



NORTH COUNTY FIRE PROTECTION DISTRICT

AGENDA FOR REGULAR BOARD MEETING

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

The June 27, 2023, 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=ekFORGt1Mm4vWXgrRFpXbUIPUFlmdz09> or Dial by your location: +1 669 900 6833 US (San Jose); Meeting ID: 870 1784 6503; Passcode: 631628

The public may provide comments in advance or real-time by emailing ncfboardcomments@ncfire.org. E-mailed comments received will be read into the record by Staff.

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. Challenge Coin Recognition: Mike Fila – Chief McReynolds (pgs.3-4)
New Item: Recognition of community member Mike Fila for his life-saving efforts on May 4, 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.

3. Capital Improvement Plan Overview – D/C MacMillan and Chief McReynolds- (pgs.5-8)
Recurring Item: Review and discuss capital improvement plan.

ACTION AGENDA

Consent Items:

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

4. Approve Regular Board Meeting Minutes, May 23, 2023 (pgs.9-16)
Standing Item: Review and approve minutes from the May meeting as presented.
5. Review and Accept Financial Reports for May 2023 (pgs.17-26)
Standing Item: Review and accept financial reports for May as presented.

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



NORTH COUNTY FIRE PROTECTION DISTRICT

AGENDA FOR REGULAR BOARD MEETING

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

6. Review and Approve Policies and Procedures (pgs.27-62)
- 1) Administration – Business Management – Payroll and Benefits – Retirement/Employment Separation: Updated legal modifications to retirement procedures and employment separation processing.
 - 2) Single Role Programs – Single Role EMS Services Program – Single Role EMS Service Program Manual: Updates to the duties/responsibilities and general guidelines for the Single Role Program.
 - 3) Administration – Rules and Regulations – Personnel Rules – Disciplinary Policy: Housekeeping changes to reflect updated legal requirements.
7. Monthly Operations Activity Report (pgs.63-72)
- Standing Item: Monthly Report demonstrating call mix, turnout time, call by unit, transports, total response times, aid received & provided, monthly inspection report, health & safety – injuries & accidents and turnover of care statistics.

Action Items:

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

8. Review and Approve Preliminary Budget for FY 2023/2024; **Set Public Hearing Date/Time Certain September 26, 2023, at 5:05 p.m.** to Approve the Final Budget – F/M Juul and Chief McReynolds (pgs.73-86)
- Annual Item: Review and approve the proposed Preliminary Budget and set date/time certain hearing date to approve the Final Budget as presented.
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 – F/M Juul and Chief McReynolds (pgs.87-90)
- Annual Action: Review and approve required annual Resolution, which determines the limitation to be \$26,417,378.
10. Review and Approve Resolution 2023-09, Requesting a Temporary Transfer of Funds From the County Treasurer to North County Fire Protection District – F/M Juul and Chief McReynolds (pgs.91-94)
- Recurring Item: Review and approve Resolution 2023-09 allowing the District to transfer up to 85% (\$16,144,900) of the total anticipated tax revenue in advance of the actual receipt of taxes.
11. Review and Cast Vote in Election for CSDA Board of Directors, Southern Network, Seat C – Chief McReynolds (pgs.95-106)
- Recurring Item: Review and vote for one individual for the CSDA Board of Directors Seat C, Southern Network. The Board Clerk has previously been authorized to cast the vote for the Board.
12. Review Contract Extension with Special District Counsel James – Chief McReynolds (pgs.107-108)
- New Item: Discuss the current contract with Special District Counsel James and provide direction to Staff regarding Special Counsel services moving forward. Staff supports Board direction.



NORTH COUNTY FIRE PROTECTION DISTRICT

AGENDA FOR REGULAR BOARD MEETING

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

STANDING DISCUSSION ITEMS

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

- LEGAL COUNSEL REPORT: (pgs.109-110)
There is no legal counsel report for the June 27, 2023, Board meeting.
- WRITTEN COMMUNICATION (pgs. 111-116)
 - Board Recognition Program
- COMMENTS/QUESTIONS (pgs.117-118)
 - Staff:
 - Chief McReynolds
 - Other Staff
 - Board
 - Bargaining Groups
 - Public Comment

CLOSED SESSION

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

- CS-1. Announcement — President Acosta: (pgs.119-120)
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: 330 South Main Avenue, Fallbrook, CA 92028
Agency Representative: Chief McReynolds
- CS-4. Public Employee Performance Evaluation (Government Code §54957):
Fire Chief/CEO
- CS-5. Report From Closed Session — President Acosta

ADJOURNMENT

Scheduled Meetings:

The next regularly scheduled Board meeting is **Tues., July 25, 2023 at 5:00 p.m.**



NORTH COUNTY FIRE PROTECTION DISTRICT

AGENDA FOR REGULAR BOARD MEETING

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

CERTIFICATION OF AGENDA POSTING

"I certify that this Agenda was posted in accordance with the provisions of the Government Code § 54950 et. seq. The posting locations were: [1] the entrance of North County Fire Protection District Administrative Offices, [2] Fallbrook Public Utility District Administrative Offices, [3] the Roy Noon Meeting Hall, and [4] the District's website at www.ncfireca.gov. The Agenda was also available for review at the Office of the Board Clerk, located at located at 330 S. Main Avenue, Fallbrook, CA. Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection in the Office of the Board Clerk during normal business hours or may be found on the District website, subject to the Staff's ability to post the documents before the meeting. The date of posting was June 22, 2023."

Board Clerk Mavis Canpinar:

Mavis Canpinar

Date: June 22, 2023



**NORTH COUNTY FIRE
PROTECTION DISTRICT
STAFF REPORT**

TO: BOARD OF DIRECTORS
FROM: CHIEF McREYNOLDS
DATE: JUNE 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.).*

Page Intentionally Blank



NORTH COUNTY FIRE PROTECTION DISTRICT

STAFF REPORT

TO: BOARD OF DIRECTORS
FROM: CHIEF McREYNOLDS AND CAPTAIN LINDSEY
DATE: JUNE 27, 2023
SUBJECT: CHALLENGE COIN RECOGNITION

PUBLIC AGENDA

BACKGROUND:

The NCFPD would like to recognize Mike Fila with a Community Challenge Coin for aiding a neighbor in a time of need.

SUMMARY:

On the morning of 05/04/2023, NCF units responded to a reported cardiac arrest in the downtown area. Upon arrival they encountered Mr. Fila performing CPR on the victim, who was his neighbor. Mr. Fila was awakened when the victim's wife ran over to his house to seek help after discovering that her husband was unresponsive and not breathing. Mike quickly ran next door and found the victim in cardiac arrest. He quickly began performing hands-only CPR. He continued chest compressions until he was relieved by Sheriffs and station one units.

Unfortunately, the victim failed to respond to treatment due to a prolonged down-time, but this was a perfect example of the American Heart Association's "Chain of Survival" in action, which is something that our agency emphasizes every year during "Sidewalk CPR" events. Bystander CPR is a crucial intervention that can significantly improve the chances of survival for someone experiencing cardiac arrest. Mr. Fila gave the victim their best chance of survival.

On behalf of our community and Fire District, we extend our deepest appreciation for his selfless efforts.

Additionally, Mr. Fila, who is known as *35.Mike* on *Instagram*, works as a local emergency scene photographer. We also extend our thanks to him for periodically documenting emergency incidents in and around our Fire District. By photographing these incidents Mr. Fila provides a vital service to our agency and community. His work not only preserves the visual history of our Fire District, but also promotes awareness of the critical nature of the emergencies we respond to.

Page Intentionally Blank



NORTH COUNTY FIRE PROTECTION DISTRICT

STAFF REPORT

TO: BOARD OF DIRECTORS
FROM: D/C MACMILLAN AND CHIEF McREYNOLDS
DATE: JUNE 27, 2023
SUBJECT: CAPITAL IMPROVEMENT PLAN OVERVIEW

DISCUSSION AGENDA

BACKGROUND:

The District Capital Improvement Plan (CIP) is a multi-year plan that identifies items and costs associated with capital expenditures for equipment, apparatus, and facilities.

The Government Finance Officers Association (GFOA) recommends that State and Local governments prepare and adopt comprehensive fiscally sustainable, multi-year capital plans to identify and prioritize anticipated capital needs based on strategic priorities and operational needs.

DISCUSSION:

The attached plan (Attachment A) identifies the capital expenditures for FY 23/24. To qualify as a capital item the asset should meet the following criteria:

- Cost of at least \$5,000.00
- Has a useful life of at least 5 years

The Capital plan takes into consideration the following elements:

- Assessment of the physical condition of existing capital asset;
- The existing District Strategic Plan;
- Prioritization of capital needs based on established policy.

FISCAL IMPACT:

The FY 23/24 CIP plan is funded in the FY 23/24 Preliminary Budget.

SUMMARY:

The NCFPD CIP is constantly under evaluation as costs and District needs change. Our Staff is in the process of revising our 20-year plan. Once complete, Staff will present the plan to the Board in its entirety for approval.

Attachment A

	A	B	C	D		
	FY 22 Adopted Budget	FY 23 YTD April 30	FY 23 Adopted Budget	FY 24 Proposed Budget	\$ Budget Variance	% Budget Variance
EXPENSE						
Capital - Facilities						
Station 2	-	-	353,000	-	(353,000)	-100%
Station 3 (Rainbow)	425,000	-	2,000,000	2,016,800	16,800	1%
Station 4	500,000	-	-	1,268,100	1,268,100	0%
Admin Remodel	-	9,671	-	300,000	300,000	0%
Total Capital - Facilities	925,000	9,671	2,353,000	3,584,900	1,231,900	52%
Capital - Apparatus						
Ambulance II	45,742	-	-	-	-	0%
Ambulance Remount (new)	110,000	-	-	-	-	0%
New Ambulance	-	-	127,500	262,000	134,500	105%
Brush Engine	400,000	-	400,000	400,000	-	0%
Type I Engine	-	-	774,000	774,000	-	0%
Total Capital - Apparatus	555,742	-	1,301,500	1,436,000	134,500	10%
Capital - Equipment						
800 radios	151,851	-	-	-	-	0%
AED's	28,000	-	-	-	-	0%
Equipment	-	-	15,000	20,000	5,000	33%
Alerting Equipment	-	-	155,000	-	(155,000)	-100%
Gurney	-	-	51,000	63,000	12,000	24%
Extrication Unit	-	-	-	45,000	45,000	0%
Wheel Lift	-	-	-	68,000	68,000	0%
Portable Radios	-	-	-	192,000	192,000	0%
New Engine Equipment	-	-	75,000	125,000	50,000	67%
Total Capital - Equipment	179,851	-	296,000	513,000	217,000	73%
Capital - Vehicle						
Staff Vehicles	470,000	-	280,000	190,000	(90,000)	-32%
Total Capital - Vehicle	470,000	-	280,000	190,000	(90,000)	-32%
Debt Service - Facilities						
Bond - Station 5	235,657	-	235,700	235,100	(600)	0%
Administration Building	85,751	-	85,750	85,750	-	0%
Solar Loan I	35,407	-	35,400	35,400	-	0%
Solar Loan II	12,575	-	12,600	12,600	-	0%
Total Debt Service - Facilities	369,390	766,610	369,450	368,850	(600)	0%
Debt Service - Apparatus						
Type 1 Engines	133,980	-	1,182,700	-	(1,182,700)	-100%
Total Debt Service - Apparatus	133,980	33,495	1,182,700	-	(1,182,700)	-100%
Debt Service - Equipment						
EKG	60,666	-	60,700	-	(60,700)	-100%
Total Debt Service - Equipment	60,666	-	60,700	-	(60,700)	-100%
TOTAL EXPENSE	2,694,629	809,776	5,843,350	6,092,750	249,400	4%

Page Intentionally Blank

1 **May 23, 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, D/C MacMillan,
10 Finance Manager Juul, FM Fieri, IT Specialist Swanger, B/C Krumwiede, MSO Murphy, Board Clerk
11 Canpinar, and members of the public and association.

12 **A MOMENT OF SILENCE WAS OBSERVED FOR MARY GALLINA.**

13 **CHANGES TO THE AGENDA:**

14 Chief McReynolds notified the Board pages 25 and 26 of the Board packets reflected incomplete
15 data, were added in error and requested their removal from the packet; there were no objections.

16
17 **PUBLIC ACTIVITIES AGENDA**

18 1. **PUBLIC COMMENT:** President Acosta inquired if there were any public comments regarding
19 items not on the agenda. Joe Beyer stepped to the podium and introduced himself to the Board. Mr.
20 Beyer expressed gratitude to NCFPD staff for their professionalism and for always remaining vigilant
21 while serving the community. President Acosta and Chief McReynolds thanked Mr. Beyer for taking
22 the time to address the Board.

23 President Acosta then inquired whether there were any additional public comments regarding
24 items not on the agenda. FF/PM Cain stepped to the podium and introduced himself to the Board as
25 a member of the Firefighter's Association. FF/PM Cain invited the Board to an upcoming fundraiser
26 being held at Mountain Mike's Pizza. The event will help the Fallbrook Firefighter's Association raise
27 funds for the Burn Institute and help them advance in this year's Demolition Derby. President Acosta
28 and the rest of the Board thanked FF/PM Cain for the invitation.

30 President Acosta inquired whether there were any additional public comments regarding
31 items not on the agenda. There being no more public comment, the public comment section was
32 closed.

33 2. **RECOGNITION OF RETIREE - ENGINEER BRUCE MOORE:** Chief McReynolds recognized and
34 thanked Engineer Bruce Moore for his 29-year career with NCFPD.

DISCUSSION AGENDA

37 3. **THERE WERE NO DISCUSSION ITEMS FOR THE MAY 23, 2023, BOARD MEETING.**

ACTION AGENDA

CONSENT ITEMS:

41 4. **REVIEW AND ACCEPT REGULAR BOARD MEETING MINUTES FOR APRIL 25, 2023.**

42 5. **REVIEW AND ACCEPT FINANCIAL REPORTS FOR APRIL 2023.**

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

44 1. Job Description: Deputy Fire Chief

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

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

ACTION ITEMS:

51 8. **SAN DIEGO COUNTY CONSOLIDATED REDEVELOPMENT OVERSIGHT BOARD ELECTION:** Chief
52 McReynolds introduced the LAFCO Redevelopment Oversight Board election item, and requested the
53 Board consider whether they would like to submit a ballot for either Tim Robles of Lakeside Fire
54 Protection District or Patrick Sanchez of Vista Irrigation District. Vice President Egkan indicated he
55 would like to support candidate Tim Robles. On a motion by Vice President Egkan seconded by
56 Director Munson, the motion to submit a ballot voting for Tim Robles of Lakeside Fire Protection District
57 to the San Diego Consolidated Redevelopment Oversight Board passed unanimously.

58 9. **DISTRICT FACILITIES REPLACEMENT PLAN:** Chief McReynolds reviewed the current District
59 Facilities Plan and explained how recent increases in revenue and grant funding have allowed capital
60 facility projects to commence ahead of schedule, addressing years of deferred maintenance. Board
61 discussion ensued. On a motion by Director Pike seconded by Director Shaw, the motion to approve
62 the amended District Facilities Replacement plan, preliminarily allocating \$1,119,450.00 in the FY 23/24
63 budget toward ongoing facility capital improvements, passed unanimously.

64 10. **PUBLIC HEARING DATE/TIME CERTAIN MAY 23, 2023 (5:05 P.M.) – ADOPTING RESOLUTION 2023-**
65 **06 ESTABLISHING A MULTI-YEAR FACILITIES AND EQUIPMENT PLAN FOR THE FIRE MITIGATION FEE (FMF)**

66 **PROGRAM:** Chief McReynolds presented Resolution 2023-06 to the Board, noting it is a requirement of
67 the FMF Program. Chief McReynolds advised the Board the County recently conducted a “NEXUS”
68 Study to determine the appropriate fees for each San Diego County Fire Protection District and
69 explained how the newly combined participation/CIP resolution will be the County standard moving
70 forward, with the new fee schedule effective July 1, 2023. Director Munson said the County’s method
71 of calculating fees has improved. President Acosta inquired whether there was any public comment.
72 There being no public comment, the public hearing was closed. On a motion by Director Munson
73 seconded by Vice President Egkan, the motion to adopt Resolution 2023-06 establishing a multi-year
74 facilities and equipment plan for the fire mitigation fee program passed unanimously.

75 11. **RESOLUTION 2023-07 FIRE RISK MANAGEMENT SERVICE JOINT POWERS AUTHORITY:** Chief
76 McReynolds explained what the Fire Districts Association of California Employment Benefits Authority
77 (FDAC EBA) is and how it is the vehicle which administers health and welfare programs for employees
78 of public agencies. The FDAC EBA has merged with the Fire Agencies Self Insurance System (FASIS)
79 to form the Fire Risk Management Services Joint Powers Authority (FRMS JPA). Chief McReynolds
80 advised the Board in order to continue to participate in this newly formed employee health and welfare
81 program, FRMS JPA, an approved District Resolution is required. On a motion by Vice President Egkan
82 seconded by Director Pike, the motion to approve Resolution 2023-07 to participate in the FRMS JPA
83 passed unanimously.

84 12. **CAL FIRE DOZER FACILITY PROPERTY LEASE:** Chief McReynolds informed the Board that Cal
85 Fire approached NCFPD regarding a potential land lease at the Station #3 property for a facility to
86 house a firefighting dozer. Cal Fire is housing a CA State firefighting dozer at the Rainbow Fire Camp

87 at the far east end of Rainbow Heights, however, the remote location of the camp hinders response
88 times. Director Egkan asked if Cal Fire would assist with the cost of construction. Chief McReynolds
89 explained that Cal Fire would consider pursuing a contract where NCFPD would front the cost of the
90 construction of the facility and the state would then fully reimburse the District. Director Pike asked if
91 funding is currently available to support this project, to which Finance Manager Juul indicated there is.
92 Board discussion ensued. On a motion by Director Pike seconded by Director Shaw, the motion to
93 direct Staff to explore a facility lease agreement to house a firefighting dozer at the Station #3 property
94 with Cal Fire passed unanimously.

95 **13. PUBLIC PROVIDER GROUND EMERGENCY MEDICAL TRANSPORTATION INTER GOVERNMENTAL**
96 **TRANSFER (PP-GEMT-IGT):** Chief McReynolds provided a background on the Ground Emergency
97 Medical Transportation Certified Public Expenditure (GEMT-CPE) program, which is a state subsidy
98 that provides additional funding for Medi-Cal patients. The California Dept of Health Care Services
99 (DHCS) has created a new program to replace GEMT-CPE called the Public Provider Ground
100 Emergency Medical Transportation Inter Government Transfer program (PP-GEMT-IGT). This new
101 program requires participating agencies to contribute funding; the District would need to contribute
102 \$369,700.00 for FY 23. Medical Services Officer Murphy explained to the Board that after the District's
103 contribution, a participation reimbursement of approximately \$795,000.00 would be provided. Director
104 Pike asked if this is an annual fee, to which Medical Services Officer Murphy responded there would
105 be 3 payments this year, and the following year's payments would be quarterly. Director Egkan asked
106 if the 3 payments would total the sum of \$369,700.00, which Finance Manager Juul confirmed. Board
107 discussion ensued. On a motion by Director Munson seconded by Director Egkan, the motion to
108 authorize agency participation in the PP-GEMT-IGT program passed unanimously.

109
110 **STANDING DISCUSSION ITEMS:**

111 ● **LEGAL COUNSEL REPORT:** There was no legal counsel report for the May 23, 2023, Board
112 meeting. Chief McReynolds asked the Board if they would like to continue to see legal counsel reports
113 from General Counsel Steinke. Director Pike indicated interest in continuing to receive legal counsel
114 reports as long as they are related to fire district business; there were no objections.

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

- 116 ● **BOARD RECOGNITION PROGRAM:** Information only; no action required.
- 117 ● **COMMENTS:** Information only; no action required.
- 118 ● **STAFF REPORTS/UPDATES:**
- 119 ● **KEITH McREYNOLDS, FIRE CHIEF:** Chief McReynolds informed the Board of the following
- 120 items:
- 121 ○ The June Board meeting will include the Preliminary Budget.
 - 122 ○ The County of San Diego “Hi Lo” program is now in effect. Sheriff’s vehicles now have
 - 123 a high-low siren that when activated indicate an immediate necessary evacuation is
 - 124 required for all residents. Messages will be broadcast simultaneously.
 - 125 ○ The San Diego County Annual Wildland Drill was held May 1-3.
 - 126 ○ Fire School will start in June. Training will take place there, which the Board is
 - 127 welcome to observe.
 - 128 ○ The NCFPD website has been switched to a .GOV domain effective today. The new
 - 129 website is www.ncfireca.gov. The previous website, www.ncfire.org, will automatically
 - 130 forward to the new .GOV domain.
 - 131 ○ A local Sheriff’s Deputy was awarded a Spirit of Courage award by the Burn Institute
 - 132 for pulling an individual out of a burning car.
 - 133 ○ There will be a memorial service for Mary Gallina on May 31 at 2 p.m.
 - 134 ○ The Station 2 dedication is tentatively scheduled for Saturday, June 24 at 10 a.m.
- 135 ● **CHIEF OFFICERS AND OTHER STAFF: BOARD CLERK CANPINAR:** Board Clerk Canpinar confirmed
- 136 with the Board that August 22, 2023 at 3:30 p.m. a Brown Act workshop will be held with General
- 137 Counsel Steinke at the Fallbrook Public Utility District offices, and also requested the Directors send
- 138 any Bio updates they would like to see added to their profile on the NCFPD website. **F/M FIERI:** F/M
- 139 Fieri reported that defensible space inspections will begin June 1, with a focus on the LRA; parcels
- 140 that have not cooperated in the past will be investigated. State mandated inspections are complete.
- 141 Homeless encampments continue to be a concern, as transient activity increases the potential for
- 142 unintentional wildfires. There was a new red tag on Sage Road, an existing red tag on Spanish Spur
- 143 and transient activity continues to be an issue at El Jardin restaurant. Chief McReynolds thanked FM
- 144 Fieri and Arson Investigator Van Lingen for their continued efforts. Director Pike asked F/M Fieri how

145 transient activity is handled. F/M Fieri advised the Board that once law enforcement is aware of the
146 activity, the fire department makes the first contact with the individuals to find out their needs and
147 then Sheriffs determine which County services to offer that would be of help. **D/C MACMILLAN:** D/C
148 MacMillan provided an update to the California Fire EMS Disaster (CFED) conference. Highlights
149 included new technology that will use weather-based software to assist with determining fire patterns,
150 hospital discussions with a focus on improving wall times, and a presentation on the PP-GEMT-IGT
151 program.

152 ● **BOARD: DIRECTOR PIKE:** Director Pike discussed his and Director Shaw's recent attendance
153 at the FDAC Leadership conference, and recommended senior staff and Directors consider
154 attending, as it was a valuable learning experience. **VICE PRESIDENT EGKAN:** Vice President Egkan
155 announced his upcoming graduation celebrating his political science degree. Congratulations!

156 ● **BARGAINING GROUPS:** There was no comment from the bargaining groups.

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

158

159

CLOSED SESSION

160 At 6:10 p.m., President Acosta inquired whether there was a motion to adjourn to Closed Session.
161 There being no objection, President Acosta read the items to be discussed in Closed Session and
162 Open Session was closed. A short break ensued after the reading of the Closed Session items. At
163 6:20 p.m. the Board entered Closed Session to hear:

164 **CS-1. ANNOUNCEMENT – PRESIDENT ACOSTA:** An announcement regarding the items to be
165 discussed in Closed Session will be made prior to the commencement of Closed Session.

166 **CS-2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GOVERNMENT CODE §54957) – CHIEF**
167 **McREYNOLDS**

168 **CS-3. REPORT FROM CLOSED SESSION – PRESIDENT ACOSTA:**

169 ● **REOPENING OPEN SESSION:**

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

172 **CS-2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GOVERNMENT CODE §54957) – CHIEF**

173 **McREYNOLDS:** There was no reportable action.

174

175

ADJOURNMENT

176

A motion was made at 6:52 p.m. by Director Pike seconded by Vice President Egkan to adjourn the meeting and reconvene on June 27, 2023, at 5:00 p.m., which motion carried unanimously.

177

178

179

Respectfully submitted,

180

181

182

Mavis Canpinar

183

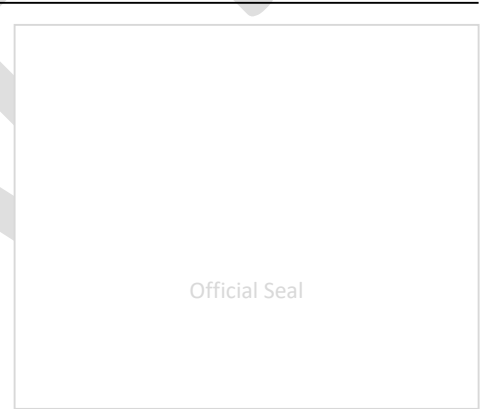
Board Clerk

184

185

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

186



Page Intentionally Blank



NORTH COUNTY FIRE PROTECTION DISTRICT

STAFF REPORT

TO: BOARD OF DIRECTORS
FROM: FINANCE MANAGER CHERIE JUUL AND CHIEF McREYNOLDS
DATE: JUNE 27, 2023
SUBJECT: REVENUE & EXPENDITURES AS OF MAY 31, 2023 (92%)

Revenue Sources	Budgeted	Collected	Over/Under	% of Budget
Property Taxes - FBK	18,018,748	18,479,291	460,543	103%
Property Taxes - RNBW	391,094	395,163	4,069	101%
Ambulance and Collections	3,000,000	3,198,874	198,874	107%
GEMT-State Supplement	-	-	-	0%
Prevention Fees	218,700	125,150	(93,550)	57%
Tower Lease Agreements	25,200	95,730	70,530	380%
Other Revenue Sources	-	27,492	27,492	0%
Interest	45,000	161,366	116,366	359%
Weed Abatement/Mowing Reimbursement	9,000	-	(9,000)	0%
Cost Recovery	50,000	71,832	21,832	144%
Inspection Fee (Fire Prevention)	-	48,982	48,982	0%
Fallbrook Regional Health District	82,500	57,524	(24,976)	70%
Community Facilities District (CFD)	175,000	-	(175,000)	0%
Strike Team Reimbursements	17,240	260,126	242,886	1509%
Other Reimbursements	7,783	101,719	93,936	1307%
Mitigation Fees & Interest - FBK	541,200	219,627	(321,573)	41%
Donations & Grants	-	160,827	151,241	0%
Annexation fees (Meadowood)	-	-	-	
Transfers & Loans	-	-	-	
Total Revenue:	22,581,465	23,403,703	822,238	104%
	Budgeted	Spent	Over/Under	% of Budget
TTL Expenditures YTD thru 05-31-2023	30,470,955	21,044,928	(9,426,027)	69%
Revenue over Expenditures		2,358,775		

North County Fire Protection District
 For the Eleventh Month Ending May 31, 2023
92% of Budget

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

Description	May actual	Running Total	Final Budget	Amount Remaining	% Used	Notes
TOTAL PERSONNEL	2,315,944.67	15,701,825.43	17,851,005.00	2,149,179.57	88.0%	
101 Total Board Administration	17,616.26	433,650.21	535,000.00	101,349.79	81.1%	
102 Total Administration	240,050.59	1,047,791.51	1,152,200.00	104,408.49	90.9%	
103 Community Risk Reduction	5,861.62	40,470.69	103,400.00	62,929.31	39.1%	
104 Total Emergency Services	17,480.25	332,775.98	435,350.00	102,574.02	76.4%	
105 Total Emergency Med Svcs	70,255.05	366,238.62	755,100.00	388,861.38	48.5%	
107 Total Communications	15,395.65	605,692.70	726,850.00	121,157.30	83.3%	
108 Total Shop/Maintenance	38,193.04	429,302.81	418,200.00	(11,102.81)	102.7%	Fuel/Unexpected repairs
109 Total Training	2,551.50	84,796.83	126,500.00	41,703.17	67.0%	
120 Total General Fund Reserve	-	-	300,000.00	300,000.00	0.0%	
GRAND TOTAL	2,723,348.63	19,042,544.78	22,403,605.00	3,361,060.22	85.0%	
200 Total Capital Expenditures	300,937.32	2,002,383.00	5,843,350.00	3,840,967.00	34.3%	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			-	388,125.43	7,159.27	363,697.69	
7/21/2023	12			-	388,125.43	1,819.41	365,517.10	
TOTAL YTD		395,163.10	7,037.67	388,125.43	388,125.43	356,538.42	356,538.42	
							Net Rev Increase	
							8.86%	

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			-	18,147,286.91	333,757.61	16,880,072.25	
7/21/2023	12		-	-	18,147,286.91	84,678.44	16,964,750.69	
TOTAL YTD		18,479,291.08	332,004.17	18,147,286.91	18,147,286.91	16,546,314.64	16,546,314.64	
							Net Rev Increase	
							9.68%	

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

May 31, 2023

FALLBROOK	BALANCE	INTEREST RATE	
County of San Diego/General Fund - FBK	5,932,617.03	0.02%	Operating
County of San Diego/General Fund - RNBW	2,299,081.79	0.02%	Operating
County of San Diego/Capital Reserve	410,981.56	0.02%	Capital Reserves
County of San Diego/Fire Mitigation Fund - FBK	1,679,053.41	0.02%	Mitigation Fees
County of San Diego/Fire Mitigation Fund - RNBW	4,163.53	0.02%	Mitigation Fees
Local Agency Investment Fund	45,683.02	2.17%	LAIF
California Cooperative Liquid Assets Securities System (CLASS)	7,614,498.74	5.19%	CLASS
Workers' Comp JPA	496,138.86	0.17%	PASIS Funds
Bank of America/PASIS	100,531.45	0.01%	
First National/Benefit Fund	387,903.54	0.35%	
First National/Payroll	366,770.85	0.35%	
First National/Accounts Payable	74,745.72	0.35%	
First National/Accounts Receivable	196,907.00	0.35%	
Pacific Western Bank/Accounts Receivable	249,950.44	0.00%	
TOTAL	19,859,026.94		

**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			#DIV/0!	-	-	5,161.01
TOTAL:	99,499.38	89,790.43	90.24%	17,958.09	71,832.34	61,915.78
					Net Rev Increase	16.02%

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
05/23	05/10/2023	66290	4410	ACE UNIFORMS LLC	01-000-000-2000	196.97
05/23	05/10/2023	66291	4805	Advanced Radiator Heat Transfer Tech Inc	01-000-000-2000	3,387.86
05/23	05/10/2023	66292	4806	BergElectric	01-000-000-2000	14,788.00
05/23	05/10/2023	66293	620	BONSALL CHAMBER OF COMMERCE	01-000-000-2000	60.00
05/23	05/10/2023	66294	720	Burke Williams & Sorensen LLP	01-000-000-2000	24,832.50
05/23	05/10/2023	66295	810	CALIFORNIA FIRE CHIEFS ASSOC	01-000-000-2000	1,235.10
05/23	05/10/2023	66296	4290	CHARTER COMMUNICATIONS	01-000-000-2000	1,888.07
05/23	05/10/2023	66297	1200	D.F. Cleaning Service	01-000-000-2000	470.00
05/23	05/10/2023	66298	1340	DIRECTV	01-000-000-2000	183.98
05/23	05/10/2023	66299	1430	EIDE BAILLY	01-000-000-2000	6,088.30
05/23	05/10/2023	66300	1500	ERICKSON-HALL CONSTRUCTION	01-000-000-2000	1,709.00
05/23	05/10/2023	66301	1680	FALLBROOK PUBLIC UTILITY DISTRICT	01-000-000-2000	1,279.55
05/23	05/10/2023	66302	1790	FIRST ALARM WELLNESS	01-000-000-2000	2,975.00
05/23	05/10/2023	66303	4807	GREENWAY IRRIGATION LAWN AND LANDSCAPE	01-000-000-2000	21,053.77
05/23	05/10/2023	66304	2060	HAWTHORNE MACHINERY CO	01-000-000-2000	159.04
05/23	05/10/2023	66305	2400	KEN GRODY FORD CARLSBAD	01-000-000-2000	790.46
05/23	05/10/2023	66306	2610	LIFE-ASSIST INC	01-000-000-2000	3,296.12
05/23	05/10/2023	66307	2620	LIFTOFF LLC	01-000-000-2000	13,009.20
05/23	05/10/2023	66308	2830	MCNEIL & COMPANY INC	01-000-000-2000	626.09
05/23	05/10/2023	66309	3030	NATIONWIDE MEDICAL/SURGICAL	01-000-000-2000	429.65
05/23	05/10/2023	66310	3190	ON DUTY HEALTH PLLC	01-000-000-2000	44,852.00
05/23	05/10/2023	66311	3200	O'Reilly Auto Parts	01-000-000-2000	475.01
05/23	05/10/2023	66312	3490	RAINBOW MUNICIPAL WATER DIST	01-000-000-2000	326.36
05/23	05/10/2023	66313	3550	RIDEOUT ELECTRIC	01-000-000-2000	502.22
05/23	05/10/2023	66314	2280	ROBERT JAMES	01-000-000-2000	1,250.00
05/23	05/10/2023	66315	1130	San Diego Chapter CSDA	01-000-000-2000	120.00
05/23	05/10/2023	66316	3740	San Diego Friction Products INC.	01-000-000-2000	3,986.52
05/23	05/10/2023	66317	3850	SDCFCA	01-000-000-2000	70.00
05/23	05/10/2023	66318	3970	SoCal PPE	01-000-000-2000	320.00
05/23	05/10/2023	66319	4010	SOUTH COAST EMERGENCY VEHICLE SERV	01-000-000-2000	220.36
05/23	05/10/2023	66320	4520	VERIZON WIRELESS	01-000-000-2000	35.98
05/23	05/10/2023	66321	4710	Wittman Enterprises LLC	01-000-000-2000	41,322.93
05/23	05/10/2023	66322	4720	World Landscape	01-000-000-2000	350.00
05/23	05/17/2023	66326	4800	Amalia Wadsworth	01-000-000-2000	100.00
05/23	05/17/2023	66327	4800	Anthem BC Life and Health Ins Co	01-000-000-2000	3,335.40
05/23	05/17/2023	66328	860	CASELLE INC.	01-000-000-2000	17,195.00
05/23	05/17/2023	66329	910	CERTAPRO PAINTERS OF NORTH SAN DIEGO	01-000-000-2000	4,145.00
05/23	05/17/2023	66330	1820	Fitness Direct	01-000-000-2000	7,482.38
05/23	05/17/2023	66331	2230	INTERSTATE BATTERY OF SD	01-000-000-2000	879.55
05/23	05/17/2023	66332	2540	LEGAL SHIELD	01-000-000-2000	424.70
05/23	05/17/2023	66333	4800	Maryann Crowder	01-000-000-2000	275.00
05/23	05/17/2023	66334	2950	MOTION & FLOW CONTROL PRODUCTS INC.	01-000-000-2000	358.81
05/23	05/17/2023	66335	4800	Noridian Medicare JE Part B Refunds	01-000-000-2000	351.11
05/23	05/17/2023	66336	3210	OSTARI	01-000-000-2000	1,850.00
05/23	05/17/2023	66337	3370	PINE TREE LUMBER	01-000-000-2000	761.37
05/23	05/17/2023	66338	3430	PROPANE WEST COAST	01-000-000-2000	431.52
05/23	05/17/2023	66339	3660	RUSTY WALLIS INC	01-000-000-2000	130.00
05/23	05/17/2023	66340	3720	SAFETY-KLEEN CORP	01-000-000-2000	289.70
05/23	05/17/2023	66341	3920	Sherwin-Williams Co.	01-000-000-2000	82.28
05/23	05/17/2023	66342	4010	SOUTH COAST EMERGENCY VEHICLE SERV	01-000-000-2000	892.12
05/23	05/17/2023	66343	4150	Sun Wireless	01-000-000-2000	4,171.23
05/23	05/17/2023	66344	4160	SUNBELT RENTALS	01-000-000-2000	2,027.05
05/23	05/17/2023	66345	4170	SUNSHINE WATER SOFTENERS & MORE	01-000-000-2000	370.50

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/23	05/17/2023	66346	4250	THE COUNSELING TEAM	01-000-000-2000	800.00
05/23	05/17/2023	66347	4510	TRANSWEST TRUCK CENTER	01-000-000-2000	120.60
05/23	05/17/2023	66348	4350	TRAUMA INTERVENTION PROGRAM	01-000-000-2000	7,800.00
05/23	05/17/2023	66349	4370	Trilogy MedWaste	01-000-000-2000	242.00
05/23	05/17/2023	66350	4470	US POSTAL SERVICE	01-000-000-2000	150.00
05/23	05/17/2023	66351	4510	VELOCITY TRUCK CENTERS	01-000-000-2000	2,059.46
05/23	05/17/2023	66352	4510	Velocity Truck Centers	01-000-000-2000	126.36
05/23	05/17/2023	66353	4590	WAXIE SANITARY SUPPLY	01-000-000-2000	5,466.37
05/23	05/27/2023	66354	240	AMCS GROUP INC	01-000-000-2000	452.46
05/23	05/27/2023	66355	540	BESTWAY LAUNDRY SOLUTIONS	01-000-000-2000	393.00
05/23	05/27/2023	66356	4290	CHARTER COMMUNICATIONS	01-000-000-2000	107.98
05/23	05/27/2023	66357	1010	COUNTY OF SAN DIEGO - RCS	01-000-000-2000	5,935.50
05/23	05/27/2023	66358	1640	FALLBROOK OIL COMPANY	01-000-000-2000	10,675.24
05/23	05/27/2023	66359	1420	FDAC EBA	01-000-000-2000	10,155.86
05/23	05/27/2023	66360	1820	Fitness Direct	01-000-000-2000	99.95
05/23	05/27/2023	66361	1860	FOWLER PLUMBING	01-000-000-2000	455.00
05/23	05/27/2023	66362	2050	Harry J. Wilson Insurance Center	01-000-000-2000	1,077.00
05/23	05/27/2023	66363	2300	JIM'S SIGN SHOP	01-000-000-2000	34.48
05/23	05/27/2023	66364	2520	L.N. CURTIS & SONS	01-000-000-2000	1,032.76
05/23	05/27/2023	66365	2590	LIEBERT CASSIDY WHITMORE	01-000-000-2000	425.00
05/23	05/27/2023	66366	3030	NATIONWIDE MEDICAIL/SURGICAL	01-000-000-2000	1,556.95
05/23	05/27/2023	66367	3400	POSTAL ANNEX #25	01-000-000-2000	42.44
05/23	05/27/2023	66368	3490	RAINBOW MUNICIPAL WATER DIST	01-000-000-2000	184.17
05/23	05/27/2023	66369	1330	STREAMLINE	01-000-000-2000	275.00
05/23	05/27/2023	66370	4250	THE COUNSELING TEAM	01-000-000-2000	150.00
05/23	05/27/2023	66371	4260	THE STANDARD	01-000-000-2000	551.00
05/23	05/27/2023	66372	4350	TRAUMA INTERVENTION PROGRAM	01-000-000-2000	7,800.00
05/23	05/27/2023	66373	4740	XEROX - PASADENA	01-000-000-2000	677.69
05/23	05/31/2023	66374	110	Advanced Communication Systems INC.	01-000-000-2000	1,096.17
05/23	05/31/2023	66375	200	All-Star Fire Equipment	01-000-000-2000	1,007.44
05/23	05/31/2023	66376	240	AMCS GROUP INC	01-000-000-2000	7,500.00
05/23	05/31/2023	66377	370	AT&T	01-000-000-2000	4,128.41
05/23	05/31/2023	66378	770	CAL PACIFIC TRUCK CENTER LLC	01-000-000-2000	618.90
05/23	05/31/2023	66379	4290	CHARTER COMMUNICATIONS	01-000-000-2000	149.95
05/23	05/31/2023	66380	1340	DIRECTV	01-000-000-2000	190.23
05/23	05/31/2023	66381	1590	FALLBROOK EQUIPMENT RENTALS	01-000-000-2000	446.40
05/23	05/31/2023	66382	1680	FALLBROOK PUBLIC UTILITY DISTRICT	01-000-000-2000	640.43
05/23	05/31/2023	66383	1770	FIRE ETC.	01-000-000-2000	2,179.78
05/23	05/31/2023	66384	2690	HAVERKAMP LAW	01-000-000-2000	60.00
05/23	05/31/2023	66385	2600	LIFE LINE EMERGENCY VEHICLES	01-000-000-2000	1,322.83
05/23	05/31/2023	66386	2600	LIFE LINE EMERGENCY VEHICLES	01-000-000-2000	273,024.00
05/23	05/31/2023	66387	3490	RAINBOW MUNICIPAL WATER DIST	01-000-000-2000	618.77
05/23	05/31/2023	66388	630	ROTARY CLUB OF BONSALE	01-000-000-2000	1,560.00
05/23	05/31/2023	66389	3740	San Diego Friction Products INC.	01-000-000-2000	1,261.44
05/23	05/31/2023	66390	4160	SUNBELT RENTALS	01-000-000-2000	.00 V
05/23	05/31/2023	66391	4280	THOMSON REUTERS - WEST	01-000-000-2000	226.92
05/23	05/31/2023	66392	4809	TURNER'S OUTDOORSMAN	01-000-000-2000	1,680.61
05/23	05/31/2023	66393	4540	VILLAGE NEWS INC	01-000-000-2000	100.00
Grand Totals:						594,501.31

Summary by General Ledger Account Number

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
01-000-000-2000	2,475.00	596,976.31-	594,501.31-
01-000-000-2035	1,628.00	.00	1,628.00
01-000-000-2044	424.70	.00	424.70
01-000-000-4130	4,061.51	.00	4,061.51
01-101-000-5530	120.00	.00	120.00
01-101-000-5581	1,735.00	.00	1,735.00
01-101-000-5590	100.00	.00	100.00
01-102-000-5081	10,155.86	.00	10,155.86
01-102-000-5140	3,925.00	.00	3,925.00
01-102-000-5155	34.48	.00	34.48
01-102-000-5170	52,434.33	.00	52,434.33
01-102-000-5200	41,322.93	.00	41,322.93
01-102-000-5245	36,652.96	.00	36,652.96
01-102-000-5250	15,600.00	.00	15,600.00
01-102-000-5270	3,049.28	.00	3,049.28
01-102-000-5273	431.52	.00	431.52
01-102-000-5340	38,646.43	.00	38,646.43
01-102-000-5530	70.00	.00	70.00
01-102-000-5550	2,855.10	.00	2,855.10
01-102-000-5575	870.13	.00	870.13
01-102-000-5580	30,920.80	.00	30,920.80
01-103-000-5320	1,680.61	.00	1,680.61
01-103-000-5550	226.92	.00	226.92
01-104-000-5320	2,179.78	.00	2,179.78
01-104-000-5330	4,835.20	2,475.00-	2,360.20
01-104-000-5600	626.09	.00	626.09
01-105-000-5155	196.97	.00	196.97
01-105-000-5320	5,524.72	.00	5,524.72
01-107-000-5274	4,538.60	.00	4,538.60
01-107-000-5335	7,031.67	.00	7,031.67
01-108-000-5220	10,718.70	.00	10,718.70
01-108-000-5290	7,952.46	.00	7,952.46
01-108-000-5320	4,519.64	.00	4,519.64
01-108-000-5325	3,460.40	.00	3,460.40
01-108-000-5335	3,387.86	.00	3,387.86
01-108-000-5360	289.70	.00	289.70
01-200-000-7001	14,788.00	.00	14,788.00
01-200-000-7002	277,010.52	.00	277,010.52
01-200-000-7004	1,261.44	.00	1,261.44
01-200-000-8001	1,709.00	.00	1,709.00
Grand Totals:	599,451.31	599,451.31-	.00

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

M = Manual Check, V = Void Check

**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	-	137,290.36	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				302,374.55							226,968.54
TOTAL:	12,577,991.38	8,039,190.10	4,538,801.28	3,281,783.51	678,857.49	29,111.08	3,830,832.71	3,375,942.21	197,225.01	3,178,717.20	2,380,180.72
					Net A/R Change		38.30%			New Revenue Change	33.55%



**NORTH COUNTY FIRE
PROTECTION DISTRICT
STAFF REPORT**

TO: BOARD OF DIRECTORS
FROM: CHIEF McREYNOLDS
DATE: JUNE 27, 2023
SUBJECT: APPROVAL OF POLICIES AND PROCEDURES

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

1. **Administration – Business Management – Payroll and Benefits - Retirement/Employment Separation:**
 - Updated legal modifications to retirement procedures and employment separation processing.
2. **Single Role Programs – Single Role EMS Services Program – Single Role EMS Services Program Manual:**
 - Updates to the duties/responsibilities and general guidelines for the Single Role Program.
3. **Administration – Rules and Regulations – Personnel Rules - Disciplinary Policy:**
 - Housekeeping changes to reflect updated legal requirements.



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
BUSINESS MANAGEMENT
PAYROLL AND BENEFITS

SECTION 216.01

~~MARCH 22, 2005~~
JUNE 27, 2023

PAGE 1 OF 5

RETIREMENT/EMPLOYMENT SEPARATION

1.0. **PURPOSE:**

- 1.1. To describe the procedures for initiating, changing, and termination of an employee's retirement benefits. To delineate procedures for separation of employment with the District.

2.0. **POLICY:**

- 2.1. Employees who retire or otherwise separate employment from the District shall be provided retirement and final compensation benefits as prescribed herein. Employees ~~that~~ that are in the process of permanently separating employment from the District may not be simultaneously employed on a full-time basis by another public agency.

3.0. **PROCEDURE:**

- 3.1. **RETIREMENT ELIGIBILITY:** Employees are eligible for enrollment into CalPERS retirement benefits if they meet one of the following definitions:

- 3.1.1. **FULL-TIME SAFETY EMPLOYEE:** This includes "all members who are employed and qualified as firefighters" or members who "could be required to perform such duties."

- 3.1.2. **FULL-TIME NON-SUPPRESSION EMPLOYEE** ("local miscellaneous employees").

- 3.1.3. **REGULAR PART-TIME EMPLOYEES** ("less than full-time employees"): Eligibility is established if an employee in this classification works either:

- 3.1.3.1. More than 1000 hours or 125 days in a fiscal year, or

- 3.1.3.2. No term of appointment is specified, but full-time employment continues longer than six months.

- ~~3.2. **APPLICATION FOR ENROLLMENT:** Human Resources is responsible for enrolling eligible members into the CalPERS Retirement System. Applications are obtained from and normally initiated by Human Resources and/or Payroll. The "Member Action Request" (MSD-1) form shall be completed by Payroll upon date of hire. If the employee wishes to designate a beneficiary in the event of death before retirement, he or she they should complete the "Beneficiary Designation Form." This form will be held in the employee's Benefit file. Employees may also update their beneficiary at any time by accessing their online CalPERS account.~~



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
BUSINESS MANAGEMENT
PAYROLL AND BENEFITS

SECTION 216.01
~~MARCH 22, 2005~~
JUNE 27, 2023
PAGE 2 OF 5

RETIREMENT/EMPLOYMENT SEPARATION

~~(STD. 241). Payroll will submit this completed application to PERS upon date of hire and form completion.~~

3.3.3.2. BENEFIT INFORMATION:

3.3.1.3.2.1. CURRENT RETIREMENT BENEFITS: Refer to the appropriate MOU/contract.

3.3.2.3.2.2. NEW EMPLOYEES: ~~Upon hire, the new employee/new enrollee shall be provided with a copy of the "PERS Benefits" booklet.~~

3.3.3. CHANGE IN STATUS: Employees who are changing status (Leave Of Absence, Military Leave, separation, etc.) or pertinent personal information (name, address, type of coverage, etc.) or are changing beneficiaries (marriage, divorce, separation, etc.) may receive information pertinent to their situation from ~~Payroll~~Human Resources as well. ~~Payroll~~Human Resources is required to retain copies of said certificates (or affidavits) for review by CalPERS. Detailed information may be obtained by ~~either~~ contacting CalPERS directly, ~~or from the "CalPERS Procedure Manual" located in Payroll.~~

3.3.4.3.2.3. RETIREMENT ESTIMATES: Employees requesting Retirement Estimates may contact PERS up to five (5) years before retirement. It is important to note that these calculations do not include future negotiated cost of living adjustments. Estimates may be obtained by submitting a request form in the employee's online CalPERS account ~~CalPERS BAS-1 form "Retirement Allowance Estimate Request"~~ or contacting CalPERS Benefit Application Services Division.

3.4.3.3. RETIREMENT APPLICATION:

3.4.1.3.3.1. SERVICE RETIREMENT: An employee wishing to apply for a normal service retirement should contact CalPERS, the Operations Division and Payroll~~Human Resources~~ a minimum of ninety (90) days prior to anticipated retirement. A member is qualified to retire "upon receipt of written application if the member has reached the minimum retirement age and has earned at least five years of credited service." Employees shall submit the "PERS-Application for Retirement" to CalPERS.

3.4.2.3.3.2. EMERGENCY RETIREMENT: If an employee is facing imminent death, he or she~~they~~ may apply for emergency retirement benefits by completing the CalPERS, "Emergency Retirement Application and Election." It is critical to note that this form must be postmarked prior to the member's death.



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
BUSINESS MANAGEMENT
PAYROLL AND BENEFITS

SECTION 216.01

~~MARCH 22, 2005~~
JUNE 27, 2023

PAGE 3 OF 5

RETIREMENT/EMPLOYMENT SEPARATION

3.4.3.3.3.3. **DISABILITY RETIREMENT:**

3.4.3.1.3.3.3.1. TYPES OF DISABILITY RETIREMENT:

3.4.3.1.1.3.3.3.1.1. **Disability Retirement:** available to all members credited with five or more years of service. Retirement is resulting from a mental or physical incapacity for performance of the duty.

3.4.3.1.2.3.3.3.1.2. **Industrial Disability Retirement:** available to all safety members ~~and miscellaneous members~~ covered under Government Code Section 21151. There is no minimum age or service requirement. Retirement is resulting from a mental or physical incapacity for performance of duty and ~~is~~ job-related.

3.4.3.2. **ELIGIBILITY:** ~~Eligibility for Disability retirement is ultimately up to CalPERS to decide, however~~ The District will ~~make a determination based upon relevant medical information on whether the employee is physically or mentally incapacitated from performing their duties. Eligibility for Disability retirement is ultimately determined by CalPERS. The following are considerations for Industrial Disability Retirement: According to Government Code Section 21156, "a local safety member shall be retired for disability only upon the employer's determination that the member is incapacitated physically or mentally for the performance of the duties of the position and terminates the member's employment for that reason. This determination shall be made within six months of application." This determination must be made in the form of a Resolution. Refer to the CalPERS "Procedures Manual" for a detailed description of this process.~~

3.4.3.2.1.3.3.3.1.3. The condition is anticipated to last longer than 12 months and the member ~~has persisted longer than six (6) months and has been~~ unable to perform assigned duties.

3.4.3.2.2.3.3.3.1.4. The injury is permanent and stationary, and the employee cannot return to normal duty.

3.4.3.2.3.3.3.1.5. The employee is facing imminent death.

3.4.3.3. **Contact:** If any of the above conditions are present, CalPERS should be contacted ~~ASAP~~. An employee, spouse or the District may initiate a Disability Retirement ~~by submitting an "Application of Disability Retirement" and an "Authorization for Release of Medical Information."~~



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
BUSINESS MANAGEMENT
PAYROLL AND BENEFITS

SECTION 216.01

~~JUNE 27, 2023~~ MARCH 22, 2005

PAGE 4 OF 5

RETIREMENT/EMPLOYMENT SEPARATION

3.5.3.4. EMPLOYMENT SEPARATION PROCESSING:

~~3.6.~~ Below is an overview of the payroll and benefits component of processing an employee's retirement/separation. ~~Refer to the Personnel Reclassification Policy for more information.~~

~~3.6.1.~~ **CALPERS NOTIFICATION:** Upon notification of CalPERS, the employee will receive the following documents from CalPERS:

~~3.6.1.1.~~ 3.4.1.1. Acknowledgement letter (from CalPERS);

~~3.6.1.2.~~ 3.4.1.2. "Election of Optional Settlement and Beneficiary Designation,"
and

~~3.6.1.3.~~ 3.4.1.3. "Notice of Benefit Approval."

~~3.6.2.~~ 3.4.2. **DISTRICT CORRESPONDENCE:** Upon notification of retirement by the employee (or PERS), ~~the Finance Division Payroll~~ will provide the following:

~~3.6.2.1.~~ 3.4.2.1. Calculation of total monetary value of accrued Sick Leave, Annual Leave, Comp. Time, to be paid upon separation from the District.

~~3.6.2.2.~~ 3.4.2.2. Calculation of final paycheck. **Note: Final paycheck is due within three (3) working days of final separation.**

~~3.6.2.3.~~ Notice to employee to offer extension of Vision & Dental coverage as provided under COBRA benefits. **Note: employee will be financially responsible for continuance of vision & dental coverage, and will be billed by the District for continued coverage.**

~~3.6.2.4.~~ Notification of CalPERS Health as to change in status and option to continue coverage by submission of HBD-12 Form to cancel/continue Health Insurance coverage. Note: insurance coverage will continue unless cancelled by the employee. Said deductions will be made by CalPERS from retirement check if applicable. ~~Refer to the Insurance Benefits Policy for more information.~~

~~3.6.2.5.~~ 3.4.2.3. Change in Status completed by Human Resources in the CalPERS retirement system. Notification of CalPERS as to change in employee status by submission of MSD-1 "Member Action Request."



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
BUSINESS MANAGEMENT
PAYROLL AND BENEFITS

SECTION 216.01

~~MARCH 22, 2005~~
JUNE 27, 2023

PAGE 5 OF 5

RETIREMENT/EMPLOYMENT SEPARATION

~~3.6.2.6. Notification of bank/credit union of cancellation of automatic payroll deposits.~~

~~3.6.2.7. Cancellation of deductions for United Way, Wage Assessment, Fallbrook Firefighter's Association and Long Term Disability. **Note: LTD coverage terminates upon Retirement.**~~

~~3.6.2.8.~~3.4.2.4. Notification of Deferred Compensation carrier(s) as to change in status. **Note: the employee must contact the Deferred Compensation Carrier individually to arrange for annuity options.**

~~3.6.3. **CALPERS CORRESPONDENCE:** The following requests will be submitted by CalPERS to the District:~~

~~3.6.3.1. "Request for Final Payroll Information." This request must include an exact calculation of unused sick leave hours for conversion to additional years service credit.~~

~~3.6.3.2. "Notice of Placement on Retirement Roll."~~

~~3.6.4.~~3.4.3. **EMPLOYEE RECOGNITION:** An employee who is retiring from the District may receive formal recognition. The District is authorized to spend up to \$200.00 per employee for the express purpose of **Employee Recognition**.

~~3.6.5.~~3.4.4. **POST RETIREMENT HEALTH BENEFITS:** Upon separation, employees are eligible for post retirement health benefits as prescribed in the Post Retirement Health Benefit Agreement.



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

SINGLE ROLE PROGRAMS
SINGLE ROLE EMS SERVICES PROGRAM

SECTION 650.02
~~FEBRUARY 2021~~
JUNE 27, 2023
PAGE 1 OF 10

SINGLE ROLE EMS SERVICES PROGRAM MANUAL

1.0. **PURPOSE:**

- 1.1. The purpose of the North County Fire Protection District (the District) Single Role EMS Services Program is to provide EMS personnel on District ambulances by maintaining trained and motivated personnel that will ensure competent service to the community.
- 1.2. This document will establish guidelines pertaining to the Single Role EMS Services Program and its operations.

2.0. **POLICY:**

- 2.1. The District shall establish and maintain a Single Role EMS Services Program Manual containing written standardized operational policies and regulations specifically pertaining to the Single Role EMS Services Program, as well as a resource for related policies.
- 2.2. Said Manual shall be utilized by District personnel as the official reference source of written guidelines pertaining to Single Role EMS Services operations and organizational procedure for routine or emergency operations.
- 2.3. ~~Single Role Paramedics and EMTs may be assigned either a 10, 12 or 24-hour shift, as an ambulance driver and/or attendant. Single Role EMS Personnel can be assigned to a full-time or part-time position, as necessitated by the District.~~
- 2.4. Single Role Paramedics and EMTs are at-will employees. If an employee fails to meet the minimum criteria, they may be subject to dismissal.

3.0. **RESPONSIBILITIES:**

- 3.1. The Operations Chief shall have overall responsibility for the operation of the Single Role EMS Services Program.
- 3.2. The Single Role Program Manager shall manage the Program operations as required to meet the needs of the District.



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

SINGLE ROLE PROGRAMS

SINGLE ROLE EMS SERVICES PROGRAM

SECTION 650.02

~~FEBRUARY 2021~~
JUNE 27, 2023

PAGE 2 OF 10

SINGLE ROLE EMS SERVICES PROGRAM MANUAL

- 3.3. Captains shall supervise and evaluate Single Role Personnel during shift duty assignments or special tasks/activities.
- 3.4. New Single Role EMS Personnel shall complete the 10-Day Mandated Training for all employees (within 10 Days). Within 60 days Single Role EMS Personnel are expected to complete the Single Role Mandated training and the Single Role EMS Services Program Orientation Book.
- 3.5. The Single Role Program Manager shall review Single Role Personnel's training and proficiencies. If Single Role Paramedics and/or EMTs lack the minimum proficiencies, the deficiencies will be documented per the Employee Development Policy. The Single Role Program Manager shall notify and confer with Operations as to the employee's readiness for duty.
- 3.6. The Supervising Captain shall complete routine Performance Activity Cards (PACs) in accordance with the Employee Development Policy for full-time Single Role Personnel. . The Program Manager shall complete PACs on part-time Single Role Personnel with input from various Captains.
- 3.7. The responsible Supervisor and/or the Program Manager shall provide coaching and counseling as necessary. Operations shall be responsible for imposing discipline if necessary.
- 3.8. Single Role Personnel are responsible for maintaining all mandated licenses, certifications and training requirements.
- 4.0. **PROCEDURE:**
- 4.1. **GENERAL GUIDELINES:**
 - 4.1.1. The District is a paramilitary organization that requires teamwork, discipline, the ability to make critical decisions and work under pressure for the benefit of others.
 - 4.1.2. The District's Single Role Personnel shall conform to District Rules and Regulations, respect the chain of command, work well with peers, have integrity, perform ~~menial~~ tasks with excellence and demonstrate the ability



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

SINGLE ROLE PROGRAMS
SINGLE ROLE EMS SERVICES PROGRAM

SECTION 650.02
~~FEBRUARY 2024~~
JUNE 27, 2023
PAGE 3 OF 10

SINGLE ROLE EMS SERVICES PROGRAM MANUAL

to think on their feet, use good, independent judgment, be assertive and display common sense concerning safety for self and others.

~~4.1.3. Single Role EMS Personnel will be given the opportunity through direct on-the-job experience to develop the vocational skills necessary to establish careers in the fire service.~~

4.2. DESCRIPTION DUTIES:

4.2.1. POSITION:

4.2.1.1. Single Role EMS Personnel on shift assignment ~~are~~ directly responsible to the Captain or any supervisor and ultimately to Operations.

~~4.2.1.2. Single Role EMS Personnel while on shift assignment may not be used for purposes unrelated to crew operations without express permission from the supervising Captain.~~

4.2.2. SINGLE ROLE EMS PERSONNEL — SCOPE OF ACTIVITIES:

4.2.2.1. Single Role EMS Personnel shall follow guidelines established in this Manual and any other associated policy.

4.2.2.2. Single Role EMS Personnel shall abide by the policies and procedures of the District.

4.2.2.3. Single Role Personnel may be asked to work overtime in order to maintain necessary on-duty coverage of the Single Role EMS workforce. No Single Role EMS Personnel shall leave their assigned position until qualified relief arrives.

4.2.2.4. Single Role EMS Personnel are subject to Mandatory Recall as outlined in the Will Call Policy.

4.2.3. DUTIES AND RESPONSIBILITIES:

~~4.2.3.1. Single Role EMS Personnel may perform EMS activities only within the scope of their San Diego County EMS Certification and NCFPD Policy.~~



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

SINGLE ROLE PROGRAMS
SINGLE ROLE EMS SERVICES PROGRAM

SECTION 650.02
~~FEBRUARY 2021~~
JUNE 27, 2023
PAGE 4 OF 10

SINGLE ROLE EMS SERVICES PROGRAM MANUAL

~~———— The Single Role Paramedic has the ultimate responsibility for all ALS patient care and documentation for the patients they are treating and/or transporting.~~

~~———— The Single Role EMT has the ultimate responsibility for all BLS patient care, where appropriate and documentation for the patients they are treating and/or transporting.~~

~~4.2.3.2. —~~

~~4.2.3.3.4.2.3.1.~~ All Single Role Personnel shall operate all District vehicles with due regard and in accordance with California State Law.

~~4.2.3.4.4.2.3.2.~~ Single Role EMS Personnel will perform staff support functions.

~~4.2.3.5.4.2.3.3.~~ Single Role EMS Personnel will perform other assigned tasks as required.

4.2.4. **SINGLE ROLE PERSONNEL SHIFT RESPONSIBILITIES:**

4.2.4.1. VEHICLE AND EQUIPMENT CHECKOUT:

- 4.2.4.1.1. Checkout primary apparatus, its equipment and mechanical systems.
- 4.2.4.1.2. Ensure cleanliness and response readiness of assigned apparatus.
- 4.2.4.1.3. Checkout ALS/BLS supplies including but not limited to the following:

- 4.2.4.1.3.1. Gurney.
- 4.2.4.1.3.2. Stair chair.
- 4.2.4.1.3.3. C-spine.
- 4.2.4.1.3.4. Patient restraints.
- 4.2.4.1.3.5. Bandages and general first-aid supplies.
- 4.2.4.1.3.6. Apparatus oxygen system and cylinder pressure.
- 4.2.4.1.3.7. Map books and guides.
- 4.2.4.1.3.8. Clipboards.
- 4.2.4.1.3.9. Portable radios; and
- 4.2.4.1.3.10. ePCR Documentation Device.

- 4.2.4.1.4. Single Role Paramedics are responsible for ALS gear on the ambulances at all times. In addition, the daily check, logging and



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

SINGLE ROLE PROGRAMS
SINGLE ROLE EMS SERVICES PROGRAM

SECTION 650.02
~~FEBRUARY 2024~~
JUNE 27, 2023
PAGE 5 OF 10

SINGLE ROLE EMS SERVICES PROGRAM MANUAL

responsibility of narcotics and medications are the responsibility of the on-duty Single Role Paramedic.

4.2.4.1.5. Checkout other assigned/reserve apparatus as required.

4.2.4.2. STATION DUTIES:

4.2.4.2.1. Assist in crew daily, weekly and monthly station duties.

4.2.4.2.2. Assist in maintenance and restocking of station and District EMS supplies.

4.2.4.3. PATIENT CARE:

4.2.4.3.1. Primary patient care authority rests with assigned Single Role Paramedic. The Single Role EMT may be the sole care provider during transport of an approved BLS downgrade.

4.2.4.3.2. **Post-Transport Apparatus Clean-up and Restocking:** After the delivery of patient(s) to a receiving facility, the ambulance driver will have the primary responsibility for apparatus clean-up and restocking within their scope of practice.

4.2.4.3.3. Narcotics and/or Controlled Substances: The handling of Narcotics and/or Controlled Substances shall be the sole responsibility of the assigned Paramedic.

4.2.4.3.3.4.2.4.4. Single Role EMS Personnel may perform EMS activities only within the scope of their San Diego County EMS Certification and NCFPD Policy.

4.2.4.4.4.2.4.5. REPORTING AND DOCUMENTATION:

~~4.2.4.4.1.~~ Single Role EMS Personnel will assist with post-incident reporting and documentation including but not limited to:

~~4.2.4.4.1.1.~~ 4.2.4.5.1.1. ePCR documentation;

~~4.2.4.4.1.2.~~ ~~First Responder Claim Fund Form;~~ and

~~4.2.4.4.1.3.~~ 4.2.4.5.1.2. Service/Sympathy Cards.

4.2.4.5.2. The Single Role Paramedic shall review all EMS documentation completed by the Single Role EMT prior to submittal.



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

SINGLE ROLE PROGRAMS
SINGLE ROLE EMS SERVICES PROGRAM

SECTION 650.02
~~JUNE 27, 2023~~ FEBRUARY 2024
PAGE 6 OF 10

SINGLE ROLE EMS SERVICES PROGRAM MANUAL

4.2.4.6. The Single Role Paramedic has the ultimate responsibility for all ALS patient care and documentation for the patients they are treating and/or transporting.

4.2.4.7. The Single Role EMT has the ultimate responsibility for all BLS patient care, where appropriate and documentation for the patients they are treating and/or transporting.

4.2.4.8.

~~4.2.4.4.2.~~

4.3. TRAINING:

4.3.1. Single Role EMS Personnel will participate in pertinent on-duty crew training.

4.3.2. Single Role EMS Personnel will be required to maintain a record of training in Target Solutions.

4.3.3. Single Role EMS Personnel will complete any training deemed mandatory.

~~4.3.4.~~ Single Role EMS Personnel who fail to maintain minimum performance proficiencies may be precluded for shift assignment work until training/performance objectives are met. ~~{Refer to Training and EMS Divisions for specific areas of training (i.e. critical skills and manipulative skills evaluation)}~~.

4.4. ASSIGNMENT:

4.4.1. Through an approved recruitment process, Single Role EMS Personnel will be hired as either part-time or full-time. Part-time Single Role EMS Personnel will have the ability to apply for full-time positions when open.

~~4.4.1.4.4.2.~~ Full-time Single Role EMS personnel will only be permitted to move to Part-time status for academic pursuits related to the field of public safety (Medic school or Fire Academy) and be in good standing with the District

4.4.2.4.4.3. Prior to assignment and orientation, Single Role EMS Personnel shall be processed for hiring as per the Employment Procedures, the New Employee Payroll and Employee Orientation Program Policies.



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

SINGLE ROLE PROGRAMS
SINGLE ROLE EMS SERVICES PROGRAM

SECTION 650.02
~~FEBRUARY 2021~~
JUNE 27, 2023
PAGE 7 OF 10

SINGLE ROLE EMS SERVICES PROGRAM MANUAL

4.4.3.4.4.4. The District retains the right to assign personnel to a particular shift and station. In addition, the District retains the right to alter the Program as necessary including the number of part and full-time positions available.

4.5. ACTING PARAMEDICS:

- 4.5.1. EMTs who are certified Paramedics within San Diego County will have the opportunity to work as an Acting Paramedic after satisfying the following conditions:
 - 4.5.1.1. Approval from Operations;
 - 4.5.1.2. Minimum of six (6) months working as an EMT for NCFPD;
 - 4.5.1.3. State of California certified EMT-Paramedic License;
 - 4.5.1.4. EMT-P accreditation with the County of San Diego EMS office;
 - 4.5.1.5. ACLS and CPR Healthcare Provider Certification;
 - 4.5.1.6. ~~Initiated~~Completion of a Paramedic Mentor Program Book; and
 - 4.5.1.7. Successful completion of the District's Paramedic Mentor Program.

4.6. WORK SCHEDULE:

- 4.6.1. ~~Shift duration may be for either 10, 12 or 24-hour period.~~ Single Role EMS Personnel may request time off through accrued leave and/or shift trades but are responsible for seeking approval and entering it in the official record in accordance with all NCFPD Rules and Regulations. Only full-time Single Role Employees are eligible for shift trades.
- 4.6.2. Part-time employees will be used to fill vacancies as necessary.
- 4.6.3. **FULL-TIME SHIFT CALENDAR:** Full-time Single Role EMS Personnel shifts shall be assigned and filled within the department staffing program. Any adjustments to the assigned schedule require approval of the assigned Captain.



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

SINGLE ROLE PROGRAMS
SINGLE ROLE EMS SERVICES PROGRAM

SECTION 650.02
~~FEBRUARY 2021~~
JUNE 27, 2023
PAGE 8 OF 10

SINGLE ROLE EMS SERVICES PROGRAM MANUAL

- 4.6.3.1. Full-time Single Role EMS Personnel will be assigned a specific shift and station.
- 4.6.3.2. ~~All part-time Single Role EMTs shall submit their availability by the 15th of each month via an approved method.~~ Vacancies will be filled by selecting the person with the lowest hours first.
- 4.6.4. **VACANCIES:** Vacancies created due to Annual Leave or Sick Leave become the responsibility of the Staffing Manager once approved and entered into the department's staffing program. The filling of shifts will adhere to the Annual Leave Policy, Sick Leave Policy and the Will Call Policy. Both full and part-time Single Role EMS Personnel will be considered for vacancies.

4.7. ACCOUNTABILITY:

- 4.7.1. ~~The~~ Single Role EMS Personnel are accountable to the assigned Captain when on shift duty.

4.8. COMPENSATION AND BENEFITS:

- 4.8.1. ~~Payroll for Single Role EMS Personnel is processed in accordance with the Payroll Processing Policy. [See the Single Role EMS Services Program Compensation Policy for specific details.]~~
- 4.8.2. ~~Insurance and Health Benefits are provided to Single Role EMS personnel as defined by the Single Role EMS Services Program Compensation Policy.~~
- 4.8.3. ~~Hourly pay will be based upon the achieved Certification Level (See § 4.5) as outlined in the Single Role EMS Services Program Compensation Policy.~~
- 4.8.4. ~~If a Single Role Employee who had been assigned to a full-time position is moved to a part-time position, their accrued annual leave will be cashed out in accordance with the Payroll Processing Policy.~~

4.9.4.8. PARAMEDIC SCHOOL AND FIRE ACADEMY LEAVE OF ABSENCES:

- 4.8.1. Single Role EMS Personnel are required to complete a minimum of six (6) months of active service with NCFPD to be considered for a Leave of



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

SINGLE ROLE PROGRAMS

SECTION 650.02

SINGLE ROLE EMS SERVICES PROGRAM

~~FEBRUARY 2024~~
JUNE 27, 2023

PAGE 9 OF 10

SINGLE ROLE EMS SERVICES PROGRAM MANUAL

Absence. Full time employees will only be permitted to move to Part –time status for academic pursuits related to the field of public safety (Medic school or Fire Academy) and be in good standing with the District

~~4.9.1.4.8.2.~~ _____ have the ability to transfer to a part-time position and may be reinstated to a fulltime position if a position becomes available.

~~4.9.2.4.8.3.~~ _____ Single Role EMS Personnel are to submit a letter to the Fire Chief or designee to request a Leave of Absence or transfer to part-time status as soon as acceptance into either program is received.

~~4.9.3.4.8.4.~~ _____ During such Leave of Absences, employees may be required to turn in Personal Protective Equipment (PPE).

~~4.8.5.~~ Upon return from a Leave of Absence, employees will be granted a part-time position if no full-time position is available

4.10 – FIRE ACADEMY SPONSORSHIP:

~~4.10.1 Single-Role Employees who wish to be sponsored by the District shall submit a Sponsorship Request Letter to the Training Officer. The Training Officer should then conduct and interview and a review of the applicants' The credentials which may include a practice interview. District may grant sponsorship to the fire academy based upon fiscal constraints.~~

~~4.10.2 The Single Role employee must have a completed package submitted to the fire academy liaison Training Officer sixty (60) days before the application deadline of the Palomar College or similar Fire Academy. If a current liaison doesn't exist, then the Single Role employee should submit their package to their assigned Company Officer.~~

~~4.10.3 The Single Role employee shall perform a practice interview with the fire academy liaison Training Officer, Designee, or their Company Officer during the submission of the completed package. This interview should also include a discussion about the commitment required to be successful in the academy. This interview should be documented with a PAC. Sponsored members will be sponsored with:~~

Upon acceptance of sponsorship, the Single Role employee must:

4.10.4 Contact the Uniform Program Manager to get a Purchase Order Form for the uniform if required.



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

SINGLE ROLE PROGRAMS
SINGLE ROLE EMS SERVICES PROGRAM

SECTION 650.02
~~FEBRUARY 2021~~
JUNE 27, 2023
PAGE 10 OF 10

SINGLE ROLE EMS SERVICES PROGRAM MANUAL

4.10.5 Contact the SCBA Program Manager to get fit tested.

4.10.4.9. 4.11. EDUCATIONAL REIMBURSEMENT:

4.10.1.4.9.1. Single Role EMT Personnel will be eligible for \$1,500.00 in tuition reimbursement if they are subsequently promoted to a Paramedic position and provide a minimum of 6 months full-time employment or one (1) year employment as a part time Single Role Paramedic.

~~Single Role employees who are accepted into a local and accredited Fire Academy may request a Department sponsorship and if approved, will have all necessary uniforms and PPE paid for and provided prior to the start of the academy.~~

~~4.10.2. The District may grant sponsorship to the fire academy based upon fiscal constraints.~~

4.9.2.

4.10.3.4.9.3. Any training that is mandated as a condition of employment and cannot be accommodated while on duty will be reimbursed to the employee as referenced in the Tuition/Certification Reimbursement Policy.

4.9.2 The filing procedures shall be pursuant with District's Tuition Reimbursement Policy.



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
RULES AND REGULATIONS
PERSONNEL RULES

SECTION 222.01
JUNE 27, 2023
PAGE 1 OF 9

DISCIPLINARY POLICY - NEW

1.0. **PURPOSE:**

1.1. To establish guidelines for the administration of Discipline for North County Fire Protection District (District) employees.

2.0. **POLICY:**

2.1. It is the District's policy to establish and maintain a fair and reasonable approach to disciplinary matters to ensure our commitment to our District's Mission, Vision and Values.

3.0. **EMPLOYEE CLASSIFICATIONS**

3.1. District employees fall into one of the following classifications which include for cause and at-will employees:

3.1.1. Safety employees holding positions defined in the Safety or Management MOU are permanent positions which meet the definition of "firefighter" as outlined in California Government Code Sections 320-3262, unless the employee is on new hire probation.

3.1.2. Non-Safety employees holding positions defined in the Non-Safety or Management MOU which meet the definition of "permanent employee" as outlined in California Government Code Section 18528 unless the employee is on new hire probation.

3.1.3. Any employee whose position is not defined in an MOU or who is on new hire probation is considered at-will and can be separated from District employment at any time, with or without cause.

4.0. **CAUSES FOR DISCIPLINE**

4.1. The causes for discipline set standards of conduct for all employees and the following is not an exhaustive list of all the grounds that could lead to discipline. Employees may be disciplined for, including but not limited to, any of the following causes of discipline:

4.1.1. Violation of any department rule, District policy or District regulation, ordinance or resolution;

4.1.2. Absence without authorized leave or tardiness;

4.1.3. Excessive absenteeism;



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
RULES AND REGULATIONS
PERSONNEL RULES

SECTION 222.01
JUNE 27, 2023
PAGE 2 OF 9

DISCIPLINARY POLICY - NEW

- 4.1.4. Use of leave from work in a manner not authorized or provided for under District policies;
- 4.1.5. Making any false representation or statement, or making any omission of a material fact;
- 4.1.6. Providing wrong or misleading information or other fraud in securing appointment, promotion or maintaining employment;
- 4.1.7. Unsatisfactory job performance;
- 4.1.8. Damaging any District property, equipment, resource, or vehicle, or the waste of District supplies through negligence or misconduct;
- 4.1.9. Insubordination; or insulting or demeaning the authority of a supervisor or manager;
- 4.1.10. Dishonesty;
- 4.1.11. Theft;
- 4.1.12. Violation of the District's or a department's confidentiality policies, or disclosure of confidential District information to any unauthorized person or entity;
- 4.1.13. Misuse or unauthorized use of any District property, including, but not limited to: physical property, electronic resources, supplies, tools, equipment, District communication systems, District vehicles or intellectual property;
- 4.1.14. Mishandling of public funds;
- 4.1.15. Falsifying or tampering with any District record, including work time or financial records;
- 4.1.16. Discourteous or offensive treatment of the public or other employees;
- 4.1.17. Abusive conduct, including malicious verbal, visual or physical actions, or the gratuitous sabotage or undermining of a person's work performance;
- 4.1.18. Conviction, meaning any judicial determination of guilt, of a crime that has a nexus to the employee's job duties;
- 4.1.19. Unapproved outside employment or activity, or other enterprise that constitutes a conflict of interest with service to the District;
- 4.1.20. Any conduct that impairs, disrupts or causes discredit to the District, to the public service, or other employee's employment;
- 4.1.21. Reckless or unsafe conduct;
- 4.1.22. Working overtime without prior authorization or refusing to work assigned overtime;
- 4.1.23. Carrying firearms or other dangerous weapons while on duty when not required by job duties; or
- 4.1.24. Horseplay or fighting.



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
RULES AND REGULATIONS
PERSONNEL RULES

SECTION 222.01
JUNE 27, 2023
PAGE 3 OF 9

DISCIPLINARY POLICY - NEW

5.0. TYPES OF COACHING/COUNSELING,

5.1. The following are types of Coaching/counseling, and discipline which the District may impose.

5.1.1. Coaching/Counseling: Routine coaching and counseling sessions, including initial fact-finding, as well as documentation of these sessions, up to and including Performance Activity Cards (PAC) and Employee Development Plans (EDP) are not considered "Discipline" within FBOR.

Types of Discipline

5.1.2. **Written Reprimand:** A written reprimand is written direction from a supervisory employee to discontinue inappropriate conduct or to correct a performance issue. A written reprimand will be retained in the employee's personnel file and documented in the performance evaluation. Unless required by law, a written reprimand is subject to the discipline or discipline appeal procedures described below. The employee has the right to have their written rebuttal attached to the reprimand in the employee's personnel file if the employee submits the rebuttal to the Fire Chief or designee within 14 days after the reprimand is received.

5.1.3. **Suspension without Pay:** The District may suspend an employee from their position without pay for cause. Documents related to a suspension shall become part of the employee's personnel file when the suspension is final and documented in the performance evaluation. A suspension without pay is subject to the discipline and discipline appeal procedures described below. Employees who are exempt from FLSA overtime will only be suspended as authorized by the FLSA.

5.1.4. **FLSA-Exempt Employees:** Salary Reductions in Full Workweeks or For Major Safety Violations: FLSA-exempt employees cannot be disciplined via salary reduction. FLSA-exempt employees can only be suspended in the following circumstances: (1) for the entire FLSA-designated work week (29 C.F.R. § 541.602(a)); (2) for one or more full days for violation of a written workplace conduct rule; or (3) for one or more full days for a major safety violation. (29 C.F.R. § 541.602(b)(4), (5).)

5.1.5. **Reduction in Pay or Paid Leave:** The District may reduce an employee's pay or paid leave for cause. A reduction in pay for disciplinary purposes may



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
RULES AND REGULATIONS
PERSONNEL RULES

SECTION 222.01
JUNE 27, 2023
PAGE 4 OF 9

DISCIPLINARY POLICY - NEW

take one of three forms: (1) a decrease in salary to a lower step within the salary range; (2) a decrease in salary paid to an employee for a fixed period of time; or (3) loss of accrued paid vacation or administrative leave, floating holiday, or compensatory time off. Documents related to a reduction in pay shall become part of the employee's personnel file when the reduction in pay is final and documented in the performance evaluation. A reduction in pay is subject to the discipline and discipline appeal procedures described below. Employees who are exempt from the FLSA overtime requirements are not subject to pay reduction, except loss of accrued vacation, floating holiday, or administrative leave.

- 5.1.6. **Demotion:** The District may demote an employee from their position to a lower position for cause. Documents related to a demotion shall become part of the employee's personnel file when the demotion is final and documented in the performance evaluation. A demotion is subject to the discipline and discipline appeal procedures described below.
- 5.1.7. **Dismissal:** The District may dismiss an employee from their position for cause. Documents related to the dismissal shall become a part of an employee's personnel file when the dismissal is final. A dismissed employee is entitled to the discipline and discipline appeal procedures described below.

6.0. DISCIPLINE PROCEDURES

6.1. The following discipline procedures only apply to the District's for-cause employees. All employees other than for-cause employees, namely employees holding positions not covered or defined by an MOU and those on new hire probation, may be disciplined or separated at will, with or without cause, and without the disciplinary procedures listed below. The following discipline procedures apply only to a written reprimand, suspension without pay, reduction in pay, demotion, or dismissal.

- 6.1.1. "Skelly" Notice of Intended Disciplinary Action to Employee: A written notice of the intended disciplinary action shall be given to the employee, which will include the following information:
- 6.1.1.1. The level of the intended discipline;
 - 6.1.1.2. The specific charges that support the intended discipline;
 - 6.1.1.3. A summary of the facts that show that the elements of each charge at issue in the intended discipline;



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
RULES AND REGULATIONS
PERSONNEL RULES

SECTION 222.01
JUNE 27, 2023
PAGE 5 OF 9

DISCIPLINARY POLICY - NEW

- 6.1.1.4. A copy of all materials upon which the intended discipline is based;
- 6.1.1.5. Notice of the employee's right to respond to the Fire Chief's designee (leaving the Fire Chief available to act as the Appeal Officer). regarding the intended discipline within five (5) days from the date of the notice, either by requesting a Skelly conference, or by providing a written response, or both;
- 6.1.1.6. Notice of the employee's right to have a representative of their choice at the Skelly conference; and
- 6.1.1.7. Notice that failure to respond by the time specified constitutes a waiver of the right to respond prior to final discipline being imposed.
- 6.1.2. Response by Employee and Skelly Conference: If the employee requests a Skelly conference, the Fire Chief's designee will conduct the Skelly Conference with the employee. During the informal meeting, the employee shall have the opportunity to rebut the charges against them and present any mitigating circumstances. The Fire Chief's designee will consider the employee's presentation before issuing the disciplinary action. The employee's failure to attend the conference, or to deliver a written response by the date specified in the Skelly notice, is a waiver of the right to respond, and the intended disciplinary action will be imposed on the date specified in the Notice of Intended Disciplinary Action to Employee.
- 6.1.3. Final Notice of Discipline: After the Skelly conference and/or timely receipt of the employee's written response, the Fire Chief's designee will: (1) take no disciplinary action; (2) modify the intended discipline; or (3) impose the intended disciplinary action. In any case, the Fire Chief's designee will provide the employee with a notice that contains the following:
 - 6.1.3.1. The level of discipline, if any, to be imposed and the effective date of the discipline;
 - 6.1.3.2. The specific charges upon which the discipline is based;
 - 6.1.3.3. A summary of the facts that show that the elements of each charge at issue in the intended discipline;
 - 6.1.3.4. A copy of all materials upon which the discipline is based; and
 - 6.1.3.5. A reference to the employee's appeal right and deadline to appeal.



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
RULES AND REGULATIONS
PERSONNEL RULES

SECTION 222.01
JUNE 27, 2023
PAGE 6 OF 9

DISCIPLINARY POLICY - NEW

6.1.4. Delivery of the Final Notice of Discipline: The final notice of discipline will be sent by mail method that verifies delivery to the last known address of the employee or delivered to the employee in person. If the notice is not deliverable because the employee has moved without notifying the District or the employee refuses to accept delivery, the effective date of discipline will be the date the post office or delivery service attempted delivery.

7.0. DISCIPLINE APPEAL PROCEDURES

7.1. The following appeal procedures only apply to the District's for-cause employees. All employees other than for-cause employees, namely employees holding positions not covered or defined by an MOU, may be disciplined or separated at will, with or without cause, and without the disciplinary appeal procedures listed below. The following appeal procedures apply only to written reprimand, suspension without pay, demotion, reduction in pay or dismissal.

7.1.1. Request for Appeal Hearing: An employee may submit a written request for appeal to the Fire Chief or designee within [15] days from: (1) receipt of the final notice of discipline; or (2) the date of attempted delivery by the post office or delivery service of the notice to the last known address of the employee. Failure to file a timely written request for an appeal waives the right to an appeal hearing and any appeal of the discipline.

7.1.2. Appeal Hearing Officer: The appeal hearing officer shall be the Fire Chief or designee so long as they did not serve as the Skelly officer for the discipline at issue.

7.1.3. Date and Time of the Appeal Hearing: Once the appeal hearing officer has been designated, the Fire Chief or designee will set a date for an appeal hearing. The employee shall be notified in writing at least 15 days prior to the hearing of the scheduled date.

7.1.4. Prehearing Notice of Witnesses and Evidence: No later than 10 days before the hearing date, each party will provide the other and the appeal hearing officer a list of all witnesses to be called (except rebuttal witnesses), and a copy of all evidence (except rebuttal evidence) to be submitted at the hearing. The District will use numbers to identify its evidence; the employee will use alphabet letters. Neither party will be permitted to call any witness or evidence



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
RULES AND REGULATIONS
PERSONNEL RULES

SECTION 222.01
JUNE 27, 2023
PAGE 7 OF 9

DISCIPLINARY POLICY - NEW

that has not been listed, unless that party can show that the party could not have reasonably anticipated the need for the witness or exhibit.

- 7.1.5. Subpoenas: Upon the request of either party, and upon their own motion, the hearing officer will issue subpoenas to compel attendance at the appeal hearing. Each party is responsible for serving their/its own subpoenas. District employees who are subpoenaed to testify during working hours will be released with pay to appear at the hearing. District employees who are subpoenaed to testify during non-working hours will be compensated for the time they actually spend testifying.
- 7.1.6. Continuances: The appeal hearing officer may continue a scheduled hearing only upon good cause shown.
- 7.1.7. Record of the Appeal Hearing: The hearing shall be recorded, either electronically or by a court reporter, at the option of the District. If the District orders a transcript or makes a transcript of the recording, the District will notify the employee within three days of ordering or making the transcript, and will provide a copy of the transcript upon receipt of the costs of duplication.
- 7.1.8. Employee Appearance: The employee must appear personally before the hearing officer at the time and place set for the hearing. The employee may be represented by any person they may select.
- 7.1.9. Conduct of the Hearing:
 - 7.1.9.1. Sworn Testimony: All witnesses shall be sworn in prior to testifying. The hearing officer or court reporter shall request each witness to raise their hand and respond to the following: "Do you swear that the testimony that you are about to give is the truth, the whole truth, and nothing but the truth?"
 - 7.1.9.2. Evidence: Hearings need not be conducted according to technical rules relating to evidence and witnesses, but hearings shall be conducted in a manner that the hearing officer decides is the most conducive to determining the truth. The rules dealing with privileges shall be effective to the same extent that they are recognized in civil actions. Irrelevant or unduly repetitious evidence may be excluded. The appeal hearing officer shall determine the relevance, weight and credibility of testimony and evidence.



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
RULES AND REGULATIONS
PERSONNEL RULES

SECTION 222.01
JUNE 27, 2023
PAGE 8 OF 9

DISCIPLINARY POLICY - NEW

- 7.1.9.3. Exclusion of Witnesses: During the examination of a witness, all other witnesses, except the parties, shall be excluded from the hearing.
- 7.1.9.4. Burden of Proof: The District has the burden of proof by the preponderance of the evidence.
- 7.1.9.5. Authority of Hearing Officer: The appeal hearing officer shall not have the power to alter, amend, change, add to, or subtract from any of the terms of these Policies.
- 7.1.9.6. Professionalism: All parties and their attorneys or representatives shall not, by written submission or oral presentation, disparage the intelligence, ethics, morals, integrity or personal behavior of their adversaries or the appeal hearing officer.
- 7.1.9.7. Presentation of the Case: The parties will address their remarks, evidence, and objections to the appeal hearing officer. The appeal hearing officer may terminate argument at any time and issue a ruling regarding an objection or any other matter. The appeal hearing officer may limit redundant or irrelevant testimony, or directly question the witness. The hearing will proceed in the following order unless the appeal hearing officer directs otherwise:
1. The District is permitted to make an opening statement;
 2. The employee is permitted to make an opening statement;
 3. The District will produce its evidence;
 4. The employee will produce their evidence
 5. The District followed by the employee, may present rebuttal evidence; and
 6. Oral closing arguments of no more than [20] minutes may be permitted at the discretion of the appeal hearing officer. The District argues first, the employee argues second, and if the District reserved a portion of its time for rebuttal, the District may present a rebuttal.
- 7.1.9.8. Written Briefs: Either party may request to submit a written brief and/or a draft decision. The appeal hearing officer will determine whether to allow written briefs or draft



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
RULES AND REGULATIONS
PERSONNEL RULES

SECTION 222.01
JUNE 27, 2023
PAGE 9 OF 9

DISCIPLINARY POLICY - NEW

decisions, the deadline for submitting briefs, and the page limit for briefs.

- 7.1.9.9. Appeal Hearing Officer's Recommended Decision: Within [60] days of the conclusion of the hearing, the appeal hearing officer shall make written findings and a recommended decision as to the discipline.
- 7.1.9.10. If the Fire Chief was not the appeal hearing officer or the Skelly officer they shall review the findings and recommendations of the appeal hearing officer and may then affirm, revoke, or modify the findings, recommendations, or disciplinary action taken. If the Employee or former Employee is dissatisfied with the determination made by the Fire Chief they may appeal the determination to the Board of Directors; provided that a Written Notice of Appeal is filed with the Fire Chief or Designee no later than fifteen (15) calendar days after the date of personal service or mailing of the Notice of the Fire Chief determination, whichever is earlier.
- 7.1.9.11. The decision of the District Board is final. There is no process for reconsideration.
- 7.1.9.12. Proof of Service of the Written Findings and Decision: The District will provide a copy of the final written findings and decision, along with a proof of service of mailing (if mailed) that confirms that each of the parties and each of the parties' representatives were mailed the final written findings and decision. It shall be the responsibility of the employee to inform the District of their address. A copy of the decision shall also be provided to the Fire Chief.



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
RULES & REGULATIONS
PERSONNEL RULES

SECTION 222.01
JULY 28, 2015
PAGE 1 OF 11

DISCIPLINARY POLICY - OLD

1.0. **PURPOSE:**

- 1.1. To establish formal procedures for the legal and ethical administration of Discipline to North County Protection District Employees.

2.0. **POLICY:**

- 2.1. It is North County Fire Protection District's policy to establish and maintain a fair and reasonable approach to disciplinary matters in order to insure our commitment to our District's Mission, Vision and Values.
- 2.2. Violations of North County Fire Protection District's Rules and Regulations, Safety Rules, criminal law and actions which are insubordinate, flagrantly careless and/or incompetent, or otherwise prejudicial to the best interests of the District, will be subject to disciplinary action and/or may result in termination for cause.
- 2.3. The District recognizes and shall adhere to provisions of law related to Employee disciplinary issue including the "Firefighter's Procedural Bill of Rights Act (FBOR)."
- 2.4. The Memorandum of Understanding negotiated between the District and the bargaining units, herein after referred to as the "labor organization(s)," shall not control the process for administrative appeals instituted with licensing or certifying agencies. Any administrative appeal instituted with licensing or certifying agencies shall adhere to the requirements prescribed in [Government Code 3250. et seq.](#) An administrative appeal instituted by a firefighter under this chapter shall be conducted in conformance with rules and procedures adopted by the licensing or certifying agency that are in accordance with California Government Code, Chapter 5 (commencing with [Section 11500](#)) of Part 1 of Division 3 of Title 2.

3.0. **INTENT:**

- 3.1. Discipline is a method of causing a change in undesirable behavior, usually administered after the failure of more subtle means (coaching and counseling).
- 3.2. Discipline is usually progressive in nature, wherein successive repetitions in undesirable behavior warrant increasingly severe actions to stop/modify the behavior.
- 3.3. The ultimate goal of Discipline is policy compliance with agency expectations.



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
RULES & REGULATIONS
PERSONNEL RULES

SECTION 222.01
JULY 28, 2015
PAGE 2 OF 11

DISCIPLINARY POLICY - OLD

4.0. **SCOPE:**

4.1. In order to maintain fair uniform investigative and disciplinary procedures, this policy shall pertain to all District Employees.

5.0. **DEFINITIONS:** Refer to the Employee Performance Definitions.

6.0. **PROCEDURE:**

6.1. **ACTIONS NOT SUBJECT TO NOTICE AND HEARING PROCEDURES or FBOR:** Routine coaching and counseling sessions, including initial fact-finding, as well as documentation of these sessions, up to and including Performance Activity Cards and Performance Improvement Plans are not considered "Discipline" within FBOR (Firefighter Bill of Rights, [Government Code §§3250-3262](#)).

6.1.1. The primary purpose of routine coaching and counseling and fact finding is to identify circumstances surrounding Employee performance and is to correct the performance of an Employee. At the point that questioning becomes focused on an Employee, with the possible intent to Discipline, fact-finding stops and the process shifts to an investigation, as described below.

6.2. **DISCIPLINARY ACTIONS SUBJECT TO NOTICE AND HEARING PROCEDURES:** The following disciplinary actions require a written reprimand or Written Notice be given the Employee (a Written Notice is used for any proposed action on pay or other compensation). These actions are not necessarily progressive, but will be considered based on the severity of the incident(s) that violated District standards, rules, regulations or policies.

- 6.2.1.1. Written reprimand;
- 6.2.1.2. Suspension from duty without pay;
- 6.2.1.3. Salary step reduction;
- 6.2.1.4. Demotion;
- 6.2.1.5. Termination from District employment.



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
RULES & REGULATIONS
PERSONNEL RULES

SECTION 222.01
JULY 28, 2015
PAGE 3 OF 11

DISCIPLINARY POLICY - OLD

6.3. INTAKE:

- 6.3.1. All allegations of misconduct requiring an inquiry beyond the scope of routine coaching or counseling shall be documented and forwarded to the Fire Chief/CEO via Chain of Command.
- 6.3.2. Anonymous allegations and/or rumors involving alleged misconduct shall be handled in compliance with all related sections of the policy.
- 6.3.3. The Department Head shall assign a unique number to the investigation and determine who will be assigned to investigate alleged misconduct.

6.4. ASSIGNMENT:

6.4.1. The Department Head or his/her designee shall:

- 6.4.1.1. Determine status of Focus Employee(s) pending investigation. Consider Administrative Leave with pay and restrictions on reassignment pending investigation.
- 6.4.1.2. Assign an investigator or outsource the investigation.
- 6.4.1.3. If an outside investigator is to be utilized, have Human Resources prepare a scope of investigation and engagement letter clearly delineating the duties and responsibilities to be assumed by the investigator.

6.5. INVESTIGATION:

6.5.1. The assigned investigator(s) primary assessment should include, but is not limited to:

- 6.5.1.1. Identify all applicable District Rules and Regulations implicated by the alleged misconduct.
- 6.5.1.2. Determine Witness and Focus Employees.
- 6.5.1.3. Determine and identify one year statute of limitations for completion of the investigation and decision whether to propose Discipline.
- 6.5.1.4. Gather all related evidence, audio and video recordings if they exist.
- 6.5.1.5. Issue a Notice of Interview to any Witnesses, whether you ultimately intend to interview them or not.

LAST REVIEW:	07-15-15	08-13-08			L/M Review:	07-06-15
LAST UPDATE:	07-15-15	02-04-09				
FC/BOD APPROVAL:	07-28-15	02-04-09				
TRACKER:	222.01	Regular Board Meeting, June 27, 2023				054



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
RULES & REGULATIONS
PERSONNEL RULES

SECTION 222.01
JULY 28, 2015
PAGE 4 OF 11

DISCIPLINARY POLICY - OLD

- 6.5.1.6. Issue a Focus Member Notice of Interview to the Focus Employee, prior to conducting any interviews or interrogations of the Focus Employee(s).
- 6.5.1.7. Determine sequence and timing of Witness and Focus Employee interviews. Ensure that each receives the appropriate admonition as identified below. In general the investigative interview sequence is:
 - 6.5.1.7.1. Reporting Party [Witness Admonition or Percipient Witness Interview Notice if civilian];
 - 6.5.1.7.2. Civilian Witness(es). [Percipient Witness Interview Notice];
 - 6.5.1.7.3. Non-sworn Employee Witness(es). [Witness Admonition];
 - 6.5.1.7.3.1. Sworn Employee Witnesses are not subject to Discipline. FBOR rights related to interrogation do not apply to these interviews;
 - 6.5.1.7.4. Focus Employee(s) [Focus Member Admonition].

6.6. INTERROGATION:

- 6.6.1. When the purpose of an interview with a Focus Employee is related to a possible disciplinary matter, as opposed to routine coaching or counseling (as defined in [Section 6.1.](#)), such interviews are deemed interrogations by FBOR.
- 6.6.2. Prior to interrogation, the Focus Employee must be informed as to the nature of the investigation. All members present must identify themselves as a matter of record.
- 6.6.3. Not more than two (2) interrogators may present questioning. Additional members may be present to take notes, facilitate, etc. but **may not** be involved in questioning. Employees must be made aware of the names of all persons present in the interview. Also, the section does not preclude other people in the room from preparing questions to be asked by one of the two designated interrogators
- 6.6.4. The Focus Employee is entitled to representation at any time during interrogation (See [Representation Section](#) below). It is **strongly recommended** that the Employee seek representation when interrogated. Focus Employees **may not** use Employees under same investigation as representatives. Representatives **may not** answer questions on behalf of the Employee.

LAST REVIEW:	07-15-15	08-13-08			L/M Review:	07-06-15
LAST UPDATE:	07-15-15	02-04-09				
FC/BOD APPROVAL:	07-28-15	02-04-09				
TRACKER:	222.01		Regular Board Meeting, June 27, 2023			055



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
RULES & REGULATIONS
PERSONNEL RULES

SECTION 222.01
JULY 28, 2015
PAGE 5 OF 11

DISCIPLINARY POLICY - OLD

- 6.6.5. Interrogations are to be audio recorded. The Focus Employee and/or his/her representative may also record the proceeding. The Focus Employee has the right to access the tape recording before further action and/or interrogation.
- 6.6.6. The Focus Employee is obligated to cooperate with answering questions during an investigative proceeding. **Failure to do so may constitute insubordination which is a punishable offense.** *No promise of a reward may be used as an inducement to cooperate.*
- 6.6.7. The Focus Employee is not entitled to investigative notes, or other pre-interrogation discovery), until after the investigation is completed (unless such notes are confidential).
- 6.6.8. The Focus Employee cannot be obligated to submit to a lie detector test against their will and no disciplinary action can be taken against the Focus Employee for refusing to submit to one.
- 6.6.9. The Supervising Chief Officer or designee may conduct the interrogation for a reasonable period of time.
- 6.6.10. **NATURE OF CHARGES:**
 - 6.6.10.1. **NON-CRIMINAL:** If the charges are non-criminal in nature, the Focus Employee is provided notice of an administrative investigation. They are required to present any notes or recordings regarding this incident and not to discuss this investigation with anyone other than their designated representative, attorney or investigating officer.
 - 6.6.10.2. **CRIMINAL:** Interrogations involving known or possible criminal matters will be conducted in accordance with applicable law, and will include a Miranda warning. If the Employee refuses to waive his/her Miranda rights, they will then be ordered to answer Administrative questions. Refusal to answer Administrative questions can lead to punitive action up to and including termination. Any statements made under the threat of punitive action are shielded from discovery in criminal matters, as provided by California law. The Focus Employee should consult their

LAST REVIEW:	07-15-15	08-13-08			L/M Review:	07-06-15
LAST UPDATE:	07-15-15	02-04-09				
FC/BOD APPROVAL:	07-28-15	02-04-09				
TRACKER:	222.01		Regular Board Meeting, June 27, 2023			056



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
RULES & REGULATIONS
PERSONNEL RULES

SECTION 222.01
JULY 28, 2015
PAGE 6 OF 11

DISCIPLINARY POLICY - OLD

attorney or representative for guidance. Provide the Employee with a Focus Member Criminal Allegation Admonition.

LAST REVIEW:	07-15-15	08-13-08				L/M Review:	07-06-15	
LAST UPDATE:	07-15-15	02-04-09						
FC/BOD APPROVAL:	07-28-15	02-04-09						
TRACKER:	222.01		Regular Board Meeting, June 27, 2023					057



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
RULES & REGULATIONS
PERSONNEL RULES

SECTION 222.01
JULY 28, 2015
PAGE 7 OF 11

DISCIPLINARY POLICY - OLD

6.7. WHEN DISCIPLINE IS PROPOSED:

6.7.1. The Notice of Proposed Discipline, shall be signed by the Department Head and thereafter shall be personally served or mailed by certified mail not less than five (5) working days prior to proposed disciplinary action. *The notice shall contain:*

6.7.1.1. Specific charges upon which action is based;

6.7.1.1.1. *Note: The charge(s) of misconduct must be specific enough to put the accused Employee on notice of the conduct that he or she must defend.*

6.7.1.2. The reasons why such action is being taken;

6.7.1.3. Copies of the materials upon which the action is based will be attached;

6.7.1.4. Information essential to give the Employee a fair opportunity to answer the charges made;

6.7.1.5. Names, times, dates, places or numbers that may be pertinent to the charges;

6.7.1.6. A time and date for the filing by the Employee of a written response and for presentment of any Oral Response, which date shall not be less than five (5) working days after the notice is served or mailed, whichever occurs first. Late requests for an oral or written response must be for good cause and will be determined on a case by case basis, but in no event will exceed fifteen (15) calendar days from the date the Notice was personally served or mailed by certified mail.

6.8. EMPLOYEE RESPONSE:

6.8.1. The Employee shall have the right to respond, either orally or in writing, or both, not later than the time and date provided in the Notice.

6.8.2. The Supervising Chief Officer or designee may extend the time for response for a reasonable period.

6.8.3. A Written Response shall be delivered to the Supervising Chief Officer or designee.

6.8.4. If the Employee desires to make an Oral Response directly to the Supervising Chief Officer or designee, the Employee shall give Written Notice to the Supervising Chief Officer or designee of this request for Oral Response at least two (2) working days before the time and date stated in the Notice. Failure of the

LAST REVIEW:	07-15-15	08-13-08			L/M Review:	07-06-15
LAST UPDATE:	07-15-15	02-04-09				
FC/BOD APPROVAL:	07-28-15	02-04-09				
TRACKER:	222.01	Regular Board Meeting, June 27, 2023				058



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
RULES & REGULATIONS
PERSONNEL RULES

SECTION 222.01
JULY 28, 2015
PAGE 8 OF 11

DISCIPLINARY POLICY - OLD

Employee to give such Notice shall constitute a waiver by the Employee of any right to present an Oral Response.

- 6.8.5. In the event the Employee fails to respond as provided above, the Supervising Chief Officer or designee shall provide a Written Determination Letter to the Employee.
- 6.8.6. For Written Reprimands, the Employee is entitled to read and sign any such document before it is entered into their [Personnel File](#). The Employee will have thirty (30) days to file a Written Response to such Reprimands or Notices.

6.9. EMPLOYEE REPRESENTATION:

- 6.9.1. The Employee shall have the right to be represented by counsel at any stage of the proceedings or by a representative of their labor organization, or both, at their own expense. Note that a labor representative may not be a party to the same investigation. A request for labor representation is a matter between the Employee and labor organization.
- 6.9.2. If the Employee desires to have any other available Employees present at the time of the Oral Response in order to present evidence or to examine Witnesses, the Employee shall file a Written Request with the Supervising Chief Officer, at least two (2) working days before the time scheduled for the Oral Response.
- 6.9.3. The District will make reasonable efforts to make available the requested Witnesses if they are regular Employees. The Employee must make their own arrangements for the attendance of other Witnesses. The District will not pay for any Witness other than those requested by the District. Witnesses that are regular Employees will receive their normal compensation.

6.10. DETERMINATION:

- 6.10.1. Within five (5) working days of the Response, or in the event of no response, the Supervising Chief Officer or designee, shall inform the Employee in writing, of the decision regarding Discipline.
- 6.10.2. In the event of termination, all pay shall cease on the date and time provided in the Notice of Determination, but not earlier than the Notice itself. The Employee

LAST REVIEW:	07-15-15	08-13-08				L/M Review:	07-06-15
LAST UPDATE:	07-15-15	02-04-09					
FC/BOD APPROVAL:	07-28-15	02-04-09					
TRACKER:	222.01		Regular Board Meeting, June 27, 2023				059



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
RULES & REGULATIONS
PERSONNEL RULES

SECTION 222.01
JULY 28, 2015
PAGE 9 OF 11

DISCIPLINARY POLICY - OLD

may be placed in a paid leave status pending determination. Employee termination procedures are handled in accordance with the [Personnel Reclassification Policy](#).

6.11. APPEAL:

- 6.11.1. If the Employee or former Employee is dissatisfied with the decision made by the Supervising Chief Officer or designee, they may Appeal in writing, to the Fire Chief/CEO or designee. This Written Notice of Appeal shall be filed with the Executive Assistant of the District no later than fifteen (15) calendar days after the date of personal service or mailing of the Notice of the Supervising Chief Officer's or designee's decision, whichever is earlier.
- 6.11.2. The Fire Chief/CEO shall schedule a Hearing within fifteen (15) calendar days of the date of filing of the Notice of Appeal and the Executive Assistant shall notify the Employee of the time and date fixed for the Hearing.
- 6.11.3. Upon conclusion of the Hearing, the Fire Chief/CEO shall review all the information and inform the Employee in writing, of Fire Chief/CEO's determination within five (5) working days after the Hearing.
- 6.11.4. If the Employee or former Employee is dissatisfied with the determination made by the Fire Chief/CEO, he/she may appeal the determination to the Board of Directors; provided that a Written Notice of Appeal is filed with the Executive Assistant no later than fifteen (15) calendar days after the date of personal service or mailing of the Notice of the Fire Chief/CEO's decision, whichever is earlier.
- 6.11.5. The Board of Directors shall schedule a Hearing within thirty (30) calendar days of the date of filing of the Notice of Appeal, and the Executive Assistant shall

LAST REVIEW:	07-15-15	08-13-08				L/M Review:	07-06-15	
LAST UPDATE:	07-15-15	02-04-09						
FC/BOD APPROVAL:	07-28-15	02-04-09						
TRACKER:	222.01		Regular Board Meeting, June 27, 2023					060



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
RULES & REGULATIONS
PERSONNEL RULES

SECTION 222.01
JULY 28, 2015
PAGE 10 OF 11

DISCIPLINARY POLICY - OLD

notify the Employee or former Employee of the time and date fixed for the Hearing.

6.11.6. If the Appeal is taken, upon conclusion of the Hearing, the Board of Directors shall review the matter and shall make a final determination as to whether to affirm the decision.

6.11.6.1. The Board of Directors has the power to reinstate a discharged Employee and/or to impose less severe Discipline on the Employee. [Refer to the [Re-Employment Policy](#).] The decision of the Board of Directors is final and non-grievable.

6.12. HEARING PROCEDURES:

6.12.1. The District may have General Counsel present for advice and assistance in conducting the Hearing at any stage of the proceedings.

6.12.2. Employees are entitled to a neutral Hearing Officer (who has not been privy to the fundamental facts of the case).

6.12.3. Witnesses testifying at any Hearing may be cross-examined by the side not calling the Witness.

6.12.4. The Employee and the District shall be given the opportunity to present all relevant evidence, both oral and written.

6.12.5. Both the Employee and the District will have the opportunity to present all relevant evidence, both oral and written.

6.12.6. Both the Employee and the District will have the opportunity to rebut any evidence offered by the other.

6.12.7. At the Board level of Appeal, the Hearing shall be conducted by the President or designee before a quorum of the Board. General Counsel may present the case for the District, including examination and cross-examination of witnesses. The Fire Chief/CEO or designee may be present to advise and consult with the Board of Directors. The General Counsel may be present during deliberations of the

LAST REVIEW:	07-15-15	08-13-08			L/M Review:	07-06-15
LAST UPDATE:	07-15-15	02-04-09				
FC/BOD APPROVAL:	07-28-15	02-04-09				
TRACKER:	222.01		Regular Board Meeting, June 27, 2023			061



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
RULES & REGULATIONS
PERSONNEL RULES

SECTION 222.01
JULY 28, 2015
PAGE 11 OF 11

DISCIPLINARY POLICY - OLD

Board and only to offer legal advice. The Board Secretary may be present to make a record of the final determination by the Board.

6.13. PROBATIONARY EMPLOYEES:

6.13.1. Probationary Employees shall be treated as permanent Employees for purposes of imposing Discipline. Probationary Employees who are not made permanent Employees and are terminated for deficiencies in performance of work are not subject to the Notice and Hearing Procedures above.

6.14. IMPLEMENTATION OF DISCIPLINE:

6.14.1. Disciplinary action is to be carried out within one (1) year of discovery of the allegation by the District, except where extension (tolling) is allowed pursuant to [Government Code §3254\(d\)](#).

LAST REVIEW:	07-15-15	08-13-08				L/M Review:	07-06-15	
LAST UPDATE:	07-15-15	02-04-09						
FC/BOD APPROVAL:	07-28-15	02-04-09						
TRACKER:	222.01		Regular Board Meeting, June 27, 2023					062

North County Fire



MONTHLY OPERATIONS ACTIVITY REPORT:

May 2023

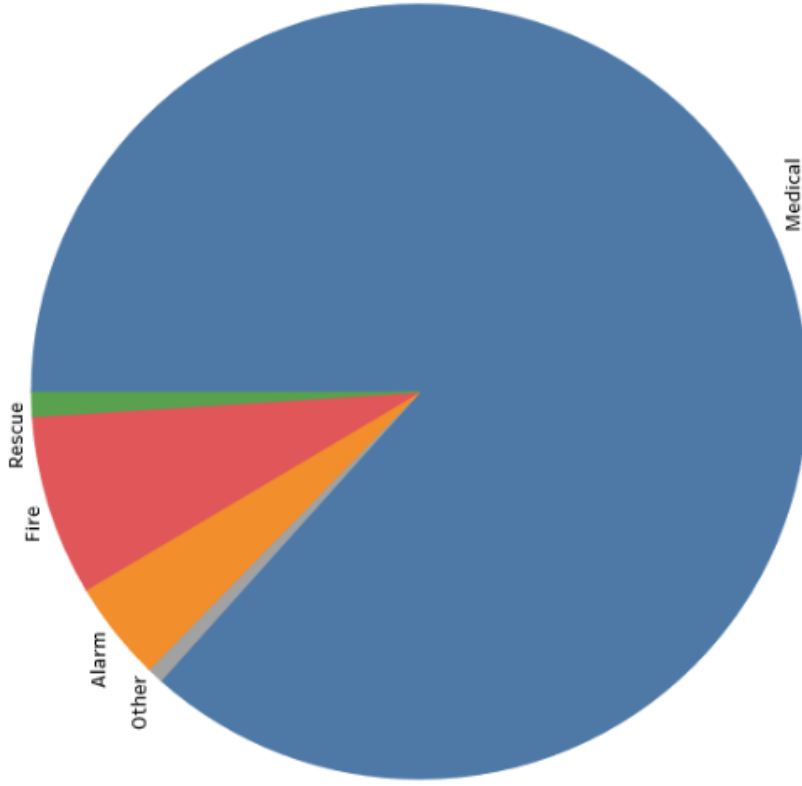
Assigned Incidents

Assigned Incidents for NORTH COUNTY FPD
May 2023

Agency
NORTH COUNTY FPD

Month and Year
May 2023

Medical	518 incidents / 85.62%
Fire	45 incidents / 7.53%
Alarm	25 incidents / 4.18%
Rescue	6 incidents / 1.00%
Other	4 incidents / 0.67%
Grand Total	598 incidents / 100.00%



Problem Category

- Medical
- Other
- Alarm
- Fire
- Rescue

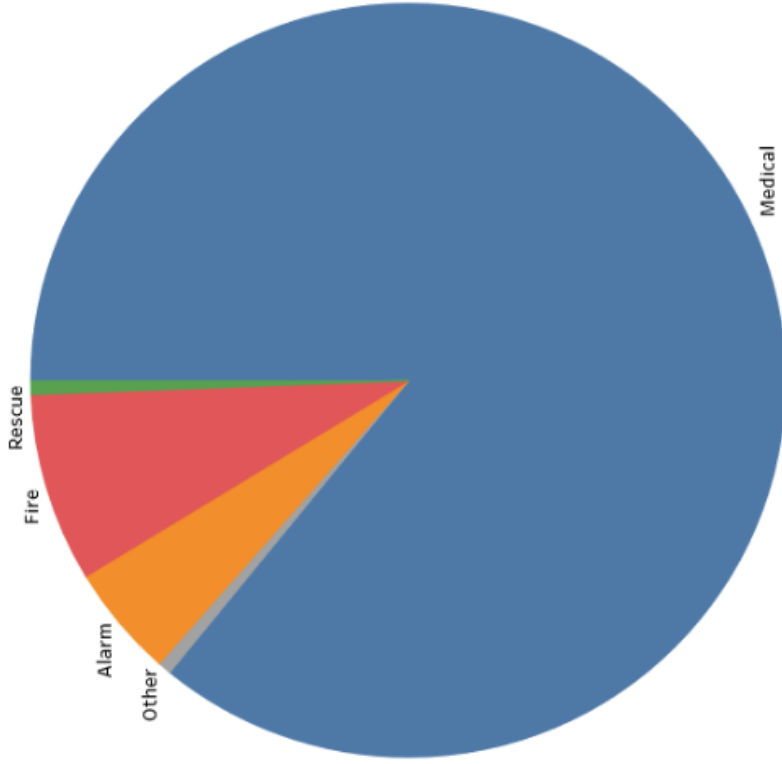
Total incidents year to date:
May 2022: 2,712
May 2023: 2,998



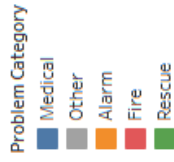
Incidents in Jurisdiction

Incidents in NORTH COUNTY FPD Jurisdiction
May 2023

Jurisdiction	NORTH COUNTY FPD
Month and Year	May 2023



Medical	445 incidents / 85.91%
Fire	42 incidents / 8.11%
Alarm	25 incidents / 4.83%
Rescue	3 incidents / 0.58%
Other	3 incidents / 0.58%
Grand Total	518 incidents / 100.00%



Total incidents year to date:
May 2022: 2,335
May 2023: 2,574



Turnout Time

(Time of station notification to responding)

90th Percentile – Emergency Calls Only

Shift	Unit Name	May	Shift	Unit Name	May	Shift	Unit Name	May
A-SHIFT	B111	0:01:23 (6)	B-SHIFT	B111	0:01:18 (2)	C-SHIFT	B111	0:01:58 (3)
	E111	0:01:42 (55)		E111	0:01:20 (54)		E111	0:01:37 (47)
	E112	0:00:57 (26)		E112	0:01:35 (24)		E112	0:01:26 (23)
	E113	0:01:38 (21)		E113	0:02:00 (14)		E113	0:02:00 (10)
	E114	0:02:01 (43)		E114	0:01:33 (20)		E114	0:01:36 (24)
	E115	0:01:52 (29)		E115	0:01:36 (22)		E115	0:02:05 (30)
	M111	0:01:36 (55)		M111	0:01:21 (43)		M111	0:01:42 (40)
	M114	0:01:40 (28)		M114	0:01:38 (38)		M114	0:01:05 (28)
	M115	0:01:43 (24)		M115	0:01:46 (31)		M115	0:01:32 (20)
	RA114	0:01:53 (17)		RA114	0:00:01 (1)		RA115	0:02:02 (11)
	RA115	0:01:23 (5)		RA115	0:00:27 (4)			



Aid Given/Received

Aid Given by NORTH COUNTY FPD May 2023 : Incident Count

Jurisdiction (group)	25
CAL FIRE	
CAMP PENDLETON	
CARLSBAD FD	
ENC / SOL / DMIR FD	
ESCONDIDO FD	
NORTH COUNTY FPD	
OCEANSIDE FD	32
PALA FD	6
PAUMA FD	
RANCHO SANTA FE FPD	
RINCON FD	
SAN DIEGO FD	
SAN MARCOS FD	1
SAN PASQUAL RESV FD	
VALLEY CENTER FPD	2
VISTA FD	16
Grand Total	82

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

Aid Received by NORTH COUNTY FPD May 2023 : Incident Count

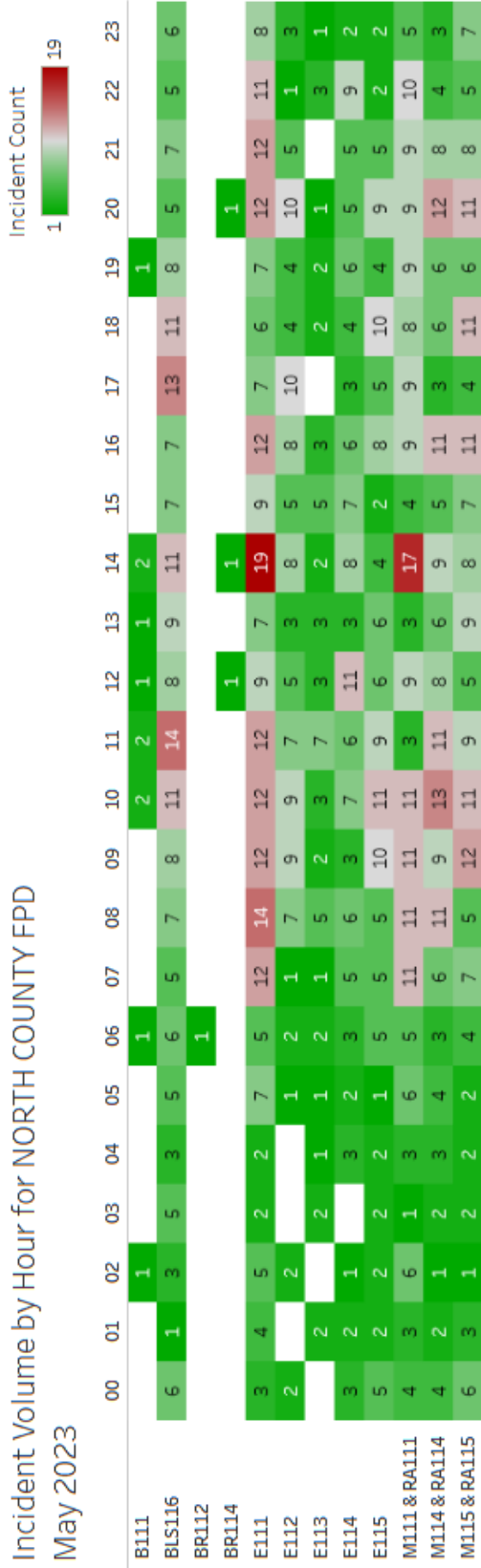
Home Jurisdiction	5
CAL FIRE	
CAMP PENDLETON	23
CARLSBAD FD	1
ENC / SOL / DMIR FD	
ESCONDIDO FD	
NORTH COUNTY FPD	
OCEANSIDE FD	16
PALA FD	7
PAUMA FD	
RANCHO SANTA FE FPD	
RINCON FD	
SAN DIEGO FD	2
SAN MARCOS FD	
SAN PASQUAL RESV FD	
VALLEY CENTER FPD	
VISTA FD	35
Grand Total	89

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
May 2023



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



Incidents by Unit

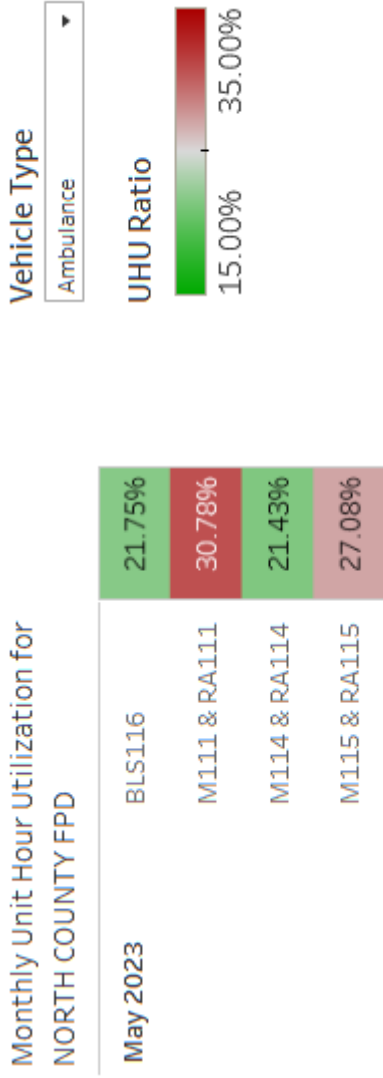
Incidents by Unit for NORTH COUNTY FPD
May 2023

Ambulance	BLS116	171
	M111 & RA111	176
	M114 & RA114	150
	M115 & RA115	156
	Total	653
Brush	BR112	1
	BR114	3
	Total	4
Engine / Truck	E111	209
	E112	106
	E113	51
	E114	110
	E115	122
	Total	568
Other Units	B111	11
	Total	11
Grand Total		846

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 May 2023

Name	#
BLS116	88
M111	115
M114	70
M115	82
RA114	12
RA115	13
Grand Total	380

NORTH COUNTY FPD Transport Destinations May 2023

Destinations	F
PALOMAR HOSPITAL	144
TEMECULA VALLEY HOSPITAL	135
TRI CITY MEDICAL CENTER (TCMC)	71
SCRIPPS ENCINITAS HOSPITAL	22
MCP NAVAL HOSPITAL	4
CHILDRENS HOSPITAL	4
Grand Total	380

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

1 vehicle





NORTH COUNTY FIRE PROTECTION DISTRICT

STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: FINANCE MANAGER JUUL & CHIEF MCREYNOLDS

DATE: JUNE 27, 2023

SUBJECT: ADOPTION OF THE FY23/24 PRELIMINARY BUDGET AND SETTING OF HEARING FOR FINAL BUDGET ADOPTION

ACTION AGENDA

RECOMMENDATION:

- That the Board of Directors approve the proposed FY 23/24 Preliminary Budget
- That the Board set a public hearing to adopt the FY 23/24 Final Budget on September 26, 2023, at 5:05 p.m.

DISCUSSION:

The Preliminary Budget presented herein reflects a spending plan for the upcoming fiscal year that will allow the District to meet routine and capital improvement needs. This preliminary budget has some technical inconsistencies related to the transition from *Great Plains* financial software to *Caselle* financial software. The Finance team has been and will continue to work with the *Caselle* IT support to fully transition our system over to *Caselle* in its entirety. Line-item year-over-year inconsistencies are expected to be fully resolved by the presentation of the Final Budget in September.

FISCAL ANALYSIS:

FY 22/23 REVENUE

Ambulance fees came in above what was anticipated during FY 22/23. FY 23/24 projections are based on actuals. Community Risk Reduction (CRR) Division related fees came in under budget in FY 22/23, so adjustments have been made for FY 23/24. Staff believe this may be a result of building delays and uncertainty in the industry. The CRR Division has placed a more conservative number on projected fees for FY23/24. Tower lease agreements were not budgeted for in FY 23/24 as all revenue has been received on multiple-year leases.

***ADOPTION OF THE FY23/24 PRELIMINARY BUDGET
AND SETTING OF HEARING FOR FINAL BUDGET ADOPTION
JUNE 27, 2023
PAGE 2 OF 2***

FY 23/24 EXPENSES

A preliminary salary increase of 4.65% is projected for FY 23/24 based off the current MOU contract calculation formula. Final salary increases will be determined once year-end is complete. As is standard practice, a 5% increase was placed on Healthcare costs until CalPERS releases final costs for CY 24. Unfunded Accrued Liability (UAL) decreased due to Classic/Safety and PEPRM/Misc. being overfunded. The overfunding is related to CalPERS having a strong return on investments of over 20% at the same time our agency POB was implemented. Finance is accounting for the current volatile nature of the economy and inflation by prioritizing expenditures. Staff will closely monitor throughout the year to ensure that any adjustments are considered.

SUMMARY:

Staff believes District revenue will continue to increase during FY 23/24 related to higher tax revenue, transport revenue, and fire mitigation fee revenue. This will allow the District to continue to grow and meet the needs of our District Capital Improvement Plan. Staff will continue to analyze revenue/expenses for FY 23/24 and will present the Final Budget in September.

**North County Fire Protection District
FY 2023/24 Proposed Budget**

	A	B	C		
	FY 23 Adopted Budget	FY 23 YTD May 31	FY 24 Proposed Budget	\$ Budget Variance	% Budget Variance
1	REVENUE				
2	\$ 18,418,842	\$ 18,692,975	\$ 22,138,700	3,719,858	20%
3	541,200	149,128	250,000	(291,200)	-54%
4	3,000,000	3,335,737	3,891,700	891,700	30%
5	218,700	174,132	203,100	(15,600)	-7%
6	17,240	390,420	-	(17,240)	-100%
7	25,200	95,730	-	(25,200)	-100%
8	-	12,086	-	-	0%
9	315,283	540,845	86,500	(228,783)	-73%
10	45,000	165,725	124,500	79,500	177%
11	22,581,465	23,556,777	26,694,500	4,113,035	15%
12	EXPENSE				
13	Salaries and Benefits				
14	8,415,177	7,094,958	8,769,200	354,023	4%
15	1,055,800	1,395,707	2,245,900	1,190,100	113%
16	146,500	149,166	152,100	5,600	4%
17	244,039	215,766	414,400	170,361	70%
18	300,000	540,610	670,900	370,900	124%
19	31,200	31,051	91,200	60,000	192%
20	77,300	79,265	141,100	63,800	83%
21	9,200	13,200	31,200	22,000	239%
22	691,400	559,275	205,800	(485,600)	-70%
23	-	59,642	204,500	204,500	0%
24	12,500	143,223	161,600	149,100	1193%
25	1,276,600	611,124	1,450,900	174,300	14%
26	145,700	67,880	152,700	7,000	5%
27	47,900	645,521	68,500	20,600	43%
28	191,300	79,583	238,500	47,200	25%
29	945,299	945,299	410,700	(534,599)	-57%
30	11,516	11,516	10,100	(1,416)	-12%
31	659,240	335,590	650,000	(9,240)	-1%
32	1,250,700	1,251,628	1,264,600	13,900	1%
33	280,933	-	-	(280,933)	-100%
34	68,300	90,132	110,000	41,700	61%
35	1,537,000	1,553,662	1,873,900	336,900	22%
36	17,397,604	15,873,796	19,317,800	1,920,196	11%
37	Operations Expenses				
38	458,250	387,313	473,200	14,950	3%
39	310,000	144,789	393,000	83,000	27%
40	435,000	323,837	300,000	(135,000)	-31%
41	225,000	232,467	260,000	35,000	16%
42	200,000	179,945	201,200	1,200	1%
43	170,000	157,045	182,500	12,500	7%
44	160,000	133,499	175,000	15,000	9%
45	170,000	175,863	168,700	(1,300)	-1%
46	107,500	87,332	115,900	8,400	8%
47	65,500	85,337	95,800	30,300	46%
48	73,050	51,839	90,200	17,150	23%
49	100,000	93,223	68,900	(31,100)	-31%
50	47,000	66,374	49,400	2,400	5%
51	25,000	36,948	41,300	16,300	65%
52	37,000	26,310	37,000	-	0%
53	35,000	5,515	35,000	-	0%
54	32,200	19,371	33,800	1,600	5%
55	41,800	8,433	29,600	(12,200)	-29%
56	32,000	-	28,500	(3,500)	-11%
57	26,000	15,363	26,000	-	0%
58	25,000	34,226	25,000	-	0%
59	25,000	16,899	25,000	-	0%
60	22,500	-	22,500	-	0%
61	11,500	20,640	20,400	8,900	77%
62	12,100	22,476	12,300	200	2%
63	11,500	11,854	12,100	600	5%
64	10,500	6,863	11,000	500	5%

**North County Fire Protection District
FY 2023/24 Proposed Budget**

		A	B	C		
		FY 23 Adopted Budget	FY 23 YTD May 31	FY 24 Proposed Budget	\$ Budget Variance	% Budget Variance
65	Hazmat Disposal & Permits	10,000	4,648	10,900	900	9%
66	EMS Equipment	7,250	5,716	9,900	2,650	37%
67	Medical Licensing & CERT	8,600	4,557	8,300	(300)	-3%
68	Emer Incident Meals & Misc	5,000	10,640	8,000	3,000	60%
69	Trauma Intervention Program	7,300	15,600	7,700	400	5%
70	CERT Program	12,500	3,140	12,500	-	0%
71	Total Operations Expenses	2,919,050	2,388,096	2,990,600	71,550	2%
72	General & Administration Expenses					
73	County Admin Costs	275,000	198,049	235,000	(40,000)	-15%
74	Computer Materials & Service	197,800	120,428	211,600	13,800	7%
75	Professional Services	193,500	226,891	201,000	7,500	4%
76	Legal Services	150,000	53,641	150,000	-	0%
77	Professional Development	102,400	67,935	148,100	45,700	45%
78	Formal Education	70,000	41,899	116,000	46,000	66%
79	Physicals & Wellness Program	65,000	54,772	83,300	18,300	28%
80	Memberships & Subscriptions	55,950	47,484	65,000	9,050	16%
81	Employee Assistance Program	20,000	21,706	25,000	5,000	25%
82	Meetings & Travel	11,500	12,597	15,700	4,200	37%
83	Training Materials	15,500	9,481	14,500	(1,000)	-6%
84	Labor Negotiations	15,000	2,387	15,000	-	0%
85	Office Expense	12,500	17,058	13,000	500	4%
86	Employee Recognition Program	12,000	9,741	12,400	400	3%
87	LAFCO Assessment Fee	12,000	12,053	12,000	-	0%
88	Admin Fees	11,000	17,315	11,600	600	5%
89	Rents & Lease Equipment	8,500	5,960	8,900	400	5%
90	Advertising & Legal Notices	8,000	1,407	8,000	-	0%
91	Board Members Fees	7,500	5,343	7,500	-	0%
92	Personnel Recruitment	7,000	10,079	7,400	400	6%
93	Community Relations	6,900	5,932	6,900	-	0%
94	Board Election	30,000	-	-	(30,000)	-100%
95	Total Operations & Admin Expenses	1,287,050	942,158	1,367,900	80,850	6%
96	TOTAL EXPENSE FROM OPERATIONS	21,603,704	19,204,050	23,676,300	2,072,596	10%
97	NET REVENUE / (EXPENSE) BEFORE CAPITAL	\$ 977,761	\$ 4,352,727	\$ 3,018,200	\$ 2,040,439	209%
98	Capital					
99	Capital - Facilities	2,353,000	141,817	3,584,900	1,231,900	52%
100	Capital - Apparatus	1,301,500	792,946	1,436,000	134,500	10%
101	Capital - Equipment	296,000	6,054	513,000	217,000	73%
102	Capital - Vehicle	280,000	1,261	190,000	(90,000)	-32%
103	Debt Service - Facilities	369,450	768,319	368,850	(600)	0%
104	Debt Service - Apparatus	1,182,700	33,495	-	(1,182,700)	-100%
105	Debt Service - Equipment	60,700	248,819	-	(60,700)	-100%
106	Total Capital	5,843,350	1,992,712	6,092,750	249,400	4%
107	TOTAL EXPENSE FROM CAPITAL	6,988,350	1,992,712	6,092,750	(895,600)	-13%
108	NET REVENUE / (EXPENSE)	\$ (6,010,589)	\$ 2,360,015	\$ (3,074,550)	\$ 2,936,039	-49%
Beginning Cash				20,528,425		
Ending Cash				\$ 20,528,425	\$ 17,453,875	

North County Fire Protection District

FY 2023/24 Proposed Preliminary Budget

District Budget

Revenue

Line 2 – Property Taxes includes tax revenue assessed by San Diego County for all properties annexed to the district. Currently equal to projection for revenue expected to be received in FY 22/23 until Tax Levy for new year is produced.

Line 3 – Mitigation Fees include fees for annexing properties to the district that are currently outside of the district boundaries. Conservative budget for new properties, based on prior year actuals.

Line 4 – Ambulance Revenue includes all fees received from ambulance services provided by from the district. Currently equal to projection for revenue expected to be received in FY 22/23, will review during final budget for increase in fees.

Line 5 – Fire Prevention Fees includes all fees received for building plans, burn permits, and site inspections. Decrease based off current year actuals.

Line 6 – OES Reimbursements includes all reimbursements received for strike team deployments. This is not budgeted for, as it is on an as needed basis per year. Offsetting costs will be in overtime and repairs and maintenance on apparatus.

Line 7 – Tower Lease Agreements includes agreements for property use for cell towers. This is not budgeted for, as all monies have been received in advance on a 20-year lease.

Line 8 – Grant Revenue includes all revenue received for grants. There are currently no active grants expected to be received.

Line 9 – Other Revenue includes Fallbrook Health reimbursement, Cost Recovery for Fires and Sale of Equipment. Only Fallbrook Health salary reimbursement is projected and budgeted for.

Line 10 – Interest Income includes all interest received from balances in associated accounts. Increased budget due to investing reserves in CLASS at a high interest rate.

North County Fire Protection District

FY 2023/24 Proposed Preliminary Budget

Expense

Salaries and Benefits

Line 14 – Salaries includes salaries for all employees. Estimated increase projection of 4.65% based off current calculations. Projection will adjust and be finalized once year end is complete.

Line 15 – Overtime includes the amount of time an employee works beyond normal working hours. Increased due to projected pay increases and current year actuals, whereas prior year was based on averages.

Line 16 – FLSA (Fair Labor Standards Act) United States labor law that creates the right to a minimum wage, and "time-and-a-half" overtime pay when employees work over forty hours a week. Amount is driven by base pay and paid out bi-weekly. Increased due to projected pay increases.

Line 17 – Holiday Pay includes paid out to safety employees only. Increase due to the addition of another holiday and the projected pay increases.

Line 18 – Worker’s Compensation includes provides safety employees (past and present) with medical and wage replacement (indemnity) benefits that arise from workplace injuries. Increase based off outstanding workers compensation claims.

Line 19 – Longevity includes additional incentive pay given to employees based on their length of service with the district. Increased due to the projected pay increases and additional employees reaching their length of service for incentive pay.

Line 20 Education includes additional incentive pay given to employees based on their completion of an associates or bachelors degree. Increased due to the projected pay increases.

Line 21 Bilingual includes additional incentive pay given to employees for having additional communication skills in Spanish. Increased due to more employees learning a second language.

Line 22 Annual Leave Payout includes lump sum payment for any additional annual leave hours above the set limit and retirement pay outs. In prior years annual leave and sick leave for been lumped together and will now be separated. Less expected retirements than in prior years.

Line 23 Sick Leave Payout includes lump sum payment for any additional sick leave hours above the set limit. In prior years annual leave and sick leave for been lumped together and will now be separated.

Line 24 Payroll Taxes includes taxes for employer and employee pay on employee pay. Increase due to under budgeting in FY 22/23 and corresponding projected pay increases.

Line 25 Classic Safety includes employer portion of CalPERS payment made on behalf of the employees. Accounts have been re-adjusted in current years to separate different classifications. Increase due to the projected pay increases and increased PERS rates.

North County Fire Protection District FY 2023/24 Proposed Preliminary Budget

Line 26 PEPRA Non-Safety includes employer portion of CalPERS payment made on behalf of the employees. Accounts have been re-adjusted in current years to separate different classifications. Increase due to the projected pay increases and increased PERS rates.

Line 27 Classic Non-Safety includes employer portion of CalPERS payment made on behalf of the employees. Accounts have been re-adjusted in current years to separate different classifications. Increase due to the projected pay increases and increased PERS rates.

Line 28 PEPRA Safety includes employer portion of CalPERS payment made on behalf of the employees. Accounts have been re-adjusted in current years to separate different classifications. Increase due to the projected pay increases and increased PERS rates.

Line 29 Classic UAL is the difference between accrued assets (employer contributions and investment earnings) and accrued liabilities (the cost of pension benefits earned) as of the valuation date. Decrease due to the UAL being overfunded from the implementation of the pension bonds in 2020 and CalPERS outperforming in 2020.

Line 30 PEPRA UAL is the difference between accrued assets (employer contributions and investment earnings) and accrued liabilities (the cost of pension benefits earned) as of the valuation date. Decrease due to the UAL being overfunded from the implementation of the pension bonds in 2020 and CalPERS outperforming in 2020.

Line 31 Workers' Comp Insurance provides Safety employees (past and present) with medical and wage replacement (indemnity) benefits that arise from workplace injuries. Estimated projection until premium announced from PASIS.

Line 32 Pension Obligation Fund are taxable bonds that some state and local governments have issued as part of an overall strategy to fund the unfunded accrued liability (UAL). Increase based on payment schedule.

Line 33 115 Trust is a vehicle for segregating agency funds from general assets for the purpose of funding essential pension obligations. Money was budgeted in FY 22/23, but the district will NOT be funding it FY 23/24.

Line 34 Uniforms are provided to the employees to purchase required work attire, reimbursements and paid directly to employee. Increase based on contract.

Line 35 Health Insurance includes health, dental, vision and life insurance provided to employees through CalPERS. District pays 90% of the Blue Shield Access+ plan. Increased 5% due to past practice until new rates released for calendar year 2024.

Operations Expenses

Line 38 Dispatch Services includes fire and medical emergency dispatch services. Increased based on rates received from North County Dispatch JPA.

North County Fire Protection District FY 2023/24 Proposed Preliminary Budget

Line 39 QAF Payments – PP-GEMT (ground emergency medical transport) QAF/GEMT program terminated at the end of 2022. DHCS developed the Public Provider Ground Emergency Medical Transport (PP-GEMT) Intergovernmental Transfer Program (IGT) to provide increased reimbursements. [Increase for buy-in to the implementation of new program.](#)

Line 40 Structures and Grounds includes all building repairs and maintenance. [Decrease due to project costs being budgeted in capital.](#)

Line 41 Fuel costs of fuel for all staff vehicles. [Increase due to inflation of gas prices.](#)

Line 42 Medical Supplies includes all costs for medical supplies in facilities, vehicles, apparatus, and equipment. [Increase due to inflation of costs of supplies.](#)

Line 43 Materials & Equipment includes materials and equipment used for all safety personnel. [Increase due to the inflation of prices.](#)

Line 44 Liability Insurance includes cost to protect the district from claims related to other's bodily injury, property damage, and more. [Increase of 9% from prior year budget until final quote comes from current carrier.](#)

Line 45 Ambulance billing are services to recover the costs of emergency medical services associated with transporting a patient to the hospital by ambulance. Currently pay Wittman Enterprises 5.9% of net collections. [Decrease until final numbers come in. Based off fees collected to date.](#)

Line 46 Repairs and Maintenance includes routine/preventative repairs and maintenance to current and future assets. [Increase due to inflation of costs.](#)

Line 47 Firefighting Equipment includes equipment used for safety employees to perform their job effectively and efficiently including, but not limited to, foam, equipment testing, maintenance, chainsaw, clamps, and hoses. [Increase due to the inflation of prices.](#)

Line 48 Safety Equipment & PPE is safety and personal protective equipment worn to minimize exposure to a variety of hazards. [Increase due to the increase in pricing.](#)

Line 49 Telephone & Cable includes costs for telephone services and internet charges. [Decrease due to replacement costs included in prior year.](#)

Line 50 Gas & Electric includes costs for utilities on all facilities. [Increase of 5% from prior year budget until final quote comes from current carrier.](#)

Line 51 Defibrillators maintenance - Defibrillators are devices that send an electric pulse or shock to the heart to restore a normal heartbeat, this cost includes service of maintenance of this equipment. [Increase due to renewal of service rates.](#)

Line 52 Kitchen and Janitorial Supplies include costs for supplies on all facilities. [No increase from prior year budget.](#)

North County Fire Protection District FY 2023/24 Proposed Preliminary Budget

Line 53 Weed Abatement Expenses includes contracts for services when property owners have not kept their grasses and weeds within maintenance requirements for a defensible space around their home's clearance for firefighters, all costs are invoiced to homeowners. [No increase from prior year budget.](#)

Line 54 Water include costs for water on all facilities. [Increase 5% from prior year budget.](#)

Line 55 Verizon Data for Engines includes cellular service plans and all hardware for all vehicle phones and tablets. [Decrease due to replacement costs included in prior year.](#)

Line 56 SHSGP Grant Funds includes grant funds for specific training and equipment.

Line 57 Public Education Material includes informative material printed or electronic to protect the public in the community. [No increase from prior year budget.](#)

Line 58 Maintenance – MDC & AVL are mobile data computer (MDC) – an in-car computer terminal used to transmit calls and automatic vehicle location (AVL) a device that makes use of the Global Positioning System (GPS) to enable remote tracking of a vehicle's location by using the internet. [No increase from prior year budget.](#)

Line 59 Medical & Pre-Emp Exams includes cost prior to employment for potential employees, requiring a medical exam. [No increase from prior year budget.](#)

Line 60 SCBA Equipment (self-contained breathing apparatus) a respiratory device that contains and delivers breathable compressed air. [No increase from prior year budget.](#)

Line 61 Small tools and minor equipment includes tools and equipment for safety personnel. [Increase due to planned equipment replacement purchases.](#)

Line 62 Fleet Maintenance Software which is a software to manage fleet with GPS tracking, routing, and maintenance, currently contracted with Dossier. [Increase 2% from prior year budget due to inflation.](#)

Line 63 Trash include costs for trash on all facilities. [Increase 5% from prior year budget.](#)

Line 64 Sewer include costs for sewer on all facilities. [Increase 5% from prior year budget.](#)

Line 65 Hazmat Disposal & Permits include costs for all hazmat disposal and permits for on all facilities and equipment. [Increase 5% from prior year budget due to inflation.](#)

Line 66 EMS Equipment is emergency medical service equipment for ambulances. [Increase from prior year budget due to inflation.](#)

Line 67 Medical Licensing and CERT includes certifications for all paramedics, emergency medical technician (EMT) and CPR certifications for all safety personnel. [Slight decrease from prior year budget.](#)

North County Fire Protection District FY 2023/24 Proposed Preliminary Budget

Line 68 Emer Incident Meals and Misc. includes costs for meals and accommodations for crews while on a strike team out of the area. Increase from prior year budget based on actual in current fiscal year.

Line 69 Trauma Intervention Program (TIP) is a non-profit organization committed to ensure emotionally traumatized victims receive the assistance needed in emergency situations. Increase 5% from prior year budget.

Line 70 CERT Program (Community Emergency Response Team) educates volunteers about disaster preparedness for the hazards that may occur in the community. No change from prior year budget.

General and Administrative Expenses

Line 73 County Admin Costs are fees the county charges to cover costs associated with managing county funds. Decrease 15% from prior year budget based on actuals.

Line 74 Computer Materials & Service includes materials and services for all computer related purchases. Increase of 7% due to additional equipment budgeted in current year - management laptops, Board tablets and updated computers.

Line 75 Professional Services includes services needed outside the scope of the district. Increase 4% from prior year budget due to inflation.

Line 76 Legal Services include general legal fees paid by the district. No change from prior year budget.

Line 77 Professional Development includes opportunities for staff to gain new skills through continuing education and career training. Increase due to more classes and conferences becoming available after the pandemic.

Line 78 Formal Education includes opportunities for staff to get formal education with reimbursement available through the district. Increase 65% due to more staff increasing their education.

Line 79 Physicals and Wellness Program includes worksite health and wellness program to help employees modify their lifestyle and move toward an optimal state of wellness. Increase 4% to perform cancer blood tests and miscellaneous non-capital exercise equipment needs.

Line 80 Memberships and Subscriptions includes all memberships and subscriptions the district partakes in to keep involvement in organizations and the community. Increase due to rising costs in membership and subscription fees.

North County Fire Protection District FY 2023/24 Proposed Preliminary Budget

Line 81 Employee Assistance Program provides assessment, short-term counseling, referral, management consultation, and coaching services available 24 hours a day, 365 days a year. **Increase 25% from prior year budget for continued needs.**

Line 82 Meetings and Travel includes offsite meetings and mileage for staff to attend meetings, education, and conferences etc. **Increase 37% from prior year budget due to Board members attending meetings, seminars, conferences, and other meetings associated with the performance of District business.**

Line 83 Training Materials includes content that are a necessary part of any training program or activity that involves learning acquisition and retention. **Decrease from prior year budget due to actuals.**

Line 84 Labor Negotiations includes negotiating contracts between Labor and the District to determine terms of employment, including pay, benefits, hours, leave, job health and safety policies, ways to balance work and home life, etc. **No change from prior year budget.**

Line 85 Office Expense includes costs related to the operation of the administration building. **Increase 4% based off expenses incurred in FY 22/23.**

Line 86 Employee Recognition Program a system through which the achievements and actions of employees are recognized by the District/Board. **Increase 3% from prior year budget.**

Line 87 LAFCO Assessment Fee (Local Agency Formation Commissions) responsible for coordinating logical and timely changes in local government boundaries. **No change from prior year budget, final will be adjusted once fees are known for new year.**

Line 88 Admin Fees includes fees for health increase, trust payments and any other services provided by the district. **Increase 5% from prior year budget due to increase of fees.**

Line 89 Rents and Lease Equipment includes costs to rent or lease additional equipment to prefer task at needed. **Increase 5% from prior year budget due to inflation.**

Line 90 Advertising and Legal Notices are formal communications and important subject matters that are of significant interest to members of the community. **No change from prior year budget.**

Line 91 Board Member Fees are fees paid to the Board members to attend meetings. **No change from prior year budget.**

Line 92 Personnel Recruitment includes costs to recruit new personnel for available positions. **Increase 6% from prior year budget due to inflation.**

Line 93 Community Relations includes all costs to partake in community activities and outreach. **No change from prior year budget.**

Line 94 Board Election includes costs from the County to have election of the Board members. **No monies budgeted in current year due to it not being an election year for any Board members.**

North County Fire Protection District FY 2023/24 Proposed Preliminary Budget

Line 97 NET REVENUE/(EXPENSE) BEFORE CAPITAL this shows that the district revenues can cover the costs of regular operations within the current fiscal year without using any additional cash funds.

Capital

Line 99 Capital – Facilities includes all costs to update facilities. FY 23/24 the following items are budgeted for remodeling the administration building (parking lot/paint/restroom renovation), fire station #3 (design pre-construction and construction) and fire station #4 (planning and pre-construction)

Line 100 Capital – Apparatus includes all costs to purchase and replace apparatus. FY 23/24 the following items are budgeted for purchase of a Type 1 and Type 3 engine, and ambulance.

Line 101 Capital – Equipment includes all costs to purchase and replace equipment. FY 23/24 the following items are budgeted for gurney, power loader, vehicle wheel lifts, extrication, and wellness equipment.

Line 102 Capital – Vehicle includes all costs to purchase and replace staff vehicles. FY 23/24 the following items are budgeted for a new battalion chief vehicle and fire prevention vehicle.

Line 103 Debt Service – Facilities includes all costs to pay debt service payments related to facilities. FY 23/24 the following items have debt service payments Station 5 and Admin building.

Line 104 Debt Service – Apparatus includes all costs to pay debt service payments related to apparatus. All debt service for apparatus have been paid off in prior year.

Line 105 Debt Service – Equipment includes all costs to pay debt service payments related to equipment. All debt service for equipment have been paid off in prior year.

Line 108 NET REVENUE/(EXPENSE) this shows that all District revenues cannot cover all expenses budgeted for and cash funds will need to be used to cover all expenses budgeted for.

NORTH COUNTY FIRE PROTECTION DISTRICT

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

BOARD OF DIRECTORS

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

KEITH MCREYNOLDS - Fire Chief
KRISTEN STEINKE - District Counsel
MAVIS CANPINAR - Executive Assistant/Board Clerk

PUBLIC NOTICE

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

NOTICE IS FURTHER GIVEN that the BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT will conduct a Public Hearing on **TUESDAY, SEPTEMBER 26, 2023, AT A TIME CERTAIN OF 5:05 P.M.** or as soon thereafter as such matter can be heard, at the Fallbrook Public Utility District, 990 E. Mission Road, Fallbrook, California, to consider **ADOPTION OF THE FY 2023/2024 FINAL BUDGET**. Any interested person or taxpayer may appear at the said time and place and be heard regarding the increase, decrease or omission of any item of the Budget, or for the including of any additional items.

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

Mavis Canpinar
Board Clerk
June 27, 2023

CERTIFICATION OF POSTING

"I certify that this Notice was posted at the following locations: [1] the entrance of North County Fire Protection District Administrative Offices, [2] Fallbrook Public Utility District Administrative Offices and [3] the Roy Noon Meeting Hall, [4] District's website at www.ncfireca.gov. The date of posting was **June 27, 2023.**"

Board Clerk Mavis Canpinar:



Date: June 27, 2023



PROUDLY SERVING THE COMMUNITIES OF FALLBROOK, BONSALE AND RAINBOW

DUTY ~ INTEGRITY ~ RESPECT

Page Intentionally Blank



NORTH COUNTY FIRE PROTECTION DISTRICT

STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: F/M JUUL & CHIEF MCREYNOLDS

DATE: JUNE 27, 2023

SUBJECT: APPROVAL OF RESOLUTION 2023-08 ESTABLISHING APPROPRIATIONS
LIMIT

ACTION AGENDA

RECOMMENDATION:

That the Board of Directors approve Resolution 2023-08 establishing the limit of appropriations of proceeds of tax subject to limitation for FY 2023/2024, in compliance with Article XIII-B of the Constitution of the State of California.

BACKGROUND:

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

DISCUSSION:

The calculation of the limitation is based upon the population and cost of living per capita income as provided by the Department of Finance. This calculation remains on file and available for public inspection. In addition, it is attached as Exhibit "A" to Resolution 2023-08.

FISCAL ANALYSIS:

The appropriations limit for North County Fire Protection District for FY 2023/2024 is \$26,417,378.

SUMMARY:

To comply with the requirements of California State Constitution, Staff recommends approving Resolution 2023-08 as presented.

Attachment A

NORTH COUNTY FIRE PROTECTION DISTRICT

RESOLUTION 2023-08



RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, SAN DIEGO COUNTY, STATE OF CALIFORNIA, ESTABLISHING THE LIMIT OF APPROPRIATIONS OF PROCEEDS OF TAX SUBJECT TO LIMITATION FOR FISCAL YEAR 2023/2024 IN COMPLIANCE WITH ARTICLE XIII-B OF THE CONSTITUTION OF THE STATE OF CALIFORNIA

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

1. The calculated maximum limit applicable to the 2023/2024 appropriations of proceeds of tax subject to the limitation established in compliance with Article XIII-B of the Constitution of the State of California is as follows:
 - a. North County Fire Protection District Appropriations Limit – **\$ 26,417,378.**
 - b. The determination of appropriation limitation documentation and the population and cost of living per capita income increase provided by the State of California, Department of Finance, used to determine the above limitations under Article XIII-B of the Constitution of the State of California, is on file and available for public inspection and is attached as Exhibit "A" to this Resolution.

APPROVED, ADOPTED AND SIGNED by a Regular Meeting of the Board of Directors of the North County Fire Protection District held on this **27th day of June, 2023**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

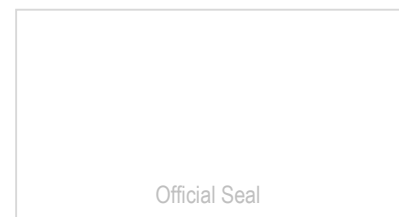
RECUSED:

Cindy Acosta, Board President

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

Mavis Canpinar, Board Clerk



Official Seal

NORTH COUNTY FIRE PROTECTION DISTRICT



RESOLUTION 2023-08

RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, SAN DIEGO COUNTY, STATE OF CALIFORNIA, ESTABLISHING THE LIMIT OF APPROPRIATIONS OF PROCEEDS OF TAX SUBJECT TO LIMITATION FOR FISCAL YEAR 2023/2024 IN COMPLIANCE WITH ARTICLE XIII-B OF THE CONSTITUTION OF THE STATE OF CALIFORNIA

Exhibit A

ARTICLE XIIB APPROPRIATION OF PROCEEDS OF TAX LIMITATION DETERMINATION 2023/2024 WORKSHEET

DETERMINATION OF PERMITTED GROWTH RATE IN APPROPRIATIONS 2023/2024

Per Department of Finance:

Consumer Price Index =	4.31%	Converted to a Factor =	1.0431
Population Change =	-0.13	Converted to a Factor =	0.9987

Combined Factor =

2022/2023	Appropriations Limit	\$25,358,801
2023/2024	Combined Factor x	1.0431
2023/2024	Appropriation Limit	\$26,417,378



**NORTH COUNTY FIRE
PROTECTION DISTRICT
STAFF REPORT**

TO: BOARD OF DIRECTORS
FROM: F/M JUUL AND CHIEF MCREYNOLDS
DATE: JUNE 27, 2023
SUBJECT: ADOPTION OF RESOLUTION 2023-09: TEMPORARY FUNDS TRANSFER

ACTION AGENDA

RECOMMENDATION:

That the Board of Directors adopt Resolution 2023-09 and authorize Staff to temporarily transfer funds as necessary to meet the District's financial obligations.

BACKGROUND:

The District's budget is dependent on property tax as its primary source of revenue. Those property taxes are distributed monthly by the County of San Diego to our District with the first large "apportionment" received in December. Because the first few months of the fiscal year typically produce low apportionment payments, the District has needed to historically request pre-funding from the County to cover the shortfall of cash during the lower payment months until December.

DISCUSSION:

The County of San Diego has a program in place that allows special Districts to request a temporary transfer of County funds of up to 85% of their total anticipated tax revenue for the year in advance of the actual receipt of those taxes. The District participates in this program as needed. The pre-funded revenue is then repaid from the apportionments received later in the year. To access this temporary transfer, the Board is required to adopt a "Temporary Funds Transfer" resolution.

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

FISCAL ANALYSIS:

Total estimated tax revenue for 2023/2024 =	\$18,994,000
Maximum allowable transfer (85%) =	\$16,144,900

SUMMARY:

Staff recommends that the Board adopt Resolution 2023-09 to authorize Staff to transfer funds as needed up to the maximum amount allowed to cover District expenses.



NORTH COUNTY FIRE PROTECTION DISTRICT

RESOLUTION 2023-09

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

WHEREAS, the North County Fire Protection District (“District”), County of San Diego, is dependent on property tax as its primary source of revenue; and

WHEREAS, property taxes are distributed monthly by the County of San Diego to the District with the first apportionment made in or about December of each year; and

WHEREAS, the District typically requests pre-payment from the County to cover the decreased cash payments between the end of the fiscal year and December; and

WHEREAS, the County of San Diego has a program in place that allows special Districts to request a temporary transfer of County funds of up to 85% of their total anticipated tax revenue for the year in advance of actual collection of the funds from taxes. The pre-funded revenue is then repaid from the taxes collected later in the year; and

WHEREAS, the District is seeking advance apportionment of anticipated tax revenue based on the anticipated decreased cash flow to the District between the end of the fiscal year and December 2023; and

WHEREAS, the taxes accruing to the District during fiscal year 2023/2024 are estimated to be \$18,994,000. 85% of said taxes is \$16,144,900; and

WHEREAS, the District is requesting a temporary transfer of funds for the maximum of \$16,144,900 to provide funds for meeting the obligations incurred for maintaining said District for the 2023/2024 fiscal year.

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the North County Fire Protection District that the County Treasurer, County of San Diego, is hereby requested to transfer funds in his custody to the General Fund (310700) of the North County Fire Protection District for the maximum amount of \$16,144,900 during the 2023/2024 fiscal year.

APPROVED, ADOPTED AND SIGNED at a Regular Meeting of the Board of Directors of the North County Fire Protection District held on this **27th day of June, 2023**, by the following vote:

AYES:

NOES:

ABSENT:

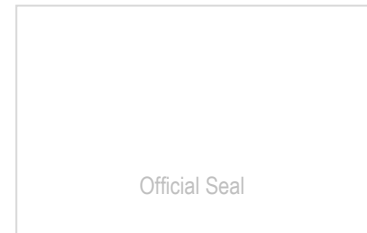
ABSTAIN:

Cindy Acosta, Board President

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

Mavis Canpinar, Board Clerk



Page Intentionally Blank



**NORTH COUNTY FIRE
PROTECTION DISTRICT
STAFF REPORT**

TO: BOARD OF DIRECTORS
FROM: CHIEF McREYNOLDS
DATE: JUNE 27, 2023
SUBJECT: VOTE FOR CSDA BOARD POSITION

ACTION AGENDA

RECOMMENDATION:

That the Board of Directors cast a vote for one of the nominees for the California Special Districts Association (CSDA) seat representing the Southern Network, Seat C, for the 2024-2026 term. The Board Clerk has previously been authorized to electronically cast a vote on behalf of the Board of Directors.

BACKGROUND:

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

DISCUSSION:

Election materials and candidate statements provided by CSDA are attached for the Board's information (Attachment A). There are three individuals on the ballot for this position:

Arlene Schafer, Costa Mesa Sanitary District (incumbent)
Al Nederhood, Municipal Water District of Orange County
John Skerbelis, Rubidoux Community Services District

FISCAL ANALYSIS: No fiscal impact.

SUMMARY:

This election provides the District an opportunity to select representatives for the Southern Network. Staff has no recommendation for the Board for Seat C of the Southern Network. If there is a motion to submit a ballot, the Board Clerk will submit an electronic vote.

Attachment A



Home

How It Works

Logout Mavis Canpinar

CSDA Board of Directors Election Ballot - Term 2024 - 2026; Seat C - Southern Network

Please vote for your choice

Choose one of the following candidates:

- *Arlene Schafer, Director, Costa Mesa Sanitary District (incumbent)
- Al Nederhood, Director, Municipal Water District of Orange County
- John Skerbelis, Director, Rubidoux Community Services District

*Incumbent

- Arlene Schafer*** [\[view details\]](#)
- Al Nederhood** [\[view details\]](#)
- John Skerbelis** [\[view details\]](#)

Continue

Cancel



2023 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: Arlene Schafer

District/Company: Costa Mesa Sanitary District

Title: Board of Directors – Vice President

Elected/Appointed/Staff: Elected

Length of Service with District: 25 Years

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

I served on CSDA Board of Directors and several committees including chair of the membership and professional development committees and served on the legislative and fiscal, and I served on the Alliance Executive Council. I have completed the Special District Leadership Academy, Good Governance Foundation workshop and I attend the annual conference and Legislative Days.

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

I have been associated with the Solid Waste Association of North America (SWANA) of Southern California, and the Independent Special Districts of Orange County (ISDOC) and

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

I am a current member of the Board of Directors for CSDA Finance Corporation, and I am the former Vice President of ISDOC and the former commissioner of the Orange County Local Formation Commission (LAFCO). I am also the former Mayor of the City of Costa Mesa.

4. List civic organization involvement:

Harbor Mesa Lions Club, Costa Mesa Chamber of Commerce, Ambassador for the City Costa Mesa during special events.

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

Candidate Statement

**Arlene Schafer
Costa Mesa Sanitary District
Southern Network, Seat C**

It has been an honor serving you on CSDA's Board of Directors for the past nineteen years. I have had the privilege of establishing long lasting relationships with local officials that forged an organization to become one of the leading advocacy groups in California on statewide and national issues. I am proud of my past and current board members for the accomplishments we achieved to enhance special district's visibility in the capital, as well as broadening educational opportunities to help you govern effectively and openly. There is much more important work to be done, so I humbly ask for your trust and support in re-electing me to Seat C of the Southern Network.

I believe we are approaching a year that could have an everlasting effect on the way we provide services. It is very likely the November 2024 Statewide Ballot will have Initiative 21-0042A1, which is now Initiative 1935. If approved by the voters, this initiative will significantly restrict how we fund critical services like fire, parks, libraries, sewers, water, etc. Initiative 1935 will jeopardize the ability of special districts to deliver essential services, which is why as your CSDA representative I am committed to helping defeat this deceptive and dangerous measure.

In addition to my advocacy efforts, I believe CSDA provides some of the best training and professional development programs for local government officials. I will continue serving on the Professional Development Committee to work with CSDA staff and others on making sure you continue receiving top quality workshops, seminars, and conferences. I hope I earned your trust by voting for me by **July 14, 2023**.



MAY 30 2023

Street Address:
18700 Ward Street
Fountain Valley, California 92708

Mailing Address:
P.O. Box 20895
Fountain Valley, CA 92728-0895

(714) 963-3058
Fax: (714) 964-9389
www.mwdoc.com

Megan Yoo Schneider, P.E.
President

Bob McVicker, P.E., D.WRE
Vice President

Randall Crane, Ph.D.
Director

Larry D. Dick
Director

Al Nederhood
Director

Karl W. Seckel, P.E.
Director

Jeffery M. Thomas
Director

Harvey De La Torre
Interim General Manager

MEMBER AGENCIES

- City of Brea
- City of Buena Park
- East Orange County Water District
- El Toro Water District
- Emerald Bay Service District
- City of Fountain Valley
- City of Garden Grove
- Golden State Water Co.
- City of Huntington Beach
- Irvine Ranch Water District
- Laguna Beach County Water District
- City of La Habra
- City of La Palma
- Mesa Water District
- Moulton Niguel Water District
- City of Newport Beach
- City of Orange
- Orange County Water District
- City of San Clemente
- Santa Margarita Water District
- City of Seal Beach
- Serrano Water District
- South Coast Water District
- Trabuco Canyon Water District
- City of Tustin
- City of Westminster
- Yorba Linda Water District

May 26, 2023

Mr. Keith McReynolds
Fire Chief/CEO
North County Fire Protection District (San Diego County)
330 South Main Avenue
Fallbrook, CA 92028-2938

Re: Support for Director Al Nederhood, CSDA Board of Directors, Southern Network Seat C

Dear Mr. McReynolds,

On behalf of the Municipal Water District of Orange County (MWDOC), it is my pleasure to share our unanimous support for Director Al Nederhood for the CSDA Board of Directors, Southern Network Seat C. MWDOC is a wholesale water supplier serving 3.2 million residents through 27 retail water agencies, making Director Nederhood uniquely qualified.

Director Nederhood brings seven years of Special District board experience as well as decades as a senior manager in the private sector to his candidacy. He willingly listens to constituents and fellow board members, and then works hard to create effective solutions. He actively engages with our local CSDA chapter, as well as CSDA and ACWA events.

Attached you will find a candidate's statement highlighting some of Director Nederhood's accomplishments. You will notice he has demonstrated his innovative thinking on behalf of special districts of all sizes which would make him an asset to the CSDA Board of Directors, bringing a fresh perspective to long-term practices.

I encourage you to share this information with your Board of Directors and that you strongly consider supporting Director Al Nederhood for the CSDA Board of Directors, Southern Network Seat C for the 2023 election. Electronic voting begins on June 5 and will continue until July 14. Please do not hesitate to contact me or Director Nederhood personally should you have any questions. His contact information can be found on the attached candidate's statement. Thank you for your consideration.

Sincerely,

Megan Yoo Schneider, M.S., P.E.
Board President



**California Special
Districts Association**
Districts Stronger Together

2023 CSDA BOARD CANDIDATE INFORMATION SHEET The following information MUST accompany your nomination form and Resolution/minute order:

Name: Albert M. Nederhood

District/Company: Municipal Water District of Orange County (MWDOC)

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 2 years with MWDOC, 4 years with Yorba Linda Water District as elected Board Member

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.): I have attended nearly 100% of the public meetings for ISDOC (Independent Special Districts of Orange County) over the last 6 years. I spent 2 years working with Jim Fisler and Saundra Jacobs (both past ISDOC Presidents) to successfully revise the Special District dues structure created in 2000 to more accurately and fairly reflect revenue and dues payable to LAFCO.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.): Over the last 6 years I have attended most of the conferences held by the Urban Water Institute, ACWA, the Colorado River Water Users, as well as many Metropolitan Water District Board meetings.

3. List local government involvement (such as LAFCo, Association of Governments, etc.): For the 2 years that it took to initiate, revise and successfully change the LAFCO dues required of Special Districts in Orange County, I attended virtually all of the monthly OC-LAFCO meetings.

4. List civic organization involvement: I was elected twice and served on the Yorba Linda Water District Board, a Special District.

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after the nomination deadlines will not be included with the ballot. Page 133 of 173 2023 BOARD OF DIRECTORS NOMINATION FORM**

Al Nederhood Candidate Statement:

I was introduced to CSDA in 2016 as a newly elected Director to the Yorba Linda Water District. I attended the CSDA training for new directors which opened my eyes to the responsibilities and value of Special Districts. I made friends at that training that continue on today including former YLWD Director Brooke Jones and current Director John Sears of East Orange County Water District.

Before getting involved in water issues later in life, I began my professional career as a high school teacher. I moved on to the business world including Xerox and 7-Eleven Stores as a Merchandise Manager. I was the college president for a variety of vocational colleges and ended my career as the President of a non-profit in Santa Ana.

After my 2016 election I attended ISDOC and LAFCO meetings. I became aware of the dues structure created by ISDOC in 2000. This structure, in place for 20 years, no longer represented the realities of revenue and dues. Many smaller revenue Special Districts had disproportionately large dues. By working with Director Jim Fisler from Mesa Water and Director Saundra Jacobs of Santa Margarita Water District, we revised the 20-year-old structure into a more equitable dues arrangement that saved smaller districts tens of thousands of dollars each year.

As an elected director to two different Special Districts, first YLWD and now MWDOC, I've experienced first-hand the vital role that Special Districts have in California life, infrastructure and politics.

As the elected representative for the Southern Network, it is my commitment to work hard to support Special Districts, provide active, collegial representation focused on key issues, and listen to Special District members.

I would appreciate your vote to be the CSDA representative for the Southern Network, one of 18 members on the CSDA Board. Thank you!

Name of Candidate: Albert Nederhood

District: Municipal Water District of Orange County (MWDOC)

Mailing Address: 18700 Ward Street Fountain Valley CA 92708

Network: Southern Network (see map)

Telephone: 714-261-3964

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: anederhood@mwdoc.com

Nominated by (optional): Board of Directors for MWDOC

Return this form, a Board resolution/minute action supporting the candidate, and Candidate Information Sheet by mail or email to: CSDA Attn: Amber Phelen 1112 I Street, Suite 200 Sacramento, CA 95814 (877) 924-2732 amberp@csda.net
DEADLINE FOR RECEIVING NOMINATIONS: Northern, Sierra, Coastal and Southern Networks: April 6, 2023 at 5:00 p.m.
Bay Area and Central Networks: April 17, 2023 at 5:00 p.m.



Al Nederhood

MWDOC Board

Elect to CSDA Board

Southern Network

Seat C

Professional & Personal History

6 Years as Elected Official for Special Districts, Yorba Linda Water District (YLWD) & Municipal Water District of Orange County (MWDOC)

LAFCO dues revision through Independent Special Districts of Orange County. First revision after 20 years saving small districts thousands of dollars annually.

Heli-Hydrant sponsor, supporter creating nations first system (helicopter enabled fire suppression in wild-fire zones)

President of a Non-Profit

30 years of Senior Management Leadership positions with nationally known firms

President of an Educational Institution with \$100 million in revenue, 500 staff and 5000 students.

BA, Long Beach State
MA, Central Michigan University

Retired, Married for 50+ years, 4 kids and 12 grandkids

Why should you vote for Al Nederhood?

Here's a sample of my history of measurable change created by active questioning and positive decision making based on the facts.

Seven years ago, I identified, initiated, and transformed an outdated LAFCO dues system on behalf of special districts in Orange County. The dues structure was developed in 2002 by ISDOC to fulfill their legal responsibility, but over time, it resulted in small districts subsidizing the large districts.

After two years of working with my fellow Special Districts, the new dues structure was unanimously approved and implemented. This effort created a balanced and proportionate LAFCO dues structure for Special Districts throughout the county, saving smaller districts with smaller operating budgets thousands of dollars each year.

As a Board Member for Yorba Linda Water District we investigated and implemented the nation's first Heli-hydrant to modernize fighting wild fires. YLWD now has two heli-hydrants with a third in development with Metropolitan Water District.

I would appreciate your Board voting for me, Al Nederhood.

If you want to contact me:

Al Nederhood
MWDOC, Director Division One
anederhood@mwdoc.com
C. 714-261-3964

RESOLUTION NO. 2135

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE MUNICIPAL WATER DISTRICT OF ORANGE COUNTY
NOMINATION OF AL NEDERHOOD
TO THE CSDA BOARD OF DIRECTORS
SOUTHERN NETWORK, SEAT C

WHEREAS, the California Special Districts Association (CSDA) is holding an election for its Board of Directors for the Southern Network, Seat C for the 2024-26 term; and

WHEREAS, the Municipal Water District of Orange County (MWDOC) is a voting member of CSDA and a voting member for the Southern Network, Seat C; and

WHEREAS, Director Al Nederhood has expressed interest in serving on the CSDA Board of Directors;

WHEREAS, Director Nederhood and MWDOC are aware of the commitment, expectations, and expenses associated with this position; and

WHEREAS, the Board of Directors of the Municipal Water District of Orange County believes that Al Nederhood would be an effective member of the CSDA Board.


NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Municipal Water District of Orange County does hereby nominate Director Al Nederhood to represent the Southern Network, Seat C, on the CSDA Board of Directors; and

BE IT FURTHER RESOLVED that the District Secretary is hereby directed to transmit a Resolution to CSDA, forthwith.

PASSED AND ADOPTED by the following roll call vote of the Board of Directors for the Municipal Water District of Orange County on this 15th day of March 2023.

AYES: Directors Nederhood, Dick, McVicker, Seckel, Thomas & Yoo Schneider
NOES: None
ABSTAIN: None
ABSENT: Director Crane

ATTEST:



*Maribeth Goldsby, District Secretary
Municipal Water District of Orange County*



2023 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: John Skerbelis

District/Company: Rubidoux Community Services DIST

Title: Vice President

Elected/Appointed/Staff: Elected

Length of Service with District: 12 Years

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

None

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

None

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

Past member of Riverside County Solid Waste Advisory Committee 7 Years

4. List civic organization involvement:

Riverside County Dept of Environmental Health Community Clean ups and Illegal Dumping

Small text at the bottom of the page, likely a disclaimer or contact information.

Page Intentionally Blank



NORTH COUNTY FIRE PROTECTION DISTRICT

FIRE CHIEF / CEO

TO: BOARD OF DIRECTORS
FROM: CHIEF McREYNOLDS
DATE: JUNE 27, 2023
SUBJECT: SPECIAL DISTRICT COUNSEL

ACTION AGENDA

RECOMMENDATION:

That the Board of Directors review the contract extension with Special District Counsel Bob James and provide direction to Staff.

BACKGROUND:

At the January 2023 Board Meeting the Board of Directors voted to reclassify then District Counsel Bob James to Special District Counsel status. They also voted to extend the District's contract with Special Counsel James through June 2023.

DISCUSSION:

Effective January 1, 2023, the NCFPD began contracting with Burke and Associates for expanded primary District Counsel. With the lengthy history Counsel James had with the District, the Board felt it would be beneficial to stay under contract with Counsel James through June 2023 for special counsel services.

FISCAL ANALYSIS:

Special Counsel James is operating under a retainer of \$1250.00 per month, and \$225.00 per hour for additional legal services.

SUMMARY:

Once the Board decides the role of Special Counsel James Staff will ensure any needed action is addressed.

Page Intentionally Blank



**NORTH COUNTY FIRE
PROTECTION DISTRICT**

STAFF REPORT

TO: BOARD OF DIRECTORS
FROM: CHIEF McREYNOLDS AND GENERAL COUNSEL STEINKE
DATE: JUNE 27, 2023
SUBJECT: LEGAL COUNSEL REPORT

There is no legal counsel report for the June 27, 2023, Board Meeting.

Page Intentionally Blank



**NORTH COUNTY FIRE
PROTECTION DISTRICT
STAFF REPORT**

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

● **WRITTEN COMMUNICATION:**

- Letter to Participate in the San Diego County Multi-Jurisdictional Hazard Mitigation Plan

● **BOARD RECOGNITION PROGRAM:**

Recognition – March 8, 2023:

- Instagram post, recognized by Director Shaw: Engineer Krenz, Captain Garing and Firefighter Nash
- Email recognizing Captain Benoit, Engineer Spencer, FF/PM Cain and FF/PM DeBrauwere.

NORTH COUNTY FIRE PROTECTION DISTRICT

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

BOARD OF DIRECTORS

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

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

May 16, 2023

North County Fire Protection District
330 S. Main St.
Fallbrook, CA 92028

SUBJECT: LETTER OF INTENT TO PARTICIPATE IN THE SAN DIEGO COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN (MJHMP) 2028 UPDATE

Dear Mr. Zobel,

Federal Emergency Management Agency's (FEMA) Local Mitigation Plan requirements under 44 CFR Part 201.6 specifically identify criteria that allow for multi-jurisdictional hazard mitigation plans, as many issues are better resolved by evaluating hazards more comprehensively through coordination at a regional level. The North County Fire Protection District is submitting this Letter of Intent to participate in the San Diego County Multi-jurisdictional Hazard Mitigation Plan (MJHMP) 2028 Update.

Furthermore, as a condition of participation in this project, the North County Fire Protection District intends to meet the requirements for the mitigation plan as identified in 44 CFR Part 201, FEMA's new [Local Mitigation Planning Policy Guide \(fema.gov\)](#) (2022), and FEMA's [Local Mitigation Planning Handbook \(fema.gov\)](#) (2013). Climate change will be incorporated to comply with SB 379 and SB 1000; and the final plan will be incorporated into the Safety Element of our jurisdictional General Plan to comply with AB 2140. The North County Fire Protection District intends to provide such cooperation as is necessary and in a timely manner to the County of San Diego Office of Emergency Services (OES) to complete the plan in conformance with FEMA requirements.

The North County Fire Protection District understands that participation would require engagement in the following planning process, as more described in FEMA's Local Mitigation Planning Handbook and Section 7 of the San Diego County Multi-jurisdictional Base Plan, including but not limited to:

- Identification of hazards unique to the jurisdiction and not addressed in the master planning document;
- The conduct of a vulnerability analysis and an identification of risks, where they differ from the general planning area;
- The formulation of mitigation goals responsive to public input and development of mitigation actions complementary to those goals. A range of actions must be identified specific for each jurisdiction;
- Demonstration that there has been proactively offered an opportunity for participation in the planning process by all community stakeholders (examples of participation include relevant involvement in any planning process, attending meetings, contributing research, data, or other information, commenting on drafts of the plan, etc.);



PROUDLY SERVING THE COMMUNITIES OF FALLBROOK, BONSALE AND RAINBOW

LETTER OF INTENT TO PARTICIPATE IN THE SAN DIEGO COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN (MJHMP) 2028 UPDATE

MAY 12, 2023

PAGE 2 OF 2

- Documentation of an effective process to maintain and implement the plan;
- Evaluation of the progress of its individual action plan with assistance from County of San Diego OES during a 12-month performance period;
- Participation in the annual Hazard Mitigation Planning Group (HMPG) meeting to report on individual action plan implementation; and
- Formal adoption of the Multi-Jurisdictional Hazard Mitigation Plan by the jurisdictions' governing body (each jurisdiction must officially adopt the plan).

Therefore, with a full understanding of the obligations incurred by participating in the FEMA hazard mitigation planning process as a participant in the MJHMP 2028 Update; I, Keith McReynolds, Fire Chief/CEO, intend to commit the North County Fire Protection District to the MJHMP 2028 Update.

This document is executed this 16th day of May 2023.

Please contact Keith McReynolds at 760-723-2005 or via e-mail at kmcreynolds@ncfire.org with questions.

Sincerely,



Keith McReynolds
Fire Chief/CEO
North County Fire Protection District
760-723-2005
kmcreynolds@ncfire.org

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



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!



Page Intentionally Blank



**NORTH COUNTY FIRE
PROTECTION DISTRICT
STAFF REPORT**

TO: BOARD OF DIRECTORS
FROM: KEITH McREYNOLDS, FIRE CHIEF/CEO
DATE: JUNE 27, 2023
SUBJECT: COMMENTS, REPORTS AND UPDATES

● **STAFF COMMENTS/REPORTS/UPDATES:**

● **KEITH McREYNOLDS, FIRE CHIEF/CEO:**

● **CHIEF OFFICERS & STAFF:**

● **BOARD:**

● **BARGAINING GROUPS:**

● **PUBLIC COMMENT:**

Page Intentionally Blank



**NORTH COUNTY FIRE
PROTECTION DISTRICT**

STAFF REPORT

TO: BOARD OF DIRECTORS

FROM: CHIEF McREYNOLDS

DATE: JUNE 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: 330 South Main Avenue, Fallbrook, CA 92028
Agency Representative: Chief McReynolds

CS.4 Public Employee Performance Evaluation (Government Code § 54957):

➤ Fire Chief/CEO

CS.5 Report from Closed Session – President Acosta

Page Intentionally Blank