests. *U.S. v. Lopez-Lukis*, 102 F.3d 1164, 1169 (11th Cir. 1997) (noting that effort to improperly control composition of decision-making body constituted an effort to deprive public of

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honest services); *McNally v. U.S.*, 483 U.S. 350, at 362-63 (Justice Stevens, dissenting). In *Skilling v. U.S.*, 130 S.Ct. 2896, 2931(2010), the court held that in order to avoid unconstitutional vagueness, 18 USC § 1346 only criminalizes bribes and kick-back schemes.

A demand for campaign contributions can also constitute extortion. Extortion occurs when someone obtains money through threat of harm or under color of official right. 18 U.S.C. § 1951. To be chargeable as a *federal* offense, the act must affect interstate commerce.

Under California law,

(a) Every executive or ministerial officer, employee, or appointee of the State of California, a county or city therein, or a political subdivision thereof, who asks, receives, or agrees to receive, any bribe, *upon any agreement or understanding that his or her vote, opinion, or action upon any matter then pending, or that may be brought before him or her in his or her official capacity, shall be influenced thereby*, is punishable by imprisonment in the state prison for two, three, or four years and, in cases in which no bribe has been actually received, by a restitution fine of not less than two thousand dollars (\$2,000) or not more than ten thousand dollars (\$10,000) or, in cases in which a bribe was actually received, by a restitution fine of at least the actual amount of the bribe received or two thousand dollars (\$2,000), whichever is greater, or any larger amount of not more than double the amount of any bribe received or ten thousand dollars (\$10,000), whichever is greater, and, in addition thereto, forfeits his or her office, employment, or appointment, and is forever disqualified from holding any office, employment, or appointment, in this state.

*See* Cal. Penal Code § 68 (emphasis added). *See also* Cal. Penal Code § 7 (definition 6), which defines a bribe as the following:

The word "bribe" signifies anything of value or advantage, present or prospective, or any promise or undertaking to give any, asked, given, or accepted, with a corrupt intent to influence, unlawfully, the person to whom it is given, in his or her action, vote, or opinion, in any public or official capacity.

10 Cal. Gov't Code § 8314.

11 Cal. Gov't Code § 3206.

12 *City of Fairfield v. Superior Court*, 14 Cal.3d 768, 537 P.2d 375, 382-83, 122 Cal. Rptr. 543, 549-551 (1975) (noting that it would be contrary to democratic principles to disqualify those who made pre-election statements).

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**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
STAFF REPORT**

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF MCREYNOLDS  
**DATE:** JANUARY 23, 2024  
**SUBJECT:** WRITTEN CORRESPONDENCE

● **WRITTEN COMMUNICATION:**

- Letter of appreciation from the Bonsall Unified School District
- Letter of appreciation from Jim Desmond, Supervisor, 5<sup>th</sup> District of San Diego County
- Letter of gratitude to Steve Whisler, General Manager of Pala Mesa Resort

● **BOARD RECOGNITION PROGRAM:**

**December 2023:**

- Engineer Krenz and team relocate gym equipment
- Captain Craven, Engineer Rivera, FF/PM Saldana, and Explorer Dethomas for the fire department tour

**January 2024:**

- Captain Russell and Engineer Ruiz for their NCFPD representation at a recent North Zone Training event
- FF/PM Debrauwere for the Station 2 grounds project

Dear Keith,

Thank you for attending  
our special event and for  
the unique advice you  
shared with our students  
We simply could not succeed  
without your generous suppo

Very truly yours,





**JIM DESMOND**  
SUPERVISOR, FIFTH DISTRICT  
SAN DIEGO COUNTY BOARD OF SUPERVISORS

December 15, 2023

Keith McReynolds  
North County Fire Protection District  
330 Main Street  
Fallbrook, CA 92028

Dear Keith,

As the year comes to an end, I would like to thank you for your leadership and assistance throughout the year! We could not have accomplished the work on behalf of our constituents in North County without your help.

My staff mentioned you as being supportive and someone who helped make 2023 such a wonderful and successful year. Again, thank you for your diligence, professionalism, and commitment to making North County a great place to work and live.

The District 5 family and I wish you and your family a wonderful holiday season and a Happy New Year.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Desmond".

JIM DESMOND  
Supervisor, 5<sup>th</sup> District  
County of San Diego

# NORTH COUNTY FIRE PROTECTION DISTRICT

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

## BOARD OF DIRECTORS

CINDY ACOSTA  
JEFFERY EGKAN  
KENNETH E. MUNSON  
ROSS L. PIKE  
CHRIS SHAW

KEITH MCREYNOLDS - Fire Chief/CEO  
KRISTEN S. STEINKE - General Counsel  
MAVIS CANPINAR - Executive Assistant/Board Clerk

12/26/2023

Steve Whisler, General Manager  
Pala Mesa Golf and Resort  
PMB 68-35008 Pala Temecula Road  
Pala, CA 92059

Dear Mr. Whisler,

On behalf of the North County Fire Protection District, I would like to personally thank you and your entire team for the generosity shown to our membership by delivering Christmas Day dinners to our five Fire Stations. This truly made the Christmas holiday so special for our folks who were faithfully protecting and serving our region. We appreciate you and all the great leadership that made this happen, a very high caliber of professionals indeed.

We appreciate the relationship we have with the entire Pala Band of Mission Indians and look forward to the continued partnership.

Warmly,



Keith McReynolds  
Fire Chief/CEO  
North County Fire Protection district

Cc: Fred A. Buro, CEO, Pala Casino  
Mike Platt, Vice President of Hospitality, Pala Casino  
Mayra Zavala, Sr. Executive Administrative Assistant, Pala Casino  
Board of Directors, NCFPD



PROUDLY SERVING THE COMMUNITIES OF FALLBROOK, BONSALE AND RAINBOW

12-26-23

Hello Everyone,

The station 1 gym equipment has been relocated to the old shop and is fully operational! The bay that is being used has been cleaned/reorganized and the equipment works well in the space. This can allow for a quick work out if we are unable to make it to Club Paradise during the remodel. Thank you to everyone that played a part in disassembling, moving and setting equipment back up. You can contact me if you have any questions. Happy New Year!!!



**Kyle Krenz** | Engineer/Paramedic

North County Fire Protection District | 330 S. Main Ave – Fallbrook, CA 92028



12-30-23

Hi Chief,

I wanted to take a moment to thank all of the incredible team comprising Station 1's C Crew today.

My nephew wants to be a firefighter when he grows up and this crew certainly made his 4th birthday one to remember for the whole family!

My sister asked him what his favorite part of the day was today and he yelled, "the fire truck!!"

Thank you all for everything you do serving our community and inspiring future generations!

Captain Chris Craven  
Engineer Justin Rivera  
Firefighter Gabe Saldana  
Explorer Enzo Dethomas

Also, a special thank you to Battalion Chief Tom Harrington for setting this up!

Thank you,  
Ross

## **Ross Pike**

*Board President*

*Director - District 1*



1-10-24

NCF,

I am happy to extend a big shout-out to Captain Sam Russell and Engineer Tyler Ruiz for their outstanding contributions to North Zone training and their exemplary representation of North County Fire at the Zone level.

Captain Russell was instrumental in spearheading the East Side Rope Rescue Drill for the North Zone. He dedicated many hours and navigated complex coordination with the Water District to secure a suitable drill site and logistical support. His efforts resulted in a highly realistic and beneficial training experience for all Department and North Zone members who attended.

Engineer Ruiz played a crucial role in the instructional cadre for the inaugural North Zone Engineer Academy. He generously dedicated three days to the development and training of the next generation of engineers for the North Zone, showcasing his commitment and expertise.

As a token of our appreciation for their significant contributions to the North Zone and the fire service, both Captain Russell and Engineer Ruiz were presented with a challenge coin from the North Zone Training Officers.

Please join me in congratulating them on a job well done and in expressing our gratitude for their dedication and hard work.

**Robert DeCamp** | Battalion Chief



1-16-24

Good Morning,

I would like to give a facilities shout out to Doug Debrauwere for his hard work and dedication to another station 2 grounds project. He recently upgraded the BBQ wall with stone veneer. Great job Dougy!!



**Peter August** | Division Chief





**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
STAFF REPORT**

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF McREYNOLDS  
**DATE:** DECEMBER 12, 2023  
**SUBJECT:** COMMENTS, REPORTS AND UPDATES

● **STAFF COMMENTS/REPORTS/UPDATES:**

● **CHIEF McREYNOLDS:**

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● **CHIEF OFFICERS & STAFF:**

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● **BOARD:**

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● **BARGAINING GROUPS:**

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● **PUBLIC COMMENT:**

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**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
STAFF REPORT**

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF McREYNOLDS  
**DATE:** JANUARY 23, 2024  
**SUBJECT:** CLOSED SESSION

CS-1. There are no Closed Session items for the January 23, 2024, Regular Board Meeting.

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