



# NORTH COUNTY FIRE PROTECTION DISTRICT

## AGENDA FOR REGULAR BOARD MEETING

SEPTEMBER 24, 2024, AT 5:00 p.m.

The September 24, 2024, meeting will be held in person and via Zoom. The public may attend remotely using:

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

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

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

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

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

Location:

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

## PUBLIC ACTIVITIES AGENDA

*For those joining us for the public activities agenda, please feel free to depart at the close of the agenda.*

Call To Order

Roll Call

Pledge Of Allegiance

Changes to the Agenda

### 1. Public Comment – President Pike

(pgs. 5-6)

- 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.).

## DISCUSSION/PRESENTATION 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.*

### 2. Women's Empowerment Summit – Medical Services Officer Murphy and Chief McReynolds (pgs.7-8)

### 3. Battery Energy Storage System Response Plan – Fire Marshal Fieri, DFC MacMillan, and Chief McReynolds (pgs.9-10)

## 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. Regular Board Meeting Minutes, August 27, 2024

(pgs. 11-18)

- Standing Item: Review and approve minutes from the August meeting as presented.

**Note:** The Americans with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied the benefits of, District business. If you need assistance to participate in this meeting, please contact the District office 72 hours prior to the meeting at (760) 723-2012. Closed captioning and translation services are available to the public when the meeting is accessed using the Zoom platform.



# NORTH COUNTY FIRE PROTECTION DISTRICT

## AGENDA FOR REGULAR BOARD MEETING

SEPTEMBER 24, 2024, AT 5:00 p.m.

- 5. Financial Reports for July 2024 (pgs. 19-30)
  - Standing Item: Review and accept financial reports for July 2024 as presented.
- 6. Policies and Procedures (pgs. 31-40)
  - A) Administration, Rules and Regulations, Leave Management: Will Call
- 7. Monthly Operations Activity Report (pgs. 41-52)
  - Standing Item: Monthly Report demonstrating call mix, turnout time, call by unit, transports, total response times, aid received & provided, monthly inspection report, health & safety, injuries & accidents, and turnover of care statistics.

### Action Items:

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

- 8. ‘Disclosure of Reimbursement’ Policy Adoption - Chief McReynolds (pgs. 53-54)
  - Recommendation: That the Board approve the Disclosure of Reimbursement Policy, requiring Staff to create an annual disclosure reimbursement report every July.
- 9. ‘Expenses to the District’ Policy Revision, and Set a Public Hearing Date/Time Certain October 22, 2024, at 5:05 p.m. to Consider Adopting an Ordinance to Adjust the Compensation of the Board of Directors for Attending Meetings – Chief McReynolds and Board Clerk Canpinar (pgs. 55-60)
  - Recommendation: That the Board approve the proposed policy revision and set a public hearing for October 22, 2024, at 5:05 p.m. to consider the adoption of an ordinance increasing Director meeting attendance compensation.
- 10. **Public Hearing Date/Time Certain September 24, 2024, at 5:05 p.m.** to approve the Final Budget for FY 2024/2025 and Adopt Resolution 2024-16 – Chief McReynolds and Finance Consultant Prall (pgs. 61-78)
  - Recommendation: That the Board review and approve the proposed FY 2024/2025 budget, adopting Resolution 2024-16.
- 11. Resolution 2024-15: Adopting an Updated Pay Schedule – Chief McReynolds (pgs. 79-84)
  - Recommendation: That the Board approve Resolution 2024-15 adopting an updated pay schedule document as required by California Code of Regulations §570.5, which is being amended due to pay rate adjustments.

### STANDING DISCUSSION ITEMS

*All items listed under the standing discussion items are presented at every meeting.*

- LEGAL COUNSEL REPORT: (pgs. 85-86)
  - “2024 Legislative Session Summary”
- WRITTEN COMMUNICATION (pgs. 87-88)
- COMMENTS/QUESTIONS (pgs. 89-90)
- Staff:
  - Chief McReynolds
  - Other Staff



# NORTH COUNTY FIRE PROTECTION DISTRICT

## AGENDA FOR REGULAR BOARD MEETING

SEPTEMBER 24, 2024, AT 5:00 p.m.

- Board
- Bargaining Groups
- Public Comment

### CLOSED SESSION

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

- CS-1.           Announcement — President Pike: (pgs. 91-92)
- CS-2.           Conference with Real Property Negotiator (Govt. Code §54956.8) Property:  
315 E. Ivy Street, Fallbrook, CA & Vacant Land, Ivy Street, Fallbrook, CA  
92028  
➤ Agency Rep.: Wil Soholt and Chief McReynolds
- CS-3.           Conference with Real Property Negotiator (Govt. Code §54956.8) Property:  
2805 Overland Trail, Fallbrook, CA 92028  
➤ Agency Rep.: Wil Soholt and Chief McReynolds
- CS-4.           Conference with Legal Counsel - Anticipated Litigation (Govt. Code  
§54956.9(d)):  
➤ One Case
- CS-5.           Public Employee Performance Evaluation (Govt. Code §54957):  
➤ Human Resources Specialist
- CS-6.           Public Employee Performance Evaluation (Govt. Code §54957):  
➤ Accounting/Payroll Technician
- CS-7.           Announcement — President Pike:

### ADJOURNMENT

#### Scheduled Meetings:

The next regularly scheduled Board meeting is **Tues. October 22, 2024, at 5:00 p.m.**

#### CERTIFICATION OF AGENDA POSTING

"I certify that this agenda was posted in accordance with the provisions of the Government Code § 54950 et. seq. The posting locations were: [1] the entrance of North County Fire Protection District Administrative Offices, [2] the Fallbrook Public Utility District Administrative Offices, [3] the Roy Noon Meeting Hall, and [4] the District's website at [www.ncfireca.gov](http://www.ncfireca.gov). The agenda was also available for review at the office of the Board Clerk, located at located at 330 S. Main Avenue, Fallbrook, CA. Materials related to an item on this agenda submitted to the District after distribution of the agenda packet are available for public inspection in the office of the Board Clerk during normal business hours or may be found on the District website, subject to Staff's ability to post the documents before the meeting. The date of posting was September 19, 2024."

Board Clerk Mavis Canpinar:  Date: September 19, 2024

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**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
STAFF REPORT**

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF McREYNOLDS  
**DATE:** SEPTEMBER 24, 2024  
**SUBJECT:** PUBLIC COMMENT

**PUBLIC COMMENT:**

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

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# NORTH COUNTY FIRE PROTECTION DISTRICT

## STAFF REPORT

**TO:** BOARD OF DIRECTORS  
**FROM:** MEDICAL SERVICES OFFICER MURPHY AND CHIEF McREYNOLDS  
**DATE:** SEPTEMBER 24, 2024  
**SUBJECT:** WOMEN'S EMPOWERMENT SUMMIT

### PRESENTATION

#### SUMMARY:

In June 2024, North County Fire Protection District partnered with the Vista and Oceanside Fire Departments on an inaugural Fire Service Women's Empowerment Summit. The first of its kind event for the North Zone, which focused on introducing women to the Fire Service, had eighteen participants ranging in age from 16-32. The event was not gender specific.

The summit began with a parents' night which allowed families the opportunity to meet with the Fire Chiefs and Staff to learn about the summit and have questions and/or concerns answered. The summit took place on August 9, 10, & 11. Each day had a different focus. Day 1 focused on the various firefighting, medical, and support positions in the Fire Service. That afternoon the recruits learned about wildland firefighting. Day 2 was held at the Cal Jac Firefighter Candidate Testing Center (FCTC) in Carlsbad. There, candidates had the chance to experience the physical requirements of the job. The final day was at the Oceanside training tower. The day focused on structural firefighting that included hose and rescue operations.

Eighteen candidates participated in the 3-day summit where residents from the North Zone and as far away as Los Angeles had the unique opportunity to gain experience about the world of the California Fire Service. Partnering agencies look forward to growing this experience in 2025.

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# NORTH COUNTY FIRE PROTECTION DISTRICT

## STAFF REPORT

**TO:** BOARD OF DIRECTORS  
**FROM:** FIRE MARSHAL FIERI, DEPUTY CHIEF MACMILLAN, AND CHIEF  
MCREYNOLDS  
**DATE:** SEPTEMBER 24, 2024  
**SUBJECT:** BATTERY ENERGY STORAGE SYSTEM RESPONSE PLAN

### **PRESENTATION**

#### **SUMMARY:**

Battery Energy Storage Systems (BESS) are being constructed across San Diego County. Fallbrook now has a BESS located at 1405 E. Mission Rd., with a secondary facility being planned nearby. Several fires have occurred at these facilities over the past year prompting officials to evaluate emergency response. Staff will provide the Board with an overview of the BESS and how the NCFPD and community partners would respond to a fire at the facility.

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1 **August 27, 2024**

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

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

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

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

7 **ROLL CALL:**

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

9 **Absent:** None

10 **Staff Present:** Chief McReynolds, General Counsel Steinke, DFC MacMillan, DC August, BC  
11 Harrington, IT Specialist Swanger, Board Clerk Canpinar, and members of the public and association.

12 **CHANGES TO THE AGENDA:**

13 Chief McReynolds requested agenda item #12 proceed agenda item #7 due to public hearing time  
14 requirements; there were no objections.

15  
16 **PUBLIC ACTIVITIES AGENDA**

17 1. **PUBLIC COMMENT:** President Pike inquired if there were any public comments regarding items  
18 not on the agenda. There being no public comment, the public comment section was closed.

19 **DISCUSSION/PRESENTATION AGENDA**

20 2. There were no discussion/presentation items for the August 27, 2024, Regular Board Meeting.

21 **ACTION AGENDA**

22 **CONSENT ITEMS:**

23 3. **REVIEW AND ACCEPT REGULAR BOARD MEETING MINUTES FOR JULY 23, 2024.**

24 4. **REVIEW AND ACCEPT FINANCIAL REPORTS FOR JULY 2024.**

25 5. **REVIEW AND ACCEPT POLICIES & PROCEDURES:**

26 There were no policies or procedures for the August 27, 2024, Regular Board Meeting.

27 6. **REVIEW AND ACCEPT THE MONTHLY OPERATIONS ACTIVITY REPORT.**

28 President Pike inquired whether there were any questions on Consent Items 3-6. There being  
29 no discussion, President Pike asked for a motion to approve the Consent Agenda. On a motion by

30 Director Egkan seconded by Vice President Shaw, the motion to approve the Consent Agenda passed  
31 unanimously.

32 **ACTION ITEMS:**

33 **12. REVISED NORTH REGIONAL ZONE AUTOMATIC AID AGREEMENT:** Agenda item #12 was moved to  
34 proceed agenda item #7 per the request of Chief McReynolds. The North Zone Automatic Aid  
35 Agreement needed updates, including modifications to Health and Safety Code references. Over the  
36 past six (6) months, NCFPD and the following North Zone cities, Districts, and tribal groups drafted and  
37 approved an updated agreement: Cal Fire San Diego, Camp Pendleton Fire, City of Carlsbad, Deer  
38 Springs Fire Protection District, City of Encinitas, City of Escondido, City of Oceanside, Pala  
39 Reservation Fire Department, Pauma Reservation Fire Department, Rancho Santa Fe Fire Protection  
40 District, Rincon Reservation Fire Department, San Diego County Fire Protection District, San Marcos  
41 Fire Protection District, San Pasqual Reservation Fire Department, Valley Center Fire Protection  
42 District, and Vista Fire Protection District. The agreement allows participating agencies under certain  
43 circumstances to allow neighboring agencies to respond to fire suppression, emergency medical,  
44 rescue, and support services for incidents within the limits of their jurisdiction. The revisions will bring  
45 the agreement current, more accurately reflecting practices and protocols. On a motion by Vice  
46 President Shaw seconded by Director Egkan, the motion to authorize the Chief McReynolds to sign  
47 the revised North Regional Zone Automatic Aid Agreement on behalf of the District passed  
48 unanimously.

49 **7. PUBLIC HEARING DATE/TIME CERTAIN AUGUST 27, 2024, AT 5:05 P.M. TO ADOPT RESOLUTION 2024-**  
50 **12 AND THE PROPOSED AMBULANCE FEE SCHEDULE:** President Pike declared the public hearing open at  
51 5:07 p.m. Chief McReynolds presented Resolution 2024-12 to the Board, noting the increased  
52 ambulance fee schedule listed as Exhibit 'A'. The Resolution authorizes Staff to increase fees based  
53 on the CPI-Urban Index for San Diego County, starting October 1, 2024. This years' increase would  
54 be approximately 3%. Automatic rate increases based on CPI were approved by the Board in  
55 September of 2016. President Pike asked if there was any public comment on agenda item #7; there  
56 being no public comment, the public hearing was closed at 5:10 p.m., at which time brief Board  
57 discussion ensued. On a motion by Director Acosta seconded by Vice President Shaw, the motion to

58 adopt Resolution 2024-12 reflecting updates to ambulance billing rates effective October 1, 2024,  
59 passed unanimously.

60 8. **PUBLIC HEARING DATE/TIME CERTAIN AUGUST 27, 2024, AT 5:05 P.M. TO ADOPT RESOLUTION 2024-**  
61 **13 AND THE ASSOCIATED COST RECOVERY FEE SCHEDULE:** President Pike declared the public hearing  
62 open at 5:12 p.m. Chief McReynolds informed the Board that Health and Safety Code §13916 allows  
63 for agencies to charge a fee to cover the cost of any service for which the District provides, and the  
64 California Vehicle Code §17300-17303 allows fire agencies to recover costs related to response for  
65 incidents that occur on public roadways. Director Egkan asked if it cost recovery monies include  
66 vehicle fires, to which DFC MacMillan responded it encompasses all incidents on roadways: collisions,  
67 fires, and roadside rescues. Director Egkan asked Counsel Steinke if the Resolution should state “a  
68 fee to cover any cost of service” and not just accidents. Counsel Steinke indicated there is a recital in  
69 the Resolution that reinforces the government code and thus references incidents, not solely  
70 accidents. Chief McReynolds noted it is becoming increasingly more difficult to recoup costs, as some  
71 insurance companies refuse to pay what is owed. President Pike asked if there was any public  
72 comment on agenda item #8; there being no public comment, the public hearing was closed at 5:16  
73 p.m. On a motion by Director Acosta seconded by Director Egkan, the motion to adopt Resolution  
74 2024-13 with the proposed cost recovery fee schedule and rate adjustments passed unanimously.

75 9. **PUBLIC HEARING DATE/TIME CERTAIN AUGUST 27, 2024, AT 5:05 P.M. TO ADOPT RESOLUTION 2024-**  
76 **14 FINDING THE FIRE STATION #4 PROJECT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**  
77 **(CEQA) UNDER A CLASS 2 CATEGORICAL EXEMPTION AND APPROVING THE PROJECT:** President Pike  
78 declared the public hearing open at 5:19 p.m. Chief McReynolds presented Resolution 2024-14 and  
79 the CEQA report to the Board, noting the findings determine the Fire Station #4 Project falls under a  
80 Class 2 Categorical Exemption (CE). Counsel Steinke informed the Board that Section 15302 of the  
81 CEQA guidelines states a Class 2 CE applies to activities that involve the replacement or reconstruction  
82 of existing structures and facilities where the new structure would be located on the same site as the  
83 structure replaced and would have substantially the same purpose and capacity. Replacement of a fire  
84 station in a rural area is not an unusual project, and there are no nearby similar projects that would  
85 cause cumulative environmental impacts, nor is it within or adjacent to any sensitive environmental  
86 features or landscapes. President Pike asked if there was any public comment on agenda item #9;

87 there being no public comment, the public hearing was closed at 5:25 p.m. On a motion by Director  
88 Egkan seconded by Vice President Shaw, the motion to adopt Resolution 2024-14 finding the Fire  
89 Station #4 Project exempt from the California Environmental Quality Act under a Class 2 Categorical  
90 Exemption and approving the project passed unanimously.

91 10. **FIRE STATION #3 RENOVATION CONTRACT AMENDMENT: GUARANTEED MAXIMUM PRICE:** Chief  
92 McReynolds presented the contract amendment with TELACU Construction Management (TCM) for  
93 the Fire Station #3 project to the Board. In April of 2023, the Board awarded a contract with TCM for  
94 design/build services of the station, with the project using a “Progressive Design-Build” delivery model.  
95 The GMP amendment for construction of the Fire Station #3 renovation is \$6,699,012.00, which  
96 includes a base bid of \$5,749,425.00 and a bid alternate for the Dozer Barn of \$949,587.00. The total  
97 GMP amount will now be \$7,102,798.00, which includes the \$403,786.00 for preconstruction and  
98 design, with an additional owner’s allowance of \$248,598.00 (or 3.5%). Chief McReynolds advised the  
99 Board that County required stormwater modifications to the property increased the cost of  
100 construction over \$700,00.00. The station renovation project will be funded with California State Pass-  
101 Through grand funding, American Rescue Plan Act (ARPA) funding, County of San Diego Rainbow  
102 General Funds, and District Capital Facility Reserve funding. NCFPD crews are scheduled to relocate  
103 temporarily during renovation to the Red Mountain Cal Fire Station on September 9, 2024. Board  
104 discussion ensued. On a motion by Director Acosta seconded by Director Egkan, the motion to  
105 approve the contract amendment for the Fire Station #3 project including the guaranteed maximum  
106 price, moving the project into the construction phase passed unanimously. Hooray!

107 11. **FIRE STATION #3 DOZER BARN GUARANTEED MAXIMUM PRICE:** In December 2023, the Board  
108 directed Staff to execute a multi-year lease agreement with the State of California Department of  
109 Governmental Services (DGS) for a Cal Fire Dozer barn facility at the Station #3 property. Staff has  
110 successfully executed a lease agreement in the amount of \$1,192,023.00, which will be paid to the  
111 District in three payments following a 40/40/20 payment schedule. The first 40% payment (476,809.20)  
112 will be made after all necessary permits are obtained; the second 40% payment (\$476,809.20) will be  
113 made upon completion of interior finishes and electrical wiring; the third payment of 20% (\$238,404.60)  
114 will be made after obtaining project completion. Chief McReynolds advised the Board the agreement  
115 includes repayment from DGS for the cost of planning and design, permitting, construction

116 management services, construction, staff, and legal counsel time, along with a monthly rent payment  
117 of \$1560.00 for use of the Dozer Barn from April 1, 2025, through March 31, 2037. Director Egkan  
118 asked who would be responsible for operating the dozer, to which Chief McReynolds confirmed only  
119 Cal Fire personnel will operate the heavy equipment, not NCFPD staff. Chief McReynolds also  
120 confirmed there will be no living quarters or lavatory in the dozer barn, as Cal Fire staff will continue to  
121 be stationed at their Rainbow facility. On a motion by Director Acosta seconded by Director Egkan, the  
122 motion to approve the guaranteed maximum prices bid alternate for Dozer Barn construction at the  
123 Fire Station #3 site passed unanimously.

124 **LEGAL COUNSEL REPORT:** General Counsel Steinke reviewed the included report: Ethics Training  
125 Requirements for Elected Officials.

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

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

128 ● **STAFF REPORTS/UPDATES:**

129 ● **KEITH MCREYNOLDS, FIRE CHIEF:** Chief McReynolds informed the Board of the following  
130 items:

131 ○ Hoch Consulting secured NCFPD \$445,000.00 in Assistance to Firefighters Grant  
132 program money to replace SCBA equipment.

133 ○ The Insurance Services Office (ISO) is currently conducting the District's evaluation.  
134 ISO rates fire departments and their communities on their ability to respond to fires.

135 ○ The first ever Woman's Empowerment Summit was well attended. Future summits to  
136 take place in the North Zone with the time and place T.B.D.

137 ○ A Station 3 groundbreaking ceremony will take place at the end of September. Date  
138 and time to be determined.

139 ○ Three presentations will be brought to the Board in September: a battery storage  
140 presentation, an agency training presentation, and a Women's Empowerment Summit  
141 overview presentation.

142 ● **CHIEF OFFICERS AND OTHER STAFF: BC HARRINGTON:** BC Harrington provided  
143 communications updates and strike team deployments. **F/M FIERI:** F/M Fieri provided community risk  
144 updates, noting the District is still assisting Valley Center with plan checks. **DC AUGUST:** DC August

145 provided an update on current facility projects. The District Open House will be held this year on  
146 October 12. **DFC MACMILLAN:** DFC MacMillan provided current strike team staffing, operations  
147 updates, and progress updates on District policies and procedures.

148 ● **BOARD:** President Pike: President Pike asked if emergency evacuation outreach in Spanish  
149 was available within the GENASYS mobile application. DC August advised the Board that the  
150 GENASYS app works in conjunction with the SD Alert app. If residents would like GENASYS  
151 notifications in Spanish, they must sign up for Spanish notifications using the SD Alert mobile  
152 application, which then translates GENASYS alerts to Spanish. Chief McReynolds notified the Board  
153 that all emergency evacuation notices are facilitated by law enforcement. Director Egkan asked about  
154 the status of an NCFPD mobile app. DC August informed the Board that this project is still being  
155 researched, as costs for development and maintenance of this type of software came in at a higher  
156 cost than expected.

157 ● **BARGAINING GROUPS:** There was no comment from the Bargaining Groups.

158 ● **PUBLIC COMMENT:** There was no further comment from the public.

### 159 **CLOSED SESSION**

160 At 6:11 p.m. President Pike inquired whether there was a motion to adjourn to closed session.  
161 There being no objection, President Pike 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 6:19 p.m. the Board entered closed session to hear:

164 **CS-1. ANNOUNCEMENT – PRESIDENT PIKE:**

165 **CS-2. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (GOVERNMENT CODE §54956.8) PROPERTY:**

166 **315 E. IVY ST. AND VACANT LAND, IVY ST., FALLBROOK, CA 92028:**

167 **AGENCY REPRESENTATIVE: WIL SOHOLT**

168 **CS-3. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION ( GOVERNMENT CODE**

169 **§54956.9(d)): ONE CASE**

170 **CS-4. CONFERENCE WITH LABOR NEGOTIATORS (GOVERNMENT CODE §54957.6):**

171 **AGENCY REPRESENTATIVE: CHIEF McREYNOLDS**

172 **EMPLOYEE ORGANIZATIONS: FALLBROOK FIREFIGHTERS ASSOCIATION (SAFETY GROUP EMPLOYEES),**

173 **MANAGEMENT GROUP, AND NON-SAFETY (MISCELLANEOUS).**



174 **CS-5. REPORT FROM CLOSED SESSION – PRESIDENT PIKE:**

175 ● **REOPENING TO OPEN SESSION:**

176 On a motion by Director Acosta seconded by Vice President Shaw which passed unanimously, the  
177 Board returned to open session at 8:01 p.m. and the following items were reported out to the public:

178 **CS-2. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (GOVERNMENT CODE §54956.8) PROPERTY:**

179 **315 E. IVY ST. AND VACANT LAND, IVY ST., FALLBROOK, CA 92028:** There was no reportable action.

180 **CS-3. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION ( GOVERNMENT CODE**

181 **§54956.9(d)):** ONE CASE: There was no reportable action.

182 **CS-4. CONFERENCE WITH LABOR NEGOTIATORS (GOVERNMENT CODE §54957.6):**

183 **AGENCY REPRESENTATIVE: CHIEF McREYNOLDS**

184 **EMPLOYEE ORGANIZATIONS: FALLBROOK FIREFIGHTERS ASSOCIATION (SAFETY GROUP EMPLOYEES),**

185 **MANAGEMENT GROUP, AND NON-SAFETY (MISCELLANEOUS).** There was no reportable action.

186

187 **ADJOURNMENT**

188 A motion was made at 8:02 p.m. by Director Acosta seconded by Vice President Egkan to adjourn  
189 the meeting and reconvene on September 24, 2024, at 5:00 p.m., which motion carried unanimously.

190

191 Respectfully submitted,

192

193

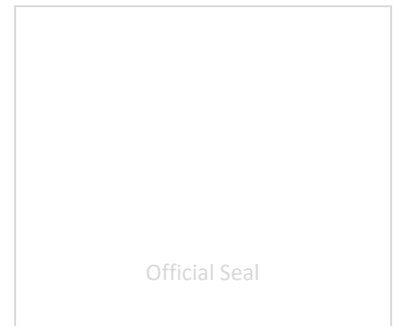
194 \_\_\_\_\_  
Mavis Canpinar

195 Board Clerk

196

197 Minutes approved at the Board of Director’s Meeting on:

198 \_\_\_\_\_



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**North County Fire Protection District  
Statement of Revenues and Expenses  
For Period Ending July 31, 2024**

	YTD	FY 25 Final Budget	\$ Budget Variance	% Budget Variance
<b>1 REVENUE</b>				
2 Property Taxes	\$ -	\$ 21,356,700	\$ 21,356,700	0.0%
3 Mitigation Fees - CFD	-	500,000	500,000	0.0%
4 Ambulance Revenue	387,447	4,500,000	4,112,553	8.6%
5 Fire Prevention Fees	5,961	210,400	204,439	2.8%
6 OES Reimbursement	-	-	-	0.0%
7 GEMT - State Supplement	-	-	-	0.0%
8 Grant Revenue	-	-	-	0.0%
9 Donation Revenue	-	-	-	200.0%
10 Other Revenues	-	250,000	250,000	0.0%
11 Interest Income	70,811	400,000	329,189	17.7%
<b>12 TOTAL REVENUE</b>	<b>464,219</b>	<b>27,217,100</b>	<b>26,752,881</b>	<b>1.7%</b>
<b>13 EXPENSE</b>				
<b>14 Salaries and Benefits</b>				
15 Salaries	578,233	8,285,100	7,706,867	7.0%
16 Overtime	312,086	1,500,000	1,187,914	20.8%
17 Single Role Salaries	92,195	1,176,600	1,084,405	7.8%
18 Single Role Overtime	64,583	760,700	696,117	8.5%
19 FLSA	11,687	162,500	150,813	7.2%
20 Holiday Pay	21,189	295,200	274,011	7.2%
21 Worker's Compensation	6,200	-	(6,200)	0.0%
22 Longevity	6,031	127,700	121,669	4.7%
23 Education	12,768	186,400	173,632	6.8%
24 Bilingual	4,000	52,000	48,000	7.7%
25 Annual Leave Payout	144,027	150,700	6,673	95.6%
26 Sick Leave Payout	-	152,400	152,400	0.0%
27 Payroll Taxes	15,781	190,200	174,419	8.3%
28 PERS Classic Safety	108,463	1,451,000	1,342,537	7.5%
29 PERS PEPRA Safety	25,261	352,700	327,439	7.2%
30 PERS Classic Non-Safety	5,735	76,200	70,465	7.5%
31 PERS PEPRA Non-Safety	15,849	158,600	142,751	10.0%
32 Classic UAL	78,161	907,600	829,439	8.6%
33 PEPRA UAL	1,796	20,900	19,104	8.6%
34 Workers' Comp Insurance	318,108	688,850	370,742	46.2%
35 Pension Obligation Fund Int	-	1,242,050	1,242,050	0.0%
36 Uniforms	5,302	109,600	104,298	0.0%
37 Health Insurance	147,549	1,846,500	1,698,951	8.0%
<b>38 Total Salaries &amp; Benefits</b>	<b>1,975,006</b>	<b>19,893,500</b>	<b>17,918,494</b>	<b>9.9%</b>
<b>39 Operations Expenses</b>				
40 Dispatch Services	170,812	485,300	314,488	35.2%
41 PPGEMT	-	400,000	400,000	0.0%
42 Structures & Grounds	7,098	300,000	292,902	2.4%
43 Fuel	19,261	300,000	280,739	6.4%
44 Medical Supplies	1,684	230,000	228,316	0.7%
45 Materials & Equipment	15,733	250,100	234,367	6.3%
46 Liability Insurance	145,560	150,000	4,440	97.0%
47 Ambulance Billing	-	179,600	179,600	0.0%
48 Repairs & Maintenance	301	138,200	137,899	0.2%
49 Firefighting Equipment	-	90,000	90,000	0.0%
50 Safety Equipment & PPE	801	118,200	117,399	0.7%
51 Telephone & Cable	-	107,600	107,600	0.0%
52 Gas & Electric	-	84,500	84,500	0.0%
53 Defib Maintenance	-	65,000	65,000	0.0%
54 Kitchen & Janitorial Supplies	155	32,000	31,845	0.5%
55 Weed Abatement Expenses	300	10,000	9,700	3.0%
56 Water	-	25,900	25,900	0.0%
57 SHSP Grant Funds	-	28,500	28,500	0.0%
58 Public Education Material	-	26,200	26,200	0.0%
59 Maintenance - MDC & AVL	-	15,000	15,000	0.0%
60 Medical & Pre-Emp Exams	-	15,000	15,000	0.0%
61 SCBA Equipment	-	12,000	12,000	0.0%

**North County Fire Protection District  
Statement of Revenues and Expenses  
For Period Ending July 31, 2024**

	YTD	FY 25 Final Budget	\$ Budget Variance	% Budget Variance	
62	Small Tools & Minor Equip	-	12,400	12,400	0.0%
63	Fleet Maintenance Software	-	12,300	12,300	0.0%
64	Trash	-	12,300	12,300	0.0%
65	Sewer	-	5,500	5,500	0.0%
66	Hazmat Disposal & Permits	603	6,000	5,397	10.1%
67	EMS Equipment	-	9,900	9,900	0.0%
68	Medical Licensing & CERT	500	26,300	25,800	1.9%
69	Emer Incident Meals & Misc.	-	5,000	5,000	0.0%
70	Trauma Intervention Program	7,800	7,700	(100)	101.3%
71	CERT Program	-	5,000	5,000	0.0%
72	Debt Service - Facilities	-	1,034,600	1,034,600	0.0%
73	Capital Reserve Funding	-	1,200,000	1,200,000	0.0%
74	Undesignated Reserves	-	347,300	347,300	0.0%
75	Contingency	-	200,000	200,000	0.0%
76	<b>Total Operations Expenses</b>	<b>370,609</b>	<b>5,947,400</b>	<b>5,576,791</b>	<b>6.2%</b>
77	<b>General &amp; Administration Expenses</b>				
78	County Admin Costs	-	55,000	55,000	0.0%
79	Computer Materials & Service	11,381	185,500	174,119	6.1%
80	Professional Services	7,175	379,900	372,725	1.9%
81	Legal Services	-	150,000	150,000	0.0%
82	Professional Development	-	110,400	110,400	0.0%
83	Formal Education	3,807	75,000	71,193	5.1%
84	Physicals & Wellness Program	500	100,000	99,500	0.5%
85	Memberships & Subscriptions	50,652	70,000	19,348	72.4%
86	Employee Assistance Program	-	25,000	25,000	0.0%
87	Meetings & Travel	-	33,000	33,000	0.0%
88	Training Materials	-	18,000	18,000	0.0%
89	Labor Negotiations	-	7,500	7,500	0.0%
90	Office Expense	289	21,000	20,711	1.4%
91	Employee Recognition Program	-	20,000	20,000	0.0%
92	LAFCO Assessment Fee	14,958	15,000	42	99.7%
93	Admin Fees	-	10,000	10,000	0.0%
94	Rents & Lease Equipment	-	10,000	10,000	0.0%
95	Advertising & Legal Notices	100	1,500	1,400	6.7%
96	Board Members Fees	-	7,500	7,500	0.0%
97	Personnel Recruitment	-	25,000	25,000	0.0%
98	Community Relations	358	11,900	11,542	3.0%
99	Board Election	-	45,000	45,000	0.0%
100	<b>Total General &amp; Admin Expenses</b>	<b>89,220</b>	<b>1,376,200</b>	<b>1,286,980</b>	<b>6.5%</b>
101	<b>TOTAL EXPENSE FROM OPERATIONS</b>	<b>2,434,835</b>	<b>27,217,100</b>	<b>24,782,265</b>	<b>8.9%</b>
102	<b>NET REVENUE / (EXPENSE) BEFORE CAPITAL</b>	<b>\$ (1,970,616)</b>	<b>\$ -</b>	<b>\$ 1,970,616</b>	
103	<b>Capital</b>				
104	Capital - Facilities	415	9,378,525	9,378,110	0.0%
105	Capital - Apparatus	-	1,420,000	1,420,000	0.0%
106	Capital - Equipment	6,179	642,400	636,221	1.0%
107	Capital - Vehicle	-	225,000	225,000	0.0%
108	<b>TOTAL EXPENSE FROM CAPITAL</b>	<b>6,594</b>	<b>11,665,925</b>	<b>11,659,331</b>	<b>0.1%</b>
109	<b>NET REVENUE / (EXPENSE)</b>	<b>\$ (1,977,210)</b>	<b>\$ (11,665,925)</b>	<b>\$ (9,688,715)</b>	

# North County Fire Protection District

## *Financial Statement Analysis*

For the Month Ended July 31, 2024 – 8% of Fiscal Year

### Revenue

**Line 2 – Property Taxes** includes tax revenue less refunds assessed by San Diego County for all properties annexed to the district. *Year-to-date (YTD) does not have any activity.*

**Line 3 – Mitigation Fees - CFD** include fees for annexing properties to the district that are currently outside of the district boundaries. *YTD does not have any activity.*

**Line 4 – Ambulance Revenue** includes all fees owed, less refunds from ambulance services provided by from the district. *Ambulance received account for 8.6% of budget through July 2024.*

**Line 5 – Fire Prevention Fees** includes all fees received for building plans, burn permits, and site inspections. *Prevention fees received account for 2.8% of budget through July 2024.*

**Line 6 – OES Reimbursements** includes all reimbursements received for strike team deployments. *Strike teams are actively deployed, reimbursements are approximately 60 days. YTD does not have any reimbursements through July 2024.*

**Line 7 – GEMT – State Supplement** (Ground Emergency Medical Transportation) California Welfare and Institutions enacted it back in 2011. It is a supplemental reimbursement. This program ended December 2023. New program is PPGEMT - Public Provider Ground Emergency Medical Transportation Intergovernmental Transfer program. *YTD does not have any activity.*

**Line 8 – Grant Revenue** includes all revenue received for grants. *YTD does not have any activity.*

**Line 9 – Donation Revenue** includes all revenue received for donations. *YTD does not have any activity.*

**Line 10 – Other Revenue** includes Cost Recovery for Fires and Sale of Equipment and Fallbrook Health reimbursements. *YTD does not have any activity.*

**Line 11 – Interest Income** includes all interest received from balances in associated accounts. *Interest income from CLASS and County, interest received accounts for 17.7% of budget through July 2024. YTD is trending over budget due to high cash balances that will begin to significantly decrease in coming months with planned facility upgrades.*

### Expense

#### Salaries and Benefits

# North County Fire Protection District

## *Financial Statement Analysis*

For the Month Ended July 31, 2024 – 8% of Fiscal Year

**Line 15 – Salaries** includes salaries for all non-Single Role employees. YTD is trending in line with budget.

**Line 16 – Overtime** includes the overtime for all non-Single Role employees. YTD is over budget due to strike teams being deployed.

**Line 17 – Single Role Salaries** includes salaries for all Single Role employees. YTD is trending in line with budget.

**Line 18 – Single Role Overtime** includes the amount of time a Single Role employee works after 40 hours per week. YTD is trending in line with budget.

**Line 19 – 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. YTD is trending in line with budget.

**Line 20 – Holiday Pay** is paid out to safety employees only evenly over 26 pay periods due to all safety employees working holidays. YTD is trending in line with budget.

**Line 21 – Worker’s Compensation** provides safety employees with medical and wage replacement (4850 pay) benefits that arise from workplace injuries.

**Line 22 – Longevity** includes additional incentive pay given to employees based on their length of service with the district. YTD is under budget due to additional tier for longevity beginning September 1<sup>st</sup>.

**Line 23 Education** includes additional incentive pay given to employees based on their completion of an associates, bachelor’s or master’s degree. YTD is under budget due to additional tier for longevity beginning September 1<sup>st</sup>.

**Line 24 Bilingual** includes additional incentive pay given to employees for having additional communication skills in Spanish. YTD is trending in line with budget.

**Line 25 Annual Leave Payout** includes lump sum payment for any additional annual leave hours above the set limit and retirement pay outs. Annual Leave Payouts are paid on July 1<sup>st</sup>.

**Line 26 Sick Leave Payout** includes lump sum payment for any additional sick leave hours above the set limit and retirement pay outs. Sick Leave Payouts are paid on June 30<sup>th</sup>.

**Line 27 Payroll Taxes** includes taxes for employer portion on all pay. YTD is trending in line with budget.

**Line 28 PERS Classic Safety** includes employer portion of CalPERS payment made on behalf of the employees. YTD is trending in line with budget.

# North County Fire Protection District

## *Financial Statement Analysis*

For the Month Ended July 31, 2024 – 8% of Fiscal Year

**Line 29 PERS PEPRA Safety** includes employer portion of CalPERS payment made on behalf of the employees. YTD is trending in line with budget.

**Line 30 PERS Classic Non-Safety** includes employer portion of CalPERS payment made on behalf of the employees. YTD is trending in line with budget.

**Line 31 PERS PEPRA Non-Safety** includes employer portion of CalPERS payment made on behalf of the employees. YTD is trending over budget due to more part time single role employees working more reportable hours to PERS.

**Line 32 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 for all Classic classification employees. YTD is trending in line with budget.

**Line 33 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 for all PEPRA classification employees. YTD is trending in line with budget.

**Line 34 Workers' Comp Insurance** provides Safety employees (past and present) with medical benefits that arise from workplace injuries. YTD is over budget due to premium being paid in July of every year.

**Line 35 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). Payments made in December and June.

**Line 36 Uniforms** are provided to the employees to purchase required work attire, reimbursements and paid directly to employee. These expenses are on an as-needed basis and can trend over/under budget. YTD is trending under budget.

**Line 37 Health Insurance** includes health, dental, vision and life insurance provided to employees and Retirees through CalPERS. District pays 90% of the Blue Shield Access+ plan; in lieu of health paid to employees is also included. YTD is trending in line with budget.

### Operations Expenses

**Line 40 Dispatch Services** includes fire and medical emergency dispatch services. Payments are made quarterly, therefore YTD can trend over/under budget.

**Line 41 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. Payments are made quarterly, therefore YTD can trend over/under budget.

# North County Fire Protection District

## *Financial Statement Analysis*

For the Month Ended July 31, 2024 – 8% of Fiscal Year

**Line 42 Structures and Grounds** includes all building repairs and maintenance. These expenses are on an as-needed basis and can trend over/under budget. YTD is trending under budget at 2.4%.

**Line 43 Fuel** costs of fuel for all staff vehicles. These expenses are on an as-needed basis and can trend over/under budget. YTD is trending under budget at 6.4%.

**Line 44 Medical Supplies** includes all costs for medical supplies in facilities, vehicles, apparatus, and equipment. These expenses are on an as-needed basis and can trend over/under budget. YTD is trending under budget at 0.7%.

**Line 45 Materials & Equipment** includes materials and equipment used for all safety personnel vehicles and equipment. These expenses are on an as-needed basis and can trend over/under budget. YTD is trending under budget at 6.3%.

**Line 46 Liability Insurance** includes cost to protect the district from claims related to other's bodily injury, property damage, and more. YTD is over budget due to premium being paid in July of every year.

**Line 47 Ambulance billing** are services to recover the costs of emergency medical services associated with transporting a patient to the hospital by ambulance. Currently paying Wittman Enterprises 3.99% of all billings. YTD is trending under budget due to July Service Fees billed in the following month.

**Line 48 Repairs and Maintenance** includes maintenance and subscriptions for all GIS mapping, RCS and pagers. These expenses are on an as-needed basis and can trend over/under budget. YTD is trending under budget at 0.2%.

**Line 49 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. These expenses are on an as-needed basis and can trend over/under budget.

**Line 50 Safety Equipment & PPE** is safety and personal protective equipment worn to minimize exposure to a variety of hazards. These expenses are on an as-needed basis and can trend over/under budget.

**Line 51 Telephone & Cable** includes costs for yearly charge for the T1 lines (dispatch) at all the stations and all monthly costs for ipads and tablets. YTD is trending under budget due to July bills being delayed.

**Line 52 Gas & Electric** includes costs for utilities on all facilities. YTD is trending under budget due to July bills being delayed.

**Line 53 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. These expenses are on an as-needed basis and can trend over/under budget.



# North County Fire Protection District

## *Financial Statement Analysis*

For the Month Ended July 31, 2024 – 8% of Fiscal Year

**Line 54 Kitchen and Janitorial Supplies** include costs for supplies on all facilities. These expenses are on an as-needed basis and can trend over/under budget.

**Line 55 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. These expenses are on an as-needed basis and can trend over/under budget.

**Line 56 Water** include costs for water on all facilities. YTD is trending under budget due to July bills being delayed.

**Line 57 SHSP Grant Funds** includes grant funds for specific training and equipment. YTD does not have any activity.

**Line 58 Public Education Material** includes informative material printed or electronic to protect the public in the community. YTD does not have any activity.

**Line 59 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. YTD does not have any activity.

**Line 60 Medical & Pre-Emp Exams** includes cost prior to employment for potential employees, requiring a medical exam. These expenses are on an as-needed basis and can trend over/under budget.

**Line 61 SCBA Equipment** (self-contained breathing apparatus) a respiratory device that contains and delivers breathable compressed air. These expenses are on an as-needed basis and can trend over/under budget.

**Line 62 Small Tools and Minor Equip** includes tools and equipment for safety personnel. These expenses are on an as-needed basis and can trend over/under budget.

**Line 63 Fleet Maintenance Software** which is a software to manage fleet with GPS tracking, routing, and maintenance, currently contracted with Dossier. YTD does not have any activity.

**Line 64 Trash** include costs for trash on all facilities. YTD is trending under budget due to July bills being delayed.

**Line 65 Sewer** include costs for sewer on all facilities. YTD is trending under budget due to July bills being delayed.

**Line 66 Hazmat Disposal & Permits** include costs for all hazmat disposal and permits for on all facilities and equipment. These expenses are on an as-needed basis and can trend over/under budget. YTD is trending over budget due to timing of annual permits due.

# North County Fire Protection District

## *Financial Statement Analysis*

For the Month Ended July 31, 2024 – 8% of Fiscal Year

**Line 67 EMS Equipment** is emergency medical service equipment for ambulances. These expenses are on an as-needed basis and can trend over/under budget.

**Line 68 Medical Licensing and CERT** includes certifications for all paramedics, emergency medical technician (EMT) and CPR certifications for all safety personnel. These expenses are on an as-needed basis and can trend over/under budget.

**Line 69 Emer Incident Meals and Misc.** includes costs for meals and accommodations for crews while on a strike team out of the area. These expenses are on an as-needed basis and can trend over/under budget.

**Line 70 Trauma Intervention Program (TIP)** is a non-profit organization committed to ensure emotionally traumatized victims receive the assistance needed in emergency situations. YTD is over budget due to premium being paid in July.

**Line 71 CERT Program (Community Emergency Response Team)** educates volunteers about disaster preparedness for the hazards that may occur in the community. These expenses are on an as-needed basis and can trend over/under budget.

**Line 72 Debt Service – Facilities** includes payments for debt service and potential new debt service to improve all facilities. Debt service on Station 5 and solar payments due semiannually and quarterly, respectively.

**Line 73 Capital Reserve Funding** for all capital planned needs.

**Line 74 Undesignated Reserve** includes digressionary funds for the district to allocate in case of unexpected costs.

**Line 75 Contingency** includes potential expenses for the district to allocate in case of unexpected costs.

### **General and Administrative Expenses**

**Line 78 County Admin Costs** are the fees for county loans used by the district. YTD can trend under/over budget due to timing of county loan payments.

**Line 79 Computer Materials & Service** includes materials and services for all computer related purchases. YTD is trending under budget.

**Line 80 Professional Services** includes services needed outside the scope of the district. YTD is trending under budget due to July bills being delayed.

**Line 81 Legal Services** include general legal fees paid by the district. YTD is trending under budget due to July bills being delayed.

# North County Fire Protection District

## *Financial Statement Analysis*

For the Month Ended July 31, 2024 – 8% of Fiscal Year

**Line 82 Professional Development** includes opportunities for staff to gain new skills through continuing education and career training. These expenses are on an as-requested basis and can trend over/under budget due to timing of education and training classes.

**Line 83 Formal Education** includes opportunities for staff to get formal education with reimbursement available through the district. These expenses are on an as-requested basis and can trend over/under budget due to timing of education classes.

**Line 84 Physicals and Wellness Program** includes worksite health and wellness program to help employees modify their lifestyle and move toward an optimal state of wellness. These expenses can trend over/under budget due to timing of payments.

**Line 85 Memberships and Subscriptions** includes all memberships and subscriptions the district partakes in to keep involvement in organizations and the community. YTD is over budget due to memberships and subscriptions being paid at the beginning of the fiscal year.

**Line 86 Employee Assistance Program** provides assessment, short-term counseling, referral, management consultation, and coaching services available 24 hours a day, 365 days a year. These expenses are on an as-needed basis and can trend over/under budget.

**Line 87 Meetings and Travel** includes offsite meetings and mileage for staff to attend meetings, education, and conferences etc. These expenses are on an as-needed basis and can trend over/under budget.

**Line 88 Training Materials** includes content that are a necessary part of any training program or activity that involves learning acquisition and retention. These expenses are on an as-needed basis and can trend over/under budget.

**Line 89 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. These expenses are on an as-needed basis and can trend over/under budget.

**Line 90 Office Expense** includes costs related to the operation of the administration building and office supplies needed for district business. These expenses are on an as-needed basis and can trend over/under budget.

**Line 91 Employee Recognition Program** a system through which the achievements and actions of employees are recognized by the District/Board. YTD can trend under/over budget due to timing of recognitions.

**Line 92 LAFCO Assessment Fee** (Local Agency Formation Commissions) responsible for coordinating logical and timely changes in local government boundaries. YTD is over budget due to premium being paid in July of every year.

# North County Fire Protection District

## *Financial Statement Analysis*

For the Month Ended July 31, 2024 – 8% of Fiscal Year

**Line 93 Admin Fees** includes fees for health increase, trust payments and any other services provided by the district. These expenses can trend over/under budget due to timing of payments.

**Line 94 Rents & Lease Equipment** includes costs to rent or lease additional equipment. These expenses can trend over/under budget due to timing of payments.

**Line 95 Advertising and Legal Notices** are formal communications and important subject matters that are of significant interest to members of the community. These expenses are on an as-needed basis and can trend over/under budget.

**Line 96 Board Member Fees** are fees paid to the Board members to attend meetings. YTD has no activity due to July meetings being paid in August.

**Line 97 Personnel Recruitment** includes costs to recruit new personnel for available positions. These expenses are on an as-needed basis and can trend over/under budget.

**Line 98 Community Relations** includes all costs to partake in community activities and outreach. These expenses can trend over/under budget due to timing of events.

**Line 99 Board Election** includes costs from the County to have election of the Board members. Elections will happen in November 2024.

### **Capital**

**Line 104 Capital – Facilities** includes all costs to update facilities. Current budget includes fire station #3 remodel, fire station #4 and finalizing station 1 expansion.

**Line 105 Capital – Apparatus** includes all costs to purchase and replace apparatus. Current budget includes Type 1, Brush engine, and Ambulance remount.

**Line 106 Capital – Equipment** includes all costs to purchase and replace equipment. Current budget includes new fire engine equipment, mobile radios and gurneys.

**Line 107 Capital – Vehicle** includes all costs to purchase and replace staff vehicles. Current budget includes two new staff vehicles.

## North County Fire Protection District Reserve Balance

Description	Cash & Investments 7/31/24
<b>Restricted:</b>	
Fallbrook Mitigation	\$ 2,631,682
Rainbow General & Mitigation	35,097
CLASS - Grant Monies for Station 3	904,118
CLASS - Grant Monies for Station 4	1,004,575
CLASS - Rainbow Monies for Station 3	2,388,278
<b>Committed:</b>	
Compensated Absences	2,123,454
PASIS Deposit	40,223
Workers Comp	4,013,381
Undesignated Reserves	773,862
<b>Assigned:</b>	
Operating Reserve (Dry yield)	891,281
<b>Unassigned:</b>	
AR - cash not received but owed	2,201,978
General Fund	-
<b>Total</b>	<b>\$ 17,007,929</b>

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NORTH COUNTY FIRE  
PROTECTION DISTRICT  
STAFF REPORT

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF McREYNOLDS  
**DATE:** SEPTEMBER 24, 2024  
**SUBJECT:** APPROVAL OF POLICIES AND PROCEDURES

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

- **Administration – Rules and Regulations – Leave Management – Will Call:**  
Modifications to revise staffing procedures and guidelines.



# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

ADMINISTRATION  
RULES AND REGULATIONS  
LEAVE MANAGEMENT

SECTION 226.07

~~MAY 25, 2021~~  
SEPTEMBER 24, 2024

PAGE 1 OF 8

### WILL CALL

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

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

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

2.1. By virtue of employment with North County Fire Protection District, all Suppression and Single Role personnel are subject to Emergency and Mandatory Recall (See: **General Rules & Regulations, § 9.3.1.**) during emergency and non-emergency conditions.

2.2. The District will maintain staffing levels in accordance with the **Staffing Policy** in filling vacancies.

2.3. To meet the organizational needs of the District, Management reserves the right to assign or “hire back” personnel for special project/assignments, emergency recall and other District needs independent of selection priority in the District’s official staffing program.

2.4. Single Role pPersonnel shall not be allowed to fill vacancies if the assignment would cause the employee to work more than ninety-six (96) consecutive hours. For purposes of determining eligibility to work consecutive shifts, this 96-hour timeframe is considered to be “reset” when a Single Role n-employee has been off duty for a continuous 24hour period.

2.4.2.5. Refer to the Safety MOU on the application of Safety Leave when safety employees return from an extended mutual aid assignment during their normal duty day.

2.5.2.6. The responsibility for daily District staffing shall rest with the Duty Chief. As such, the Duty Chief shall have discretion in the application of this policy. The Duty Chief shall utilize Company Officers as Staffing Managers as described within this policy.

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

3.1. The system of selecting personnel to fill vacancies has the following priorities: (1) Equity, (2) Simplicity and (3) Automation.





# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

ADMINISTRATION  
RULES AND REGULATIONS  
LEAVE MANAGEMENT

SECTION 226.07  
~~MAY 25, 2021~~  
SEPTEMBER 24, 2024  
PAGE 2 OF 8

### WILL CALL

#### 4.0. **DEFINITIONS:**

4.1. Will Call assignments are coverage for staffing deficiencies or special assignments. Assignments shall be made from a list of off-duty employees utilizing the District's official staffing program.

#### 5.0. **SCOPE:**

5.1. This Policy shall apply to all Suppression and Single Role personnel.

#### 6.0. **PROCEDURE:**

##### 6.1. **RECORDKEEPING:**

6.1.1. The District shall maintain a Staffing Program for tracking employee work assignments. Said Staffing Program shall be monitored by all station Captains and the Duty Officer. District staffing needs shall be managed by a Station Captain and other Staffing Managers as designated by the Duty Chief. Overall staffing responsibility lies with the Duty Chief.

6.1.2. At the end of each shift, a Staffing Manager shall review exceptions logged and make any necessary adjustments to ensure accuracy of the staffing record(s).

6.1.3. An employee who works shift overtime of greater than twelve (12) hours shall have those hours added to their cumulative hours. Any shift work of twelve (12) hours or less, any mandatory hours and any miscellaneous hours worked, will not affect an employee's position on the priority list.

6.1.4. Assignments for all overtime worked other than shift overtime ~~are~~ must first approved by a program Staffing Manager or Duty Chief, ~~and then added to the staffing program by a Staffing Manager or Duty Chief, forty-eight (48) hours prior to commencement of the overtime, unless the overtime assignment was made that day.~~

6.1.5. Staffing Managers shall review the daily roster for accuracy and ensure utilization of the appropriate pay codes. Station Captains shall finalize their station roster by 0900 each shift and after any personnel change during the shift. The Duty Chief shall finalize the overall daily roster at the end of each shift by finalizing their unit within the roster.



# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

ADMINISTRATION  
RULES AND REGULATIONS  
LEAVE MANAGEMENT

SECTION 226.07

~~MAY 25, 2021~~  
SEPTEMBER 24, 2024

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### WILL CALL

6.1.6. Employees who agree to work hours that are no longer required, shall have those hours and date assigned modified in the staffing program by a Staffing Manager as soon as possible and, if applicable, revert to their preassigned position on the staffing priority list. If the assignment is cancelled by the District within one hour of the start of the assignment the employee will be compensated for a minimum of two (2) hours.

6.1.7. Individuals requesting and subsequently denied **Annual Leave** due to lack of available cover personnel may have their time off request remain in the staffing program should cover personnel become available. If more than one employee is denied time off and cover personnel become available, the employee first listed has priority. Extraordinary circumstances notwithstanding, the approval of Annual Leave is contingent upon available cover personnel of equal rank/classification.

#### 6.2. ESTABLISHING PRIORITY:

6.2.1. The order of priority for overtime shall be established by an hour-based list maintained within the District's staffing program.

6.2.2. The priority list shall be ordered based on cumulative hours worked. The employee having the least number of hours when the shift is assigned shall have priority for the shift. Hours worked greater than twelve (12) will then be added to the accepting employee's cumulative hours. Hours will reset quarterly for all employees and a new priority established on prior order.

6.2.3. Will Call hours for new employees shall be determined by taking the highest number of hours in that employees rank plus one (1) hour. Will Call hours for promoted employees shall be carried over from that employee's previous rank without adjustment.

#### 6.3. AVAILABILITY AND CONTACT INFORMATION:

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

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



# NORTH COUNTY FIRE PROTECTION DISTRICT

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### WILL CALL

#### 6.4 FILLING VACANCIES:

- 6.4.1. The staffing program shall attempt to fill all known and requested vacancies, beginning fourteen (14) days prior to the scheduled vacancy (or immediately if less than 14 days). Annual Leave shall be filled rank for rank; employees qualified as actors within the specific rank may fill an Annual Leave vacancy should no employee within the specific rank accept the shift within seven (7) days of the vacancy. Employees may seek their own relief if no employees of the same rank or an actor accept the shift.
- 6.4.2. Vacancies within seven (7) days will fill first by rank for rank, then by bumping up an actor, and finally by bumping down from rank(s) above. The number of actors shall not exceed 50% of that classification on duty. The number of acting positions shall not exceed one (1) in any station. Staffing Managers shall obtain Duty Chief approval for the filling of any vacancies by personnel greater than one rank below their given rank (e.g. Captain for Firefighter). The Duty Chief shall then notify the Operations Chief of this out of rank fill.
- 6.4.3. Single Role vacancies for which previous Single Role working opportunity notifications have been exhausted shall be offered to suppression classifications in ascending order (Firefighter, then Engineer, then Captain) until filled. Out of class notifications will be made seven (7) days from the scheduled vacancy. Should no suppression classification accept the Single Role work assignment, the vacancy shall revert to Single Role personnel and be filled using Mandatory Recall as specified in Section 6.6. [Part-time Single Role personnel are not subject to mandatory recall.](#)
- ~~6.4.4. All part time employees are to submit their availability by no later than the 15<sup>th</sup> of each month to the designated scheduling manager. Once all availability has been received, on or about the 15<sup>th</sup> of each month, the scheduling manager will assign the following months shifts based on individual availability and lowest hours. Ideally, each part time employee shall be assigned no more than one 24-hour shift per 7-day work week. Part time employees may be assigned greater than one 24-hour per 7-day work week at the discretion and approval from the Operations Division, but not to exceed five (5) shifts per month.~~
- ~~6.4.5.~~ 6.4.4. Typically, employees will have a maximum thirty (30) minutes to respond to all vacancy notifications. Staffing Managers can shorten this time when necessary. Staffing managers shall send a mass notification as soon



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### WILL CALL

as possible when shortening the callback response time, or when adjusting the automated callback times.

6.4.6-6.4.5. Any employee that has previously accepted a work assignment shall be responsible for fulfilling that assignment. An employee electing to vacate a previously accepted work assignment shall contact a Staffing Manager who will notify eligible personnel of the working opportunity through the District staffing program. The responsibility for filling said work assignment shall remain with the vacating employee until a qualified replacement employee accepts the work assignment. Barring extraordinary circumstances (i.e. circumstances that would normally qualify for sick leave use), vacated work assignments will not be filled by Mandatory Callback and an employee who fails to fulfill a previously accepted work assignment without arranging qualified coverage may be considered absent without leave.

6.4.7-6.4.6. IMMEDIATE NEED VACANCY: Any vacancy that needs to be filled immediately (e.g. sick leave, industrial injury, special circumstances, fire assignments, augmented staffing, etc.) is considered an Immediate Need Vacancy. When Immediate Need Vacancies occur a Staffing Manager may use any means necessary to fill the assignment. It is preferred that the Staffing Manager utilize the District staffing program. The Staffing Manger/Duty Chief may elect to notify employees manually. Employees are paid for Immediate Need Recall from the time they arrive at a District Station until they are released and shall contact the Staffing Manger or Duty Chief upon arrival at a District station to notify them of their arrival and to confirm the work assignment. Employees recalled for immediate need vacancies shall be compensated a minimum of two (2) hours.

6.4.8-6.4.7. EARLY RELIEF/HOLDOVER/ LATE CALLS: Early relief and holdover of personnel in stations may be assigned by a Staffing Manager prioritizing oncoming and/or off-going personnel. Employees during holdover or late call will be paid in quarter-hour (0.25) increments for the duration of the assignment. This provision shall be utilized when the maximum holdover or relief is not expected to exceed two (2) hours. The Staffing Manager in cooperation with the Duty Chief shall take into consideration special circumstances that employees may have and hold over or transfer other personnel to the affected station until adequate relief is obtained.

#### 6.4. MANDATORY RECALL:



# NORTH COUNTY FIRE PROTECTION DISTRICT

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### WILL CALL

- 6.5.1. Mandatory Recall assignments are coverage for staffing deficiencies 4-hours or greater in duration that cannot be fulfilled/completed utilizing the aforementioned staffing procedure and will be tracked in the District staffing program.
  - 6.5.2. Employees shall be placed on a Mandatory Recall list based on the date of the last mandatory recall assigned with the most recent date assuming the lowest priority. The list shall be continuous and not reset.
  - 6.5.3. Employees who have scheduled an **Master Annual Vacation** or **Family Medical Leave** shall be exempt from Mandatory Recall assignments for the specified date(s).
  - 6.5.4. Employees working Christmas Eve shall not be subject to Mandatory Recall on Christmas Day and vice versa.
  - 6.5.5. The District shall not Mandatory Recall personnel if the assignment would cause the employee to work more than seventy-two (72) consecutive hours without at least a 24-hour period of time off, except due to extraordinary circumstances and when specifically authorized by the Fire Chief/CEO or designee.
  - 6.5.6. Holdover for late calls or relief coverage will not be considered Mandatory Recall unless the assignment is 4-hours or greater in duration.
  - 6.5.7. New employees will be placed at the beginning of the Mandatory Recall list for their respective classifications once the requirements of Section 2.3 have been met.
  - 6.5.8. Employees who are promoted shall be placed at the beginning of the Mandatory Recall list for their respective classifications.
- 6.6. FILLING MANDATORY VACANCIES:
- 6.6.1. **Selectable Mandatory and** Mandatory Recall shall be initiated seven (7) days in advance of all applicable vacancies for which previous Callback attempts have been unsuccessful.
  - 6.6.2. The Staffing Manager or Duty Chief shall refer to the Mandatory Callback List to determine employee priority for Mandatory Recall on a rank for rank basis. **Once a shift is unfilled following a Selectable Mandatory, the Staffing**



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### WILL CALL

Manager will proceed with a Mandatory Recall via call/text. All personnel refusing an "Official Mandatory" will require the Staffing Manager to send an email to the employee's Supervisor with a simple notification message. Message example "FF "X" refused mandatory on 3/24/23 for 3/30/23". The Supervisor will then provide oversight and coaching/counseling regarding mandatory refusals.

6.6.3. Mandatory Recall shall be initiated by any means necessary. The first accepting employee contacted will be assigned.

6.6.4. If no employee responds to the Selectable Mandatory or Mandatory Recall request, an off-going employee with the oldest mandatory assignment date may be held as a mandatory. If no employees are available, the Staffing Manager shall notify the Duty Chief to determine the most appropriate action.

6.6.5. Employees that are mandated may attempt to locate a replacement employee within their respective rank. If a replacement employee accepts the work assignment the Staffing Manager shall be notified and assign the replacement employee as a Mandatory Recall assignment. Only the employee fulfilling the work assignment shall be credited with a Mandatory Callback and adjusted on the Mandatory Callback List accordingly. In the situation where a mandatory assignment is split between two (2) or more personnel only one (1) shall receive the mandatory callback credit.

~~6.6.6. Employees who are unable to fulfill and/or decline Mandatory Recall assignments shall provide documentation explaining their inability to fulfill/accept the assignment and forward to the Fire Chief/CEO or designee within 24 hours of returning to duty. The Fire Chief/CEO or designee will review and determine appropriate action, which may include disciplinary action.~~

~~6.6.7.~~ 6.6.6. An employee accepting a Mandatory Recall assignment that is subsequently cancelled after the start of the assigned shift shall retain their post-assignment position on the Mandatory Callback List.

### 6.7. CONTACT:

6.7.1. Contact methods shall be maintained in the District staffing program. It is the employees' responsibility to maintain current contact information.

6.7.2. The Staffing Manager and/or Duty Chief shall refer to the Mandatory Callback





# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

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### WILL CALL

List and make contact by method(s) pre-determined by employee.

6.7.3. Contact is assumed to occur after the staffing program has notified the employee. Additional attempts at employee contact may be made by the Staffing Manager and/or Duty Chief.

6.7.4. Any employee notified (phone call, voice message, text message, staffing program notification) by Staffing Manger and/or Duty Chief of a mandatory work assignment, shall respond to said notification within two (2) hours from the time of the initial notification. Failure to respond to a mandatory work assignment notification shall require the employee to document reason(s) for lack of response as specified in Section ~~6-6-6-6.6.2.~~

### 6.8 MUTUAL DISCUSSIONS:

6.8.1. ~~The Association and Fire District Representatives shall mutually discuss situations relative to the operations of the District official staffing program.~~ Changes to this policy are subject to the meet and confer process.

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# North County Fire



## MONTHLY OPERATIONS ACTIVITY REPORT:

**Aug 2024**

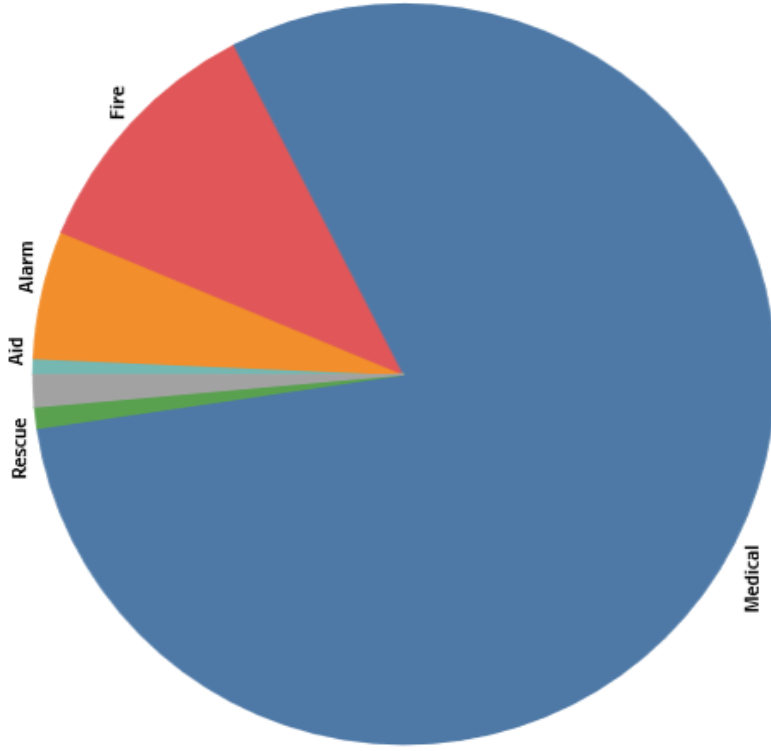
# Assigned Incidents

Assigned Incidents for NORTH COUNTY FPD  
August 2024

Agency  
NORTH COUNTY FPD

Month  
August 2024

Aid	3 incidents / 0.70%
Alarm	24 incidents / 5.58%
Fire	48 incidents / 11.16%
Medical	345 incidents / 80.23%
Rescue	4 incidents / 0.93%
Other	6 incidents / 1.40%
Grand Total	430 incidents / 100.00%



Problem Category

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

**Total incidents year to date:**  
**Aug 2023: 4,963**  
**Aug 2024: 4,767**



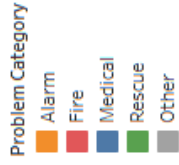
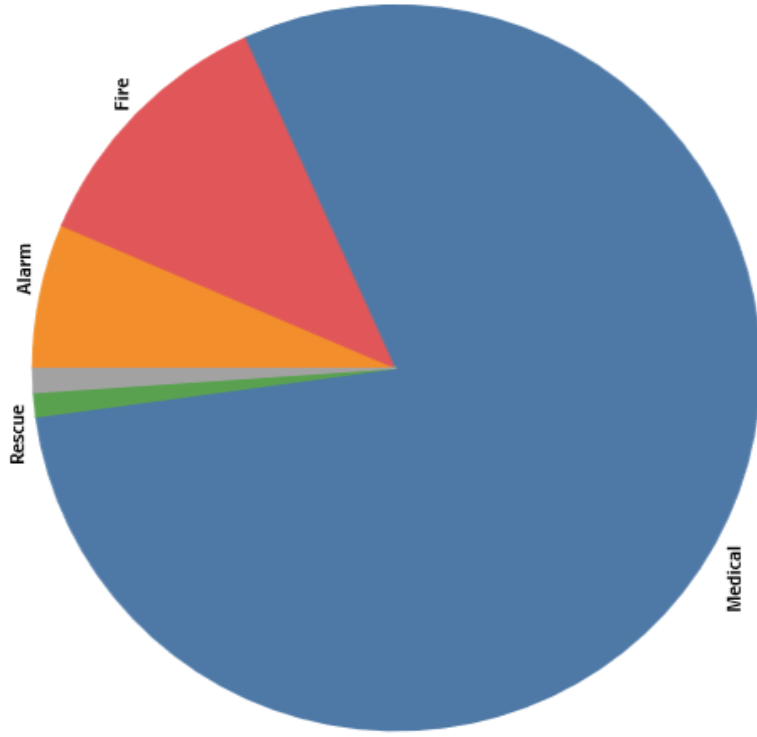
# Incidents in Jurisdiction

Incidents in NORTH COUNTY FPD  
August 2024

Agency: NORTH COUNTY FPD

Month: August 2024

Alarm	24 incidents / 6.43%
Fire	44 incidents / 11.80%
Medical	297 incidents / 79.62%
Rescue	4 incidents / 1.07%
Other	4 incidents / 1.07%
<b>Grand Total</b>	<b>373 incidents / 100.00%</b>



**Total incidents year to date:**  
**Aug 2023: 4,216**  
**Aug 2024: 4,090**



# Turnout Time

(Time of station notification to responding)

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

Shift	Unit Name	August	Shift	Unit Name	August	Shift	Unit Name	August
A-SHIFT	B111	00:01:06 (5)	B-SHIFT	B111	00:01:01 (7)	C-SHIFT	B111	00:00:55 (12)
	E111	00:01:42 (68)		E111	00:01:33 (75)		E111	00:01:31 (71)
	E112	00:02:17 (35)		E112	00:01:47 (38)		E112	00:01:30 (32)
	E113	00:01:26 (14)		E113	00:01:26 (10)		E113	00:00:58 (8)
	E114	00:01:40 (23)		E114	00:01:57 (48)		E114	00:01:16 (31)
	E115	00:01:24 (34)		E115	00:01:36 (39)		E115	00:01:28 (35)
	M110	00:01:42 (37)		M110	00:00:51 (35)		M110	00:01:27 (31)
	M111	00:01:49 (45)		M111	00:01:23 (41)		M111	00:01:30 (43)
	M114	00:01:45 (18)		M114	00:01:49 (42)		M114	00:00:49 (34)
	M115	00:01:22 (38)		M115	00:01:36 (41)		M115	00:01:43 (42)
	RA110	00:00:54 (4)		RA110	00:01:41 (11)			



# Aid Given/Received

Aid Given by NORTH COUNTY FPD  
August 2024; Incident Count

Aid Received by NORTH COUNTY FPD  
August 2024; Incident Count

CAL FIRE	17	CAL FIRE	39
CAMP PENDLETON	2	CAMP PENDLETON	3
ESCONDIDO FD	1	OCEANSIDE FD	7
OCEANSIDE FD	22	PALA FD	9
PALA FD	4	VALLEY CENTER FPD	1
VALLEY CENTER FPD	3	VISTA FD	18
VISTA FD	7	<b>Grand Total</b>	<b>77</b>
<b>Grand Total</b>	<b>56</b>		

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

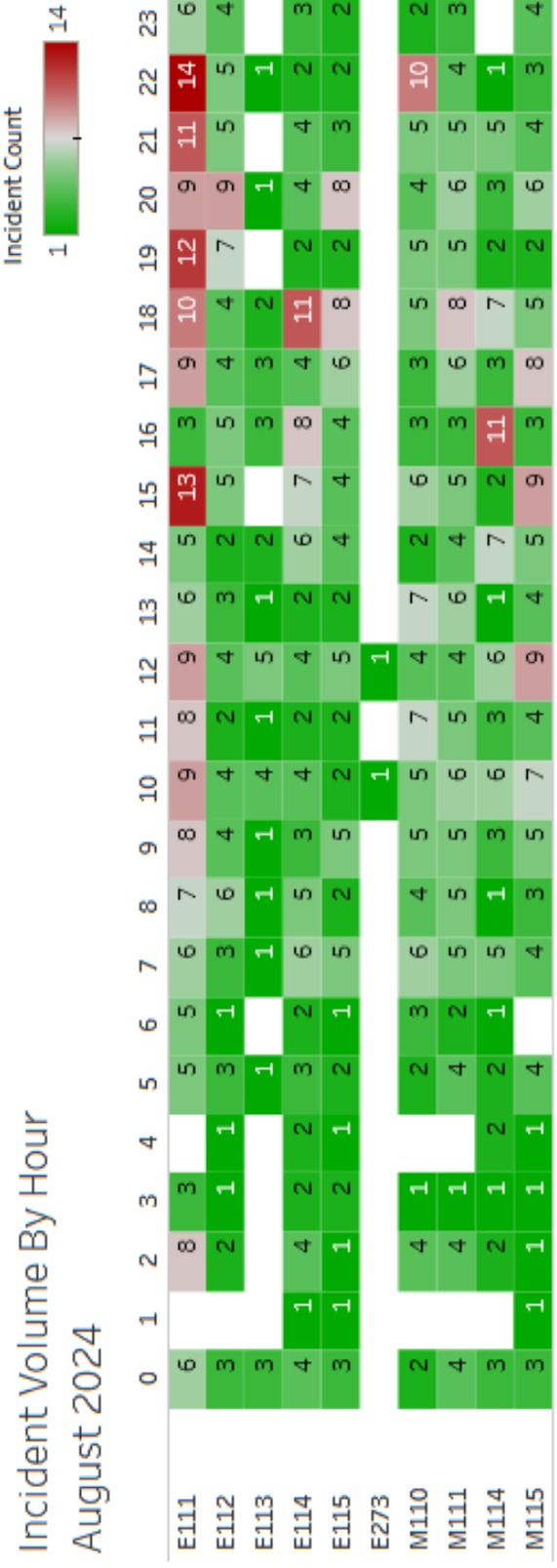
Data Source: AgencyDashboard\_v3\_Extract\_v4  
Data Last Updated: 8/20/2024 5:58:47 PM

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

Data Source: AgencyDashboard\_v3\_Extract\_v4  
Data Last Updated: 8/20/2024 5:58:47 PM



# Incident Volume by Hour



Incident count broken down by Time Assigned Hour vs. Unit Name



# Incidents by Unit

## Incidents by Unit for NORTH COUNTY FPD August 2024

Ambulance	M110	95
	M111	100
	M114	77
	M115	97
	Total	369
Engine / Truck	E111	172
	E112	87
	E113	30
	E114	95
	E115	77
	E273	2
	Total	463
Other units	B111	16
	C1104	2
	CHFSPGRNCF	3
	P1151	3
	P1152	1
	Total	25
Grand Total		857



# Ambulance Unit Hour Utilization





# Transports

Transport Counts	Transport Destinations		
M110	48	TEMECULA VALLEY HOSPI..	105
M111	63	PALOMAR HOSPITAL	70
M114	41	TRJ CITY MEDICAL CENTE..	9
M115	52	KAISER SAN MARCOS ME..	6
<b>Grand Total</b>	<b>204</b>	<b>CHILDRENS HOSPITAL</b>	<b>3</b>
		<b>MCP NAVAL HOSPITAL</b>	<b>3</b>
		<b>INLAND VALLEY HOSPITAL</b>	<b>2</b>
		<b>RANCHO SPRINGS HOSP.</b>	<b>2</b>
		<b>SCRIPPS ENCINTAS HOSPI..</b>	<b>2</b>
		<b>BALBOA NAVAL HOSPITAL</b>	<b>1</b>
		<b>KAISER SAN DIEGO MEDIC..</b>	<b>1</b>
		<b>Grand Total</b>	<b>204</b>

\*Only transports which arrive at a destination are counted.



# Health & Safety

## Injuries & Illness

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**0** Injuries

## Accidents

---

**0** vehicle



# Social Media Metrics

	Aug
Instagram Followers	4,248
Facebook Followers	9,373
X (formally known as Twitter) Followers	
Post Reach Instagram	27.60%
Post Reach Facebook	10.10%
Audience Growth Instagram	3.30%
Audience Growth Facebook	-0.66%
Audience Growth X (formally known as Twitter)	
Engagement rate Instagram	18.30%
Engagement rate Facebook	7.60%
Engagement rate X (formally known as Twitter)	

Top performing posts:

**FACEBOOK** Structure fire/ kitten rescue- 39 comments 14 shares & 227 reactions  
**INSTAGRAM** Structure fire/ kitten rescue- 24 comments 119 shares & 560 likes.



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# NORTH COUNTY FIRE PROTECTION DISTRICT

## STAFF REPORT

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF McREYNOLDS  
**DATE:** SEPTEMBER 24, 2024  
**SUBJECT:** DISCLOSURE OF REIMBURSEMENT POLICY ADOPTION

### **ACTION AGENDA**

#### **RECOMMENDATION:**

That the Board approve new NCFPD Policy Section 217.08, *Disclosure of Reimbursement Policy*.

#### **BACKGROUND:**

Section 53065.5 of the Government Code of the State of California requires that each Special District disclose annually any reimbursements made to employees within the immediately preceding fiscal year of at least one hundred dollars (\$100.00) for each individual charge for services or product received.

#### **DISCUSSION:**

An “individual charge” includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the agency. An annual disclosure reimbursement report will be produced to the NCFPD Board of Directors for approval each July for the previous fiscal year. The annual disclosure reimbursement report will be made available for public inspection in the office of the Board Clerk.

#### **FISCAL ANALYSIS:**

None

#### **SUMMARY:**

Once approved the policy will be included in the NCFPD Policy and Procedures Manual.



# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

ADMINISTRATION  
BUSINESS MANAGEMENT  
PURCHASES & SALES

SECTION 217.08  
SEPTEMBER 24, 2024  
PAGE 1 OF 1

### DISCLOSURE OF REIMBURSEMENT POLICY

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

- 1.1.1. That the NCFPD discloses annual reimbursements made to employees for reimbursable work-related activities.

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

- 2.1.1. Section 53065.5 of the Government Code of the State of California requires that each Special District disclose annually any reimbursements made to employees within the immediately preceding fiscal year of at least one hundred dollars (\$100.00) for each individual charge for services or product received.

#### 3.0. **DEFINITIONS:**

- 3.1.1. An "individual charge" includes, but is not limited to, one meal, lodging for one day, transportation, or a registration fee paid to any employee or member of the governing body of the agency.

#### 4.0. **PROCEDURES:**

- 4.1.1. An annual disclosure reimbursement report will be produced to the NCFPD Board of Directors for approval each July for the previous fiscal year.
- 4.1.2. The annual disclosure reimbursement report will be made available for public inspection in the office of the Board Clerk.



# NORTH COUNTY FIRE PROTECTION DISTRICT

## STAFF REPORT

**TO:** BOARD OF DIRECTORS

**FROM:** CHIEF McREYNOLDS AND BOARD CLERK CANPINAR

**DATE:** SEPTEMBER 24, 2024

**SUBJECT:** SET PUBLIC HEARING DATE FOR CONSIDERATION OF DIRECTOR COMPENSATION ORDINANCE, AND ASSOCIATED POLICY REVISION

### **ACTION AGENDA**

#### **RECOMMENDATION:**

- That the Board **set a Public Hearing, time certain, for October 22, 2024, at 5:05 p.m.** for review and consideration of an Ordinance to adjust the Compensation of the Board of Directors for attending meetings.
- That the Board approve the revisions to NCFPD Policy Section 110.016 *Expenses to the District* (Attachment "A")

#### **BACKGROUND:**

The Board of Directors for the North County Fire Protection District currently receives compensation in the amount of \$100 per meeting attended. There has been no increase in compensation for members of the Board of Directors for the North County Fire Protection District in 18 years.

#### **DISCUSSION:**

If compensation for the Board exceeds \$100 per meeting, the increase must be adopted by Ordinance and thereafter can be increased 5% annually. (See California Health and Safety Code section 13857.) Adopting an ordinance will require public notice, a first reading of the ordinance and a second reading. The ordinance is effective 30 days after the second reading.

The ordinance regarding director compensation will be presented to the Board at the Board meeting scheduled for October 22, 2024.

**FISCAL ANALYSIS:** No fiscal impact to set the hearings.

#### **SUMMARY:**

Staff recommends setting a time certain public hearing date and time as presented.

# Attachment A





# NORTH COUNTY FIRE PROTECTION DISTRICT

## POLICY AND PROCEDURE MANUAL

GOVERNANCE  
BOARD OF DIRECTORS

SECTION 110.016  
SEPTEMBER 24, 2024~~JANUARY~~  
~~22, 2019~~

STANDARD OPERATING GUIDELINES

PAGE 1 OF 1

### EXPENSES OF THE DISTRICT

#### 1.0. **EXPENSES OF THE DISTRICT:**

- 1.1. **EXPENDITURES:** A claims statement of expenditures for the proceeding period shall be submitted for the approval of the Board.
- 1.2. **CAPITAL OUTLAY:** Major items shall be approved by the Board prior to purchase in accordance with the Purchase and Contracting Policy, even though the item is included in the Annual Budget. Items costing in excess of the limits set forth in Public Contract Code and Health and Safety Code, will be bid by no less than three (3) sealed bids or as outlined in the Purchase and Contracting Policy.
- 1.3. **EMERGENCY EXPENSES:** In the event of sudden extreme emergency, the President and the Fire Chief/CEO or their designated representatives concurrently may authorize expenditures of funds not budgeted when a Board meeting cannot be convened in time. Board approval must be obtained at the next regular Board meeting.
- 1.4. **COMPENSATION:** In concurrence with Health and Safety Code § 13857 and AB 1234, each Member of the District Board shall receive a meeting stipend established through District ordinance such sum as may be fixed by the Board, not to exceed \$100, for attending each meeting of the District Board, not to exceed four (4) ~~such~~ meetings in any calendar month, including:

#### 1.4.1. **MEETINGS:**

- 1.4.1.1. Each Regular or Special meeting attended;
- 1.4.1.2. Each Regular or Special advisory meeting attended;
- 1.4.1.3. Any conference or organized educational activity conducted in compliance with the Government Code, including but not limited to, ethics training;
- 1.4.1.4. Compensation for attendance at any meeting of the Board shall be the same rate;
- 1.4.1.5. Members of the District Board may receive such other benefits as allowed by law only if the Board has adopted in a public meeting, a written policy specifying other types of occasions that constitute the performance of official duties for which a Member of the Board may receive payment.

# 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 PIKE  
CHRIS SHAW

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

## NOTICE OF PUBLIC HEARING POTENTIAL INCREASE IN COMPENSATION FOR MEMBERS OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT

NOTICE IS HEREBY GIVEN THAT THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, 330 South Main Avenue, Fallbrook, California, County of San Diego, will conduct a First Reading Public Hearing on Tuesday, **October 22, 2024, at a time certain of 5:05 p.m.** at the Fallbrook Public Utility District, 990 East Mission Road, Fallbrook, California, as part of the Regular Meeting of the Board in order to receive oral and written testimony regarding the proposed adoption of Ordinance No. 2024-01.

Instructions for members of the public to observe the board meeting and the public hearing in person or via web conference / teleconference will be included in the October 22, 2024, meeting agenda. Please note that in the event of technical issues that disrupt the ability of members of the public to view the meeting or provide public comments through the web conference option, the meeting will continue. Members of the public who wish to address the Board of Directors regarding Ordinance No. 2024-01 may submit written testimony for receipt no later than 3:00 pm on October 22, 2024 (with a reading limit of no more than 3 minutes), by mail to the attention of the Board Clerk, at 330 S. Main Ave., Fallbrook, CA 92028, or by e-mail to the Board Clerk at [ncboardcomments@ncfire.org](mailto:ncboardcomments@ncfire.org). Written testimony will be read to the Board during the public hearing. Members of the public may also provide oral testimony during the public



PROUDLY SERVING THE COMMUNITIES OF FALLBROOK, BONSALE, AND RAINBOW

DUTY ~ INTEGRITY ~ RESPECT

hearing in person or via teleconference by following the instructions for public comment included in the October 22, 2024, meeting agenda.

Upon conclusion of the first reading, the Board will hold a second reading of Ordinance No. 2024-01 on December 10, 2024, at a time certain of 5:05 p.m., to consider an increase in the amount of compensation for members of the Board of Directors. Copies of proposed Ordinance No. 2024-01 will be available upon posting of the agenda for the October 22, 2024, Regular Meeting of the Board by calling the District at (760) 723-2005.

Any person(s) may appear at said time and place and be heard regarding this item.

North County Fire Protection District  
(760) 723-2005

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

Mavis Canpinar  
Board Clerk

Dated: September 24, 2024

**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, [3] the Roy Noon Meeting Hall, and [4] the District's website at [www.ncfireca.gov](http://www.ncfireca.gov) The date of posting was September 24, 2024.

Board Clerk Mavis Canpinar:  Date: September 24, 2024

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# NORTH COUNTY FIRE PROTECTION DISTRICT

## STAFF REPORT

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF MCREYNOLDS AND FINANCE CONSULTANT PRALL  
**DATE:** SEPTEMBER 24, 2024  
**SUBJECT:** FY 24/25 FINAL BUDGET ADOPTION

### **ACTION AGENDA**

#### **RECOMMENDATION:**

That the Board of Directors conduct a **Public Hearing, time certain, on September 24, 2024, at 5:05 p.m.** to adopt NCFPD Resolution 2024-16 to adopt the FY24/25 Final Budget.

#### **BACKGROUND:**

Per the California Government Code, final budget adoption must occur by October 1st of each year. On June 15, 2024, the Board of Directors adopted the Fiscal Year 2024/2025 (FY 24/25) Preliminary Budget.

#### **DISCUSSION:**

The District budget year covers the period of July 1 through June 30 of each year. Our District's primary revenue source is from property tax and ambulance revenue. The District continues to be vigilant with engaging in grant funding opportunities for facility projects.

Attachment "A" is the FY 24/25 Final Budget, which includes the Final Budget Overview, Final Budget, Capital Budget Detail, Reserve Balance and Final Budget Line-Item Narratives.

#### **SUMMARY:**

Staff presents the attached Final Budget for adoption and approval of NCFPD Resolution 2024-16 as presented.



# NORTH COUNTY FIRE PROTECTION DISTRICT

## RESOLUTION 2024-16

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, APPROVING THE BUDGET FOR FISCAL TAX YEAR 2024/2025

**WHEREAS**, the Board of Directors of the North County Fire Protection District (the "Board") has heretofore adopted a Preliminary Budget in accordance with Section 61110 of the California Government Code as well as the Uniform Accounting Procedures of the Administrative Code of the State of California; and

**WHEREAS**, the Board has held a Public Hearing and made appropriate deductions, increases and deletions to the proposed final budget; and

**WHEREAS**, the Board now desires to adopt a Final Budget pursuant to Section 61110 of the California Government Code.

**NOW THEREFORE**, the Board of Directors of the North County Fire Protection District does hereby find, resolve, order and determine as follows:

**SECTION 1:** The Budget of Fiscal Tax Year 2024/2025 attached hereto, is hereby approved and adopted.

**SECTION 2:** The sum of **\$21,356,700** is required to be raised for said Budget by property taxes, with a total of **\$27,217,100** from all revenue sources, for the purposes of operation and maintenance of the North County Fire Protection District for the Fiscal Tax Year of 2024/2025. Further, the Board has determined said amount is necessary to provide the same level of fire protection actually provided by FY 1977/78. The Board has also determined that said amount meets the intent and provisions of the Government Code.

**SECTION 3:** The Board Clerk is hereby authorized and directed to file a certified copy of this Resolution with the Auditor and Controller of the County of San Diego at 1600 Pacific Highway, San Diego, California 92101.

**ADOPTED, SIGNED AND APPROVED** by the Board of Directors of the North County Fire Protection District, County of San Diego, State of California, on this **24<sup>th</sup> day of September 2024** by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**RECUSED:**



# NORTH COUNTY FIRE PROTECTION DISTRICT

## RESOLUTION 2024-16

RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA,  
APPROVING THE BUDGET FOR FISCAL TAX YEAR 2024/2025

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Ross Pike, Board President

**ATTEST:**

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of the Resolution duly and regularly adopted by the Board of Directors of the North County Fire Protection District thereof held on the **24<sup>th</sup> day of September 2024**, and that the same now appears on record in my office.

**IN WITNESS THEREOF**, I hereunto set my hand and affixed by official seal this **24<sup>th</sup> day of September 2024**.

---

Mavis Canpinar, Board Clerk

Official Seal

# Attachment A



North County Fire Protection District  
 FY 24/25 Final Budget  
 Balance Summary

	A	B	C
	FY 24 Adopted Budget	FY 24 Actuals	FY 25 Final Budget
<b>1</b>	<b>REVENUE</b>		
<b>2</b>	\$ 20,424,200	\$ 20,064,094	\$ 21,356,700
<b>3</b>	4,213,200	5,242,594	5,210,400
<b>4</b>	-	1,207,728	-
<b>5</b>	496,500	2,476,505	650,000
<b>6</b>	-	253,348	-
<b>7</b>	<b>25,133,900</b>	<b>29,244,270</b>	<b>27,217,100</b>
<b>8</b>	<b>EXPENSE</b>		
<b>9</b>	19,376,430	19,246,731	19,893,500
<b>10</b>	2,980,730	2,966,645	3,165,500
<b>11</b>	1,202,000	1,067,630	1,376,200
<b>12</b>	-	-	200,000
<b>13</b>	1,042,700	750,000	1,547,300
<b>14</b>	283,100	230,847	1,034,600
<b>15</b>	6,252,200	3,463,284	11,665,925
<b>16</b>	(6,003,260)		(11,665,925)
<b>17</b>	<b>25,133,900</b>	<b>27,725,137</b>	<b>27,217,100</b>

# North County Fire Protection District FY 24/25 Final Budget

	A	B	C	D=C-A	E=D/A
	FY 24 Adopted Budget	FY 24 Actuals	FY 25 Final Budget	FY 24 Budget vs FY 25 Budget Variance	% Budget Variance
<b>1 REVENUE</b>					
2 Property Taxes	\$ 20,424,200	\$ 20,064,094	\$ 21,356,700	\$ 932,500	5%
3 Mitigation Fees - CFD	250,000	372,508	500,000	250,000	100%
4 Ambulance Revenue	3,750,200	4,692,438	4,500,000	749,800	20%
5 Fire Prevention Fees	213,000	177,648	210,400	(2,600)	-1%
6 OES Reimbursement	-	1,207,728	-	-	0%
7 Tower Lease Agreements	-	5,092	-	-	0%
8 GEMT - State Supplement	-	253,348	-	-	0%
9 Grant Revenue	-	1,550,920	-	-	0%
10 Other Revenues	372,000	264,122	250,000	(122,000)	-33%
11 Interest Income	124,500	656,371	400,000	275,500	221%
<b>12 TOTAL REVENUE</b>	<b>25,133,900</b>	<b>29,244,270</b>	<b>27,217,100</b>	<b>2,083,200</b>	<b>8%</b>
<b>13 EXPENSE</b>					
<b>14 Salaries and Benefits</b>					
15 Salaries	7,674,300	7,319,826	8,285,100	610,800	8%
16 Overtime	1,295,200	1,948,514	1,500,000	204,800	16%
17 Single Role Salaries	1,369,200	1,017,942	1,176,600	(192,600)	-14%
18 Single Role Overtime	545,200	862,650	760,700	215,500	40%
19 FLSA	157,300	148,931	162,500	5,200	3%
20 Holiday Pay	429,700	302,682	295,200	(134,500)	-31%
21 Worker's Compensation	659,100	523,580	-	(659,100)	-100%
22 Longevity	93,400	71,903	127,700	34,300	37%
23 Education	146,600	163,150	186,400	39,800	27%
24 Bilingual	36,400	47,314	52,000	15,600	43%
25 Annual Leave Payout	205,800	328,187	150,700	(55,100)	-27%
26 Sick Leave Payout	204,500	157,247	152,400	(52,100)	-25%
27 Payroll Taxes	165,800	180,008	190,200	24,400	15%
28 PERS Classic Safety	1,504,000	1,400,409	1,451,000	(53,000)	-4%
29 PERS PEPRA Safety	246,700	272,522	352,700	106,000	43%
30 PERS Classic Non-Safety	70,900	70,906	76,200	5,300	7%
31 PERS PEPRA Non-Safety	154,800	155,381	158,600	3,800	2%
32 Classic UAL	397,410	397,408	907,600	510,190	128%
33 PEPRA UAL	9,820	9,813	20,900	11,080	113%
34 Workers' Comp Insurance	650,000	957,458	688,850	38,850	6%
35 Pension Obligation Fund Int	1,264,600	1,221,677	1,242,050	(22,550)	-2%
36 Uniforms	110,000	111,326	109,600	(400)	0%
37 Health Insurance	1,985,700	1,577,899	1,846,500	(139,200)	-7%
<b>38 Total Salaries &amp; Benefits</b>	<b>19,376,430</b>	<b>19,246,731</b>	<b>19,893,500</b>	<b>517,070</b>	<b>3%</b>
<b>39 Operations Expenses</b>					
40 Dispatch Services	473,200	469,152	485,300	12,100	3%
41 PPGEMT	393,000	417,962	400,000	7,000	2%
42 Structures & Grounds	300,000	299,361	300,000	-	0%
43 Fuel	260,000	271,432	300,000	40,000	15%
44 Medical Supplies	201,200	225,905	230,000	28,800	14%
45 Materials & Equipment	182,500	251,832	250,100	67,600	37%
46 Liability Insurance	175,000	133,407	150,000	(25,000)	-14%
47 Ambulance Billing	144,600	191,063	179,600	35,000	24%
48 Repairs & Maintenance	115,900	105,781	138,200	22,300	19%
49 Firefighting Equipment	95,800	66,241	90,000	(5,800)	-6%
50 Safety Equipment & PPE	95,200	77,807	118,200	23,000	24%
51 Telephone & Cable	98,500	95,064	107,600	9,100	9%
52 Gas & Electric	49,400	79,343	84,500	35,100	71%
53 Defib Maintenance	50,530	61,466	65,000	14,470	29%
54 Kitchen & Janitorial Supplies	37,000	28,942	32,000	(5,000)	-14%
55 Weed Abatement Expenses	35,000	6,653	10,000	(25,000)	-71%
56 Water	33,800	25,770	25,900	(7,900)	-23%
57 SHSP Grant Funds	28,500	3,570	28,500	-	0%
58 Public Education Material	26,000	25,880	26,200	200	1%

# North County Fire Protection District FY 24/25 Final Budget

	A	B	C	D=C-A	E=D/A	
	FY 24 Adopted Budget	FY 24 Actuals	FY 25 Final Budget	FY 24 Budget vs FY 25 Budget Variance	% Budget Variance	
59	Maintenance - MDC & AVL	25,000	31,031	15,000	(10,000)	-40%
60	Medical & Pre-Emp Exams	25,000	12,553	15,000	(10,000)	-40%
61	SCBA Equipment	22,500	10,567	12,000	(10,500)	-47%
62	Small Tools & Minor Equip	20,400	9,306	12,400	(8,000)	-39%
63	Fleet Maintenance Software	12,300	1,185	12,300	-	0%
64	Trash	12,100	12,802	12,300	200	2%
65	Sewer	11,000	5,236	5,500	(5,500)	-50%
66	Hazmat Disposal & Permits	10,900	4,313	6,000	(4,900)	-45%
67	EMS Equipment	9,900	659	9,900	-	0%
68	Medical Licensing & CERT	8,300	21,309	26,300	18,000	217%
69	Emer Incident Meals & Misc.	8,000	17,632	5,000	(3,000)	-38%
70	Trauma Intervention Program	7,700	-	7,700	-	0%
71	CERT Program	12,500	3,421	5,000	(7,500)	-60%
72	Debt Service - Facilities	283,100	230,847	1,034,600	751,500	265%
73	Capital Reserve Funding	1,042,700	-	1,200,000	157,300	15%
74	Contingency	-	-	200,000	200,000	0%
75	Capital - Undesignated Reserve	-	750,000	347,300	347,300	0%
76	<b>Total Operations Expenses</b>	<b>4,306,530</b>	<b>3,947,492</b>	<b>5,947,400</b>	<b>1,640,870</b>	<b>38%</b>
77	<b>General &amp; Administration Expenses</b>					
78	County Admin Costs	55,000	42,624	55,000	-	0%
79	Computer Materials & Service	211,600	157,774	185,500	(26,100)	-12%
80	Professional Services	201,000	283,409	379,900	178,900	89%
81	Legal Services	150,000	105,368	150,000	-	0%
82	Professional Development	160,100	95,932	110,400	(49,700)	-31%
83	Formal Education	116,000	72,800	75,000	(41,000)	-35%
84	Physicals & Wellness Program	83,300	82,057	100,000	16,700	20%
85	Memberships & Subscriptions	65,000	64,821	70,000	5,000	8%
86	Employee Assistance Program	25,000	21,499	25,000	-	0%
87	Meetings & Travel	15,700	20,434	33,000	17,300	110%
88	Training Materials	16,600	11,700	18,000	1,400	8%
89	Labor Negotiations	15,000	-	7,500	(7,500)	-50%
90	Office Expense	13,000	17,305	21,000	8,000	62%
91	Employee Recognition Program	12,400	21,350	20,000	7,600	61%
92	LAFCO Assessment Fee	12,000	13,483	15,000	3,000	25%
93	Admin Fees	11,600	8,972	10,000	(1,600)	-14%
94	Rents & Lease Equipment	8,900	9,567	10,000	1,100	12%
95	Advertising & Legal Notices	8,000	590	1,500	(6,500)	-81%
96	Board Members Fees	7,500	6,370	7,500	-	0%
97	Personnel Recruitment	7,400	28,949	25,000	17,600	238%
98	Community Relations	6,900	2,628	11,900	5,000	72%
99	Board Election	-	-	45,000	45,000	0%
100	<b>Total Operations &amp; Admin Expenses</b>	<b>1,202,000</b>	<b>1,067,630</b>	<b>1,376,200</b>	<b>174,200</b>	<b>14%</b>
101	<b>TOTAL EXPENSE FROM OPERATIONS</b>	<b>24,884,960</b>	<b>24,261,853</b>	<b>27,217,100</b>	<b>2,332,140</b>	
102	<b>NET REVENUE / (EXPENSE) BEFORE CAPITAL</b>	<b>\$ 248,940</b>	<b>\$ 4,982,417</b>	<b>\$ -</b>	<b>\$ (248,940)</b>	<b>-100%</b>
103	<b>Capital</b>					
104	Capital - Facilities	4,098,200	1,681,200	9,378,525	5,280,325	129%
105	Capital - Apparatus	1,436,000	1,353,974	1,420,000	(16,000)	-1%
106	Capital - Equipment	528,000	356,883	642,400	114,400	22%
107	Capital - Vehicle	190,000	71,227	225,000	35,000	18%
108	<b>Total Capital</b>	<b>6,252,200</b>	<b>3,463,284</b>	<b>11,665,925</b>	<b>5,413,725</b>	<b>87%</b>
109	<b>NET REVENUE / (EXPENSE)</b>	<b>\$ (6,003,260)</b>	<b>\$ 1,519,133</b>	<b>\$ (11,665,925)</b>	<b>\$ (5,662,665)</b>	

North County Fire Protection District  
 FY 24/25 Final Budget  
 Capital Detail

	A	B	C	D	E
	FY 24	FY 24	FY 25	\$	%
	Adopted	Actuals	Final	Budget	Budget
	Budget		Budget	Variance	Variance
1	<b>EXPENSE</b>				
2	<b>Capital - Facilities</b>				
3	-	-	-	-	0%
4	2,016,800	465,016	5,749,425	3,732,625	185%
5	1,268,100	499,260	3,489,100	2,221,000	175%
6	463,300	321,420	140,000	(323,300)	-70%
7	350,000	499,232	-	(350,000)	-100%
8	-	-	-	-	0%
9	<b>4,098,200</b>	<b>1,681,200</b>	<b>9,378,525</b>	<b>5,280,325</b>	<b>129%</b>
10	<b>Capital - Apparatus</b>				
11	-	-	-	-	0%
12	-	-	210,000	210,000	0%
13	262,000	313,177	-	(262,000)	-100%
14	400,000	-	410,000	10,000	3%
15	774,000	975,257	800,000	26,000	3%
16	<b>1,436,000</b>	<b>1,288,434</b>	<b>1,420,000</b>	<b>(16,000)</b>	<b>-1%</b>
17	<b>Capital - Equipment</b>				
18	192,000	208,039	308,000	116,000	60%
19	-	-	-	-	0%
20	20,000	-	192,000	172,000	860%
21	-	-	-	-	0%
22	63,000	66,536	80,000	17,000	27%
23	45,000	-	-	(45,000)	-100%
24	68,000	65,541	-	(68,000)	-100%
25	-	-	-	-	0%
26	15,000	-	-	(15,000)	-100%
27	125,000	82,308	62,400	(62,600)	-50%
28	<b>528,000</b>	<b>422,424</b>	<b>642,400</b>	<b>114,400</b>	<b>22%</b>
29	<b>Capital - Vehicle</b>				
30	190,000	71,227	225,000	35,000	18%
31	<b>190,000</b>	<b>71,227</b>	<b>225,000</b>	<b>35,000</b>	<b>18%</b>
32	<b>TOTAL EXPENSE</b>	<b>6,252,200</b>	<b>3,463,284</b>	<b>11,665,925</b>	<b>87%</b>

North County Fire Protection District  
 FY 24/25 Final Budget  
 Reserve Balance

Description	Cash & Investments 7/1/24	Budgeted Expenses in FY 25 for Funding	Used for Station 3**	Used for Station 4	Used for Apparatus and Other CIP*	Projected Cash & Investments 6/30/25
<b>Restricted:</b>						
Fallbrook Mitigation	\$ 2,504,874			\$ (2,484,525)		\$ 20,349
Rainbow General & Mitigation	20,886					20,886
CLASS - Grant Monies for Station 3	904,118		(904,118)			-
CLASS - Grant Monies for Station 4	1,004,575			(1,004,575)		-
CLASS - Rainbow Monies for Station 3	2,388,278		(2,388,278)			-
Debt Service Reserve from FY 25 Budgeted Expenses		750,000				750,000
<b>Committed:</b>						
Compensated Absences	2,123,454					2,123,454
PASIS Deposit	74,283					74,283
Workers Comp	4,013,381					4,013,381
Undesignated Reserves	773,862	347,300			(998,958)	122,204
Capital Reserve Funding		1,200,000			(1,200,000)	-
<b>Assigned:</b>						
Operating Reserve (Dry yield)	2,225,000					2,225,000
<b>Unassigned:</b>						
AR - cash not received but owed	2,201,978		(2,109,729)		(92,249)	-
General Fund	483,493				(483,493)	-
<b>Total</b>	<b>\$ 18,718,182</b>	<b>\$ 2,297,300</b>	<b>\$ (5,402,125)</b>	<b>\$ (3,489,100)</b>	<b>\$ (2,774,700)</b>	<b>\$ 9,349,557</b>

**\*Used for Apparatus and Other CIP**

Station 1 Expansion	\$ 140,000
Ambulance Remount	210,000
Brush Engine	410,000
Type I Engine	800,000
Mobile Radios	308,000
Equipment	192,000
Gurney	80,000
New Engine Equipment	62,400
Staff Vehicles	225,000
<b>Total</b>	<b>\$ 2,427,400</b>

\*\*Station 3 projected to cost \$5,749,425 and will be completed in June 2025

# North County Fire Protection District

## FY 2024/25 Final Budget

### Revenue

**Line 2 – Property Taxes** includes tax revenue less refunds assessed by San Diego County for all properties annexed to the district. Currently projecting a 5% increase from prior year budget. Loan estimate from the county was \$17,397,800 this covers in any cash shortfall before receiving most of the property tax payments in November and December.

**Line 3 – Mitigation Fees - CFD** include fees for annexing properties to the district that are currently outside of the district boundaries. Projection increased from prior year budget due to new builds.

**Line 4 – Ambulance Revenue** includes all fees owed, less refunds from ambulance services provided by from the district. Projection for revenue is a 20% increase from prior year budget based on the new program and actuals.

**Line 5 – Fire Prevention Fees** includes all fees received for building plans, burn permits, and site inspections. Decrease from prior year budget based on actuals from prior three years.

**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 – GEMT – State Supplement** (Ground Emergency Medical Transportation) California Welfare and Institutions enacted it back in 2011. It is a supplemental reimbursement. This program ended December 2023. New program is PPGEMT - Public Provider Ground Emergency Medical Transportation Intergovernmental Transfer program. The income from PPGEMT will offset ambulance billing, this is currently not budgeted for due to the reimbursement being unknown.

**Line 9 – Grant Revenue** includes all revenue received for grants. There are currently many grants that the district is engaged with. This is currently not budgeted for due to no confirmed receipts.

**Line 10 – Other Revenue** includes Cost Recovery for Fires and Sale of Equipment and Fallbrook Health reimbursements. Fallbrook Health agreement has ended for any salaries. Cost Recovery and Sale of Equipment is budgeted at \$50,000, which is received every year, along with \$200,000 for ambulance reimbursements from Fallbrook Health.

**Line 11 – Interest Income** includes all interest received from balances in associated accounts. Estimate based on reducing cash balances in CLASS account for facilities.

# North County Fire Protection District

## FY 2024/25 Final Budget

### Expense

#### Salaries and Benefits

**Line 15 – Salaries** includes salaries for all non-Single Role employees. This budget includes a 6% increase for all non-single role employees, along with three new firefighter positions.

**Line 16 – Overtime** includes the overtime for all non-Single Role employees. Includes overtime trend from prior year with 6% salary increase.

**Line 17 – Single Role Salaries** includes salaries for all Single Role employees. Estimated based off increased rates for all single role employees.

**Line 18 – Single Role Overtime** includes the amount of time a Single Role employee works after 40 hours per week. Estimated based off increased rates for all single role employees.

**Line 19 – 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 from prior year budget based on 6% salary increases.

**Line 20 – Holiday Pay** is paid out to safety employees only evenly over 26 pay periods due to all safety employees working holidays. Decreased from prior year budget due to prior year budget being miscalculated.

**Line 21 – Worker’s Compensation** provides safety employees with medical and wage replacement (4850 pay) benefits that arise from workplace injuries. This expense will not be budgeted for as salaries accounts for all salaries paid for any wage replacements on 4850 pay.

**Line 22 – Longevity** includes additional incentive pay given to employees based on their length of service with the district. Increased from prior year budget due to the introduction of an additional tier to the longevity pay scale and 6% salary increase.

**Line 23 Education** includes additional incentive pay given to employees based on their completion of an associates, bachelor’s or master’s degree. Increased from prior year budget due to the introduction of an additional tier for master’s degree and 6% salary increase.

**Line 24 Bilingual** includes additional incentive pay given to employees for having additional communication skills in Spanish. Increased from prior year budget due to more employees qualifying.

**Line 25 Annual Leave Payout** includes lump sum payment for any additional annual leave hours above the set limit and retirement pay outs. Decreased from prior year budget due to less expected retirements than in prior years and less payouts projected.

## North County Fire Protection District FY 2024/25 Final Budget

**Line 26 Sick Leave Payout** includes lump sum payment for any additional sick leave hours above the set limit and retirement pay outs. Decreased from prior year budget due to less expected retirements than in prior years and less payouts projected.

**Line 27 Payroll Taxes** includes taxes for employer portion on all pay. Increase from prior year budget due to increase in specialty pay and 6% salary increase.

**Line 28 PERS Classic Safety** includes employer portion of CalPERS payment made on behalf of the employees. Decrease from prior year budget due to recent retirements resulting in fewer Classic members.

**Line 29 PERS PEPRA Safety** includes employer portion of CalPERS payment made on behalf of the employees. Increase from prior year budget due to potential new hires, budgeted for, and 6% salary increase.

**Line 30 PERS Classic Non-Safety** includes employer portion of CalPERS payment made on behalf of the employees. Increase from prior year budget due to 6% salary increases and increases in specialty pay.

**Line 31 PERS PEPRA Non-Safety** includes employer portion of CalPERS payment made on behalf of the employees. Increase from prior year budget due to single role rate increases.

**Line 32 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 for all Classic classification employees. Increase from prior year budget due to CalPERS underperforming in 2022.

**Line 33 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 for all PEPRA classification employees. Increase from prior year budget due to CalPERS underperforming in 2022.

**Line 34 Workers' Comp Insurance** provides all employees (past and present) with medical benefits that arise from workplace injuries. Estimated projection includes premium and all PASIS payments outside of the premium.

**Line 35 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). Based on payment schedule.

**Line 36 Uniforms** are provided to the employees to purchase required work attire, reimbursements and paid directly to employee. No significant changes from prior year budget.

**Line 37 Health Insurance** includes health, dental, vision and life insurance provided to employees and Retirees through CalPERS. District pays 90% of the Blue Shield Access+ plan; in lieu of health paid to employees is also included. Decreased from prior year budget due to prior year budget being miscalculated. Based on an 8% increase as of January 1<sup>st</sup>.



# North County Fire Protection District

## FY 2024/25 Final Budget

### Operations Expenses

**Line 40 Dispatch Services** includes fire and medical emergency dispatch services. Increased based on rates received from North County Dispatch JPA.

**Line 41 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. Slight increase from prior year budget, estimated costs \$100k per quarter.

**Line 42 Structures and Grounds** includes all building repairs and maintenance. No change from prior year budget.

**Line 43 Fuel** costs of fuel for all staff vehicles. Increase from prior year budget due to actuals.

**Line 44 Medical Supplies** includes all costs for medical supplies in facilities, vehicles, apparatus, and equipment. Increase from prior year budget due to actuals.

**Line 45 Materials & Equipment** includes materials and equipment used for all safety personnel vehicles and equipment. Increase from prior year budget due to actuals.

**Line 46 Liability Insurance** includes cost to protect the district from claims related to other's bodily injury, property damage, and more. Decrease from prior year budget due to new liability insurance in prior year with lower premium.

**Line 47 Ambulance billing** are services to recover the costs of emergency medical services associated with transporting a patient to the hospital by ambulance. Currently paying Wittman Enterprises 3.99% of all billings. Increase from prior year budget due to higher ambulance billings. Ambulance revenue of \$4.5 million times 3.99% billing.

**Line 48 Repairs and Maintenance** includes maintenance and subscriptions for all GIS mapping, RCS and pagers. Increase from prior year budget due to maintenance needs.

**Line 49 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. Decrease from prior year budget based on actuals and needs.

**Line 50 Safety Equipment & PPE** is safety and personal protective equipment worn to minimize exposure to a variety of hazards. Increased from prior budget year based off the needs of personnel and potential new personnel needs for PPE.

**Line 51 Telephone & Cable** includes costs for yearly charge for the T1 lines (dispatch) at all the stations and all monthly costs for iPads and tablets. Increase from prior year budget due to increase in monthly costs.

## North County Fire Protection District FY 2024/25 Final Budget

**Line 52 Gas & Electric** includes costs for utilities on all facilities. Increase from prior year budget due to actuals.

**Line 53 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 from prior year budget due to actuals.

**Line 54 Kitchen and Janitorial Supplies** include costs for supplies on all facilities. Decrease from prior year budget due to actuals.

**Line 55 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. Decrease from prior year budget due to trends of actual expenses in prior three years.

**Line 56 Water** include costs for water on all facilities. Decrease from prior year budget based on actuals.

**Line 57 SHSP Grant Funds** includes grant funds for specific training and equipment. No change from prior year budget.

**Line 58 Public Education Material** includes informative material printed or electronic to protect the public in the community. No significant change from prior year budget.

**Line 59 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. Decrease from prior year budget due to delaying the GPS remote tracking.

**Line 60 Medical & Pre-Emp Exams** includes cost prior to employment for potential employees, requiring a medical exam. Decrease from prior year budget based on actuals.

**Line 61 SCBA Equipment** (self-contained breathing apparatus) a respiratory device that contains and delivers breathable compressed air. Decrease from prior year budget based on actuals.

**Line 62 Small Tools and Minor Equip** includes tools and equipment for safety personnel. Decrease from prior year budget due to planned equipment replacement purchases in the prior year.

**Line 63 Fleet Maintenance Software** which is a software to manage fleet with GPS tracking, routing, and maintenance, currently contracted with Fleetio. No change from prior year budget.

**Line 64 Trash** include costs for trash on all facilities. Increase from prior year budget based on actuals.

**Line 65 Sewer** include costs for sewer on all facilities. Decrease from prior year budget based on actuals.

## North County Fire Protection District FY 2024/25 Final Budget

**Line 66 Hazmat Disposal & Permits** include costs for all hazmat disposal and permits for on all facilities and equipment. Decrease from prior year budget based on actuals.

**Line 67 EMS Equipment** is emergency medical service equipment for ambulances. No change from prior year budget.

**Line 68 Medical Licensing and CERT** includes certifications for all paramedics, emergency medical technician (EMT) and CPR certifications for all safety personnel. Increase from prior year budget based on more certifications for personnel.

**Line 69 Emer Incident Meals and Misc.** includes costs for meals and accommodations for crews while on a strike team out of the area. Decrease from prior year budget based on trends from prior years.

**Line 70 Trauma Intervention Program (TIP)** is a non-profit organization committed to ensure emotionally traumatized victims receive the assistance needed in emergency situations. No change from prior year budget.

**Line 71 CERT Program (Community Emergency Response Team)** educates volunteers about disaster preparedness for the hazards that may occur in the community. Decrease from prior year budget based off actuals.

**Line 72 Debt Service – Facilities** includes payments for debt service and potential new debt service to improve all facilities. Debt service on Station 5 and solar, additional \$750,000 for potential debt service on Station 4.

**Line 73 Capital Reserve Funding** for all capital planned needs.

**Line 74 Contingency** includes potential expenses for the district to allocate in case of unexpected costs.

**Line 75 Undesignated Reserve** includes digressionary funds for the district to allocate in case of unexpected costs.

### **General and Administrative Expenses**

**Line 78 County Admin Costs** are the fees for county loans used by the district. No change from prior year budget.

**Line 79 Computer Materials & Service** includes materials and services for all computer related purchases. Decrease from prior year budget due to additional equipment budgeted and purchased in prior year - management laptops, Board tablets and updated computers.

**Line 80 Professional Services** includes services needed outside the scope of the district. Increase from prior year budget due to multiple outside services needed for grants, lobbyist and accounting services.

## North County Fire Protection District FY 2024/25 Final Budget

**Line 81 Legal Services** include general legal fees paid by the district. No change from prior year budget.

**Line 82 Professional Development** includes opportunities for staff to gain new skills through continuing education and career training. Decrease from prior year budget based on actuals.

**Line 83 Formal Education** includes opportunities for staff to get formal education with reimbursement available through the district. Decrease from prior year budget based on actuals.

**Line 84 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 from prior year budget to purchase equipment and the increase in cost for physicals.

**Line 85 Memberships and Subscriptions** includes all memberships and subscriptions the district partakes in to keep involvement in organizations and the community. Slight increase from prior year budget due to increasing costs of memberships and subscriptions.

**Line 86 Employee Assistance Program** provides mental health assessment, short-term counseling, referral, management consultation, and coaching services available 24 hours a day, 365 days a year. No change from prior year budget.

**Line 87 Meetings and Travel** includes offsite meetings and mileage for staff to attend meetings, education, and conferences etc. Increase from prior year budget due to employees and board of directors attending more meetings and conferences, as needed.

**Line 88 Training Materials** includes content that are a necessary part of any training program or activity that involves learning acquisition and retention. Slight increase from prior year budget due to needs.

**Line 89 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. Decrease from prior year budget due to not having labor negotiations scheduled in current year.

**Line 90 Office Expense** includes costs related to the operation of the administration building and office supplies needed for district business. Increase from prior year budget based on actuals.

**Line 91 Employee Recognition Program** a system through which the achievements and actions of employees are recognized by the District/Board. Increase from prior year budget based on actuals.

**Line 92 LAFCO Assessment Fee** (Local Agency Formation Commissions) responsible for coordinating logical and timely changes in local government boundaries. Increase from prior year budget due to actual invoice for current year.

**Line 93 Admin Fees** includes fees for health increase, trust payments and any other services provided by the district. Slight decrease from prior year budget based on actuals.

## North County Fire Protection District FY 2024/25 Final Budget

**Line 94 Rents & Lease Equipment** includes costs to rent or lease additional equipment. Increase from prior year budget due to more needs on Xerox printer lease.

**Line 95 Advertising and Legal Notices** are formal communications and important subject matters that are of significant interest to members of the community. Decrease from prior year budget based on actuals.

**Line 96 Board Member Fees** are fees paid to the Board members to attend meetings. No change from prior year budget.

**Line 97 Personnel Recruitment** includes costs to recruit new personnel for available positions. Increase from prior year budget based on actuals.

**Line 98 Community Relations** includes all costs to partake in community activities and outreach. Increase from prior year budget due to higher participation in more community events.

**Line 99 Board Election** includes costs from the County to have election of the Board members. Increase from prior year budget due to FY 24/25 being an election year for three directors.

### Capital

**Line 104 Capital – Facilities** includes all costs to update facilities. Current budget includes fire station #3 remodel, fire station #4 and finalizing station 1 expansion.

**Line 105 Capital – Apparatus** includes all costs to purchase and replace apparatus. Current budget includes Type 1, Brush engine, and Ambulance remount.

**Line 106 Capital – Equipment** includes all costs to purchase and replace equipment. Current budget includes new fire engine equipment, mobile radios and gurneys.

**Line 107 Capital – Vehicle** includes all costs to purchase and replace staff vehicles. Current budget includes a new battalion chief vehicle and a new fire chief vehicle.

**Line 109 NET REVENUE/(EXPENSE)** – all capital is being funded by funds received in prior years and capital funds to cover capital expenses.



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

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

**The Notice of \_\_\_\_\_  
PUBLIC NOTICE**

Notice of Adoption of Preliminary Budget  
North County Fire Protection District

**Legal Number: NA**

Which the attached is a true printed copy, and  
Published in said newspaper for 2 weeks, and  
on the following days: 07/18/24, 07/25/24

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

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

Dated: July 25, 2024  
Fallbrook, California 92028



Signature

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

**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 on the District website at [www.ncfireca.gov](http://www.ncfireca.gov), 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 24, 2024, 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 2024/2025 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 25, 2024

**Published July 18, 25, 2024**



**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
STAFF REPORT**

**TO:** BOARD OF DIRECTORS  
**FROM:** HR SPECIALIST GOSS AND CHIEF MCREYNOLDS  
**DATE:** SEPTEMBER 24, 2024  
**SUBJECT:** RESOLUTION TO ADOPT THE PAY SCHEDULE

## **ACTION AGENDA**

### **RECOMMENDATION:**

It is recommended that the Board of Directors adopt the attached Resolution 2024-15, which updates the Pay Schedule for application of the salary formula.

### **BACKGROUND:**

The California Code of Regulations, Title 2, Section 570.5 requires a governing body's Board of Directors to adopt a pay schedule which delineates the range of pay for all positions and make them available to the public, without reference to another document.

### **DISCUSSION:**

The current pay schedule does not reflect the current pay rate adjustments. Accordingly, it is necessary to adopt Resolution 2024-15 and post the referenced pay schedule (Exhibit 'A') on the Department's website. As future adjustments to rates of pay will require similar action by the Board of Directors, future resolutions will occur in concert with approval of bargaining unit or individual employee contracts.

### **FISCAL ANALYSIS:**

None, procedural only as the salaries have previously been approved by the Board.

### **SUMMARY:**

Staff recommends that the Board adopt Resolution 2024-15 and Exhibit 'A' as presented.

# NORTH COUNTY FIRE PROTECTION DISTRICT



## RESOLUTION 2024-15

### A RESOLUTION OF THE BOARD OF DIRECTIONS OF NORTH COUNTY FIRE PROTECTION DISTRICT, SAN DIEGO COUNTY, STATE OF CALIFORNIA, ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5.

**WHEREAS**, the California Public Employees' Retirement System ("CalPERS") has adopted statutory and regulatory requirements for publicly available pay schedules, including the Public Employees' Retirement Law, Public Employees' Pension Reform Act of 2013, and Title 2 of the California Code of Regulations; and

**WHEREAS**, California Code of Regulations, Title 2, Section 570.5 requires the District's Board of Directors to approve and adopt all pay schedules and make said pay schedules available to the public; and

**WHEREAS**, Section 570.5 requires that the pay schedule be made public without reference to another document in disclosure of the pay rates.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Directors of the North County Fire Protection District, a public agency in the County of San Diego, California, as follows:

1. That the attached Pay Schedule titled "North County Fire Protection District Pay Schedule," set forth in Exhibit "A" attached hereto and incorporated by reference, is approved and adopted on September 24, 2024, retroactive to September 1, 2024.
2. The Pay Schedule approved and adopted by this Resolution shall be periodically updated by the Board of Directors, in accordance with California Code of Regulations requirements.

**APPROVED, SIGNED AND ADOPTED** by the Board of Directors, North County Fire Protection District, County of San Diego, State of California, on this the **24<sup>th</sup> day of September, 2024**, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**RECUSED:**





# NORTH COUNTY FIRE PROTECTION DISTRICT

## RESOLUTION 2024-15

A RESOLUTION OF THE BOARD OF DIRECTIONS OF NORTH COUNTY FIRE PROTECTION DISTRICT, SAN DIEGO COUNTY, STATE OF CALIFORNIA, ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5.

\_\_\_\_\_  
Ross Pike, Board President

### **ATTEST:**

**I HEREBY CERTIFY** that the foregoing is a true and correct copy of the Resolution duly and regularly adopted by the Board of Directors of the North County Fire Protection District thereof held on the **24<sup>th</sup> day of September, 2024**, and that the same now appears on record in the office of the Board Secretary.

**IN WITNESS THEREOF**, I hereunto set my hand and affixed by official seal this **the 24<sup>th</sup> day of September, 2024**.

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

Official Seal

# NORTH COUNTY FIRE PROTECTION DISTRICT

## RESOLUTION 2023-12

### Exhibit A



**A RESOLUTION OF THE BOARD OF DIRECTIONS OF NORTH COUNTY FIRE PROTECTION DISTRICT, SAN DIEGO COUNTY, STATE OF CALIFORNIA, ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5.**

**Exhibit A**

**North County Fire Protection District  
Salary Schedule for FY 2024-2025  
Effective as of September 1, 2024**

1

<i>Cal Code of Regulations, Title 2, §570.5</i>				
<b>CLASSIFICATION TITLE</b>	<b>TIME BASE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>	<b>FLSA TYPE</b>
<b>SAFETY EMPLOYEES</b>				
<b>Administrative Battalion Chief</b>	Hourly	\$83.88	\$92.71	40 HOURS
	Bi-Weekly	\$6,710.77	\$7,417.16	NON EXEMPT
	Annual	\$174,479.92	\$192,846.23	
<b>Administrative Captain</b>	Hourly	\$48.49	\$51.04	40 HOURS
	Bi-Weekly	\$5,430.34	\$5,716.14	NON EXEMPT
	Annual	\$141,188.74	\$148,619.73	
<b>Battalion Chief</b>	Hourly	\$56.97	\$59.97	56 HOURS
	Bi-Weekly	\$6,380.31	\$6,716.11	NON EXEMPT
	Annual	\$165,887.99	\$174,618.94	
<b>Captain/Paramedic</b>	Hourly	\$43.90	\$48.55	56 HOURS
	Bi-Weekly	\$4,917.10	\$5,437.92	NON EXEMPT
	Annual	\$127,844.47	\$141,385.89	
<b>Deputy Chief</b>	Hourly	\$100.19	\$105.20	40 HOURS
	Bi-Weekly	\$8,015.48	\$8,416.25	EXEMPT
	Annual	\$208,402.42	\$218,822.54	
<b>Deputy Fire Marshal</b>	Hourly	\$51.84	\$54.57	40 HOURS
	Bi-Weekly	\$4,147.42	\$4,365.71	EXEMPT
	Annual	\$107,832.96	\$113,508.38	
<b>Division Chief</b>	Hourly	\$93.20	\$97.86	40 HOURS
	Bi-Weekly	\$7,456.26	\$7,829.07	EXEMPT
	Annual	\$193,862.71	\$203,555.85	
<b>Engineer/Paramedic</b>	Hourly	\$40.07	\$42.10	56 HOURS
	Bi-Weekly	\$4,488.36	\$4,715.58	NON EXEMPT
	Annual	\$116,697.34	\$122,605.14	
<b>Fire Chief/CEO</b>	Hourly		\$120.19	40 HOURS
	Bi-Weekly		\$9,615.38	EXEMPT
	Annual		\$250,000.00	
<b>Fire Marshal</b>	Hourly	\$81.93	\$86.25	40 HOURS
	Bi-Weekly	\$6,554.68	\$6,899.66	EXEMPT
	Annual	\$170,421.67	\$179,391.23	
<b>Firefighter/Paramedic</b>	Hourly	\$32.15	\$39.10	56 HOURS
	Bi-Weekly	\$3,600.38	\$4,378.89	NON EXEMPT
	Annual	\$93,609.82	\$113,851.06	

Resolution:2024-15 Adopted 09/24/2024

# NORTH COUNTY FIRE PROTECTION DISTRICT

## RESOLUTION 2023-12

### Exhibit A

**A RESOLUTION OF THE BOARD OF DIRECTIONS OF NORTH COUNTY FIRE PROTECTION DISTRICT, SAN DIEGO COUNTY, STATE OF CALIFORNIA, ADOPTING A PAY SCHEDULE IN ACCORDANCE WITH CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 570.5.**



#### Exhibit A

**North County Fire Protection District  
Salary Schedule for FY 2024-2025  
Effective as of September 1, 2024**

2

CLASSIFICATION TITLE	TIME BASE	RANGE		FLSA TYPE
<b>MISCELLANEOUS EMPLOYEES</b>				
Accounting/Payroll Technician	Hourly	\$34.71	\$39.25	40 HOURS
	Bi-Weekly	\$2,776.62	\$3,139.63	NON EXEMPT
	Annual	\$72,192.20	\$81,630.26	
Executive Assistant/Board Clerk	Hourly	\$52.41	\$55.03	40 HOURS
	Bi-Weekly	\$4,192.99	\$4,402.64	EXEMPT
	Annual	\$109,017.82	\$114,468.71	
Finance Manager	Hourly	\$74.32	\$78.23	40 HOURS
	Bi-Weekly	\$5,945.45	\$6,258.37	EXEMPT
	Annual	\$154,581.82	\$162,717.71	
Fire Mechanic	Hourly	\$47.57	\$53.79	40 HOURS
	Bi-Weekly	\$3,805.79	\$4,303.34	NON EXEMPT
	Annual	\$98,950.64	\$111,886.96	
Fire Protection Specialist	Hourly	\$44.67	\$50.51	40 HOURS
	Bi-Weekly	\$3,573.94	\$4,041.18	NON EXEMPT
	Annual	\$92,922.52	\$105,070.77	
Fleet Maintenance Supervisor	Hourly	\$59.71	\$62.70	40 HOURS
	Bi-Weekly	\$4,777.05	\$5,015.90	EXEMPT
	Annual	\$124,203.17	\$130,413.33	
Human Resources Specialist	Hourly	\$55.88	\$63.19	40 HOURS
	Bi-Weekly	\$4,470.59	\$5,055.06	NON EXEMPT
	Annual	\$116,235.40	\$131,431.46	
Information Technology Specialist	Hourly	\$54.34	\$61.44	40 HOURS
	Bi-Weekly	\$4,347.14	\$4,915.46	NON EXEMPT
	Annual	\$113,025.51	\$127,801.92	
Medical Services Officer	Hourly	\$64.87	\$73.35	40 HOURS
	Bi-Weekly	\$5,189.90	\$5,868.40	NON EXEMPT
	Annual	\$134,937.29	\$152,578.33	
Public Outreach/Communications Specialist	Hourly	\$26.46	\$29.92	40 HOURS
	Bi-Weekly	\$2,117.18	\$2,393.97	NON EXEMPT
	Annual	\$55,046.62	\$62,243.15	
<b>SINGLE ROLE EMT &amp; PARAMEDIC</b>				
Emergency Medical Technician	Hourly	\$18.50	\$21.50	40 HOURS NON EXEMPT
Paramedic	Hourly	\$22.50	\$25.50	40 HOURS NON EXEMPT

Resolution:2024-15 Adopted 09/24/2024

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

**MEMORANDUM**

**TO:** Board of Directors  
North County Fire Protection District  
**FROM:** Kristen S. Steinke, General Counsel  
**DATE:** September 24, 2024  
**RE:** General Counsel Report for Monthly Board Meeting

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This year’s legislative session is officially complete. Governor Gavin Newsom has until September 30 to sign or veto any new measures into law. Below is a summary of a few bills (among many) that are pending and that may be of interest.

**AB 2330 (Holden) -- Endangered species: incidental take: wildfire preparedness activities.**

This bill would authorize a local agency to receive a streamlined permit from the California Department of Fish and Wildlife, after submitting information of wildfire preparedness activities/projects on land designated as a fire hazard severity zone.

Local agencies often experience long delays spanning multiple fire seasons when trying to accelerate wildfire preparedness efforts. AB 2330 would make it easier for public agencies to remove vegetation in fire-risk areas next to urban communities by expediting environmental permits. This voluntary process would uphold environmental laws and ensure continued collaboration between local agencies and the state.

This bill passed with bi-partisan support and is awaiting the Governor’s signature.

**AB 2561 (McKinnor) – Local Public Employees: Vacant Positions.**

This measure is aimed at reducing vacancy rates in public employment. The bill would require all local agencies to hold an annual public hearing on the status of vacancies before their governing board at least once per fiscal year.

This bill would require a public agency to present the status of vacancies and recruitment and retention efforts at a public hearing at least once per fiscal year, and would entitle any recognized employee organization to present at the hearing. If the number of job vacancies within a single bargaining unit meets or exceeds 20% of the total number of authorized full-time positions, the bill would require the public agency,

upon request of the recognized employee organization, to include specified information during the public hearing.

This bill passed the legislature and is awaiting a signature from the Governor. The League of California cities has been vocal in their opposing to this measure and has asked the Governor to veto the bill.

**AB 3179 (Juan Carrillo) -- Emergency telecommunications medium- and heavy-duty zero-emission vehicles.**

This measure would expand the definition of emergency vehicles to qualify for an exemption from the state's Advanced Clean Fleet regulatory requirement and would, until January 1, 2036, prohibit any state regulation that seeks to require, or otherwise compel, the procurement of medium- and heavy-duty zero-emission vehicles from applying to authorized emergency vehicles. an emergency telecommunications vehicle.

This bill passed the legislature and is awaiting a signature from the Governor.

**AB 1168 (Bennett) EMS: Prehospital EMS.**

This measure would clarify a city or fire district's right to retain its authority over emergency ambulance services if a city or fire district enters into an agreement with a county for the joint exercise of powers for emergency ambulance services.

This bill passed the legislature and is awaiting a signature from the Governor.

**SB 1243 (Dodd) Campaign Contributions: Agency Officers.**

This measure would raise the threshold for contributions permitted by the Levine Act from \$250 to \$500. It would also extend the time period to cure a violation after a final decision from within 14 days to within 30 days.

This bill passed the legislature and is awaiting a signature from the Governor.



**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
STAFF REPORT**

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF MCREYNOLDS  
**DATE:** SEPTEMBER 24, 2024  
**SUBJECT:** WRITTEN CORRESPONDENCE

● **WRITTEN COMMUNICATION:**

- There is no written communication for the September 24, 2024, Regular Board Meeting.

● **BOARD RECOGNITION PROGRAM:**

**August/September 2024:**

- MSO Murphy



## **NORTH COUNTY FIRE PROTECTION DISTRICT**

### **BOARD RECOGNITION**

**Date:** 09/16/24

**Employee:** Mary Murphy

**Reason for Recognition:**

On August 9th, 10th and 11th MSO Mary Murphy represented the District at the first Young Women's Empowerment Camp co-sponsored with the Oceanside and Vista Fire Department. MSO Murphy assisted with planning the event too include all the content, training sites, food and beverages, apparatus, equipment and Instructors. The event was incredibly successful with helping to inspire and educate the young women in attendance in Fire and EMS professions.

Increasing the diversity of the NCFPD workforce is a District priority and MSO Murphys hard work in this event will help guarantee our success. Thank you, MSO Murphy, for your unbelievable work ethic and dedication to making NCFPD the best it could be!

**Submitted by:** DFC MacMillan





**NORTH COUNTY FIRE  
PROTECTION DISTRICT  
STAFF REPORT**

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF McREYNOLDS  
**DATE:** SEPTEMBER 24, 2024  
**SUBJECT:** COMMENTS, REPORTS, AND UPDATES

● **STAFF COMMENTS/REPORTS/UPDATES:**

● **CHIEF McREYNOLDS:**

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● **CHIEF OFFICERS & STAFF:**

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● **BOARD:**

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● **BARGAINING GROUPS:**

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● **PUBLIC COMMENT:**

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# NORTH COUNTY FIRE PROTECTION DISTRICT

## STAFF REPORT

**TO:** BOARD OF DIRECTORS  
**FROM:** CHIEF McREYNOLDS  
**DATE:** SEPTEMBER 24, 2024  
**SUBJECT:** CLOSED SESSION

**CS.1.** Announcement — President Pike

- 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 Real Property Negotiator (Govt. Code §54956.8) Property: 315 E. Ivy Street, Fallbrook, CA & Vacant Land, Ivy Street, Fallbrook, CA 92028

- Agency Rep.: Wil Soholt and Chief McReynolds

**CS.3.** Conference with Real Property Negotiator (Govt. Code §54956.8) Property: 2805 Overland Trill, Fallbrook, CA 92028

- Agency Rep.: Wil Soholt and Chief McReynolds

**CS.4.** Conference with Legal Counsel - Anticipated Litigation (Govt. Code §54956.9(d)):

- One Case

**CS.5.** Public Employee Performance Evaluation (Govt. Code §54957):

- Human Resources Specialist

**CS.6.** Public Employee Performance Evaluation (Govt. Code §54957):

- Accounting/Payroll Technician

**CS.7.** Report from Closed Session – President Pike

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