



# NORTH COUNTY FIRE PROTECTION DISTRICT

## AGENDA FOR SPECIAL BOARD MEETING

JULY 27, 2023 AT 5:00 p.m.

The July 27, 2023, Special Board Meeting will be available via Zoom. The public may attend remotely using either:

The Zoom app, [Zoom website (<https://zoom.us/>)] [Meeting ID: 870 1784 6503; Passcode: 631628] at <https://us06web.zoom.us/j/87017846503?pwd=ekF0RGt1Mm4vWXgrRFpXbUIPUFlmdz09> 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.

### 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. We invite you to stay for the remainder of the business meeting.*

Call To Order

Roll Call

Pledge Of Allegiance

Changes to the Agenda

1. Public Comment – President Acosta (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 Employee - Chief McReynolds (pgs. 3-4)  
Standing Event: Recognition of NCFPD member Deputy Fire Chief Kevin Mahr.
3. Second Quarter 2023 Awards for Board Recognition Program – Chief McReynolds (pgs. 5-12)  
Quarterly Item: Select employees to be acknowledged for their efforts in the second quarter 2023.

## 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.*

4. There are no Discussion items for the July 27, 2023 Special Board Meeting. (pgs.13-14)

## 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.*

5. Approve Regular Board Meeting Minutes, June 27, 2023 (pgs.15-20)  
Standing Item: Review and approve minutes from the June 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 SPECIAL BOARD MEETING

JULY 27, 2023 AT 5:00 p.m.

6. Review and Accept Financial Reports for June 2023 (pgs.21-30)  
➤ Standing Item: Review and accept financial reports for June as presented.
7. Review and Approve Policies and Procedures (pgs.31-40)  
➤ 1) Administration – Rules and Regulations – Condition of Employment – Employee Orientation Program: Housekeeping changes to reflect current standard operating procedures and updated legal requirements.  
➤ 2) Administration – Rules and Regulation – Personnel Rules – Investigation Procedures: Establishes guidelines for investigations, ensuring Firefighters Procedural Bill of Rights Act procedures are followed when required.
8. Monthly Operations Activity Report (pgs. 41-52)  
➤ 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.
9. Review and Accept Second Quarter 2023 Customer Satisfaction Survey (pgs. 53-56)  
➤ Quarterly Report: Review and accept report for the second 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 the time announced in the Agenda.*

10. District Climate Action Plan - Chief McReynolds (pgs.57-58)  
➤ New Item: Discuss and consider adopting the proposed District Climate Action Plan Policy.
11. Review and Approve Resolution 2023-10 Acknowledging the Inspection of Certain Occupancies as Required by §13146.2 and §13146.3 of the California Health and Safety Code – FM Fieri and Chief McReynolds (pgs.59-62)  
➤ Annual Action: Review and approve required annual Resolution 2023-10 accepting state mandated inspection totals.
12. Change of October 24, 2023, Regular Board Meeting Date - Chief McReynolds (pgs.63-64)  
➤ New Item: Consider an alternate October 2023 Regular Board Meeting date due to Directors' CSDA conference enrollment.

### STANDING DISCUSSION ITEMS

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

- LEGAL COUNSEL REPORT: (pgs.65-74)  
“Reporting requirements for certain campaign contributions”
- WRITTEN COMMUNICATION (pgs. 75-78)  
● Board Recognition Program
- COMMENTS/QUESTIONS (pgs.79-80)
- Staff:
  - Chief McReynolds
  - Other Staff



# NORTH COUNTY FIRE PROTECTION DISTRICT

## AGENDA FOR SPECIAL BOARD MEETING

JULY 27, 2023 AT 5:00 p.m.

- Board
- Bargaining Groups
- Public Comment

### CLOSED SESSION

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

- CS-1. Announcement — President Acosta: (pgs.81-82)  
An announcement regarding the items to be discussed in Closed Session will be made prior to the commencement of Closed Session.
- CS-2. Conference with Legal Counsel – Anticipated Litigation (Government Code §54956.9 (d)(2))
- CS-3. Conference with Real Property Negotiator (Government Code §54956-8)  
Property: 2805 Overland Trail, Fallbrook, CA 92028  
Agency Representative: Chief McReynolds
- CS-4. Report From Closed Session — President Acosta

### CERTIFICATION OF AGENDA POSTING

"I certify that this Agenda was posted in accordance with the provisions of the Government Code § 54950 et. seq. The posting locations were: [1] the entrance of North County Fire Protection District Administrative Offices, [2] Fallbrook Public Utility District Administrative Offices, [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 July 20, 2023."

Board Clerk Mavis Canpinar:



Date: July 20, 2023

### ADJOURNMENT

Scheduled Meetings:

The next regularly scheduled Board meeting is **Tues., August 22, 2023, at 5:00 p.m.**

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**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
STAFF REPORT**

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF McREYNOLDS  
**DATE:** JULY 27, 2023  
**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  
FIRE CHIEF**

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF McREYNOLDS  
**DATE:** JULY 27, 2023  
**SUBJECT:** RECOGNITION OF RETIRING MEMBER

## **PUBLIC ACTIVITIES AGENDA**

### **BACKGROUND:**

The NCFPD Board of Directors have a long-standing tradition of recognizing retiring employees. Tonight, we will recognize a valuable member of our organization.

### **DISCUSSION:**

It is an honor to acknowledge the service of Kevin Mahr for his years of loyal service to the citizens of our community:

#### **Deputy Fire Chief Kevin Mahr**

Kevin Mahr is retiring after serving the District for 37 years. Kevin started his fire service journey as an NCF Fire Explorer in 1986. In 1989 Kevin was hired as a Reserve Firefighter, and in 1993 was hired as a full-time firefighter/Paramedic. Kevin served the District in the rank of Firefighter/Paramedic, Captain, Battalion Chief, Division Chief and Deputy Chief. Kevin has resided within the community of Fallbrook for over 43 years and is married to his wonderful wife Heather. Together they raised two children who are now successful grown adults.

During his career Kevin always maintained a very high level of involvement within the organization. In addition to his professional development through the years Kevin earned an associate degree from Palomar College, a bachelor's degree from Waldorf University and is a graduate of the Executive Fire Officer program through the National Fire Academy. Kevin is very proud of his accomplishments over his career and recognizes that none of it would have been possible without the support from his family as well as the organization. One of Kevin's most impressive achievements was taking our apparatus and fleet services to new heights. From radio installation to design and development, our fleet has never been more capable of meeting the growing needs of our District, and for that we are all grateful.

### **FISCAL ANALYSIS:**

No fiscal impact.

**RECOGNITION**  
**JULY 27, 2023**  
**PAGE 2 OF 2**

**SUMMARY:**

It is with appreciation and gratitude that the District recognizes DFC Mahr for his professionalism and dedication over his many years of service. We thank him for his efforts and for contributing to making the North County Fire Protection District the organization it is today. Staff wishes him the best of luck and good health.





**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
STAFF REPORT**

**TO:** BOARD OF DIRECTORS

**FROM:** CHIEF McREYNOLDS

**DATE:** JULY 27, 2023

**SUBJECT:** EMPLOYEE RECOGNITION PROGRAM REPORT – SELECTION OF INDIVIDUALS

**ACTION AGENDA**

**RECOMMENDATION:**

Staff recommends the Board select individual(s) to be recognized for their efforts during the second quarter of 2023.

**BACKGROUND:**

In 2007, the Board instituted a Program designed to recognize excellent performance by members of the organization. On a quarterly basis, the Board selects employees to be recognized based on feedback received during the quarter. The District has been fortunate to receive positive feedback on a number of employees' activities this past quarter, upon which they may make their selection from the individuals and groups below.

**INFORMATION RECEIVED ON INDIVIDUALS:**

For the second quarter of 2023, the Board received information on the following individuals/crews for their outstanding efforts:

- **BOARD RECOGNITION PROGRAM:**
- **March 2023**  
PM Castillo, Captain Garing, Engineer Krenz, FF/PM Nash
- **March 2023**  
Captain Garing, Engineer Krenz and FF/PM Nash
- **April 2023**  
MSO Murphy
- **June 2023**  
Captain Benoit, FF/PM Cain, FF/PMM DeBrauwere and Engineer Spencer

**FISCAL ANALYSIS:**

The District has funding budgeted to cover the cost of a \$50 gift for each employee the Board feels deserving of recognition.

**BOARD OF DIRECTORS – EMPLOYEE RECOGNITION**  
**JULY 27, 2023**  
**PAGE 2 OF 2**

**SUMMARY:**

Staff joins the Board in acknowledging the extraordinary efforts of these members and requests the Board select individuals/groups/crews for recognition, staying within budgetary standards.

## Mavis Canpinar

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**From:** Brian Macmillan  
**Sent:** Friday, March 17, 2023 9:44 AM  
**To:** NCFD  
**Subject:** Facility Division Shout Out

Hello everyone,

A big thank you to Fire Station #1 A crew for some fine facility work. When they aren't delivering flowers and singing happy birthday to some of our residents, they can be found digging post holes and repairing fences at Fire Station #1!

Thank you for the #extremeownership in taking care of our work home.

Capt. Ryan Garing  
Eng. Kyle Krenz  
FF/PM Justin Nash  
PM Tommy Castillo



**Brian MacMillan** | Division Chief-Professional Services  
North County Fire Protection District | 330 S. Main Ave – Fallbrook, CA 92028  
T: (760) 723-2005 - C: (760) 310-4481  
[bmacmillan@ncfire.org](mailto:bmacmillan@ncfire.org) | [www.ncfire.org](http://www.ncfire.org)

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From left to right: Engineer Krenz, Captain Garing and Firefighter Nash



## Mavis Canpinar

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**From:** Brian Macmillan  
**Sent:** Tuesday, April 25, 2023 10:42 AM  
**To:** A Crew; B Crew; C Crew; NCF Admin  
**Subject:** Annual Physical Assessments Shout-Out

Hello everyone,

A big thanks for everyone's participation and dedication to health and physical fitness. The On-Duty Health personnel were once again impressed with how serious we take the assessment and our desire to continue improving our physical fitness levels. One of the best things we can do, not only for ourselves, but for the community, is to make sure we are at top fitness performance when duty calls.

Also a big thanks to MSO Mary Murphy for coordinating the schedule of over 60 participants and ensuring the evaluations are accurately completed. Thank you Mary for your continued effort with our Health and Wellness!

**Brian MacMillan** | Division Chief-Professional Services  
North County Fire Protection District | 330 S. Main Ave – Fallbrook, CA 92028  
T: (760) 723-2005 - C: (760) 310-4481  
[bmacmillan@ncfire.org](mailto:bmacmillan@ncfire.org) | [www.ncfire.org](http://www.ncfire.org)

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Good morning,

A big shout-out out to FS#1 C Crew ( Capt. Mike Benoit, Eng. Chad Spencer and FF/PM Zach Cain) and FF/PM Doug DeBrauwere for helping to save over \$10,000.00 of construction labor costs.

When the roof was replaced at FS #1, the internet satellite dish had to be removed and placed on a permanent stand on the side of the station. We received an estimate for just over \$6,000.00 for the installation of a 12' steel pole. FS#1 C Crew took on the project and installed a perfect stand for the satellite for \$500.00 worth of materials.

The heavy rains in December and January caused dirt to damage the gate motors at FS#2. FF/PM Doug DeBrauwere offered to build a retaining wall around both gate motors to prevent any future damage. Both walls came out looking great and saved the department over \$4,000.00.

So many of our employees have skill sets and talents in areas not in our regular job description. Thank you to these gents for using their skills and talents to help meet the mission!



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**NORTH COUNTY FIRE  
PROTECTION DISTRICT**

**STAFF REPORT**

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF MCREYNOLDS  
**DATE:** JULY 27, 2023  
**SUBJECT:** DISCUSSION AGENDA

There are no Discussion Agenda Items for the July 27, 2023, Special Board Meeting.

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1 **June 27, 2023**

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

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

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

6 **ROLL CALL:**

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

8 **Absent:** None

9 **Staff Present:** Chief McReynolds, General Counsel Steinke, Special Counsel James, DFC Mahr,  
10 D/C MacMillan, Finance Manager Juul, FM Fieri, B/C August, B/C DeCamp , IT Specialist Swanger,  
11 Board Clerk Canpinar, and members of the public and association.

12 **CHANGES TO THE AGENDA:**

13 President Acosta requested the discussion on Agenda Item #3, Capital Improvement Plan Overview,  
14 take place after Agenda Item #8, Review and Approve Preliminary Budget for FY 23/24; there were  
15 no objections.

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. There being no public comment, the public comment section was closed.  
20 2. **CHALLENGE COIN RECOGNITION - MIKE FILA:** Chief McReynolds recognized and thanked  
21 community member Mike Fila for his life-saving efforts performed on a Fallbrook resident May 4,  
22 2023, and for his continued support in providing photos and digital media of the District.

23 **DISCUSSION AGENDA**

- 24 3. **CAPITAL IMPROVEMENT PLAN OVERVIEW:** This Discussion Item was moved, as requested by the  
25 Board.

26 **ACTION AGENDA**

27 **CONSENT ITEMS:**

- 28 4. **REVIEW AND ACCEPT REGULAR BOARD MEETING MINUTES FOR MAY 23, 2023.**  
29 5. **REVIEW AND ACCEPT FINANCIAL REPORTS FOR MAY 2023.**

- 30 6. **REVIEW AND ACCEPT POLICIES & PROCEDURES:**  
31 1. Administration – Business Management – Payroll and Benefits – Retirement/Employment  
32 Separation  
33 2. Single Role Programs – Single Role EMS Services Program – Single Role EMS Service  
34 Program Manual  
35 3. Administration – Rules and Regulations – Personnel Rules – Disciplinary Policy

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

37 President Acosta inquired whether there were any questions on Consent Items 4-7. There being  
38 no discussion, President Acosta asked for a motion to approve the Consent Agenda. On a motion by  
39 Director Pike seconded by Vice President Egkan, the motion to approve the Consent Agenda passed  
40 unanimously.

41 **ACTION ITEMS:**

42 8. **REVIEW AND APPROVE PRELIMINARY BUDGET FOR FY 23/24 AND SET PUBLIC HEARING DATE/TIME**  
43 **CERTAIN SEPTEMBER 26, 2023, AT 5:05 P.M. TO APPROVE THE FINAL BUDGET:** Chief McReynolds

44 presented the Preliminary Budget for review and approval, noting it is a balanced budget, and reflects  
45 a spending plan that will meet routine operations and capital improvement planning. FM Juul provided  
46 an overview of revenue and expenditures, and notified the Board that this year’s Budget looks slightly  
47 different, as it was generated utilizing the newly implemented finance software. Chief McReynolds  
48 advised the Board approximately \$300,000 is budgeted for improvements at the Administrative office,  
49 approximately \$166,000 is budgeted for construction management services of Station 3 and  
50 approximately \$1,850,000 is budgeted for the Station 3 renovation. In addition, approximately \$268,000  
51 is budgeted for construction management services for the Station 4 rebuild and approximately  
52 \$1,000,000 is budgeted for the design process of Station 4. In total, there is approximately \$3.5 million  
53 dollars’ worth of facility project upgrades for FY 23/24. Director Egkan asked FM Juul how bilingual  
54 pay expenses are calculated, to which FM Juul explained the built in 5% inflator accounts for overall  
55 budget increases. On a motion by Director Munson seconded by Director Pike, the motion to approve  
56 the Preliminary Budget and set the hearing the Final Budget for September 26, 2023, at 5:05 p.m.,  
57 passed unanimously.

58 \\\

59 \\\

## DISCUSSION AGENDA

3. **CAPITAL IMPROVEMENT PLAN (CIP) OVERVIEW (THIS ITEM WAS MOVED, AND THEREFORE NOT IN SEQUENTIAL ORDER)**: D/C MacMillan and B/C DeCamp provided an overview of the breakdown of costs associated with the CIP. Information only; no further action required.

## ACTION AGENDA

9. **REVIEW AND APPROVE RESOLUTION 2023-08, ESTABLISHING THE LIMIT OF APPROPRIATIONS OF PROCEEDS OF TAX SUBJECT TO LIMITATION FOR FISCAL YEAR 2023-2024 IN COMPLIANCE WITH ARTICLE XIII-B OF THE CONSTITUTION OF THE STATE OF CALIFORNIA**: Chief McReynolds presented the required action to the Board, noting it is necessary for the District to approve this Resolution annually. As is routinely the case, the District is under the maximum amount allowed. On a motion by Director Pike seconded by Director Munson, the motion to adopt Resolution 2023-08 establishing the limitation of appropriations passed unanimously.

10. **REVIEW AND APPROVE RESOLUTION 2023-09, REQUESTING A TEMPORARY TRANSFER OF FUNDS FROM THE COUNTY TREASURER TO NORTH COUNTY FIRE PROTECTION DISTRICT**: Chief McReynolds presented a request to approve Resolution 2023-09 to the Board, as this is an annual action that is required to obtain advances on the tax monies due the District from the County. The Resolution permits the District to be advanced a maximum of 85% of the anticipated taxes due in a given year, which the District uses until taxes are collected and released. On a motion by Vice President Egkan seconded by Director Shaw, the motion to approve Resolution 2023-09 as presented passed unanimously.

11. **REVIEW AND CAST VOTE IN ELECTION FOR CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) BOARD OF DIRECTORS (BOD), SOUTHERN NETWORK, SEAT C**: Chief McReynolds notified the Board there is a vacant seat for the Southern Network BOD at CSDA, with three candidates up for election: Arlene Schafer (incumbent), Al Nederhood and John Skerbelis. Director Pike informed the Board that the Fallbrook Regional Healthcare District voted for Al Nederhood. After reviewing the applications, Director Pike expressed interest in voting for Arlene Schafer. Board discussion ensued. On a motion by Vice President Egkan seconded by Director Pike, the motion to authorize the Board Clerk to submit an electronic ballot casting a vote for Arlene Schafer passed unanimously.

12. **REVIEW CONTRACT EXTENSION WITH SPECIAL DISTRICT COUNSEL JAMES**: Chief McReynolds reviewed the current contract extension utilizing Special Counsel James for District legal services

89 through June 2023. Chief McReynolds requested the Board provide direction on whether to extend  
90 Special Counsel James' contract. All of the Directors thanked Special Counsel James for his services,  
91 and Board discussion ensued. On a motion by Vice President Egkan, seconded by Director Pike, the  
92 motion to terminate Special Counsel James' contract effective June 30, 2023, passed unanimously.

93  
94 **STANDING DISCUSSION ITEMS:**

95 ● **LEGAL COUNSEL REPORT:** There was no legal counsel report for the June 27, 2023, Board  
96 meeting. Director Pike expressed interest in continuing to receive legal counsel reports. General  
97 Counsel Steinke reported that relevant legal counsel reports, including legislative updates, will be  
98 provided moving forward as needed.

99 ● **WRITTEN COMMUNICATIONS:** Information only; no action required.

100 ● **BOARD RECOGNITION PROGRAM:** Information only; no action required.

101 ● **COMMENTS:** Information only; no action required.

102 ● **STAFF REPORTS/UPDATES:**

103 ● **KEITH McREYNOLDS, FIRE CHIEF:** Chief McReynolds informed the Board of the following  
104 items:

- 105 ○ Station 3: Hazmat reports are complete, and there was no evidence of asbestos or
- 106 lead. Septic upgrades will not be necessary.
- 107 ○ IT Specialist Swanger is in the process of selecting a firm to implement cyber security.
- 108 ○ An ambulance working group will meet in July to discuss the ambulance delivery
- 109 system, along with discussing ambulance staffing.
- 110 ○ Board approval was requested to close the Administrative office the Monday before
- 111 the July 4<sup>th</sup> holiday, as there could be staffing concerns; there were no objections.

112 ● **CHIEF OFFICERS AND OTHER STAFF: B/C DECAMP:** B/C DeCamp provided an overview of the  
113 training schedule, discussed First Arriving (a new software that will provide information to both  
114 employees and to the public), and provided information about potential challenges posed with the  
115 battery storage facility. **B/C AUGUST:** B/C August provided an overview of communications programs,  
116 including the status of the digital alerting systems, the status of new VHF portable radios, and an  
117 update that IPADs will now be utilized for tablet command projects. **F/M FIERI:** F/M Fieri provided an

118 overview of fire prevention, defensible space, and state-mandated inspections. **D/C MACMILLAN:** D/C  
119 MacMillan provided an overview of the Station 2 dedication along with the implementation of the  
120 station alerting equipment, and discussed upcoming community outreach messaging. **FM JUUL:** FM  
121 Juul reported the close of the fiscal year takes place at the end of the month and the audit will  
122 subsequently follow. A new financial management policy is in the works, which will ensure that District  
123 resources are managed in alignment with our Mission, Vision and Values. **DFC MAHR:** DFC Mahr  
124 provided an update on the transition from 1.5” hoses to 1 3/4” hoses, and indicated the District will  
125 start to move forward with battery powered equipment and LED lighting. DFC Mahr also notified the  
126 Board this will be his last Board meeting in an official capacity, as he retires in July.

127 ● **BOARD: DIRECTOR PIKE:** Director Pike thanked Staff for the Station 2 dedication and for their  
128 work on the DEI initiative. Director Pike also congratulated DFC Mahr on his upcoming retirement.  
129 **VICE PRESIDENT EGKAN:** Vice President Egkan congratulated D/C MacMillan on his promotion and  
130 DFC Mahr on his upcoming retirement. Vice President Egkan also congratulated FF/PM Cain for his  
131 participation in the Demolition Derby at the County fair. **DIRECTOR MUNSON:** Director Munson offered  
132 to bring in his grandson, a firefighter with a neighboring agency, to discuss firefighter mental health,  
133 and how a peer support dog has been a valuable addition to his department.

134 ● **BARGAINING GROUPS:** FF/PM Lian is in the process of policy reviews and is looking forward  
135 to the next labor management meeting. Crews are preparing for wildfire season.

136 ● **PUBLIC COMMENT:** There were no additional public comments.

### 137 138 **CLOSED SESSION**

139 At 6:06 p.m., President Acosta inquired whether there was a motion to adjourn to Closed Session.  
140 There being no objection, President Acosta read the items to be discussed in Closed Session and  
141 Open Session was closed. A short break ensued after the reading of the Closed Session items. At  
142 6:15 p.m. the Board entered Closed Session to hear:

#### 143 **CS-1. ANNOUNCEMENT – PRESIDENT ACOSTA**

#### 144 **CS-2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (GOVERNMENT CODE §54956.9**

145 **(d)(2)**

146 **CS-3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (GOVERNMENT CODE §54956-8): PROPERTY AT**  
147 **330 SOUTH MAIN AVENUE, FALLBROOK CA 92028**

148 **CS-4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GOVERNMENT CODE §54957)**

149 **CS-5. REPORT FROM CLOSED SESSION – PRESIDENT ACOSTA:**

150 ● **REOPENING OPEN SESSION:**

151 On a motion by Director Pike seconded by President Acosta, which passed unanimously, the Board  
152 returned to Open Session at 6:51 p.m. and the following items were reported out to the public:

153 **CS-2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (GOVERNMENT CODE §54956.9**

154 **(d)(2)):** There was no reportable action.

155 **CS-3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (GOVERNMENT CODE §54956-8): PROPERTY AT**

156 **330 SOUTH MAIN AVENUE, FALLBROOK CA 92028:** On a motion by Director Munson seconded by  
157 President Acosta, the Board unanimously agreed to purchase the Administrative building and pay  
158 off any outstanding debt.

159 **CS-4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GOVERNMENT CODE §54957):** On a motion by

160 President Acosta seconded by Director Pike, the Board unanimously agreed to provide Chief  
161 McReynolds a one-time performance bonus in the amount of \$15,000, and extend his current  
162 employment contract one year, through June 30, 2026.

163 **ADJOURNMENT**

164 A motion was made at 7:15 p.m. by Director Shaw seconded by Vice President Egkan to adjourn the  
165 meeting and reconvene on July 25, 2023, at 5:00 p.m., which motion carried unanimously.

166  
167 Respectfully submitted,  
168

169 \_\_\_\_\_  
170 Mavis Canpinar

171 Board Clerk

172  
173 Minutes approved at the Board of Director's Meeting on:  
174 \_\_\_\_\_

Official Seal





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

**TO:** BOARD OF DIRECTORS  
**FROM:** FINANCE MANAGER CHERIE JUUL AND CHIEF McREYNOLDS  
**DATE:** JULY 25, 2023  
**SUBJECT:** REVENUE & EXPENDITURES AS OF JUNE 30, 2023 (100%)

Revenue Sources	Budgeted	Collected	Over/Under	% of Budget
Property Taxes - FBK	18,018,748	18,915,189	896,441	105%
Property Taxes - RNBW	391,094	404,449	13,355	103%
Ambulance and Collections	3,000,000	3,536,590	536,590	118%
GEMT-State Supplement	-	-	-	0%
Prevention Fees	218,700	157,081	(61,619)	72%
Tower Lease Agreements	25,200	95,730	70,530	380%
Other Revenue Sources	-	127,900	127,900	0%
Interest	45,000	194,407	149,407	432%
Weed Abatement/Mowing Reimbursement	9,000	-	(9,000)	0%
Cost Recovery	50,000	76,147	26,147	152%
Inspection Fee (Fire Prevention)	-	55,878	55,878	0%
Fallbrook Regional Health District	82,500	87,609	5,109	106%
Community Facilities District (CFD)	175,000		(175,000)	0%
Strike Team Reimbursements	17,240	287,593	270,353	1668%
Other Reimbursements	7,783	122,123	114,340	1569%
Mitigation Fees & Interest - FBK	541,200	219,627	(321,573)	41%
Donations & Grants	-	160,827	151,241	0%
Annexation fees (Meadowood)	-	-	-	
Transfers & Loans	-	-	-	
<b>Total Revenue:</b>	<b>22,581,465</b>	<b>24,441,149</b>	<b>1,859,684</b>	<b>108%</b>
	<b>Budgeted</b>	<b>Spent</b>	<b>Over/Under</b>	<b>% of Budget</b>
<b>TTL Expenditures YTD thru 06-30-2023</b>	<b>30,470,955</b>	<b>24,521,235</b>	<b>(5,949,720)</b>	<b>80%</b>
<b>Revenue over Expenditures</b>		<b>(80,086)</b>		

North County Fire Protection District  
 For the Twelfth Month Ending June 30, 2023  
**100% of Budget**

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

Description	June actual	Running Total	Final Budget	Amount Remaining	% Used	Notes
<b>TOTAL PERSONNEL</b>	<b>1,476,769.65</b>	<b>17,345,237.00</b>	<b>17,851,005.00</b>	<b>505,768.00</b>	<b>97.2%</b>	
101 Total Board Administration	30,783.99	470,291.56	535,000.00	64,708.44	87.9%	
102 Total Administration	97,014.98	1,112,051.32	1,152,200.00	40,148.68	96.5%	
103 Community Risk Reduction	4,324.11	50,484.80	103,400.00	52,915.20	48.8%	
104 Total Emergency Services	40,807.58	373,583.56	435,350.00	61,766.44	85.8%	
105 Total Emergency Med Svcs	134,368.23	661,321.68	755,100.00	93,778.32	87.6%	
107 Total Communications	92,887.04	698,839.33	726,850.00	28,010.67	96.1%	
108 Total Shop/Maintenance	48,359.89	477,662.70	418,200.00	(59,462.70)	114.2%	Fuel/Unexpected repairs
109 Total Training	10,402.80	95,199.63	126,500.00	31,300.37	75.3%	
120 Total General Fund Reserve	-	-	300,000.00	300,000.00	0.0%	
<b>GRAND TOTAL</b>	<b>1,935,718.27</b>	<b>21,284,671.58</b>	<b>22,403,605.00</b>	<b>1,118,933.42</b>	<b>95.0%</b>	
<b>200 Total Capital Expenditures</b>	<b>1,234,179.96</b>	<b>3,236,562.96</b>	<b>5,843,350.00</b>	<b>2,606,787.04</b>	<b>55.4%</b>	Remodels/Staff vehicles/Debt Services

**RAINBOW FIRE PROTECTION SUBZONE  
Tax Apportionments FY 21/22**

DATE	APP #	GROSS	REFUNDS & ADJUSTMENTS	FY 22/23 NET	FY 22/23 RUNNING	FY 21/22 NET	FY 21/22 RUNNING	
8/9/2022	1	5,530.34	48.63	5,481.71	5,481.71	3,485.61	3,485.61	
9/6/2022	2	2,605.04	77.21	2,527.83	8,009.54	2,353.69	5,839.30	
10/11/2022	3	6,255.30	512.16	5,743.14	13,752.68	250.46	6,089.76	
11/15/2022	4	17,587.07	394.13	17,192.94	30,945.62	18,070.26	24,160.02	
12/20/2022	5	129,885.82	291.12	129,594.70	160,540.32	116,210.26	140,370.28	
1/17/2023	6	61,930.66	1,084.27	60,846.39	221,386.71	60,865.13	201,235.41	
2/14/2023	7	14,719.09	274.85	14,444.24	235,830.95	15,037.48	216,272.89	
3/21/2023	8	10,204.76	287.73	9,917.03	245,747.98	10,410.11	226,683.00	
4/18/2023	9	121,248.76	3,730.46	117,518.30	363,266.28	110,517.41	337,200.41	
5/16/2023	10	25,196.26	337.11	24,859.15	388,125.43	19,338.01	356,538.42	
6/20/2023	11	9,285.41	602.99	8,682.42	396,807.85	7,159.27	363,697.69	
7/21/2023	12			-	396,807.85	1,819.41	365,517.10	
<b>TOTAL YTD</b>		<b>404,448.51</b>	<b>7,640.66</b>	<b>396,807.85</b>	<b>396,807.85</b>	<b>363,697.69</b>	<b>363,697.69</b>	
							<b>Net Rev Increase</b>	
							9.10%	

**NORTH COUNTY FIRE PROTECTION DISTRICT**

**Tax Apportionments FY 22-23**

DATE	APP #	GROSS	REFUNDS & ADJUSTMENTS	FY 22/23 NET	FY 22/23 RUNNING	FY 21/22 NET	FY 21/22 RUNNING
8/9/2022	1	256,012.74	2,250.61	253,762.13	253,762.13	173,711.95	173,711.95
9/6/2022	2	120,594.03	3,574.83	117,019.20	370,781.33	117,304.05	291,016.00
10/11/2022	3	289,573.05	23,708.01	265,865.04	636,646.37	159,907.38	450,923.38
11/15/2022	4	814,149.93	22,613.64	791,536.29	1,428,182.66	896,048.57	1,346,971.95
12/20/2022	5	5,999,243.79	13,478.19	5,985,765.60	7,413,948.26	5,278,038.19	6,625,010.14
1/17/2023	6	2,989,030.17	50,419.57	2,938,610.60	10,352,558.86	2,778,899.01	9,403,909.15
2/14/2023	7	695,232.45	12,772.87	682,459.58	11,035,018.44	696,683.03	10,100,592.18
3/21/2023	8	479,907.78	13,352.32	466,555.46	11,501,573.90	482,054.64	10,582,646.82
4/18/2023	9	5,698,846.52	174,172.87	5,524,673.65	17,026,247.55	5,112,420.76	15,695,067.58
5/16/2023	10	1,136,700.62	15,661.26	1,121,039.36	18,147,286.91	851,247.06	16,546,314.64
6/20/2023	11	435,897.92	27,959.33	407,938.59	18,555,225.50	333,757.61	16,880,072.25
7/21/2023	12	-	-	-	18,555,225.50	84,678.44	16,964,750.69
<b>TOTAL YTD</b>		<b>18,915,189.00</b>	<b>359,963.50</b>	<b>18,555,225.50</b>	<b>18,555,225.50</b>	<b>16,880,072.25</b>	<b>16,880,072.25</b>
<b>Net Rev Increase</b>							<b>9.92%</b>

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

**June 30, 2023**

<b>FALLBROOK</b>	<b>BALANCE</b>	<b>INTEREST RATE</b>	
County of San Diego/General Fund - FBK	2,008,529.87	0.02%	Operating
County of San Diego/General Fund - RNBW	2,322,101.83	0.02%	Operating
County of San Diego/Capital Reserve	413,746.86	0.02%	Capital Reserves
County of San Diego/Fire Mitigation Fund - FBK	1,690,148.69	0.02%	Mitigation Fees
County of San Diego/Fire Mitigation Fund - RNBW	4,191.54	0.02%	Mitigation Fees
Local Agency Investment Fund	45,683.02	2.17%	LAIF
California Cooperative Liquid Assets Securities System (CLASS)	7,647,210.68	5.19%	CLASS
Workers' Comp JPA	500,090.09	0.17%	PASIS Funds
Bank of America/PASIS	86,252.03	0.01%	
First National/Benefit Fund	388,015.13	0.35%	
First National/Payroll	776,705.98	0.35%	
First National/Accounts Payable	247,359.17	0.35%	
First National/Accounts Receivable	116,966.93	0.35%	
Pacific Western Bank/Accounts Receivable	561,590.66	0.00%	
<b>TOTAL</b>	<b>16,808,592.48</b>		

**NORTH COUNTY FIRE PROTECTION DISTRICT  
COST RECOVERY FY 2022/2023**

<u>Month</u>	<u>Billed</u>	<u>Collected</u>	<u>YTD % Collected</u>	<u>Billing Fees</u>	<u>Net Revenue 22/23</u>	<u>Net Revenue 21/22</u>
7/31/2022	12,142.00	10,469.16	86.22%	2,093.83	8,375.33	4,339.34
8/31/2022	10,541.87	10,541.87	100.00%	2,108.37	8,433.50	6,430.83
9/30/2022	10,060.25	7,594.29	75.49%	1,518.86	6,075.43	4,172.36
10/31/2022	8,293.00	8,293.00	100.00%	1,658.60	6,634.40	6,391.00
11/30/2022	5,384.50	5,384.50	100.00%	1,076.90	4,307.60	1,960.00
12/31/2022	9,283.25	7,426.60	80.00%	1,485.32	5,941.28	7,167.80
1/31/2023	8,986.00	8,451.00	94.05%	1,690.20	6,760.80	4,576.08
2/28/2023	6,212.00	5,991.96	96.46%	1,198.39	4,793.57	5,148.97
3/31/2023	11,412.31	9,863.51	86.43%	1,972.70	7,890.81	8,499.02
4/30/2023	9,355.25	8,787.25	93.93%	1,757.45	7,029.80	7,442.98
5/31/2023	7,828.95	6,987.29	89.25%	1,397.46	5,589.83	5,787.41
6/30/2023	5,717.50	5,392.74	94.32%	1,078.55	4,314.19	5,161.01
<b>TOTAL:</b>	<b>105,216.88</b>	<b>95,183.17</b>	<b>90.46%</b>	<b>19,036.63</b>	<b>76,146.54</b>	<b>67,076.79</b>
					<b>Net Rev Increase</b>	<b>13.52%</b>

therecoveryhub.com  
Ncfd1109 Chrome  
Claims>reports

Report Criteria:

Report type: Summary  
 Check.Type = {<->} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/23	06/01/2023	66394	3150	North County Window and Door	01-000-000-2000	16,097.76
06/23	06/01/2023	66395	4450	US BANK GOVERNMENT SERVICES	01-000-000-2000	17,271.68
06/23	06/14/2023	66396	200	All-Star Fire Equipment	01-000-000-2000	1,212.19
06/23	06/14/2023	66397	410	AUTO ZONE	01-000-000-2000	115.24
06/23	06/14/2023	66398	4811	AWOGS	01-000-000-2000	556.00
06/23	06/14/2023	66399	4806	BergElectric	01-000-000-2000	16,537.00
06/23	06/14/2023	66400	770	CAL PACIFIC TRUCK CENTER LLC	01-000-000-2000	2,215.91
06/23	06/14/2023	66401	4290	CHARTER COMMUNICATIONS	01-000-000-2000	1,738.12
06/23	06/14/2023	66402	1500	ERICKSON-HALL CONSTRUCTION	01-000-000-2000	26,831.00
06/23	06/14/2023	66403	1560	FALLBROOK AWARDS	01-000-000-2000	43.10
06/23	06/14/2023	66404	1640	FALLBROOK OIL COMPANY	01-000-000-2000	4,320.93
06/23	06/14/2023	66405	1680	FALLBROOK PUBLIC UTILITY DISTRICT	01-000-000-2000	689.97
06/23	06/14/2023	66406	1420	FDAC EBA	01-000-000-2000	9,627.92
06/23	06/14/2023	66407	1790	FIRST ALARM WELLNESS	01-000-000-2000	1,150.00
06/23	06/14/2023	66408	1530	Five Alarm Security	01-000-000-2000	189.00
06/23	06/14/2023	66409	1850	Fowler Pest Control	01-000-000-2000	180.00
06/23	06/14/2023	66410	1860	FOWLER PLUMBING	01-000-000-2000	1,553.00
06/23	06/14/2023	66411	2400	KEN GRODY FORD CARLSBAD	01-000-000-2000	2,484.25
06/23	06/14/2023	66412	2610	LIFE-ASSIST INC	01-000-000-2000	2,837.64
06/23	06/14/2023	66413	2860	MES California	01-000-000-2000	4,311.26
06/23	06/14/2023	66414	2870	Meza Automotive Paint	01-000-000-2000	268.60
06/23	06/14/2023	66415	2950	MOTION & FLOW CONTROL PRODUCTS INC.	01-000-000-2000	605.91
06/23	06/14/2023	66416	1540	NAPA AUTO PARTS	01-000-000-2000	836.98
06/23	06/14/2023	66417	3200	O'Reilly Auto Parts	01-000-000-2000	341.20
06/23	06/14/2023	66418	3290	PARKHOUSE TIRE INC.	01-000-000-2000	5,933.06
06/23	06/14/2023	66419	3370	PINE TREE LUMBER	01-000-000-2000	2,533.87
06/23	06/14/2023	66420	4812	PSYCHOLOGY 360 INC.	01-000-000-2000	1,500.00
06/23	06/14/2023	66421	3490	RAINBOW MUNICIPAL WATER DIST	01-000-000-2000	309.95
06/23	06/14/2023	66422	3550	RIDEOUT ELECTRIC	01-000-000-2000	133.50
06/23	06/14/2023	66423	2280	ROBERT JAMES	01-000-000-2000	1,250.00
06/23	06/14/2023	66424	3740	San Diego Friction Products INC.	01-000-000-2000	1,261.44
06/23	06/14/2023	66425	3920	Sherwin-Williams Co.	01-000-000-2000	112.36
06/23	06/14/2023	66426	3970	SoCal PPE	01-000-000-2000	1,033.50
06/23	06/14/2023	66427	4010	SOUTH COAST EMERGENCY VEHICLE SERV	01-000-000-2000	730.42
06/23	06/14/2023	66428	4070	State of California - ERC	01-000-000-2000	17,703.73
06/23	06/14/2023	66429	4160	SUNBELT RENTALS	01-000-000-2000	2,027.05
06/23	06/14/2023	66430	4808	TEAM WENDY	01-000-000-2000	2,475.00
06/23	06/14/2023	66431	4470	US POSTAL SERVICE	01-000-000-2000	290.00
06/23	06/14/2023	66432	4520	VERIZON WIRELESS	01-000-000-2000	38.01
06/23	06/14/2023	66433	4710	Wittman Enterprises LLC	01-000-000-2000	21,361.54
06/23	06/14/2023	66434	4720	World Landscape	01-000-000-2000	350.00
06/23	06/23/2023	66435	240	AMCS GROUP INC	01-000-000-2000	3,341.63
06/23	06/23/2023	66436	370	AT&T	01-000-000-2000	158.27
06/23	06/23/2023	66437	860	CASELLE INC.	01-000-000-2000	1,837.00
06/23	06/23/2023	66438	4290	CHARTER COMMUNICATIONS	01-000-000-2000	107.98
06/23	06/23/2023	66439	1010	COUNTY OF SAN DIEGO - RCS	01-000-000-2000	5,935.50
06/23	06/23/2023	66440	4813	EMERGENCY RESPONDER PRODUCTS LLC	01-000-000-2000	1,559.20
06/23	06/23/2023	66441	1790	FIRST ALARM WELLNESS	01-000-000-2000	2,300.00
06/23	06/23/2023	66442	2050	Harry J. Wilson Insurance Center	01-000-000-2000	1,176.00
06/23	06/23/2023	66443	2320	Johnson Equipment Company	01-000-000-2000	8,737.21
06/23	06/23/2023	66444	2530	LAWSON PRODUCTS INC.	01-000-000-2000	223.27
06/23	06/23/2023	66445	2540	LEGAL SHIELD	01-000-000-2000	390.80
06/23	06/23/2023	66446	2600	LIFE LINE EMERGENCY VEHICLES	01-000-000-2000	1,423.39

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/23	06/23/2023	66447	2610	LIFE-ASSIST INC	01-000-000-2000	2,437.20
06/23	06/23/2023	66448	2670	LineGear	01-000-000-2000	694.99
06/23	06/23/2023	66449	3110	NORTH COUNTY DISPATCH JPA	01-000-000-2000	72,770.40
06/23	06/23/2023	66450	3210	OSTARI	01-000-000-2000	1,850.00
06/23	06/23/2023	66451	3260	PALOMAR COLLEGE CASHIER'S OFFICE	01-000-000-2000	2,343.00
06/23	06/23/2023	66452	3400	POSTAL ANNEX #25	01-000-000-2000	8.61
06/23	06/23/2023	66453	3490	RAINBOW MUNICIPAL WATER DIST	01-000-000-2000	184.17
06/23	06/23/2023	66454	3660	RUSTY WALLIS INC	01-000-000-2000	130.00
06/23	06/23/2023	66455	3690	S&R TOWING	01-000-000-2000	500.00
06/23	06/23/2023	66456	1330	STREAMLINE	01-000-000-2000	275.00
06/23	06/23/2023	66457	4170	SUNSHINE WATER SOFTENERS & MORE	01-000-000-2000	187.50
06/23	06/23/2023	66458	4230	TARGET SOLUTIONS	01-000-000-2000	17,405.84
06/23	06/23/2023	66459	4250	THE COUNSELING TEAM	01-000-000-2000	150.00
06/23	06/23/2023	66460	4260	THE STANDARD	01-000-000-2000	551.00
06/23	06/23/2023	66461	4400	Uniform Plus	01-000-000-2000	792.39
06/23	06/23/2023	66462	4740	XEROX - PASADENA	01-000-000-2000	484.95
06/23	06/28/2023	66463	4805	Advanced Radiator Heat Transfer Tech Inc	01-000-000-2000	3,499.27
06/23	06/28/2023	66464	160	AFSS - SOUTHERN DIVISION	01-000-000-2000	70.00
06/23	06/28/2023	66465	370	AT&T	01-000-000-2000	1,894.48
06/23	06/28/2023	66466	4817	BRAND ASSASSINS	01-000-000-2000	314.52
06/23	06/28/2023	66467	720	Burke Williams & Sorensen LLP	01-000-000-2000	5,489.00
06/23	06/28/2023	66468	1190	D&W CONSULTING	01-000-000-2000	500.00
06/23	06/28/2023	66469	1200	D.F. Cleaning Service	01-000-000-2000	1,175.00
06/23	06/28/2023	66470	4815	DEL REY DESIGNS	01-000-000-2000	794.80
06/23	06/28/2023	66471	1640	FALLBROOK OIL COMPANY	01-000-000-2000	9,261.47
06/23	06/28/2023	66472	1660	FALLBROOK PRINTING CORP.	01-000-000-2000	755.46
06/23	06/28/2023	66473	1850	Fowler Pest Control	01-000-000-2000	360.00
06/23	06/28/2023	66474	2000	HAIX USA	01-000-000-2000	349.95
06/23	06/28/2023	66475	2300	JIM'S SIGN SHOP	01-000-000-2000	276.92
06/23	06/28/2023	66476	2950	MOTION & FLOW CONTROL PRODUCTS INC.	01-000-000-2000	1,163.91
06/23	06/28/2023	66477	3290	PARKHOUSE TIRE INC.	01-000-000-2000	1,471.14
06/23	06/28/2023	66478	3490	RAINBOW MUNICIPAL WATER DIST	01-000-000-2000	1,246.61
06/23	06/28/2023	66479	4816	TELACU CONSTRUCTION MANAGEMENT	01-000-000-2000	13,446.30
06/23	06/28/2023	66480	4470	US POSTAL SERVICE	01-000-000-2000	200.00
06/23	06/29/2023	66481	4450	US BANK GOVERNMENT SERVICES	01-000-000-2000	10,466.90
Grand Totals:						351,749.12

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-000-000-2000	205.55	351,954.67-	351,749.12-
01-000-000-2035	1,727.00	.00	1,727.00
01-000-000-2044	390.80	.00	390.80
01-101-000-5530	.00	205.55-	205.55-
01-101-000-5532	600.00	.00	600.00
01-101-000-5535	550.00	.00	550.00
01-101-000-5575	122.96	.00	122.96
01-101-000-5581	1,250.00	.00	1,250.00
01-102-000-5081	9,627.92	.00	9,627.92
01-102-000-5140	3,600.00	.00	3,600.00
01-102-000-5155	694.53	.00	694.53
01-102-000-5160	1,500.00	.00	1,500.00
01-102-000-5170	4,329.12	.00	4,329.12

M = Manual Check, V = Void Check



GL Account	Debit	Credit	Proof
01-102-000-5200	21,361.54	.00	21,361.54
01-102-000-5245	31,033.25	.00	31,033.25
01-102-000-5270	2,430.70	.00	2,430.70
01-102-000-5325	420.57	.00	420.57
01-102-000-5340	7,866.51	.00	7,866.51
01-102-000-5530	76.45	.00	76.45
01-102-000-5532	629.50	.00	629.50
01-102-000-5535	249.41	.00	249.41
01-102-000-5550	70.00	.00	70.00
01-102-000-5575	1,824.34	.00	1,824.34
01-102-000-5580	5,489.00	.00	5,489.00
01-103-000-5145	372.60	.00	372.60
01-103-000-5240	500.00	.00	500.00
01-103-000-5539	358.79	.00	358.79
01-103-000-5541	521.40	.00	521.40
01-104-000-5155	97.86	.00	97.86
01-104-000-5280	26.10	.00	26.10
01-104-000-5320	5,575.17	.00	5,575.17
01-104-000-5330	12,683.64	.00	12,683.64
01-104-000-5335	801.98	.00	801.98
01-104-000-5350	279.19	.00	279.19
01-104-000-5550	17,405.84	.00	17,405.84
01-105-000-5320	5,274.84	.00	5,274.84
01-105-000-5539	51.68	.00	51.68
01-107-000-5260	.99	.00	.99
01-107-000-5274	2,091.75	.00	2,091.75
01-107-000-5285	72,770.40	.00	72,770.40
01-107-000-5320	9,177.59	.00	9,177.59
01-107-000-5335	5,935.50	.00	5,935.50
01-108-000-5220	14,296.44	.00	14,296.44
01-108-000-5290	3,341.63	.00	3,341.63
01-108-000-5320	15,290.26	.00	15,290.26
01-108-000-5325	2,821.82	.00	2,821.82
01-109-000-5532	5,384.43	.00	5,384.43
01-109-000-5536	3,033.87	.00	3,033.87
01-200-000-7001	47,687.03	.00	47,687.03
01-200-000-7002	3,499.27	.00	3,499.27
01-200-000-8001	26,831.00	.00	26,831.00
Grand Totals:	352,160.22	352,160.22-	.00

Report Criteria:  
 Report type: Summary  
 Check.Type = {<->} "Adjustment"

**NORTH COUNTY FIRE PROTECTION DISTRICT  
AMBULANCE REVENUE FY 2022-2023**

MONTH	BILLED	CONTRACTUAL WRITE DOWNS	TOTAL AR		BAD DEBT WRITE-OFFS	REFUNDS	ADJAR	DEPOSITS RECIEVED	BILLING FEES	NET REVENUE	
			FY 22-23	FY 21-22						FY 22-23	FY 21-22
7/31/2022	1,005,715.27	663,008.61	342,706.66	317,581.59	83,366.70	-	259,339.96	286,066.64	16,869.08	289,197.56	203,815.33
8/31/2022	771,213.15	578,634.09	192,579.06	315,611.85	55,288.70	-	137,230.36	276,934.78	16,339.15	260,595.63	202,470.25
9/30/2022	1,203,845.51	749,103.22	454,742.29	257,596.92	47,669.25	10,692.16	396,380.88	259,622.00	14,686.86	244,935.14	232,506.80
10/31/2022	1,171,138.51	777,063.23	394,075.28	264,909.36	49,515.13	-	344,560.15	287,858.93	16,965.71	270,893.22	177,745.72
11/30/2022	1,316,442.53	844,778.41	471,664.12	334,820.00	31,230.75	-	440,433.37	314,273.71	18,345.99	295,927.72	214,112.18
12/31/2022	1,151,678.16	814,368.68	337,309.48	283,553.48	9,765.96	1,417.68	326,125.84	306,265.78	17,970.99	288,294.79	212,638.48
1/31/2023	1,163,518.87	714,806.07	448,712.80	283,859.12	35,145.79	8,126.46	405,440.55	273,190.13	15,638.76	257,551.37	186,310.11
2/28/2023	1,214,876.96	756,226.83	458,650.13	317,155.17	95,597.96	3,956.85	359,095.32	304,363.68	17,724.00	286,639.68	268,706.46
3/31/2023	1,163,877.95	684,493.15	479,384.80	293,371.47	72,002.99	856.42	406,525.39	390,241.42	22,973.72	367,267.70	238,344.75
4/30/2023	1,293,719.33	781,339.14	512,380.19	342,618.35	110,302.17	4,061.51	398,016.51	315,065.15	18,349.21	296,715.94	203,388.19
5/31/2023	1,121,965.14	675,368.67	446,596.47	270,706.20	88,972.09	-	357,624.38	362,059.99	21,361.54	340,698.45	240,142.45
6/30/2023	1,442,755.77	832,774.92	609,980.85	302,374.55	-	-	609,980.85	354,833.66	20,935.19	333,898.47	226,968.54
<b>TOTAL:</b>	<b>14,020,747.15</b>	<b>8,871,965.02</b>	<b>5,148,782.13</b>	<b>3,584,158.06</b>	<b>678,857.49</b>	<b>29,111.08</b>	<b>4,440,813.56</b>	<b>3,730,775.87</b>	<b>218,160.20</b>	<b>3,512,615.67</b>	<b>2,607,149.26</b>
					<b>Net A/R Change</b>		<b>43.65%</b>			<b>New Revenue Change</b>	<b>34.73%</b>



# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

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CONDITIONS OF EMPLOYMENT

SECTION 223.01

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JULY 27, 2023

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### EMPLOYEE ORIENTATION PROGRAM

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

- 1.1. To establish a procedure for providing new employees with all requisite information, resources, and materials in order to successfully commence employment with the District.

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

- 2.1. It is the Policy of NCFPD to orient employees to the Policies and Procedures of the District by furnishing them with the following upon offer of, and prior to, the first day of employment with the District:

- 2.1.1. Payroll and Benefit Information;
- 2.1.2. Requisite Immunizations;
- 2.1.3. Uniforms;
- 2.1.4. Conditions of Continued Employment Contracts.

- 2.2. The following (if applicable) will be furnished and/or assigned during orientation:

- 2.2.1. Departmental Information;
- 2.2.2. Mandated Training;
- 2.2.3. Safety Gear;
- 2.2.4. **Line of Duty Death Packets.**

#### 3.0. **PROCEDURE:**

- 3.1. **PAYROLL AND BENEFIT INFORMATION:** The following is a listing of the required forms and information that specifically pertain to employee payroll and benefits. For a detailed description of processing a new employee's payroll and benefits, refer to the "**New Employee Payroll Policy.**"

- 3.1.1. **PAYROLL PROCESSING:** New employees shall sign/receive the following:

- 3.1.1.1. Employee Number;
- 3.1.1.2. Employment Eligibility Verification;
- 3.1.1.3. **FFA/FLAG Deduction (for mandated individuals);**
- 3.1.1.4. Paid Family Leave Insurance Program Brochure;
- 3.1.1.5. **Payroll Information Report;**
- ~~3.1.1.6. **Personal Information;**~~
- ~~3.1.1.7.~~ ~~3.1.1.6.~~ Professional Liability Insurance;
- ~~3.1.1.8. **Report of New Employees to EDD;**~~
- ~~3.1.1.9.~~ ~~3.1.1.7.~~ Retiree Medical Trust (for Mandated Individuals);
- ~~3.1.1.10.~~ ~~3.1.1.8.~~ State & Federal Tax Withholding.



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### EMPLOYEE ORIENTATION PROGRAM

#### 3.2. ACCESS TO DISTRICT COMPUTER DATABASES:

3.2.1. **ACCESS:** Access to the District's computers and database systems is relevant to the required use by the Authorized Users (See **Computer Use Policy** for further information.)

3.2.1.1. All employees ~~and volunteers~~ will be provided with access to:

- 3.2.1.1.1. NCFPD Intranet; and
- 3.2.1.1.2. NCFPD Mailbox and address;
- 3.2.1.1.3. Internet.
- 3.2.1.1.4. District EMS Program
- 3.2.1.1.5. District Incident Management Program
- 3.2.1.1.6. District Staffing Program
- ~~3.2.1.1.3.~~ 3.2.1.1.7. Target Solutions

~~3.2.1.2. The following additional access will be provided to all employees, but not Volunteers serving in administrative roles:~~

- ~~3.2.1.2.1. Fire Admin;~~
- ~~3.2.1.2.2. Firehouse;~~
- ~~3.2.1.2.3. Target Solutions;~~
- ~~3.2.1.2.4. Telestaff;~~
- ~~3.2.1.2.5. VisiNet.~~

~~3.2.1.3.~~ 3.2.1.2. In addition, Safety employees will be provided access to and/or enrolled in the following additional databases:

- ~~3.2.1.3.1.~~ 3.2.1.2.1. CAD/MDC;
- ~~3.2.1.3.2.~~ 3.2.1.2.2. DMV Pull Notices;
- ~~3.2.1.3.3.~~ 3.2.1.2.3. Knox Database;
- ~~3.2.1.3.4.~~ 3.2.1.2.4. San Diego county IQCS;
- ~~3.2.1.3.5.~~ 3.2.1.2.5. Narcotics Log Database;
- ~~3.2.1.3.6.~~ 3.2.1.2.6. CPF Exposure Reporting Database.

~~3.2.1.4.~~ 3.2.1.3. Other additional access will be granted on a case-by-case, as-needed basis.

3.3. **BENEFIT INFORMATION:** With the exception of psychological services ~~and sick leave~~, no other benefits are available to part-time employees, except as prescribed in the Retirement Policy. The following benefits are extended to full-time



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### EMPLOYEE ORIENTATION PROGRAM

employees or employees that meet the qualifications for benefits. The District pays for some costs associated with the following benefits

- 3.3.1. CalPERS Retirement
- 3.3.2. Health Insurance
- 3.3.3. Psychological Services (EAP)
- 3.3.4. Retiree Medical Trust
- 3.3.5.

The benefits below are paid for by the employee:

- 3.3.6. Dental Insurance
- 3.3.7. Vision Insurance
- 3.3.8. Long Term Disability Insurance
- 3.3.9. Deferred Compensation
- 3.3.10. FSA Account
- 3.3.11.
- 3.2.2-3.3.12.

~~3.2.3. **Benefits Declination Form;**~~

~~3.2.4. CalPERS Retirement Enrollment (Refer to the "**Retirement Policy**" for more information);~~

~~3.2.5. COBRA Continuation of Coverage Rights (Refer to Cobra Continuation of Rights Form).~~

~~3.2.6. Dental Insurance;~~

~~3.2.7. Deferred Compensation Program;~~

~~3.2.8. **Health Insurance Benefits** (Refer to the "**Insurance Benefits Policy**");~~

~~3.2.9. Long Term Disability Insurance;~~

~~3.2.10. **Psychological Services** (Employee Assistance) Program;~~

~~3.2.11. Retiree Medical Trust (Enrollment Form);~~

~~3.2.12. **Unused Cafeteria Monies;**~~

~~3.2.13. ACA Rights Brochure.~~

~~3.3.3.4. PAYROLL PROCEDURES: New employees shall be provided with a pay day schedule and access to the MOU (via intra and internet), as outlined in the "Employee Orientation Policy." Employees shall receive an explanation of the following:~~

~~3.3.1-3.4.1. Accrued Leave;~~

~~3.3.2-3.4.2. Comp. Time;~~

~~3.3.3-3.4.3. Holiday Pay;~~

~~3.3.4-3.4.4. Overtime;~~

~~3.3.5-3.4.5. Pay days;~~



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### EMPLOYEE ORIENTATION PROGRAM

- ~~3.3.6-3.4.6.~~ Payroll Direct Deposit;
- ~~3.3.7.~~ [San Diego County Credit Union](#);
- ~~3.3.8-3.4.7.~~ Social Security;
- ~~3.3.9-3.4.8.~~ [Telestaff™](#) — [Work Schedule Designation](#). [District Staffing Program](#)

~~3.4-3.5.~~ **IMMUNIZATIONS:** Employees must receive the following immunizations and/or tests upon placement. ~~Utilize the [Permission to Treat Form](#) to authorize treatment/testing by treating medical facility.~~ For more information on required immunizations, refer to the **Infection Control Policy**.

~~3.4.1-3.5.1.~~ **HEPATITIS B VACCINATION:** A three shot series followed by an antibody test. This must be offered within ten (10) days of employment. If the employee refuses, he or she must sign a **Hepatitis 'B' Declination Form**. For more information regarding Hepatitis 'B,' refer to the **Infection Control Policy**.

~~3.4.2-3.5.2.~~ **MMR (MEASLES, MUMPS, RUBELLA):** If employee has received only one MMR childhood vaccination and/or cannot produce immunization records, employee requires MMR shot.

~~3.4.3-3.5.3.~~ **TETANUS/DIPHTHERIA AND PERTUSSIS VACCINATION (TDAP):**

~~3.4.3.1-3.5.3.1.~~ If employee has not had TDAP shot within ten (10) years or cannot recall having a Tetanus shot, the employee shall receive another TDAP Vaccination.

~~3.4.3.2-3.5.3.2.~~ Employees refusing to obtain an additional TDAP Vaccination, must sign the **Vaccination Declination Form**.

~~3.4.4-3.5.4.~~ **MANTOUX PPD (TUBERCULOSIS SKIN TEST):** If not performed during pre-employment physical screening, employee will require this test. For more information on T.B. testing, refer to the **Infection Control Policy**.

~~3.4.5-3.5.5.~~ **SEASONAL INFLUENZA (FLU SHOT):**

~~3.4.5.1-3.5.5.1.~~ Employees shall be provided a Seasonal Influenza shot annually, at no cost to the employee.

~~3.4.5.2-3.5.5.2.~~ Employees refusing to obtain a Seasonal Influenza Shot must sign the **Vaccination Declination Form** each year the vaccination is offered and refused.



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### EMPLOYEE ORIENTATION PROGRAM

#### 3.4.6-3.5.6. VARICELLA-Zoster (VZV or Chicken Pox):

3.4.6.1-3.5.6.1. Employees shall be provided two (2) doses of Varicella Vaccine unless they can provide documented evidence of having Chicken Pox in their lifetime.

3.4.6.2-3.5.6.2. Employees refusing to obtain Varicella-Zoster Vaccine a must sign the **Vaccination Declination Form** each year the vaccination is offered and refused.

3.5-3.6. SAFETY GEAR, EQUIPMENT AND UNIFORMS: For detailed descriptions of uniforms, refer to the **Uniform Policy**. For detailed information on safety gear, refer to the **Personal Protective Equipment Policy**. Upon hire and prior to placement, the employee shall receive the following:

#### 3.5.1-3.6.1. SAFETY EQUIPMENT (AS PER **Personal Protective Equipment Policy**).

3.6-3.7. CONDITIONS OF CONTINUED EMPLOYMENT: As a condition of continued employment, all new employees must read, sign, and abide by the terms and conditions specified in the following contracts:

3.6.1-3.7.1. **Acknowledgement of Testing – Substance Abuse Policy;**

3.6.2-3.7.2. **Confidentiality Access and Compliance Form**

3.6.3. **Health Benefits Declination Form;**

3.6.4-3.7.3. **Notice of COBRA Continuation Coverage Rights;**

3.6.5-3.7.4. **Oath of Office;**

3.6.6-3.7.5. **Paramedic/EMS Licensure Contract (per job description);**

3.6.7-3.7.6. **Physical Fitness Standards Contract (per job description);**

3.6.8-3.7.7. **Probationary Employment Status Contract;**

3.6.9-3.7.8. **Smoking and Tobacco Products Usage Contract;** and

3.6.10-3.7.9. Maintain appropriate valid California driver's license along with continued insurability by District carrier.

3.7. **MANDATORY TRAINING:** Within ten (10) days of assignment, the following Policies and Procedures will be reviewed by all new employees and verified by a supervisor. An opportunity for questions will be a component of the orientation process. Additionally, the employee must be familiarized with the utilization of the Policy and Procedure Manual. ~~After said review, the employee will sign the **Receipt of Mandated Training and Regulations Form,** which will be placed in his/her permanent personnel record. (Refer to the attached hyperlinks for more information.)~~



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### EMPLOYEE ORIENTATION PROGRAM

~~3.7.1.3.7.10.~~ 3.7.10. All personnel will receive the following minimum mandatory training:

~~3.7.1.1.~~ 3.7.1.1. **Driver's License;**

~~3.7.1.2.3.7.10.1.~~ 3.7.10.1. **Harassment Reporting Procedures;**

~~3.7.1.3.3.7.10.2.~~ 3.7.10.2. OSHA Hazard Communications;

~~3.7.1.4.3.7.10.3.~~ 3.7.10.3. **HIPAA Release of Protected Health Information.**

~~3.7.1.5.3.7.10.4.~~ 3.7.10.4. **Industrial Injury Reporting;**

~~3.7.1.6.3.7.10.5.~~ 3.7.10.5. **Infectious Disease Training;**

~~3.7.1.7.3.7.10.6.~~ 3.7.10.6. **Illness & Injury Prevention Program;**

~~3.7.1.8.3.7.10.7.~~ 3.7.10.7. **Off-Duty Employment;**

~~3.7.1.9.3.7.10.8.~~ 3.7.10.8. **Substance Abuse;**

~~3.7.1.10.3.7.10.9.~~ 3.7.10.9. **Smoking and Tobacco Use;**

~~3.7.1.11.3.7.10.10.~~ 3.7.10.10. **Vehicle Accidents;** and

~~3.7.1.12.3.7.10.11.~~ 3.7.10.11. **Workplace Violence.**

~~3.7.2.3.7.11.~~ 3.7.11. All Safety personnel will receive the following additional minimum mandatory training:

~~3.7.2.1.3.7.11.1.~~ 3.7.11.1. **Confined Space Awareness;**

~~3.7.2.2.3.7.11.2.~~ 3.7.11.2. **Personal Protective Equipment;**

~~3.7.2.3.3.7.11.3.~~ 3.7.11.3. **Physical Abilities Examination;**

~~3.7.2.4.3.7.11.4.~~ 3.7.11.4. **Respiratory Fit Testing;**

~~3.7.2.5.3.7.11.5.~~ 3.7.11.5. **SCBA;** and

~~3.7.2.6.3.7.11.6.~~ 3.7.11.6. Terrorism Training through the TLO Officers;

~~3.7.2.7.3.7.11.7.~~ 3.7.11.7. **Wildland Fire Shelters.**

~~3.8.~~ 3.8. **DEPARTMENTAL INFORMATION:** Within ten (10) days of assignment, the following Policies and Procedures will be reviewed by all new employees and verified by a supervisor. An opportunity for questions will be a component of the orientation process. ~~After said review, the employee will sign the "Receipt of Mandated Training and Regulations Form" and placed in his or her personnel record. Refer to the attached hyperlinks for specific policy information.~~

~~3.8.1.3.7.12.~~ 3.7.12. **Computer Use Policy;**

~~3.8.2.3.7.13.~~ 3.7.13. Department Phone, Extension and Emergency Numbers Lists (may be obtained via District Intranet.);

~~3.8.3.3.7.14.~~ 3.7.14. **Disciplinary Policy;**

~~3.8.4.3.7.15.~~ 3.7.15. **First Trimester Probationary Workbook** (new Safety employees);

~~3.8.5.3.7.16.~~ 3.7.16. **Grooming Policy;**

~~3.8.6.3.7.17.~~ 3.7.17. **Mandatory Recall** (~~safety employees only~~);





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### EMPLOYEE ORIENTATION PROGRAM

~~3.8.7.3.7.18.~~ **Nondiscrimination Policy;**

~~3.8.8.3.7.19.~~ Paramedic Mentor Program Workbook (~~new safety employees~~).  
(Refer to the **Paramedic Mentor Program Policy** for the program guideline  
~~Individual forms may be accessed from the hyperlinks in that document to  
complete the workbook.~~);

~~3.8.9.3.7.20.~~ **Personal Protective Equipment** (as applicable);

~~3.8.10.3.7.21.~~ **Psychological Services** (EAP Program);

~~3.8.11.3.7.22.~~ **Rules and Regulations;**

~~3.8.12.3.7.23.~~ Shift calendar and shift assignment (On the District Intranet);

~~3.8.13.3.7.24.~~ **Social Media Policy;**

~~3.8.14.3.7.25.~~ **Temporary Employment Agreement** (~~part-time temporary~~  
employees only);

~~3.8.15.3.7.26.~~ **Uniform Policy.**



# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

ADMINISTRATION  
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PERSONNEL RULES

PAGE 1 OF 2

### INVESTIGATION PROCEDURES

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

- 1.1. To establish guidelines for investigations, ensuring Firefighters Procedural Bill of Rights Act (Government Code sections 3250–3262) guidelines are followed when required for covered employees.

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

- 2.1. Upon report or discovery of possible misconduct by a covered public safety employee, identify all applicable department rules and regulations implicated by the alleged misconduct. For firefighters, if the reported misconduct involves off-duty conduct, determine whether a nexus to job duties and responsibilities warrants an administrative investigation.
- 2.2. Determine Focus Employee and Witnesses: Based on initial report, identify all possible suspects and witnesses.
- 2.3. Status Pending Investigation: Determine status of focus employee pending investigation. Consider administrative leave with pay and restrictions on reassignment pending investigation.
- 2.4. Assign Investigator: Consider rank of focus employee, neutrality and training of available department investigators and complexity of the issues involved before deciding on the investigator.
- 2.5. Scope of Investigation Letter: If an outside investigator is to be utilized, prepare a scope of investigation and engagement letter clearly delineating the duties and responsibilities to be assumed by the investigator.
- 2.6. Notice of Investigation: Prepare notification to focus employee of pending investigation unless already notified by way of placement on administrative leave.
- 2.7. Statute of Limitations: Determine and identify one year statute of limitations for completion of the investigation and decision whether to propose discipline.
- 2.8. Order of Interviews: Determine sequence and timing of suspect and witness interviews.
- 2.9. Interrogation Admonition: Prepare Interrogation Admonition for issuance to suspect employee.
- 2.10. Notice of Witness Interview: Prepare separate Notice of Witness Interview
- 2.11. Determine District representatives to be present during the interviews and the person(s) responsible for conducting the interrogation. No more than two interrogators may be assigned to conduct the interview.
- 2.12. Interrogation Outline: Prepare for interrogation by outlining the factual issues to be investigated and the documents to be reviewed. Prepare and test recording equipment. All interviews should be recorded.



# NORTH COUNTY FIRE PROTECTION DISTRICT

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### INVESTIGATION PROCEDURES

- 2.13. Immunity Admonishment: If criminal conduct is involved, prepare necessary Lybarger notice and grant of immunity.
- 2.14. Second Focus Employee Interview: If second interrogation of Focus employee is contemplated, provide copy of tape of first interrogation to the Focus Employee prior to second interrogation.
- 2.15. Locker Search: If a locker search is contemplated, obtain the employee's consent in writing. If consent is withheld, consider proceeding with search after notice to the Focus employee and obtaining search warrant.
- 2.16. Investigation Report: Once fact-finding is completed, prepare written investigation report. The report should contain a statement of investigation methodology and procedure, summary of factual findings and conclusions, summary of all Focus Employee and witness interviews and statements, copies of all pertinent documents and department policies and procedures and transcripts of all interviews.
- 2.17. Notice of Closure: Issue closure of investigation notices to complaining party, if any, and Focus employee. If charges of misconduct are sustained, refer investigation report to appropriate District representative for assessment of discipline to impose.
- 2.18. Retain Investigation Work-Product: Retain all investigation work-product in the investigation file.

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# North County Fire



## MONTHLY OPERATIONS ACTIVITY REPORT:

**June 2023**

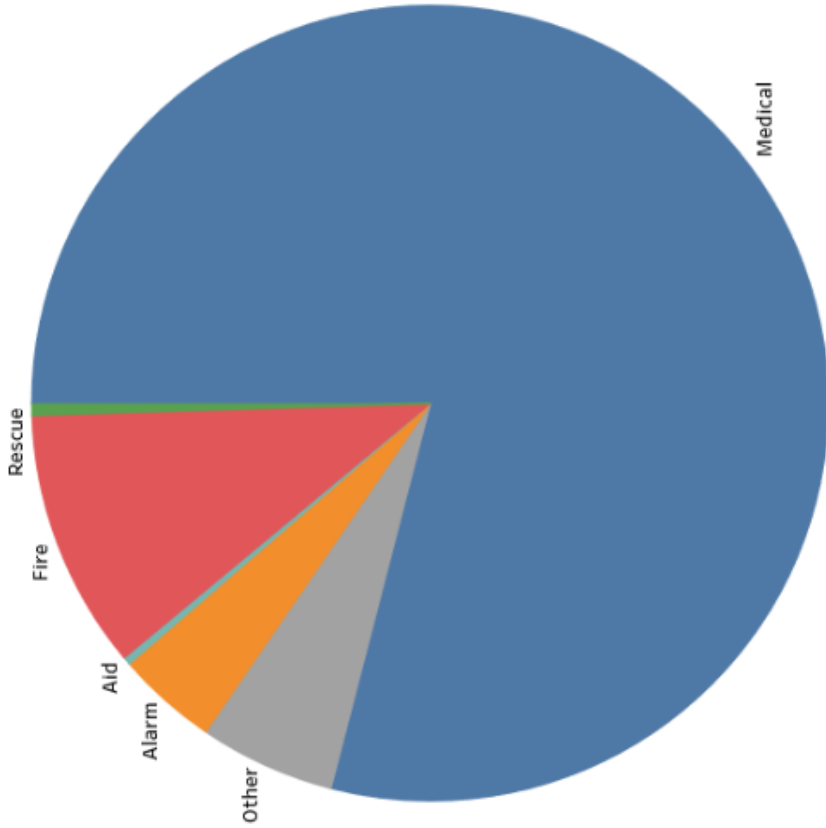
# Assigned Incidents

Assigned Incidents for NORTH COUNTY FPD  
June 2023

Agency  
NORTH COUNTY FPD

Month and Year  
June 2023

Medical	501 incidents / 79.02%
Fire	67 incidents / 10.57%
Alarm	26 incidents / 4.10%
Aid	2 incidents / 0.32%
Rescue	3 incidents / 0.47%
Other	35 incidents / 5.52%
Grand Total	634 incidents / 100.00%



Problem Category

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

**Total incidents year to date:**  
**June 2022: 3,308**  
**June 2023: 3,632**

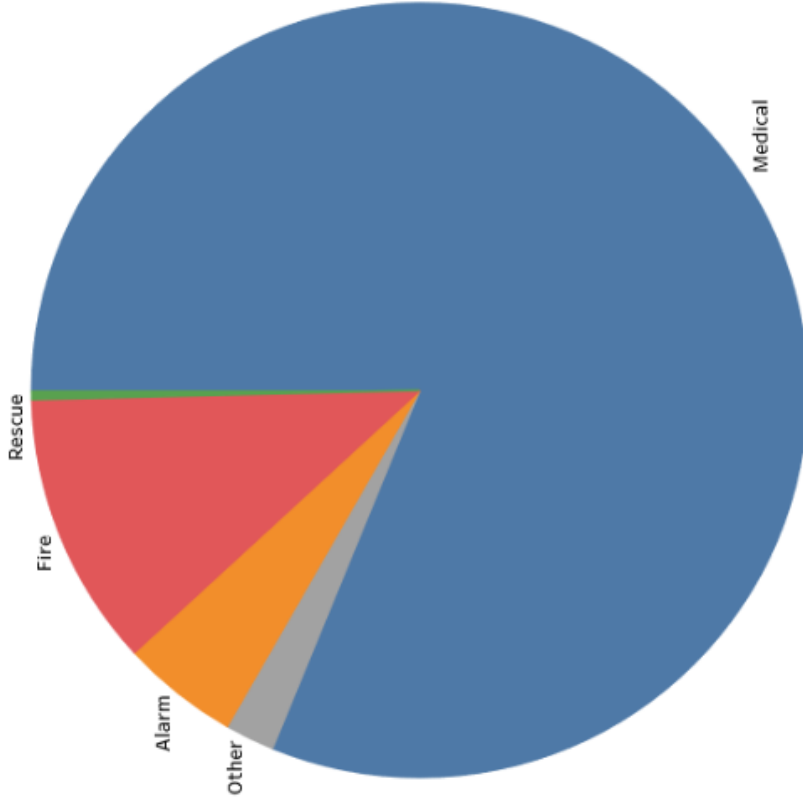


# Incidents in Jurisdiction

Incidents in NORTH COUNTY FPD Jurisdiction  
June 2023

Jurisdiction	NORTH COUNTY FPD
Month and Year	June 2023

Medical	432 incidents / 81.20%
Fire	61 incidents / 11.47%
Alarm	26 incidents / 4.89%
Rescue	2 incidents / 0.38%
Other	11 incidents / 2.07%
Grand Total	532 incidents / 100.00%



Problem Category

- Medical
- Other
- Alarm
- Fire
- Rescue

**Total incidents year to date:**  
**June 2022: 2,860**  
**June 2023: 3,106**



# Turnout Time

(Time of station notification to responding)

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

Shift	Unit Name	June	Shift	Unit Name	June	Shift	Unit Name	June
A-SHIFT	B111	0:01:20 (9)	B-SHIFT	B111	0:01:16 (5)	C-SHIFT	B111	0:01:34 (3)
	E111	0:01:10 (51)		E111	0:01:39 (52)		E111	0:01:37 (53)
	E112	0:01:24 (29)		E112	0:02:04 (28)		E112	0:01:29 (22)
	E113	0:01:49 (15)		E113	0:01:00 (19)		E113	0:01:31 (19)
	E114	0:01:48 (27)		E114	0:01:22 (25)		E114	0:01:03 (25)
	E115	0:01:36 (35)		E115	0:01:32 (21)		E115	0:01:52 (20)
	M111	0:01:10 (41)		M111	0:01:39 (47)		M111	0:01:42 (35)
	M114	0:01:33 (27)		M114	0:01:25 (33)		M114	0:01:51 (20)
	M115	0:01:10 (27)		M115	0:01:31 (32)		M115	0:01:32 (28)
	RA114	0:01:57 (7)		RA114	0:00:38 (2)		RA111	0:01:15 (13)
	RA115	0:01:02 (2)		RA115	0:00:37 (2)		RA114	0:01:12 (8)
							RA115	0:01:12 (2)





# Aid Given/Received

Aid Given by NORTH COUNTY FPD  
June 2023 : Incident Count

Jurisdiction (group)	
CAL FIRE	41
CAMP PENDLETON	
CARLSBAD FD	
ENC/SOL/DMR FD	
ESCONDIDO FD	1
HEARTLAND	
NORTH COUNTY FPD	
OCEANSIDE FD	40
PALA FD	1
PAUMIA FD	
RANCHO SANTA FE FPD	
RINCON FD	
SAN DIEGO FD	
SAN MARCOS FD	1
SAN PASQUAL RESV FD	
VALLEY CENTER FPD	1
VISTA FD	15
<b>Grand Total</b>	<b>100</b>

Incidents outside of jurisdiction to which units were assigned,

Aid Received by NORTH COUNTY FPD  
June 2023 : Incident Count

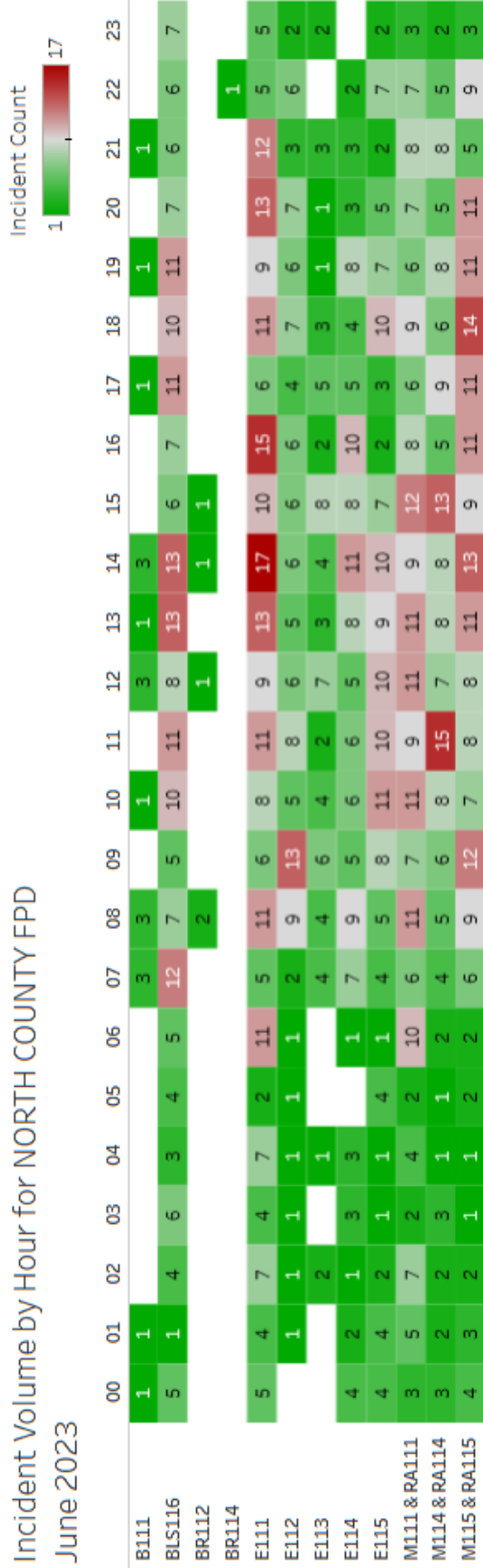
Home Jurisdiction	
CAL FIRE	11
CAMP PENDLETON	28
CARLSBAD FD	
ENC/SOL/DMR FD	
ESCONDIDO FD	
NORTH COUNTY FPD	
OCEANSIDE FD	24
PALA FD	7
PAUMIA FD	
RANCHO SANTA FE FPD	
RINCON FD	
SAN DIEGO FD	1
SAN MARCOS FD	
SAN PASQUAL RESV FD	
VALLEY CENTER FPD	
VISTA FD	40
<b>Grand Total</b>	<b>111</b>

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



# Incident Volume by Hour

Incident Volume by Hour for NORTH COUNTY FPD  
June 2023



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



# Incidents by Unit

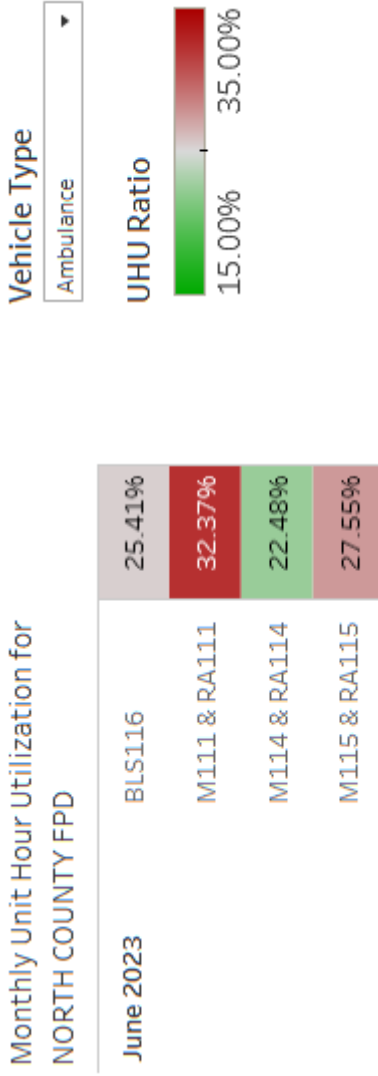
Incidents by Unit for NORTH COUNTY FPD  
June 2023

<b>Ambulance</b>	BLS116	178
	M111 & RA111	174
	M114 & RA114	136
	M115 & RA115	173
	<b>Total</b>	<b>661</b>
<b>Brush</b>	BR112	5
	BR114	1
	<b>Total</b>	<b>6</b>
<b>Engine / Truck</b>	E111	206
	E112	107
	E113	62
	E114	114
	E115	129
	<b>Total</b>	<b>592</b>
<b>Other Units</b>	B111	19
	<b>Total</b>	<b>19</b>
<b>Grand Total</b>		<b>926</b>

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



# Ambulance Unit Hour Utilization



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 June 2023

Name	↑
BLS116	91
M111	110
M114	68
M115	81
RA111	11
RA114	10
RA115	9
<b>Grand Total</b>	<b>380</b>

## NORTH COUNTY FPD Transport Destinations June 2023

Destinations	⌘
TEMECULA VALLEY HOSPITAL	152
PALOMAR HOSPITAL	124
TRI CITY MEDICAL CENTER (TCMC)	75
SCRIPPS ENCINITAS HOSPITAL	19
CHILDRENS HOSPITAL	4
RANCHO SPRINGS HOSP.	3
SHARP CHULA VISTA MEDICAL CENTER	1
PALOMAR HOSPITAL DOWNTOWN	1
MCP NAVAL HOSPITAL	1
<b>Grand Total</b>	<b>380</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

**1** Injuries

Accidents

**0** vehicle



## Social Media Metrics

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
Instagram Followers						3425						
Facebook Likes						8959						
Post Reach Instagram						-42%						
Post Reach Facebook						13%						
Audience Growth Instagram						2%						
Audience Growth Facebook						0%						
Engagement rate Instagram						33.20%						
Engagement rate Facebook						-25.20%						

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**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
STAFF REPORT**

**TO:** Board of Directors  
**FROM:** Operations/EMS Division  
**DATE:** July 27, 2023  
**SUBJECT:** Customer Satisfaction Survey Program, 2023 – 2<sup>nd</sup> Quarter Results

## **CONSENT AGENDA**

### **RECOMMENDATION:**

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

### **BACKGROUND:**

This report focuses on two areas, direct feedback based on surveys sent to patients transported by North County Fire and our Service/Sympathy card program. The distribution of the survey is based on the 2023 Payer Class percentages according to our ambulance billing company, Wittman Enterprises. This quarter’s customer satisfaction results incorporate surveys received from April 1<sup>st</sup>, 2023 through June 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.

<b>2023 Payer Class</b>	
Private Commercial Insurance (includes Champus/Active Duty)	26
Medi Cal	10
Medicare (includes Senior HMO)	54
Cash	10
<b>Total</b>	<b>100</b>

### **DISCUSSION:**

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

**Customer Satisfaction Survey Program**

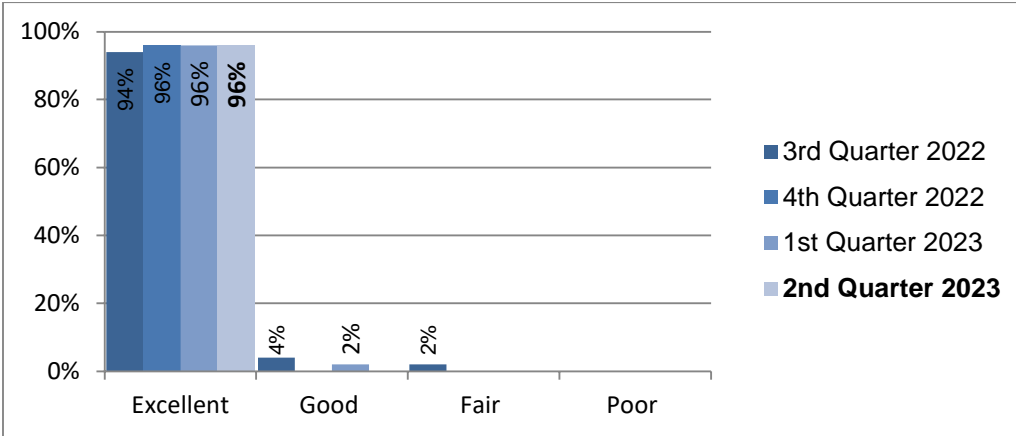
July 27, 2023

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 109 surveys were returned (36%).

Ninety six percent (96%), or 105, 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**

July 27, 2023

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>2<sup>ND</sup> Q 2023</b>	304	244	286	834
1 <sup>ST</sup> Q 2023	191	171	132	494
4 <sup>TH</sup> Q 2022	355	294	312	961
3 <sup>RD</sup> Q 2022	65	49	20	134

The above numbers represent 36% of total cards sent by A Shift, 29% of total cards sent by B Shift and 34% 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.

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# NORTH COUNTY FIRE PROTECTION DISTRICT

## STAFF REPORT

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF McREYNOLDS  
**DATE:** JULY 27, 2023  
**SUBJECT:** DISTRICT CLIMATE ACTION PLAN

### **ACTION AGENDA**

#### **RECOMMENDATION:**

That the Board adopt a District Climate Action Plan that promotes an organizational commitment to transitioning the agency to more eco-friendly energy efficient equipment, apparatus, and facilities.

#### **BACKGROUND:**

The District is making strides toward being more energy efficient. In recent years we have replaced high-water need vegetation with low-water drought tolerant landscaping, installed solar voltaic systems at four (4) District facilities, acquired a water saving *Pump-Pod DRAFTS Unit* for pump operator training, and begun replacing facility incandescent and fluorescent lighting with low voltage LED.

#### **DISCUSSION:**

Having a Climate Action Plan policy will formally memorialize the District's intent to continue our transition to being an eco-friendlier organization. Opportunities will present in the future such as replacing gas-powered equipment with battery powered equipment, purchasing operationally capable electric vehicles, transitioning to energy efficient appliances and lighting, and continuing the transition to drought tolerant landscape vegetation at our facilities.

#### **FISCAL ANALYSIS:**

The fiscal impact will be driven by individual projects which will be considered during the annual budgeting process. Staff will continue to pursue grants that will support our efforts.

#### **SUMMARY:**

The NCFPD is making strides toward being an eco-friendly organization. Having a Board-approved plan will formalize our commitment to this priority which will assist with budgeting and Capital Improvement Plan (CIP) development moving forward.



# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

ADMINISTRATION  
BUSINESS MANAGEMENT  
BUDGET AND FUND MANAGEMENT

SECTION 211.13  
JULY 25, 2023  
PAGE 1 OF 1

### CLIMATE ACTION POLICY

#### **PURPOSE:**

Creating an agency that is eco-friendly is a priority for the District. Investing in clean technologies, infrastructure, and systems promotes an improved quality of life and creates a vibrant, sustainable, resilient workplace and environment.

#### **POLICY:**

That the District continually considers ways to transition the organization to energy efficient systems. The District Capital Improvement Plan should include efforts to transition the District to energy efficient equipment, vehicles, apparatus, and facilities whenever possible.

#### **PROCEDURE:**

##### **Equipment, Vehicles, and Apparatus**

Net-zero emission-based equipment, support vehicles and fire apparatus are a goal of the organization. This can be realized through:

- Converting gas powered equipment to electric
- Transitioning Staff and Front-Line Gas/Deisel Vehicles/apparatus to Electric as technology and affordability allows
- Installing Electric Vehicle (EV) charging stations at District facilities

##### **Facilities**

Energy-efficient facilities should be a constant consideration as appliances are purchased/replaced and as facilities are upgraded and constructed. Water-wise landscaping should also be considered at District facilities. This can be realized through:

- Converting incandescent and fluorescent light bulbs to LED.
- Installing dusk-to-dawn sensors on exterior lighting.
- Installing timer/sensor controls to common-area lighting
- Ensuring each District facility has a photovoltaic (PV) Solar Array
- Ensuring HVAC systems are energy efficient
- Ensuring District facilities have waste recycle containers
- Converting high-water appliances to low-water (water-wise appliances)
- Converting high-water vegetation and landscaping to low-water including the use of zero-maintenance hardscape such as rock and decomposed granite.



**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
STAFF REPORT**

**TO:** BOARD OF DIRECTORS  
**FROM:** FM FIERI AND CHIEF MCREYNOLDS  
**DATE:** JULY 27, 2023  
**SUBJECT:** STATE MANDATED INSPECTION REPORTING RESOLUTION

**ACTION AGENDA**

**RECOMMENDATION:**

That the Board approve NCFPD Resolution 2023-10 acknowledging the Inspection of Certain Occupancies Pursuant to §13146.2 and §13146.3 of the California Health and Safety Code.

**BACKGROUND:**

Senate Bill 1205, codified in September 2018 as Health & Safety Code §13146.4, requires annual reporting of completed inspections for certain “State Mandated” occupancies during the “budget appropriations process.”

**DISCUSSION:**

California Health & Safety Code §13146.2 and §13146.3 requires all fire departments who provide fire protection services, including the North County Fire Protection District, to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house and certain residential care facilities for compliance with building standards. The purpose of this legislation is for governing bodies to determine the adequacy of its fire prevention activities, particularly as it relates to obligatory requirements, so that it can adjust future appropriations for prevention activities accordingly.

The District is required to report on the number of educational facilities and certain congregate residential facilities present within its jurisdiction, and the percentage of inspections completed for both types. As noted in the Resolution, there are 15 educational facilities and 136 congregate residential facilities. All state mandated R occupancies were completed. Single family dwellings are excluded from this legislative inspection requirement.

**FISCAL ANALYSIS:**

None.

**SUMMARY:**

By approving NCFPD Resolution # 2023-10 the Board is acknowledging that the NCFPD Community Risk Reduction Division, under the supervision of Fire Marshal Fieri has completed the Inspection of Certain Occupancies Pursuant to §13146.2 and §13146.3 of the California Health and Safety Code.

# NORTH COUNTY FIRE PROTECTION DISTRICT

## RESOLUTION 2023-10



RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, SAN DIEGO COUNTY, STATE OF CALIFORNIA, ACKNOWLEDGING THE INSPECTION OF CERTAIN OCCUPANCIES AS REQUIRED BY §13146.2 AND §13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE.

**WHEREAS**, California Health & Safety Code (“H&S”) §13146.4 was adopted in 2018, and became effective on September 27, 2018; and

**WHEREAS**, H&S §13146.2 and §13146.3 require all fire departments, that provide fire protection services, including the North County Fire Protection District, to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house and certain residential care facilities for compliance with building standards as provided; and

**WHEREAS**, H&S §13146.2 requires all fire departments, that provide fire protection services, including the North County Fire Protection District, to report annually to its administering authority on its compliance with H&S §13146.2 and §13146.3; and

**WHEREAS**, the Board of Directors of the North County Fire Protection District intends this Resolution to fulfill the requirements of the California Health & Safety Code regarding acknowledgment of the North County Fire Protection District’s compliance with H&S §13146.2 and §13146.3.

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Directors of the North County Fire Protection District expressly acknowledges the receipt of the report regarding compliance of the North County Fire Protection District with California Health and Safety Code §13146.2 and §13146.3, as follows:

### 1.0. EDUCATIONAL GROUP “E” OCCUPANCIES:

- 1.1. Educational Group E occupancies are generally those public and private schools, used by more than six (6) persons at any one time for educational purposes through the twelfth (12<sup>th</sup>) grade. Within the North County Fire Protection District, there lie 15 Group E occupancies, buildings, structures and/or facilities.
- 1.2. During F/Y 2022/2023, the North County Fire Protection District completed the annual inspection of 15 Group E occupancies, buildings, structures



# NORTH COUNTY FIRE PROTECTION DISTRICT

## RESOLUTION 2023-10



RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, SAN DIEGO COUNTY, STATE OF CALIFORNIA, ACKNOWLEDGING THE INSPECTION OF CERTAIN OCCUPANCIES AS REQUIRED BY §13146.2 AND §13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE.

and/or facilities. This is a compliance rate of 100% for this reporting period.

### 2.0. **RESIDENTIAL GROUP “R” OCCUPANCIES:**

- 2.1. Residential Group R occupancies, for the purposes of this Resolution, are generally those occupancies containing sleeping units and include hotels, motels, apartments (three units or more), etc., as well as other residential occupancies (including a number of residential care facilities). These residential care facilities have a number of different sub-classifications and they may contain residents or clients that have a range of needs, including those related to custodial care, mobility impairments, cognitive disabilities, etc. The residents may also be non-ambulatory or bedridden.
- 2.2. During F/Y 2022/2023, the North County Fire Protection District performed initial annual inspection of 136 Group R occupancies, buildings, structures and/or facilities. All state mandated R occupancies were completed reflecting a 100% compliance rate for this reporting period.

**APPROVED, ADOPTED and SIGNED** at a Special Meeting of the Board of Directors of the North County Fire Protection District held on this **27<sup>th</sup> day of July, 2023**, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**RECUSED:**

# NORTH COUNTY FIRE PROTECTION DISTRICT

## RESOLUTION 2023-10



RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, SAN DIEGO COUNTY, STATE OF CALIFORNIA, ACKNOWLEDGING THE INSPECTION OF CERTAIN OCCUPANCIES AS REQUIRED BY §13146.2 AND §13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE.

---

Cindy Acosta, President

**I HEREBY CERTIFY** that foregoing is a true and correct copy of the Resolution duly and regularly adopted by the Board of Directors of the North County Fire Protection District at the meeting thereof held on the **27th day of July, 2023**, 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 this **27<sup>th</sup> day of July, 2023**.

---

Mavis Canpinar – Board Clerk

Official Seal



# NORTH COUNTY FIRE PROTECTION DISTRICT

## STAFF REPORT

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF McREYNOLDS  
**DATE:** JULY 27, 2023  
**SUBJECT:** CHANGE OF OCTOBER 24, 2023, REGULAR BOARD MEETING DATE

### **ACTION AGENDA**

#### **RECOMMENDATION:**

That the Board of Directors determine an alternate date for the October 24, 2023, Regular Board Meeting.

#### **BACKGROUND:**

Special districts in California have an association that provides educational and advocacy activities throughout the state – the California Special Districts Association (CSDA). Several NCFPD Directors are scheduled to attend the Special District Leadership Academy conference (SDLA) offered by CSDA Oct. 22, 2023, through Oct. 25, 2023. Topics such as governance foundations, the Board's role in Human Resources and the Board's role in finance and fiscal accountability will be covered.

#### **DISCUSSION:**

The Regular October Board meeting is currently scheduled for October 24, 2023. With approximately three (3) Directors in attendance at the SDLA conference during this time, there will not be a quorum present to facilitate the Regular October Board Meeting. An alternative meeting date needs to be chosen.

The following date has been determined by Staff to be suitable:

- Tuesday, November 14, 2023, at 5 p.m.

**FISCAL ANALYSIS:** No fiscal impact.

#### **SUMMARY:**

Once the Board decides on an alternate meeting date, Staff will ensure proper notification is managed.

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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:** July 27, 2023

**RE:** General Counsel Report for Board of Directors Meeting

---

Included below is this month's legal update on reporting requirements for certain campaign contributions.

The Governor has recently signed into law SB 1439 (Glazer), which amends Government Code section 84308, and makes significant changes to disqualification requirements for elected officials based on campaign contributions from certain people over \$250. A violation of these requirements, like any other violation of the Political Reform Act, can result in administrative, criminal or civil enforcement.

The law became effective as of January 1, 2023, and contains provisions that would require consideration of actions 12 months prior to and after a decision by the Board. Campaign contributions in excess of \$250 may result in the need for recusal from any vote involving the source of the contribution. For example, if a campaign contribution in excess of \$250 is received from a vendor who does business with the District, then the elected official who received the contribution must recuse themselves from any vote involving the vendor.

The FPPC issued an opinion letter (attached) which found, among other things, that the disqualification obligations in SB 1439 do NOT apply to campaign donations received in or before 2022; however, the disclosure obligations will apply to campaign contributions received after January 1, 2023.

In summary, SB 1439 requires disclosure of campaign contributions in excess of \$250 and potential recusal from such items involving the source of the contribution for any campaign contributions received after January 1, 2023.

Also attached hereto is a FAQ sheet issued by the FPPC on this matter for your information.

As always, please feel free to reach out to me with any questions or concerns.

**BEFORE THE FAIR POLITICAL PRACTICES COMMISSION**

In the Matter of: )  
 )  
Opinion requested by )  
League of California Cities, )  
On Behalf of El Cajon City )  
Councilmember Gary P. Kendrick )  
\_\_\_\_\_ )

No. O-22-002  
December 22, 2022

BY THE COMMISSION: The League of California Cities (“CalCities”), on behalf of El Cajon City Councilmember Gary P. Kendrick, has requested an opinion of the Fair Political Practices Commission (“Commission”) on the following:

**QUESTIONS**

Under Government Code section 84308<sup>1</sup>, as amended by Senate Bill 1439 (2022), may a local elected official be prohibited from taking part in a proceeding involving a license, permit, or other entitlement for use based on contributions received before SB1439 took effect (January 1, 2023)? May a local elected official be prohibited from receiving a contribution based on the official’s participation in a license, permit, or other entitlement for use proceeding that took place before SB 1439 took effect?

**CONCLUSION**

No. Based on the statutory language and legislative history, there is no indication the Legislature intended SB 1439’s “lookback” periods to apply to contributions received and proceedings participated in prior to Section 84308’s amended provisions taking effect. Absent express language otherwise, we find that a local elected official is not prohibited from taking part in a proceeding involving a license, permit, or other entitlement for use based on contributions received before January 1, 2023. Similarly, a local elected official is not prohibited from receiving a contribution based on the official’s participation in a license, permit, or other entitlement for use proceeding so long as the official’s participation occurred before January 1, 2023.

**BACKGROUND**

Currently, Section 84308 of the Political Reform Act prohibits an officer of an agency from accepting, soliciting, or directing a contribution of more than \$250 from any party, participant, or agent thereof while a proceeding involving a license, permit, or other entitlement

<sup>1</sup> All statutory references are to the California Government Code unless otherwise indicated.

for use is pending before the agency and for three months following the date a final decision is rendered in the proceeding if the official knows or has reason to know that the participant has a financial interest, as further specified in the Act. An official is also prohibited from taking part in such a decision if they have received a contribution exceeding \$250 within the preceding 12 months. Additionally, the term “agency,” as used in Section 84308, does not currently include local governmental agencies whose members are directly elected by voters.

On January 1, 2023, SB 1439 goes into effect, amending Section 84308 in two key ways. First, the bill extends the period in which such a contribution is prohibited after a final decision is rendered from three months to 12 months. Second, the application of Section 84308 will extend to local government agencies whose members are directly elected by voters (e.g., city council members).

After SB 1439 passed, the FPPC received several requests for clarification on how Section 84308, as amended, will apply on January 1, 2023. CalCities formalized some of those questions with a request for an FPPC Opinion on behalf of El Cajon City Councilmember Gary P. Kendrick. At the November 2022 Commission meeting, after discussing the statutory language, legislative history, and case law supporting different interpretations of Section 84308, the Commission directed Legal Division staff to prepare an Opinion concluding that SB 1439’s amendments to Section 84308 do not apply to contributions received or proceedings participated in by local elected officials prior to January 1, 2023, when SB 1439’s amendments take effect.

## ANALYSIS

Under Section 83111, “[t]he Commission has primary responsibility for the impartial, effective administration and implementation” of the Act. When the Commission interprets a statute, it follows the same canons of statutory construction employed by the courts. *Britton et al. v. Dallas Airmotive, Inc. et al.* (2007) 153 Cal.App.4th 127, 131-132 explains:

Our primary objective in interpreting a statute is to determine and give effect to the underlying legislative intent. We begin by examining the statutory language, giving the words their usual, ordinary meanings and giving each word and phrase significance. The meaning of a statute may not be determined from a single word or sentence; the words must be construed in context, and provisions ... relating to the same subject matter must be harmonized to the extent possible. An interpretation that renders related provisions nugatory must be avoided; each sentence must be read not in isolation but in the light of the statutory scheme; and if a statute is amenable to two alternative interpretations, the one that leads to the more reasonable result will be followed. If the terms of the statute

are unambiguous, we presume the lawmakers meant what they said, and the plain meaning of the language governs.

(Internal citations and quotation marks omitted.)

In examining the amended statutory language, no provision expressly states the statute is intended to apply to local elected officials based on conduct that occurred prior to the amendments taking effect. Although the statute includes language pertaining to the 12-month period prior to and following a license, permit, or other entitlement for use proceeding, the context of this language must be considered in determining the Legislature's intent. For the reasons discussed below, we interpret Section 84308's amended provisions to apply to contributions received and proceedings participated in by local elected officials after, and not before, January 1, 2023.

**A. The Legislature Was Presumably Aware the Commission Had Previously Interpreted Section 84308 to Apply Only to the Period After the Statute's Effective Date.**

In 1982, the Legislature passed the Levine Act, adding Section 84308 to the Act. Though Section 84308 applied to a narrower range of public officials, it similarly prohibited an official from taking part in certain proceedings where the official had received a contribution exceeding \$250 from a party or participant within the 12 months prior to the proceeding. The statute took effect on January 1, 1983. The Commission's historical files indicate that, just as in the wake of SB 1439, the Commission received several questions regarding how Section 84308 would apply. Subsequently, the Commission adopted Regulation 18438, which read, "[t]he prohibitions and requirements of Government Code Section 84308 do not apply to contributions made or received prior to January 1, 1983."

For purposes of interpreting amended Section 84308, the Legislature was presumably aware of the Commission's prior interpretation. Accordingly, if the Legislature had intended Section 84308's amended provisions to apply differently, it presumably would have included express statutory language to that effect. (See *Napa Valley Educators' Assn. v. Napa Valley Unified School Dist.* (1987) 194 Cal.App.3d 243, 252 ("The Legislature is presumed to be aware of long-standing administrative practice . . . . If the Legislature . . . makes no substantial modifications to the act, there is a strong indication that the administrative practice was consistent with the legislative intent."); see also *Moore v. California State Bd. of Accountancy* (1992) 2 Cal.4th 999, 1017-1018 ("[A] presumption that the Legislature is aware of an administrative construction of a statute should be applied if the agency's interpretation of the statutory provisions is of such longstanding duration that the Legislature may be presumed to know of it."))



**B. Applying Amended Section 84308 Based on Contributions Received in 2022 Would Not Give Some Officials the Opportunity to Return the Contributions in Order to Participate in a Proceeding as Contemplated by the Statute.**

As provided currently in Section 84308(c) and incorporated in amended Section 84308(d)(1):

If an officer receives a contribution which would otherwise require disqualification under this section, and returns the contribution within 30 days from the time the officer knows, or should have known, about the contribution and the proceeding involving a license, permit, or other entitlement for use, the officer shall be permitted to participate in the proceeding.

The above language provides a public official a period in which a contribution may be returned so the official is not inherently prohibited from taking part in a proceeding based on a contribution they received. Because an official who accepts a contribution may not anticipate it will disqualify them from a subsequent proceeding, the statute expressly provides the opportunity to return the contribution. However, this return period is limited to 30 days after having knowledge of the contribution and proceeding.

If applied to contributions received and proceedings initiated in 2022, SB 1439 would create a scenario in which some officials may not have the opportunity to return a contribution in order to take part in a proceeding. Specifically, a local elected official would be unable to return a contribution received in 2022 and take part in the subsequent proceeding if more than 30 days have passed since acquiring knowledge of the receipt of the contribution and the initiation of the proceeding. Given the statute expressly provides officials with an opportunity to return a contribution, it appears the Legislature was not attempting to supplant this provision in adopting amended Section 84308. (See *Jackpot Harvesting Co., Inc. v. Superior Court* (2018) 26 Cal.App.5th 125, 141 (stating where statutory language is unclear, courts “select the construction that comports most closely with the apparent intent of the Legislature, with a view to promoting rather than defeating the general purpose of the statute, and avoid an interpretation that would lead to absurd consequences”).)

**C. Applying Amended Section 84308 Based on Contributions Received in 2022 May Complicate Governance by Disqualifying Officials from Decisions Without the Opportunity to Return the Contributions.**

Applying Section 84308 to local elected officials based on contributions received in 2022 may significantly complicate officials' ability to effectively govern their respective jurisdictions. For example, without having been able to reasonably anticipate that SB 1439 would potentially apply, some officials would not have had the opportunity to plan accordingly. For instance, an official may have already spent a contribution without knowledge that the contribution may lead


to disqualification from a subsequent decision. Consequently, the official may be unable to return the contribution in order to participate in a proceeding.

Applying amended Section 84308 to contributions that occurred in 2022 may also impact agencies' ability to make governmental decisions throughout the 2023 calendar year due to the potential that numerous officials would be disqualified from taking part in a proceeding because the officials did not have the opportunity to return contributions from a party to, or participant in, the proceeding. Further, officials would be required to review whether each participant in each new or ongoing proceeding contributed to the official in the prior 12 months or revealed facts in written or oral support or opposition before the official's agency that made the participant's financial interest apparent (see Regulation 18438.7(a)(2))—a task that may prove impractical, particularly with respect to proceedings occurring shortly after January 1, 2023. By applying Section 84308's amended provisions only to contributions and participation occurring *after* January 1, 2023, it will better enable officials to establish systems for tracking and flagging contributions for potential disqualification under Section 84308 going forward.

### CONCLUSION

Based on the above considerations, there is no clear indication that the Legislature intended SB 1439's "lookback" periods to apply to contributions received and proceedings participated in prior to Section 84308's amended provisions taking effect. In amending Section 84308, the Legislature was presumably aware the Commission had previously interpreted Section 84308's provisions to apply *after* the effective date of the statute. Additionally, applying Section 84308's amended provisions to contributions received and participation by local elected officials that occurred in 2022 would create a gap in the statutory framework, leaving some officials unable to return contributions in order to participate in proceedings as the Legislature intended. Finally, such an interpretation would also create logistical issues based on officials' inability to have anticipated the statutory amendments, potentially delaying or otherwise complicating important governmental decisions. With these factors in mind, and absent express language otherwise, we find that a local elected official is not prohibited from taking part in a proceeding involving a license, permit, or other entitlement for use based on contributions received before January 1, 2023. Similarly, a local elected official is not prohibited from receiving a contribution based on the official's participation in a license, permit, or other entitlement for use proceeding so long as the official's participation occurred before January 1, 2023.

Approved by the Commission on December 22, 2022. Concurring: Chair Miadich, Commissioners Baker, Gómez, and Wilson. Absent: Commissioner Wood.



Richard C. Miadich  
Chair



# 2023 Changes to Section 84308

February 2023

## Senate Bill 1439

In 2022, the California Legislature passed [SB 1439](#), a bill that amended Section 84308 of the Political Reform Act (“the Act”). The changes took effect on January 1, 2023. As detailed below, the amendments significantly broadened the scope of the statute—most significantly by applying the statute’s restrictions to agencies whose members are directly elected by voters. In response to the changes brought on by SB 1439, the FPPC: (1) issued the [Kendrick Opinion](#) on the application of amended Section 84308; (2) is preparing a package of regulatory amendments; and (3) is providing guidance in the form of this fact sheet<sup>1</sup>, as well as through formal advice letters and informal assistance via phone and email.

## Section 84308 Generally

Section 84308 prohibits certain officials from taking part in an entitlement for use proceeding if the official has received a contribution exceeding \$250 from a party or participant in the proceeding within the preceding 12 months. An official is also prohibited from accepting, soliciting, or directing a contribution exceeding \$250 from a party or participant in the proceeding for a certain period of time after a final decision is rendered in such a proceeding.

A “party” is any person who files an application for, or is the subject of, a proceeding involving a license, permit, or other entitlement for use. A “participant” is person who is not a party but who actively supports or opposes a particular decision in a proceeding involving a license, permit, or other entitlement for use, **and** has a financial interest in the decision.

A party to a proceeding before an agency involving a license, permit, or other entitlement for use must disclose on the record any contribution in an amount of more than two hundred fifty dollars (\$250) made within the preceding 12 months to an official of the agency.

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<sup>1</sup> This fact sheet is informational only and contains only highlights of selected provisions of the law. It does not carry the weight of the law. For further information, consult the Political Reform Act and its corresponding regulations, advice letters, and opinions.

In certain instances, an official may avoid violating this section by returning contributions in excess of \$250. (See subdivision (d).)

## Changes in 2023

As of January 1, 2023, Section 84308 now operates differently in two key ways:

- 1. Section 84308 now applies to agencies whose members are directly elected by voters including local elected officials such as city councilmembers and county supervisors serving on their respective boards; and**
- 2. Officials are prohibited from accepting, soliciting, or directing a contribution exceeding \$250 from a party or participant for 12 months after the final decision of a proceeding.**

## Common Questions Regarding Section 84308

**Q. What types of proceedings are covered by Section 84308?**

A. Section 84308 pertains to “proceeding[s] involving a license, permit, or other entitlement for use.” The phrase “license, permit, or other entitlement for use,” in turn, “means all business, trade, and land use licenses and permits and all other entitlements for use, all contracts (other than competitively bid, labor, or personal employment contracts), and all franchises.”

**Q. Does an official have a duty to proactively determine whether a participant has a financial interest in a decision?**

A. No. Section 84308 and Regulation 18438.7 require an official to recuse when the official knows or has reason to know of a participant’s financial interest in a proceeding, but neither the statute nor regulation establish a proactive duty to investigate a potential financial interest, such as reviewing other public records or questioning the individual.

**Q. Do SB 1439’s amendments to Section 84308 apply to contributions received or proceedings participated in throughout 2022, before SB 1439 took effect?**

A. The Commission has determined a local elected official is not prohibited from taking part in entitlement for use proceedings based on contributions received in 2022, nor is an official prohibited from accepting, soliciting, or directing contributions exceeding \$250 from parties or participants in proceedings finalized in 2022. (See *Kendrick* Opinion, No. O-22-002.)

**Q. When will the Commission amend regulations relating to Section 84308?**

A. Pre-notice discussion of regulatory amendments is scheduled to occur at the Commission's February 16, 2023 meeting, with presentation for adoption scheduled to occur at the Commission's April 20, 2023 meeting. The Commission welcomes and encourages public comments regarding potential regulatory amendments. To find out how to participate in a FPPC meeting, go to <https://www.fppc.ca.gov/about-fppc/contact-us/public-comment.html>.

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**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
STAFF REPORT**

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF McREYNOLDS  
**DATE:** JULY 27, 2023  
**SUBJECT:** WRITTEN CORRESPONDENCE

● **WRITTEN COMMUNICATION:**

- There were no written communications to report for the July 27, 2023 Special Board Meeting.

● **BOARD RECOGNITION PROGRAM:**

**July 2023:**

- Captain Baker, FF/PM Cain and FF/PM Paur
- Fleet Supervisor Lievanos



**From:** Joseph Bradshaw <[jbradshaw@ncfire.org](mailto:jbradshaw@ncfire.org)>

**Date:** July 1, 2023 at 8:54:02 PM PDT

**To:** Chiefs <[Chiefs@ncfire.org](mailto:Chiefs@ncfire.org)>

**Cc:** Zach Cain <[zcain@ncfire.org](mailto:zcain@ncfire.org)>, Max Paur <[jpaur@ncfire.org](mailto:jpaur@ncfire.org)>, Collin Baker <[cbaker@ncfire.org](mailto:cbaker@ncfire.org)>

**Subject:** A Master's class in customer service

Our members are what make NCF what it is...

Captain Baker was the supervisor on E112 when a minor accident occurred on a call, putting a scratch in the engine and breaking a 4x4 post holding up a resident's mailbox. Captain Baker followed required protocol and completed all the necessary notifications, on scene investigation, and reporting. He (and his crew) then turned a negative situation into a positive by going to the hardware store, purchasing supplies, and repaired the broken mailbox and post with an exact replica. Needless to say the resident was more than impressed and so was I. Captain Baker and crew embodied everything it means to be a member of NCF. Well done.





Afternoon NCF,

I would like to give Victor and his son Leo a shout out. They came in the Saturday before Independence Day to mount American flags on several of our engines (picture attached). These flags look great! And with so many active and retired military living in our community I know that they have been noticed and appreciated.

Thank you Victor and Leo for your *#Extremeownership* and commitment to excellence!

**Keith McReynolds** | Fire Chief

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**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
STAFF REPORT**

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF McREYNOLDS  
**DATE:** JULY 27, 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:** JULY 27, 2023  
**SUBJECT:** CLOSED SESSION

**CS.1 Announcement — President Acosta:**

➤ An announcement regarding the items to be discussed in Closed Session will be made prior to the commencement of Closed Session.

**CS.2 Conference with Legal Counsel – Anticipated Litigation (Government Code §54956.9 (d)(2))**

**CS.3 Conference with Real Property Negotiator (Government Code §54956-8):**

➤ Property: 2805 Overland Trail, Fallbrook, CA 92028  
Agency Representative: Chief McReynolds

**CS.4 Report from Closed Session – President Acosta**

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