



NORTH COUNTY FIRE PROTECTION DISTRICT

AMENDED AGENDA FOR REGULAR BOARD MEETING

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

The July 23, 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. 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 of Vice President Shaw pursuant to §54953:
1754 Carriage Lane, Fallbrook CA 92028

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

PUBLIC ACTIVITIES AGENDA

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

Call To Order

Roll Call

Pledge Of Allegiance

Changes to the Agenda

1. Public Comment – President Pike (pgs. 1-2)
Standing Item: Members of the public may directly address the Board of Directors on items of interest to the public provided no action will be taken on non-agenda items. The Presiding Officer may limit comments to three minutes per speaker (Board of Directors Meetings – SOG – § 7.2.).
- 2. Community Challenge Coin – DC August and Chief McReynolds (pgs. 3-4)
Recurring Item: Recognition of Rainbow Municipal Water District employee Justin Demary.

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.

3. There are no discussion/presentation items for the July 23, 2024, Regular Board Meeting. (pgs. 5-6)

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, June 25, 2024 (pgs. 7-12)
➤ Standing Item: Review and approve minutes from the June meeting as presented.
5. Financial Reports for June 2024 (pgs. 13-22)
➤ Standing Item: Review and accept financial reports for June 2024 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

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

6. Policies and Procedures (pgs. 23-24)
 - A) There are no policy and procedure revisions for the July 23, 2024, Regular Board Meeting.
7. Monthly Operations Activity Report (pgs. 25-36)

➤ Standing Item: Monthly Report demonstrating call mix, turnout time, call by unit, transports, total response times, aid received & provided, monthly inspection report, health & safety, injuries & accidents, and turnover of care statistics.
8. Second Quarter 2024 Customer Satisfaction Survey (pgs. 37-44)

➤ Quarterly Report: Review and accept report for the second quarter as presented.
9. Annual Fleet Services Report (pgs. 45-48)

➤ Annual Report: Review and accept report as presented.

Action Items:

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

10. **Set Public Hearing Date/Time Certain August 27, 2024, at 5:05 p.m.** for the Fire Station #4 Project California Environmental Quality Act (CEQA) Findings - Chief McReynolds (pgs. 49-50)

➤ Recommendation: That the Board set a public hearing date for August 27, 2024, at 5:05 p.m. to consider the CEQA Report and any exemptions that may apply to the project.
11. Review the Biennial Code of Conflict, Reporting No Changes for 2024 – Chief McReynolds and Board Clerk Canpinar (pgs. 51-56)

➤ Recommendation: That the Board authorize the Board Clerk to submit paperwork in accordance with the requirements of San Diego County, reporting no amendment is required for 2024.
12. Resolution 2024-09: Authorizing Revisions to the District Investment Policy Section 211.15 and Authorizing the Fire Chief/CEO and Finance Manager to Transfer Funds During FY 24/25 to Maximize Investment Interest and to Fund Capital Expenditures That Have Been Approved by the Board – Chief McReynolds (pgs. 57-62)

➤ Recommendation: That the Board adopt Resolution 2024-09 allowing the District to maximize interest rate of return and accept the proposed revisions to the Investment Policy.
13. Resolution 2024 -10: Approving an Amendment to the District's Budget Reflecting an Increase in Salary for the Fire Chief/CEO and an Extension of the Term of the Employment Agreement Between the District and the Fire Chief - General Counsel Steinke and Board Clerk Canpinar (pgs. 63-70)

➤ Recommendation: That the Board adopt Resolution 2024-10 adopting an amended salary and contract extension for the Fire Chief/CEO as determined by the Board.
14. **Amendment:** Resolution 2024-11 Authorization of Human Resources Specialist Goss as a Signatory – Chief McReynolds (pgs. 71-74)

➤ Recommendation: That the Board adopt Resolution 2024-11 authorizing HR Specialist Goss to sign payroll and purchase orders.



NORTH COUNTY FIRE PROTECTION DISTRICT

AGENDA FOR REGULAR BOARD MEETING

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

STANDING DISCUSSION ITEMS

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

- LEGAL COUNSEL REPORT: (pgs. 75-84)
Public Officials: Social Media, the Brown Act, and the Public Records Act
- WRITTEN COMMUNICATION (pgs. 85-88)
- COMMENTS/QUESTIONS (pgs. 89-90)
- Staff:
 - Chief McReynolds
 - Other Staff
- Board
- Bargaining Groups
- Public Comment

CLOSED SESSION

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

- CS-1. There are no closed session items for the July 23, 2024, Regular Board Meeting. (pgs. 91-92)

ADJOURNMENT

Scheduled Meetings:

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

CERTIFICATION OF AGENDA POSTING

"I certify that this agenda was posted in accordance with the provisions of the Government Code § 54950 et. seq. The posting locations were: [1] the entrance of North County Fire Protection District Administrative Offices, [2] the Fallbrook Public Utility District Administrative Offices, [3] the Roy Noon Meeting Hall, and [4] the District's website at www.ncfireca.gov. 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 July 18, 2024."

Board Clerk Mavis Canpinar:  Date: July 18, 2024

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**NORTH COUNTY FIRE
PROTECTION DISTRICT
STAFF REPORT**

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

PUBLIC COMMENT:

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

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NORTH COUNTY FIRE PROTECTION DISTRICT

STAFF REPORT

TO: BOARD OF DIRECTORS
FROM: DC AUGUST AND CHIEF MCREYNOLDS
DATE: JULY 23, 2024
SUBJECT: COMMUNITY CHALLENGE COIN RECOGNITION

PUBLIC AGENDA

BACKGROUND:

On the morning of June 22, 2024, the main water line providing water service to North County Fire Station #5 was damaged when it was struck by a vehicle. The valve was destroyed and resulting in a full interruption of water service to the station.

SUMMARY:

As is customary in water involved incidents, Rainbow Municipal Water District (RMWD) was requested to respond to evaluate the damaged valve. Justin Demary was the technician who responded and upon arrival launched a full repair plan to restore water to the station. Justin quickly dug up water lines, replaced pipes and the valve system and along with his team restored water to our facility within three (3) hours. The expedited repair on a Saturday morning prevented the District from having to rent a portable restroom and shower trailer which would have been a significant cost.

North County Fire acknowledges our appreciation for community professionals like Justin and the entire team at RMWD who go above and beyond to provide exceptional service to our District and community in times of need.

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**NORTH COUNTY FIRE
PROTECTION DISTRICT**

STAFF REPORT

TO: BOARD OF DIRECTORS
FROM: CHIEF MCREYNOLDS
DATE: JULY 23, 2024
SUBJECT: DISCUSSION/PRESENTATION AGENDA - NONE

There are no discussion/presentation agenda items for the July 23, 2024, Regular Board Meeting.

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1 **June 25, 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, FM Fieri,
11 F/M Juul, BC Krumwiede, BC Harrington, Board Clerk Canpinar, and members of the public.

12 **CHANGES TO THE AGENDA:**

13 There were no changes to the June 25, 2024, Regular Board Meeting agenda.

14
15 **PUBLIC ACTIVITIES AGENDA**

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

18
19 **DISCUSSION/PRESENTATION AGENDA**

20 2. **AMBULANCE TRANSPORT SYSTEM UPDATE:** DFC MacMillan provided an overview of the previous
21 and current ambulance delivery system, noting updated staffing changes which included replacing
22 firefighter/paramedics and reserve firefighters with single-role emergency medical technicians and
23 paramedics, and the addition of a fourth Advanced Life Support (ALS) Ambulance (M110) to Fire
24 Station #1.

25 **ACTION AGENDA**

26 **CONSENT ITEMS:**

27 3. **REVIEW AND ACCEPT REGULAR BOARD MEETING MINUTES FOR MAY 28, 2024.**

28 4. **REVIEW AND ACCEPT FINANCIAL REPORTS FOR MAY 2024.**

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

30 A. Community Risk Reduction, Fire Investigation Unit: Investigation.

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

32 President Pike inquired whether there were any questions on Consent Items 3-6. There being
33 no discussion, President Pike asked for a motion to approve the Consent Agenda. On a motion by
34 Director Acosta seconded by Vice President Shaw, the motion to approve the Consent Agenda passed
35 unanimously.

36 **ACTION ITEMS:**

37 7. **DIVERSITY, EQUITY, INCLUSION, AND BELONGING (DEIB) PLAN AND BOARD PRIDE MONTH**

38 **PROCLAMATION:** Upon request, President Pike invited Paul Garza of the North County LGBTQ
39 Resource Center to step to the podium. Mr. Garza expressed gratitude to NCFPD and its Directors for
40 their consideration of the Pride Month Proclamation. Chief McReynolds introduced the draft DEIB plan
41 and Pride Month Proclamation. A request by Director Munson was made to bifurcate item #7, as it
42 could be considered two separate items. Board discussion ensued. On a motion by Vice President
43 Shaw seconded by Director Munson, the request to separate the DEIB Plan and Pride Month
44 Proclamation utilizing two separate substitute motions passed by the following vote: Acosta, aye;
45 Egkan, nay; Munson, aye; Shaw, aye; Pike, aye. Discussion continued regarding the draft DEIB Plan.
46 Director Munson requested an extension to the working document, as this was the first time the Board
47 had seen it, and he would like to participate in its development. Chief McReynolds advised the Board
48 the document had been in draft form for approximately two years. Board discussion ensued. On a
49 motion by President Pike seconded by Director Egkan, the motion to adopt the presented draft DEIB
50 Plan passed by a super majority vote: Acosta, aye; Egkan, aye; Munson, abstain; Shaw, aye; Pike, aye.
51 Chief McReynolds then presented the Board Pride Month Proclamation. President Pike acknowledged
52 this Proclamation as a formal acknowledgement of NCFPD's ongoing and continued support of the
53 LGBTQ community. On a motion by Director Acosta seconded by Vice President Shaw, the motion to
54 adopt the Board Pride Month Proclamation passed unanimously.

55 8. **RESOLUTION 2024-08: ACKNOWLEDGING THE INSPECTION OF CERTAIN OCCUPANCIES AS REQUIRED BY**
56 **§13146.2 AND §13146.3 OF THE CALIFORNIA HEALTH AND SAFETY CODE.** Chief McReynolds presented

57 Resolution 2024-08 to the Board. FM Fieri informed the Board this is an annual reporting of community
58 inspections; all inspections for the current year have been completed and reported. On a motion by

59 Director Acosta seconded by Director Egkan, the motion to adopt Resolution 2024-08 passed
60 unanimously.

61 **9. REVIEW AND APPROVE PRELIMINARY BUDGET FOR FY 24/25 AND SET PUBLIC HEARING DATE/TIME**
62 **CERTAIN FOR SEPTEMBER 24, 2024, AT 5:05 P.M. TO APPROVE THE FINAL BUDGET** : Chief McReynolds

63 presented the preliminary budget for review and consideration, noting revenue and/or expenses may
64 change in coming months. To date, the District has experienced a 5.6% increase in property tax
65 revenue over budgeted FY 23/24, with ambulance fees coming in higher than anticipated in FY 23/24.
66 F/M Juul noted the preliminary budget was created with an anticipated 5% increase in salary and
67 benefits with an increase in health care costs. Board discussion ensued. On a motion by Director
68 Egkan seconded by Director Acosta, the motion to approve the preliminary budget and set the hearing
69 for the final budget on September 24, 2024, at 5:05 p.m., passed unanimously.

70 **10. RESOLUTION 2024:07: ESTABLISHING THE LIMIT OF APPROPRIATIONS OF PROCEEDS OF TAX SUBJECT**
71 **TO LIMITATION FOR FISCAL YEAR 2024-2025 IN COMPLIANCE WITH ARTICLE XIII-B OF THE CONSTITUTION**

72 **OF THE STATE OF CALIFORNIA**: Chief McReynolds presented the required action to the Board, noting it
73 is necessary for the District to approve this Resolution annually. As is routinely the case, the District is
74 under the maximum amount allowed. FM Juul reported the appropriation limit for this Resolution is
75 \$27,392,179.00. On a motion by Director Acosta seconded by Vice President Shaw, the motion to
76 approved Resolution 2024-07 passed unanimously.

77 **11. RESOLUTION 2024:06: REQUESTING A TEMPORARY TRANSFER OF FUNDS FROM THE COUNTY**
78 **TREASURER TO NORTH COUNTY FIRE PROTECTION DISTRICT**: Chief McReynolds requested consideration

79 of Resolution 2024-06, as it is an annual action that is required to obtain advances on tax monies due
80 the District from the County. The Resolution permits the District to be advanced a maximum of 85%
81 (\$17,399,500.00) of the anticipated taxes due in a given year, which the District uses until taxes are
82 collected and released. Board discussion ensued. On a motion by Director Acosta seconded by
83 Director Egkan, the motion to approve Resolution 2024-06 passed unanimously.

84 **12. FALLBROOK REGIONAL HEALTH DISTRICT (FRHD) GRANT AGREEMENT REVISION**: Chief McReynolds
85 presented the revised grant agreement. The contract assists NCFPD with a 50% cost sharing of new

86 and refurbished ambulances, outlining a proposed flat grant award of \$200,000.00 per fiscal year.
87 Ambulances fully outfitted with equipment cost approximately \$390,000.00 - \$400,000.00. The cost

88 sharing softens fiscal impacts to the NCFPD ambulance delivery system. On a motion by Director
89 Acosta seconded by Director Egkan, the motion to approve the revised FRHD Grant Agreement passed
90 unanimously.

91 **13. VOTE: CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) SOUTHERN NETWORK, SEAT A, BOARD**

92 **POSITION:** Chief McReynolds presented the ballot to the Board, as there is a vacant seat for the
93 Southern Network Board of Directors at the California Special Districts Association (CSDA), Seat A.
94 The three candidates on the ballot are: Jo Mackenzie (incumbent), Jason Dafform, and Rodd Leja.
95 Board discussion ensued. On a motion by Director Munson seconded by Director Egkan, the motion
96 to authorize the Board Clerk to submit an electronic ballot casting a vote for Jo Mackenzie passed
97 unanimously.

98 **14. TRANSFER OF FUNDS TO CALIFORNIA COOPERATIVE LIQUID ASSETS SECURITIES SYSTEM:** Chief

99 McReynolds requested the Board consider reallocating funds that are currently in the County of San
100 Diego/Capital Reserve and County of San Diego/General Fund – RNBW accounts to the District’s
101 California Cooperative Liquid Assets Securities System (CLASS). The District has \$425,160.00 in the
102 County of San Diego/Capital Reserve and \$2,288,278.00 in the County of San Diego/General Fund –
103 RNBW accounts. These accounts are earning 1% interest. Transferring these monies to CLASS, which
104 is currently yielding near 5.41% interest, will maximize the investment return for the District. On a
105 motion by Director Acosta seconded by President Pike, the motion to authorize Staff to reallocate
106 funds into CLASS passed unanimously.

107 **LEGAL COUNSEL REPORT:** General Counsel Steinke reviewed the included report: The Environmental
108 Protection Agency’s “PFAS Strategic Roadmap” and the proposed and adopted 2024 Federal PFAS
109 Regulations.

- 110 ● **WRITTEN COMMUNICATIONS:** Information only; no action required.
- 111 ● **BOARD RECOGNITION PROGRAM:** There was no recognition for this meeting.
- 112 ● **STAFF REPORTS/UPDATES:**
- 113 ● **KEITH McREYNOLDS, FIRE CHIEF:** Chief McReynolds informed the Board of the following
114 items:
 - 115 ○ The California Supreme Court struck down Initiative 1935: The Taxpayer Protection
116 and Government Accountability Act.

- 117 ○ NCFPD posts on social media platform 'X' (formally known as Twitter), is now visible
- 118 to the public through the District's website.
- 119 ○ A young women's empowerment summit will be held in conjunction with several
- 120 neighboring fire agencies August 9 to August 11. Registration opens on July 1 on the
- 121 City of Vista's website.
- 122 ○ Brush 114 returned back from Sites fire yesterday.

123 ● **CHIEF OFFICERS AND OTHER STAFF: BOARD CLERK CANPINAR:** Board Clerk Canpinar updated
124 the District's website to include a Customer Service Survey. **DC AUGUST:** DC August provided an
125 update on current facility projects. IT Specialist Swanger is currently transitioning the phone system
126 from the current vendor, Mitel, to Ring Central. There will be social media campaign advertising
127 Genasys Protect, a technology that will send out precise location-based alerts during an emergency
128 evacuations. **BC HARRINGTON:** BC Harrington reported on a field day for the Ham Radio Club, noting
129 the communications team will continue to collaborate with them in the future. **FM FIERI:** FM Fieri
130 provided an update on community risk reduction concerns, noting there was increase in plan reviews
131 compared to last month. The Fire Safe Council was awarded \$14,000.00 in grants to help with
132 roadside clearing. **F/M JUUL:** FM Juul reported an application was submitted for American Rescue
133 Plan Act (ARPA) funding to reimburse the District for Fire Station 3 expenses. The final budget as
134 previously discussed will be brought back to the Board in September. **DFC MACMILLAN:** DFC
135 MacMillan provided operations updates, including updates on several major incidents, and the
136 upcoming Battalion Chief simulations to prepare for fire season.

137 ● **BOARD:** President Pike: President Pike thanked BC Harrington for reviewing Genasys Protect
138 at the recent Fallbrook Planning Group meeting, and thanked the Board for their unanimous support
139 of the Pride Month Proclamation.

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

141 ● **PUBLIC COMMENT:** There was no additional public comment.

142

143 **CLOSED SESSION**

144 At 6:39 p.m. President Pike inquired whether there was a motion to adjourn to closed session.

145 There being no objection, President Pike read the items to be discussed in closed session and

146 open session was closed. A short break ensued after the reading of the closed session items. At
147 6:49 p.m. the Board entered closed session to hear:

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

149 **CS-2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GOVERNMENT CODE §54957): FIRE CHIEF**

150 **CS-3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (GOVERNMENT CODE §54956.8) PROPERTY:**

151 **315 E. IVY STREET, FALLBROOK, CA & VACANT LAND, IVY STREET, FALLBROOK, CA 92028**

152

153 **CS-4. REPORT FROM CLOSED SESSION – PRESIDENT PIKE**

154 ● **REOPENING OPEN SESSION:**

155 On a motion by Director Munson seconded by Director Acosta, which passed unanimously, the
156 Board returned to open session at 7:23 p.m. and the following items were reported out to the public:

157 **CS-2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GOVERNMENT CODE §54957): FIRE CHIEF**

158 There was no reportable action.

159 **CS-3. CONFERENCE WITH REAL PROPERTY NEGOTIATOR (GOVERNMENT CODE §54956.8) PROPERTY:**

160 **315 E. IVY STREET, FALLBROOK, CA & VACANT LAND, IVY STREET, FALLBROOK, CA 92028**

161 There was no reportable action.

162 **ADJOURNMENT**

163 A motion was made at 7:24 p.m. by Director Munson seconded by Director Acosta to adjourn the
164 meeting and reconvene on July 23, 2024, at 5:00 p.m., which motion carried unanimously.

165

166 Respectfully submitted,

167

168

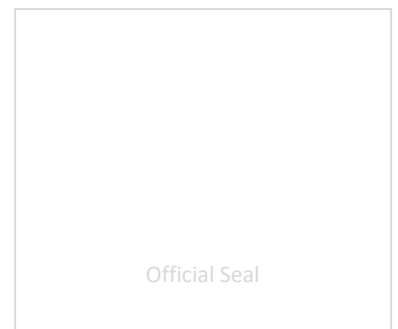
169 _____
Mavis Canpinar

170 Board Clerk

171

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

173 _____



**North County Fire Protection District
Statement of Revenues and Expenses
For Period Ending June 30, 2024**

	June 2024	YTD	FY 24 Final Budget	\$ Budget Variance	% Budget Variance
1 REVENUE					
2 Property Taxes	\$ 495,802	\$ 20,156,191	\$ 20,604,200	448,009	98%
3 Mitigation Fees - CFD	-	146,000	250,000	104,000	58%
4 Ambulance Revenue	272,895	4,692,438	3,750,200	(942,238)	125%
5 Fire Prevention Fees	17,667	177,648	213,000	35,352	83%
6 OES Reimbursement	-	1,207,728	-	(1,207,728)	100%
7 Grant Revenue	511,942	1,804,268	-	(1,804,268)	100%
8 Other Revenues	9,283	264,122	371,600	107,478	71%
9 Interest Income	85,036	606,834	124,500	(482,334)	487%
10 TOTAL REVENUE	1,392,625	29,060,323	25,313,500	(3,746,823)	115%
11 EXPENSE					
12 Salaries and Benefits					
13 Salaries	1,192,913	7,979,559	9,019,200	1,039,641	88%
14 Overtime	402,788	2,661,207	2,277,900	(383,307)	117%
15 FLSA	23,165	143,087	156,700	13,613	91%
16 Holiday Pay	41,999	330,503	427,900	97,397	77%
17 Worker's Compensation	8,618	522,069	659,100	137,031	79%
18 Longevity	11,068	68,887	93,200	24,313	74%
19 Education	22,864	156,766	146,000	(10,766)	107%
20 Bilingual	6,000	45,514	36,400	(9,114)	125%
21 Annual Leave	17,165	181,818	205,800	23,982	88%
22 Sick Leave	140,234	157,247	204,500	47,253	77%
23 Payroll Taxes	25,198	171,436	165,400	(6,036)	104%
24 Classic Safety	196,699	1,347,835	1,498,000	150,165	90%
25 PEPRA Non-Safety	22,645	148,876	154,600	5,724	96%
26 Classic Non-Safety	7,278	68,143	70,600	2,457	97%
27 PEPRA Safety	46,563	260,608	245,700	(14,908)	106%
28 Classic UAL	-	397,408	397,410	2	100%
29 PEPRA UAL	-	9,813	9,820	7	100%
30 Workers' Comp Insurance	(22,580)	957,458	650,000	(307,458)	147%
31 Pension Obligation Fund Int	993,863	1,221,677	1,264,600	42,923	97%
32 115 Trust	-	-	-	-	0%
33 Uniforms	1,170	111,326	110,000	(1,326)	101%
34 Health Insurance	310,869	1,884,012	1,985,700	101,688	95%
35 Total Salaries & Benefits	3,448,518	18,825,251	19,778,530	953,279	95%
36 Operations Expenses					
37 Dispatch Services	-	457,152	473,200	16,048	97%
38 QAF Payments - GEMT	-	417,962	393,000	(24,962)	106%
39 Structures & Grounds	38,495	428,643	300,000	(128,643)	143%
40 Fuel	20,008	270,920	260,000	(10,920)	104%
41 Medical Supplies	13,447	225,639	201,200	(24,439)	112%
42 Materials & Equipment	7,204	242,564	182,500	(60,064)	133%
43 Liability Insurance	525	133,407	175,000	41,593	76%
44 Utilities	34,893	211,579	175,200	(36,379)	121%
45 Ambulance Billing	16,680	177,781	144,600	(33,181)	123%
46 Repairs & Maintenance	17,169	99,580	115,900	16,320	86%
47 Firefighting Equipment	5,522	66,241	95,800	29,559	69%
48 Safety Equipment & PPE	35,793	76,287	95,200	18,913	80%
49 Defib Maintenance	-	61,466	50,530	(10,936)	122%
50 Kitchen & Janitorial Supplies	896	28,942	37,000	8,058	78%
51 Weed Abatement Expenses	1,465	6,653	35,000	28,348	19%
52 Verizon Data For Engines	4	22	29,600	29,578	0%
53 SHSP Grant Funds	-	3,570	28,500	24,930	13%
54 Public Education Material	8,090	25,880	26,000	120	100%
55 Maintenance - MDC & AVL	-	31,031	25,000	(6,031)	124%
56 Medical & Pre-Emp Exams	195	12,553	25,000	12,447	50%
57 SCBA Equipment	-	10,567	22,500	11,933	47%
58 Small Tools & Minor Equip	370	8,532	20,400	11,868	42%
59 Fleet Maintenance Software	1,185	1,185	12,300	11,115	10%
60 Hazmat Disposal & Permits	-	4,313	10,900	6,587	40%

**North County Fire Protection District
Statement of Revenues and Expenses
For Period Ending June 30, 2024**

	June 2024	YTD	FY 24 Final Budget	\$ Budget Variance	% Budget Variance	
61	EMS Equipment	-	659	9,900	9,241	7%
62	Medical Licensing & CERT	750	21,059	8,300	(12,759)	254%
63	Emer Incident Meals & Misc	121	17,632	8,000	(9,632)	220%
64	Trauma Intervention Program	-	-	7,700	7,700	0%
65	CERT Program	-	3,421	12,500	9,079	27%
66	Total Operations Expenses	208,031	3,052,012	2,980,730	(71,282)	102%
67	General & Administration Expenses					
68	County Admin Costs	1,839	228,932	235,000	6,068	97%
69	Computer Materials & Service	31,855	157,664	211,600	53,936	75%
70	Professional Services	77,962	252,729	201,000	(51,729)	126%
71	Legal Services	12,387	106,355	150,000	43,645	71%
72	Professional Development	8,622	95,932	160,100	64,168	60%
73	Formal Education	3,942	62,837	116,000	53,163	54%
74	Physicals & Wellness Program	95	82,057	83,300	1,243	99%
75	Memberships & Subscriptions	7,521	76,821	65,000	(11,821)	118%
76	Employee Assistance Program	2,250	20,261	25,000	4,739	81%
77	Meetings & Travel	1,214	20,434	15,700	(4,734)	130%
78	Training Materials	1,174	11,700	16,600	4,900	70%
79	Labor Negotiations	-	-	15,000	15,000	0%
80	Office Expense	2,593	17,305	13,000	(4,305)	133%
81	Employee Recognition Program	512	21,350	12,400	(8,950)	172%
82	LAFCO Assessment Fee	-	13,483	12,000	(1,483)	112%
83	Admin Fees	1,240	8,972	11,600	2,628	77%
84	Rents & Lease Equipment	2,112	9,021	8,900	(121)	101%
85	Advertising & Legal Notices	-	590	8,000	7,410	7%
86	Personnel Recruitment	-	28,949	7,400	(21,549)	391%
87	Community Relations	440	2,628	6,900	4,272	38%
88	Total General & Admin Expenses	155,759	1,218,189	1,374,500	156,311	89%
89	TOTAL EXPENSE FROM OPERATIONS	3,812,309	23,095,452	24,133,760	248,487	96%
90	NET REVENUE / (EXPENSE) BEFORE CAPITAL	\$ (2,419,683)	\$ 5,964,871	\$ 1,179,740	\$ (3,995,310)	
91	Capital					
92	Capital Reserve Account			1,042,700		
93	Capital - Facilities	191,297	1,603,472	3,634,900	2,031,428	44%
94	Capital - Apparatus	929	1,353,974	1,436,000	82,026	94%
95	Capital - Equipment	-	356,883	528,000	171,117	68%
96	Capital - Vehicle	-	71,227	190,000	118,773	37%
97	Debt Service - Facilities	-	230,847	368,850	138,003	63%
98	Debt Service - Apparatus	-	-	-	-	0%
99	Debt Service - Equipment	-	-	-	-	0%
100	Total Capital	192,226	3,616,404	7,200,450	2,541,346	50%
101	TOTAL EXPENSE FROM CAPITAL	192,226	3,616,404	7,200,450	2,541,346	50%
102	NET REVENUE / (EXPENSE)	\$ (2,611,910)	\$ 2,348,467	\$ (6,020,710)	\$ (6,536,656)	

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

<u>Month</u>	<u>Billed</u>	<u>Collected</u>	<u>YTD % Collected</u>	<u>Billing Fees</u>	<u>Net Revenue 23/24</u>	<u>Net Revenue 22/23</u>
7/31/2023	5,101.50	4,465.50	87.53%	893.10	3,572.40	8,375.33
8/31/2023	5,177.00	5,055.75	97.66%	1,011.15	4,044.60	8,433.50
9/30/2023	4,340.00	4,056.00	93.46%	811.20	3,244.80	6,075.43
10/31/2023	5,638.00	4,949.79	87.79%	989.96	3,959.83	6,634.40
11/30/2023	5,800.00	5,146.46	88.73%	1,029.29	4,117.17	4,307.60
12/31/2023	8,651.13	8,245.24	95.31%	1,649.05	6,596.19	5,941.28
1/31/2024	11,230.00	8,472.47	75.44%	1,694.49	6,777.98	6,760.80
2/29/2024	11,176.50	10,297.54	92.14%	2,059.51	8,238.03	4,793.57
3/31/2024	6,201.50	5,954.50	96.02%	1,190.90	4,763.60	7,890.81
4/30/2024	11,024.00	10,102.64	91.64%	2,020.53	8,082.11	7,029.80
5/31/2024	10,784.00	9,876.15	91.58%	1,975.23	7,900.92	5,589.83
6/30/2024	11,226.00	10,128.00	90.22%	2,025.60	8,102.40	4,314.19
TOTAL:	96,349.63	86,750.04	90.04%	17,350.01	69,400.03	76,146.54
					Net Rev Increase	-8.86%

NORTH COUNTY FIRE PROTECTION DISTRICT

AMBULANCE REVENUE FY 2023-2024

MONTH	BILLED	CONTRACTUAL WRITE DOWNS	AB 716	TOTAL AR		TOTAL AR FY 22-23	BAD DEBT WRITE-OFFS	REFUNDS	ADJ AR	DEPOSITS RECEIVED	BILLING FEES	FY 23-24	
				FY 23-24	FY 22-23							NET REVENUE	NET REVENUE
7/31/2023	1,285,190.10	740,497.35		544,692.75	342,706.66		-	-	544,692.75	467,902.28	21,055.60	446,846.68	289,197.56
8/31/2023	1,277,664.63	787,717.37		489,947.26	192,579.06		543,542.46	14,980.18	(68,575.38)	404,079.53	17,509.47	386,570.06	260,595.63
9/30/2023	1,158,959.26	651,212.54		507,746.72	454,742.29		159,393.84	11,119.28	337,233.60	406,550.52	15,777.71	390,772.81	244,935.14
10/31/2023	1,390,733.62	774,618.55		616,115.07	394,075.28		55,977.01	-	560,138.06	423,387.54	16,871.22	406,516.32	270,893.22
11/30/2023	1,228,431.79	728,220.65		500,211.14	471,664.12		131,053.52	1,580.07	367,577.55	347,826.97	13,797.70	334,029.27	295,927.72
12/31/2023	1,295,765.16	740,684.61		555,080.55	337,309.48		95,601.93	2,463.43	457,015.19	354,673.40	13,769.49	340,903.91	288,294.79
1/31/2024	1,234,615.59	765,892.20		468,723.39	448,712.80		105,398.41	8,429.56	354,895.42	420,090.28	16,283.71	403,806.57	257,551.37
2/29/2024	1,107,155.89	547,625.24		559,530.65	458,650.13		98,180.63	5,702.56	455,647.46	324,675.20	12,249.21	312,425.99	286,639.68
3/31/2024	1,291,710.43	715,237.68	141,698.51	434,774.24	479,384.80		28,434.52	4,836.16	401,503.56	436,651.01	17,034.00	419,617.01	367,267.70
4/30/2024	1,043,677.30	578,235.44	143,709.66	465,441.86	512,380.19		91,903.51	4,591.47	368,946.88	432,228.10	16,616.16	415,611.94	296,715.94
5/31/2024	1,025,502.10	604,894.59	125,455.84	420,607.51	446,596.47		60,559.91	-	360,047.60	418,128.56	16,680.34	401,448.22	340,688.45
6/30/2024	979,873.34	551,354.51	99,321.89	428,518.83	609,980.85		36,686.98	5,406.18	386,425.67	341,084.49	13,281.70	327,802.79	333,898.47
TOTAL:	14,319,279.21	8,186,190.73	510,185.90	5,991,389.97	5,148,782.13		1,406,732.72	59,108.89	4,525,548.36	4,777,277.88	190,926.31	4,586,351.57	3,512,615.67
							Net A/R Change		16.37%			New Rev. Change	30.57%

Report Criteria:

Report type: Summary
Check.Type = {<->} "Adjustment"
Check.Check issue date = 06/01/2024-06/30/2024

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/24	06/05/2024	67699	1650	Fallbrook Overhead Doors and Entry Gates	01-000-000-2000	7,725.00- V
06/24	06/05/2024	67710	200	All-Star Fire Equipment	01-000-000-2000	5,277.81
06/24	06/05/2024	67711	1200	D.F. Cleaning Service	01-000-000-2000	705.00
06/24	06/05/2024	67712	1500	ERICKSON-HALL CONSTRUCTION	01-000-000-2000	59,255.00
06/24	06/05/2024	67713	1650	Fallbrook Overhead Doors and Entry Gates	01-000-000-2000	4,725.00
06/24	06/05/2024	67714	2400	KEN GRODY FORD CARLSBAD	01-000-000-2000	2,011.36
06/24	06/05/2024	67715	2830	MCNEIL & COMPANY INC	01-000-000-2000	97.93
06/24	06/05/2024	67716	3030	NATIONWIDE MEDICAIL/SURGICAL	01-000-000-2000	1,374.11
06/24	06/05/2024	67717	3260	PALOMAR COLLEGE CASHIER'S OFFICE	01-000-000-2000	1,775.00
06/24	06/05/2024	67718	3290	PARKHOUSE TIRE INC.	01-000-000-2000	405.15
06/24	06/05/2024	67719	3370	PINE TREE LUMBER	01-000-000-2000	282.61
06/24	06/05/2024	67720	3490	RAINBOW MUNICIPAL WATER DIST	01-000-000-2000	260.48
06/24	06/05/2024	67721	3660	RUSTY WALLIS INC	01-000-000-2000	162.00
06/24	06/05/2024	67722	3740	San Diego Friction Products INC.	01-000-000-2000	140.34
06/24	06/05/2024	67723	4842	SOUTH COAST FIRE EQUIPMENT	01-000-000-2000	1,123.03
06/24	06/05/2024	67724	4520	VERIZON WIRELESS	01-000-000-2000	38.01
06/24	06/05/2024	67725	4857	WALLTECH DRYWALL	01-000-000-2000	775.00
06/24	06/13/2024	67726	380	AT&T	01-000-000-2000	4,129.14
06/24	06/13/2024	67727	560	BIT PROS INC	01-000-000-2000	205.59
06/24	06/13/2024	67728	860	CASELLE INC.	01-000-000-2000	2,086.00
06/24	06/13/2024	67729	4290	CHARTER COMMUNICATIONS	01-000-000-2000	1,747.28
06/24	06/13/2024	67730	1010	COUNTY OF SAN DIEGO - RCS	01-000-000-2000	5,935.50
06/24	06/13/2024	67731	4833	DIESEL POLLUTION SOLUTIONS INC.	01-000-000-2000	275.00
06/24	06/13/2024	67732	1430	EIDE BAILLY	01-000-000-2000	6,851.06
06/24	06/13/2024	67733	1640	FALLBROOK OIL COMPANY	01-000-000-2000	3,383.28
06/24	06/13/2024	67734	1680	FALLBROOK PUBLIC UTILITY DISTRICT	01-000-000-2000	464.76
06/24	06/13/2024	67735	1790	FIRST ALARM WELLNESS	01-000-000-2000	2,250.00
06/24	06/13/2024	67736	1860	FOWLER PLUMBING	01-000-000-2000	772.50
06/24	06/13/2024	67737	4834	HOWELLS GOVERNMENT RELATIONS	01-000-000-2000	7,500.00
06/24	06/13/2024	67738	2230	INTERSTATE BATTERY OF SD	01-000-000-2000	885.47
06/24	06/13/2024	67739	4826	KUSSMAUL ELECTRONICS LLC	01-000-000-2000	1,910.79
06/24	06/13/2024	67740	2530	LAWSON PRODUCTS INC.	01-000-000-2000	241.14
06/24	06/13/2024	67741	2830	MCNEIL & COMPANY INC	01-000-000-2000	427.25
06/24	06/13/2024	67742	1540	NAPA AUTO PARTS	01-000-000-2000	127.07
06/24	06/13/2024	67743	3200	O'Reilly Auto Parts	01-000-000-2000	272.24
06/24	06/13/2024	67744	3400	POSTAL ANNEX #25	01-000-000-2000	92.56
06/24	06/13/2024	67745	3430	PROPANE WEST COAST	01-000-000-2000	19.98
06/24	06/13/2024	67746	2050	PTW Insurance Services	01-000-000-2000	1,077.00
06/24	06/13/2024	67747	4838	PW ELECTRIC INC	01-000-000-2000	506.00
06/24	06/13/2024	67748	3550	RIDEOUT ELECTRIC	01-000-000-2000	794.00
06/24	06/13/2024	67749	3740	San Diego Friction Products INC.	01-000-000-2000	709.47
06/24	06/13/2024	67750	4170	SUNSHINE WATER SOFTENERS & MORE	01-000-000-2000	316.50
06/24	06/13/2024	67751	4720	World Landscape	01-000-000-2000	350.00
06/24	06/13/2024	67752	4865	CABRERA CONCRETE INC	01-000-000-2000	18,184.00
06/24	06/26/2024	67753	380	AT&T	01-000-000-2000	213.33
06/24	06/26/2024	67754	720	Burke Williams & Sorensen LLP	01-000-000-2000	12,387.44
06/24	06/26/2024	67755	4290	CHARTER COMMUNICATIONS	01-000-000-2000	109.99
06/24	06/26/2024	67756	4871	CONCEPTS IN LANDSCAPING	01-000-000-2000	250.00
06/24	06/26/2024	67757	1190	D&W CONSULTING	01-000-000-2000	1,425.00
06/24	06/26/2024	67758	4872	DIAMOND ENVIRONMENTAL SERVICES LP	01-000-000-2000	615.00
06/24	06/26/2024	67759	1410	E.C.C.	01-000-000-2000	5,900.00
06/24	06/26/2024	67760	1640	FALLBROOK OIL COMPANY	01-000-000-2000	5,074.03

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/24	06/26/2024	67761	1870	FRANCHISE TAX BOARD	01-000-000-2000	694.15
06/24	06/26/2024	67762	4803	HOCH CONSULTING	01-000-000-2000	13,252.50
06/24	06/26/2024	67763	4834	HOWELLS GOVERNMENT RELATIONS	01-000-000-2000	3,971.71
06/24	06/26/2024	67764	4844	KOSMONT REALTY	01-000-000-2000	1,547.00
06/24	06/26/2024	67765	2670	LineGear	01-000-000-2000	2,932.96
06/24	06/26/2024	67766	2860	MES California	01-000-000-2000	531.81
06/24	06/26/2024	67767	3210	OSTARI	01-000-000-2000	3,700.00
06/24	06/26/2024	67768	3270	Palomar Health	01-000-000-2000	130.00
06/24	06/26/2024	67769	3430	PROPANE WEST COAST	01-000-000-2000	114.30
06/24	06/26/2024	67770	3490	RAINBOW MUNICIPAL WATER DIST	01-000-000-2000	933.95
06/24	06/26/2024	67771	3550	RIDEOUT ELECTRIC	01-000-000-2000	1,232.75
06/24	06/26/2024	67772	4210	Sylvester Roofing Co INC.	01-000-000-2000	45,368.84
06/24	06/26/2024	67773	4816	TELACU CONSTRUCTION MANAGEMENT	01-000-000-2000	42,247.60
06/24	06/26/2024	67774	4510	VELOCITY TRUCK CENTERS	01-000-000-2000	158.48
06/24	06/26/2024	67775	4870	WINE COUNTRY STONE WORKS	01-000-000-2000	2,656.00
06/24	06/26/2024	67776	4700	WITMER PUBLIC SAFETY GROUP INC.	01-000-000-2000	286.91
06/24	06/26/2024	67777	4710	Wittman Enterprises LLC	01-000-000-2000	16,680.34
06/24	06/26/2024	67778	4740	XEROX - PASADENA	01-000-000-2000	586.64
06/24	06/27/2024	67779	4873	WILLIS CRAFT WORKS	01-000-000-2000	.00 V
06/24	06/27/2024	67779	4874	BRANDON WILLIS	01-000-000-2000	3,000.00
Grand Totals:						298,197.14

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-000-000-2000	10,725.00	308,922.14-	298,197.14-
01-000-000-2035	1,077.00	.00	1,077.00
01-000-000-2036	694.15	.00	694.15
01-101-000-5581	12,387.44	.00	12,387.44
01-102-000-5140	2,250.00	.00	2,250.00
01-102-000-5200	16,680.34	.00	16,680.34
01-102-000-5245	20,036.36	3,000.00-	17,036.36
01-102-000-5270	1,393.90	.00	1,393.90
01-102-000-5271	265.29	.00	265.29
01-102-000-5273	134.28	.00	134.28
01-102-000-5340	7,643.27	.00	7,643.27
01-102-000-5510	586.64	.00	586.64
01-102-000-5575	92.56	.00	92.56
01-102-000-5580	33,122.27	.00	33,122.27
01-103-000-5240	1,425.00	.00	1,425.00
01-104-000-5330	9,029.49	.00	9,029.49
01-104-000-5600	525.18	.00	525.18
01-105-000-5175	130.00	.00	130.00
01-105-000-5320	1,374.11	.00	1,374.11
01-107-000-5274	4,380.48	.00	4,380.48
01-107-000-5335	5,935.50	.00	5,935.50
01-108-000-5220	8,457.31	.00	8,457.31
01-108-000-5320	5,532.48	.00	5,532.48
01-108-000-5325	241.14	.00	241.14
01-108-000-5335	2,691.51	.00	2,691.51
01-109-000-5532	1,775.00	.00	1,775.00
01-200-000-7001	171,061.44	7,725.00-	163,336.44

M = Manual Check, V = Void Check

GL Account	Debit	Credit	Proof
Grand Totals:	319,647.14	319,647.14-	.00

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

Check.Check issue date = 06/01/2024-06/30/2024

NORTH COUNTY FIRE PROTECTION DISTRICT

Tax Apportionments FY 23-24

DATE	APP #	GROSS	REFUNDS & ADJUSTMENTS	COUNTY ADMIN COSTS	FY 23/24 NET	FY 23/24 RUNNING	FY 22/23 NET	FY 22/23 RUNNING
8/8/2023	1	313,272.43	1,293.92	669.68	311,308.83	311,308.83	259,243.84	259,243.84
9/5/2023	2	116,495.20	432.52	2,449.51	113,613.17	424,922.00	119,547.03	378,790.87
10/10/2023	3	274,233.89	26,617.85	1,965.64	245,650.40	670,572.40	271,608.18	650,399.05
11/14/2023	4	845,729.19	16,451.63	9,286.80	819,990.76	1,490,563.16	808,729.23	1,459,128.28
12/12/2023	5	6,648,935.67	21,210.81	4,170.78	6,623,554.08	8,114,117.24	6,115,360.30	7,574,488.58
1/16/2023	6	3,036,187.88	20,568.70	4,447.43	3,011,171.75	11,125,288.99	2,999,456.99	10,573,945.57
2/13/2023	7	551,822.76	26,542.24	2,160.57	523,119.95	11,648,408.94	696,903.82	11,270,849.39
3/19/2023	8	596,632.40	31,657.25	2,127.14	562,848.01	12,211,256.95	476,472.49	11,747,321.88
4/16/2023	9	6,942,727.64	21,731.17	156,663.96	6,764,332.51	18,975,589.46	5,642,191.95	17,389,513.83
5/14/2023	10	656,458.91	47,038.95	528.98	608,890.98	19,584,480.44	1,145,898.51	18,535,412.34
6/18/2023	11	462,806.96	32,994.90	1,838.96	427,973.10	20,012,453.54	416,621.01	18,952,033.35
7/19/2023	12				-	20,012,453.54	116,717.17	19,068,750.52
TOTAL YTD		20,445,302.93	246,539.94	186,309.45	20,012,453.54	20,012,453.54	18,952,033.35	18,952,033.35
							Net Rev Increase	
							20,198,762.99	
							5.60%	

**North County Fire Protection District
Monthly Investment Report
as of June 30, 2024
(Unaudited)**

District Cash & Investments		Interest
01-000-000-1010	County of San Diego/General Fund - FBK	\$ 6,711,481 1.00%
01-000-000-1011	Pacific Western Bank/Accounts Receivable	819,800 0.00%
01-000-000-1012	First National/Payroll	236,968 0.35%
01-000-000-1013	Bank of America/PASIS	244,263 0.01%
01-000-000-1014	Local Agency Investment Fund	47,874 4.33%
01-000-000-1015	First National/Benefit Fund	389,372 0.35%
01-000-000-1016	First National/Accounts Receivable	9,605 0.35%
01-000-000-1017	First National/Accounts Payable	67,934 0.35%
01-000-000-1130	Workers' Comp JPA	488,768 0.87%
01-000-000-1020	California Cooperative Liquid Assets Securities System (CLASS)	5,392,399 5.41%
01-000-000-1020	CLASS - Undesignated reserves	773,862 5.41%
01-000-000-1020	CLASS - Station 3 remodel	904,118 5.41%
01-000-000-1020	CLASS - Station 4 build	1,004,575 5.41%
01-200-000-1010	County of San Diego/Capital Reserve	2,946 1.00%
11-000-000-1010	County of San Diego/General Fund - RNBW	16,549 1.00%
35-000-000-1010	County of San Diego/Fire Mitigation Fund - FBK	2,504,874 1.00%
36-000-000-1010	County of San Diego/Fire Mitigation Fund - RNBW	4,337 1.00%
Total District Cash & Investments		\$ 19,619,725

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**NORTH COUNTY FIRE
PROTECTION DISTRICT
STAFF REPORT**

TO: BOARD OF DIRECTORS
FROM: CHIEF MCREYNOLDS
DATE: JULY 23, 2024
SUBJECT: POLICY AND PROCEDURES

CONSENT AGENDA

There are no policy and procedure revisions for the July 23, 2024, Regular Board Meeting.

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North County Fire



MONTHLY OPERATIONS ACTIVITY REPORT:

June 2024

Assigned Incidents

Assigned Incidents for NORTH COUNTY FPD
June 2024

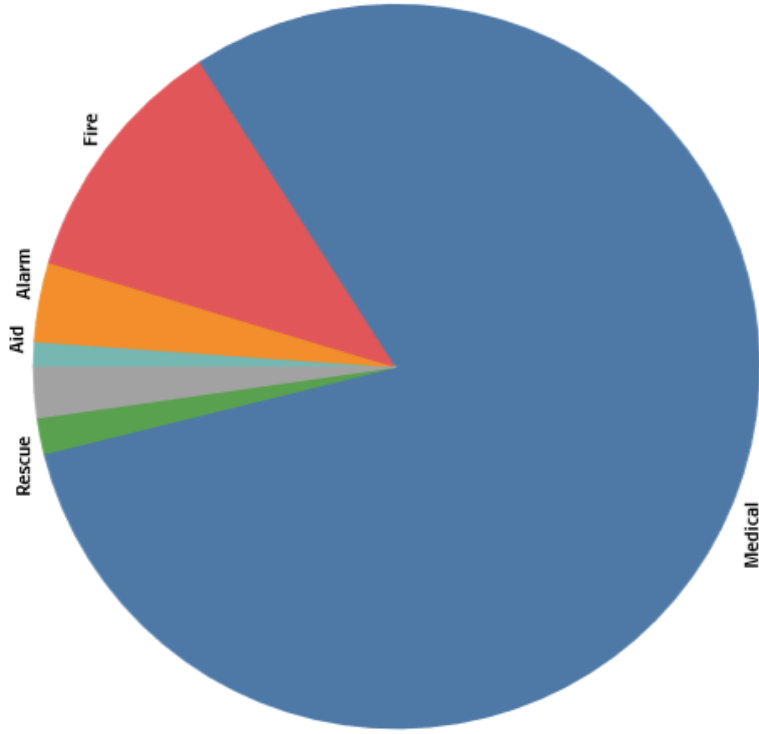
Agency
NORTH COUNTY FPD

Month
June 2024

Aid	7 incidents / 1.13%
Alarm	22 incidents / 3.54%
Fire	70 incidents / 11.25%
Medical	499 incidents / 80.23%
Rescue	10 incidents / 1.61%
Other	14 incidents / 2.25%
Grand Total	622 incidents / 100.00%

Problem Category

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



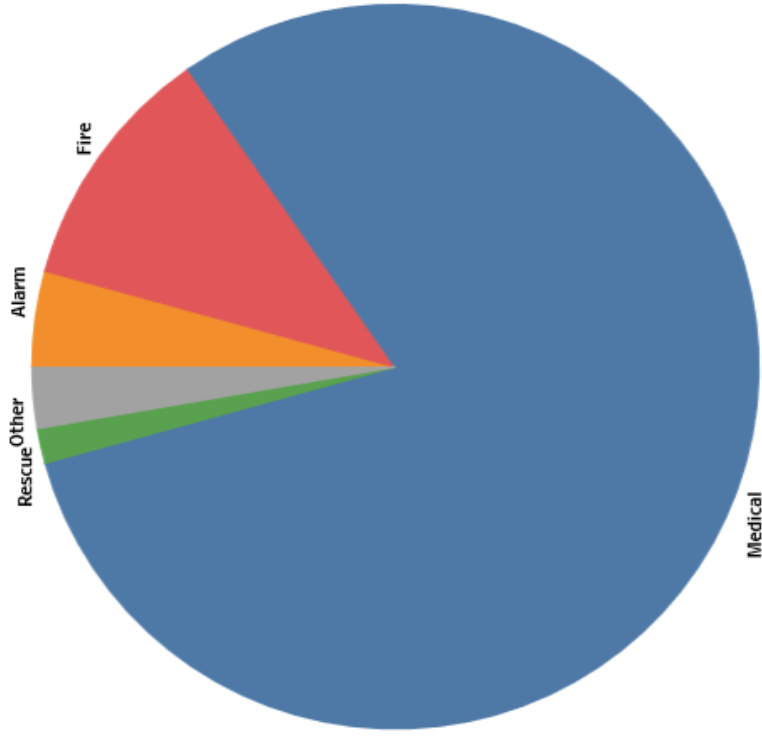
Total incidents year to date:
June 2023: 3,632
June 2024: 3,708



Incidents in Jurisdiction

Incidents in NORTH COUNTY FPD
June 2024

Agency	NORTH COUNTY FPD
Month	June 2024
Alarm	22 incidents / 4.27%
Fire	57 incidents / 11.07%
Medical	414 incidents / 80.39%
Rescue	8 incidents / 1.55%
Other	14 incidents / 2.72%
Grand Total	515 incidents / 100.00%



Problem Category

- Alarm
- Fire
- Medical
- Rescue
- Other

Total incidents year to date:
June 2023: 3,106
June 2024: 3,191



Turnout Time

(Time of station notification to responding)

90th Percentile – Emergency Calls Only

Shift	Unit Name	June	Shift	Unit Name	June	Shift	Unit Name	June
A-SHIFT	B111	00:02:08 (5)	B-SHIFT	B111	00:00:57 (9)	C-SHIFT	B111	00:00:40 (8)
	E111	00:01:39 (60)		E111	00:01:33 (67)		E111	00:01:38 (66)
	E112	00:01:45 (21)		E112	00:01:31 (31)		E112	00:01:22 (28)
	E113	00:01:49 (10)		E113	00:00:56 (12)		E113	00:01:07 (17)
	E114	00:01:46 (24)		E114	00:02:12 (32)		E114	00:01:44 (29)
	E115	00:01:26 (27)		E115	00:02:01 (23)		E115	00:01:12 (33)
	M110	00:01:29 (33)		M110	00:01:32 (41)		M110	00:01:03 (40)
	M111	00:01:41 (26)		M111	00:01:30 (41)		M111	00:01:38 (35)
	M114	00:01:23 (30)		M114	00:01:38 (33)		M114	00:01:47 (29)
	M115	00:01:40 (43)		M115	00:01:52 (22)		M115	00:01:41 (52)
	RA110	00:00:45 (1)		RA111	00:02:04 (1)		RA114	00:01:22 (7)
	RA111	00:00:57 (15)		RA115	00:01:28 (9)		RA115	00:00:47 (1)



Aid Given/Received

Aid Given by NORTH COUNTY FPD
June 2024: Incident Count

Aid Received by NORTH COUNTY FPD
June 2024: Incident Count

	CAL FIRE	CAL FIRE
CAL FIRE	21	35
CAMP PENDLETON	2	4
ESCONDIDO FD	1	10
OCEANSIDE FD	49	5
PALA FD	11	1
VALLEY CENTER FPD	5	1
VISTA FD	19	1
Grand Total	108	18
Incidents outside of jurisdiction to which units were assigned sorted by jurisdiction.		Grand Total
		75

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

Data Source: AgencyDashboard_v3_Extract_v4
Data Last Updated: 7/2/2024 4:32:16 PM



Incident Volume by Hour



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



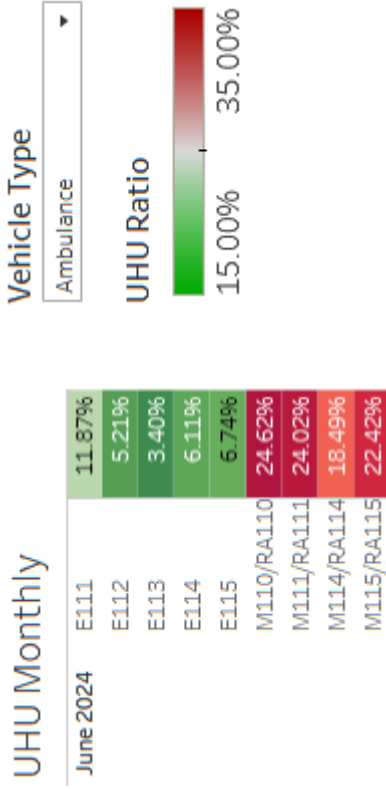
Incidents by Unit

Incidents by Unit for NORTH COUNTY FPD June 2024

Ambulance	M110	139
	M111	125
	M114	109
	M115	140
	RA110	1
	RA111	16
	RA114	9
	RA115	13
	Total	552
Engine / Truck	E111	246
	E112	101
	E113	53
	E114	112
	E115	116
	Total	628
Grand Total		1,180



Ambulance Unit Hour Utilization



Transports

Transport Counts	Transport Destinations		
E113	1	TEMECULA VALLEY HOSPI..	125
M110	82	PALOMAR HOSPITAL	118
M111	73	TRI CITY MEDICAL CENTE..	24
M114	63	KAISER SAN MARCOS ME..	18
M115	67	CHILDRENS HOSPITAL	5
RA110	1	RANCHO SPRINGS HOSP.	4
RA111	8	MCP NAVAL HOSPITAL	3
RA114	6	SCRIPPS ENCINTAS HOSPI..	3
RA115	3	AIR.AMB LZ	1
Grand Total	304	FALLBROOK AIRPARK-L18	1
		SCRIPPS HOSPITAL LA JOL..	1
		SHARP MEMORIAL HOSPI..	1
		Grand Total	304

*Only transports which arrive at a destination are counted.



Health & Safety

Injuries & Illness

Accidents

■ Injuries

■ Vehicle



Social Media Metrics

	June
Instagram Followers	3,993
Facebook Followers	9,314
X (formally known as Twitter) Followers	19.3k
Post Reach Instagram	37%
Post Reach Facebook	193.90%
Audience Growth Instagram	0
Audience Growth Facebook	0
Audience Growth X (formally known as Twitter)	
Engagement rate Instagram	11.20%
Engagement rate Facebook	-16.30%
Engagement rate X (formally known as Twitter)	

Top performing posts:

Facebook- June 25th Pride Proclamation post. 98 reactions, 22 comments, 1 share.

Instagram- June 26th Austen Perona probationary test. 332 likes, 9 comments, 21 shares.



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**NORTH COUNTY FIRE
PROTECTION DISTRICT
STAFF REPORT**

TO: Board of Directors
FROM: Operations/EMS Division
DATE: Tuesday, July 23rd, 2024
SUBJECT: Customer Satisfaction Survey Program, 2024 – 2nd Quarter Results

CONSENT AGENDA

RECOMMENDATION:

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

BACKGROUND:

This report focuses on two areas, direct feedback based on surveys sent to patients transported by North County Fire and our Service/Sympathy card program. The distribution of the survey is based on the 2024 Payer Class percentages according to our ambulance billing company, Wittman Enterprises. This quarter’s customer satisfaction results incorporate surveys received from April 1st, 2024 through June 30th, 2024. The following is a listing of the type and number of individual payer classes that are randomly mailed surveys on a monthly basis.

2024 Payer Class	
Private Commercial Insurance (includes Champus/Active Duty)	26
Medi Cal	10
Medicare (includes Senior HMO)	54
Cash	10
Total	100

DISCUSSION:

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

Customer Satisfaction Survey Program

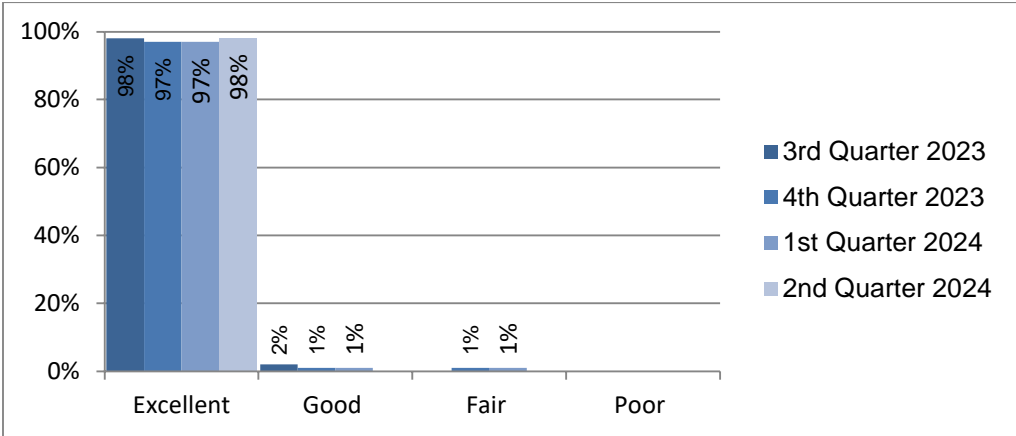
Tuesday, July 23rd, 2024

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The first section of the *Satisfaction Survey Form* evaluates the customer’s overall satisfaction with our service by rating it from “Excellent” to “Poor.” The second section of the form allows the customer to provide comments on their perception of the service they received. This quarter 300 surveys were mailed, and 87 surveys were returned (29%).

Ninety seven percent (98%), or 85, of the surveys returned indicated “excellent” customer satisfaction as indicated on the chart below:

2023-2024 Customer Satisfaction Results



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

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

SERVICE/SYMPATHY CARD PROGRAM:

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

Customer Satisfaction Survey Program

Tuesday, July 23rd, 2024

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

	“A” CREW	“B” CREW	“C” CREW	TOTAL
2ND Q 2024	329	316	374	1,019
1ST Q 2024	197	224	151	572
4TH Q 2023	169	97	128	394
3RD Q 2023	168	187	269	624

The above numbers represent 32% of total cards sent by A Shift, 31% of total cards sent by B Shift and 37% of total cards sent by C Shift.

FISCAL ANALYSIS:

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

SUMMARY:

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



North County Fire Protection District
 Customer Satisfaction Survey
 Second Quarter 2024
 April- June
 Attachment A



Y Intake Number	Date Received	Follow Up	Customer Comments
24-2-1	4/5/2024		Survey available upon request.
24-2-2	4/6/2024		Excellent.
24-2-3	4/6/2024		Everyone was nice, thorough, professional. They gave their recommendation to transport me for further testing; however, did not pressure me. Calm, personable- conversation helped ease some of the anxiety. Received a kind card thanking me for the opportunity to serve me. A very caring, appreciative gesture. Keep doing what you are doing. Thank you for what you did for me and what you do for you community on a daily basis.
24-2-4	4/6/2024		First of all, thank you for all of your help. I am so grateful second, we have a windy road and the access is not always really apparent. So I would like to offer that any of your crews that want to visit our property and note turn-outs, hose connections, access, etc are welcome. If you would like to that, please call me at. Thank you again for all your help.
24-2-5	4/8/2024		Survey available upon request.
24-2-6	4/8/2024		Survey available upon request.
24-2-7	4/8/2024		1) The Fire Department arrived quickly after our 911 call. 2) All were courteous, kind & very professional upon arrival and departure 3) they put me at ease and were beyond kind and knowledgeable 4) they stayed with me at the hospital and made sure I was seen quickly. 5) The paramedic put my fears aside in the ambulance as I was/ been/ treated. 6) I have nothing but the highest praise for these heroes! 7) thank you is not enough praise!
24-2-8	4/9/2024		They were are just wonderful! Couldn't have asked for anything better! They deserve a lot of credit for what they do! Thank god for our firemen!
24-2-9	4/9/2024		My experience was the best. Personnel that came to assist me were very professional, knowledgeable and caring. I was cared for while they transported me to the hospital. I was very satisfied with the support provided. My special thanks to Robert Gutierrez and Markie Prophet.
24-2-10	4/9/2024		Survey available upon request.
24-2-11	4/9/2024		Everyone was excellent! They did a very good job of taking care of my husband & getting him to the hospital. Thank you very much!
24-2-12	4/9/2024		The EMT personnel arrived quickly. They were very professional and made me feel calm and secure. I believe they are a credit to the community.
24-2-13	4/9/2024		Help arrived within minutes from when the call was placed! Everyone was so kind & helpful! God bless you all.
24-2-14	4/9/2024		I am sorry I don't have this names to give proper credit. I couldn't have felt more confidence in such a crew. Excellent job and very calming and respectful. Superb in every way. With gratitude...
24-2-15	4/10/2024		Excellent.
24-2-16	4/10/2024		Survey available upon request.



North County Fire Protection District
 Customer Satisfaction Survey
 Second Quarter 2024
 April- June
 Attachment A



Y Intake Number	Date Received	Follow Up	Customer Comments
24-2-17	4/10/2024		All services where excellent thanks to the paramedics still here on earth.
24-2-18	4/10/2024		My experience with you service was very positive. The crew handled my situation with efficient and professional manner- I truly felt they rescued me- Thank you
24-2-19	4/10/2024		They team was professional, helpful and very comforting. I enjoyed the company of Ed (didn't catch his last name). he seemed very experienced and kept calm. I noticed good communication between the whole team. And I truly enjoyed receiving a follow up card wishing me well. Thank you! I have confidence that if I need support again it will be a great experience.
24-2-20	4/10/2024		You were wonderful! Quick to a medical emergency, professional & got the job done-Thank you! w/ a concussion bad enough it was tough to het the patient to go to hospital!! You all handled it well.
24-2-21	4/11/2024		No, everything was great! Thanks!!
24-2-22	4/12/2024		All were very compassionate and caring, did a great job. Thank you.
24-2-23	4/12/2024		Great job!
24-2-24	4/15/2024		Survey available upon request.
24-2-25	4/18/2024		Great work- Thank you much!
24-2-26	4/19/2024		Survey available upon request.
24-2-27	4/22/2024		Survey available upon request.
24-2-28	4/27/2024		Survey available upon request.
24-2-29	4/27/2024		What would we do without you!!
24-2-30	4/27/2024		Excellent.
24-2-31	4/29/2024		Five stars plus one more. They were wonderful. Thank you all. They were professional, reassuring, caring, and professional.
24-2-32	4/29/2024		Excellent.
24-2-33	4/29/2024		Response was outstanding! Crew were careful, competent, and HELPFUL. The crew leader's experience and judgement were obvious (and appreciated) when he tactfully encouraged us to articulate a plan for dealing with what would likely happen following the present response. Thank you for your outstanding professionalism!
24-2-34	4/29/2024		The quality of care has always been excellent the only issue is the response time. When you need help you can't get here fast enough. I realized there are several factors involved. The distance my house from the station called, the weather, etc. all things considered I think you do a good job on response time. I wonder what your objective is?
24-2-35	4/29/2024		They are the absolute best. They were excellent professionals. They clearly knew their job and what they were doing. They were focused and committed to get the job done. They demonstrated competency, integrity, respect and reliability. They were supportive and conscientious. Their professionalism reduced our anxiety. Thank you for your service.



North County Fire Protection District
 Customer Satisfaction Survey
 Second Quarter 2024
 April- June
 Attachment A



Y Intake Number	Date Received	Follow Up	Customer Comments
24-2-36	4/30/2024		We have had more than 1 paramedic experience in recent years and all have been excellent! There is no need for improvement anywhere!!
24-2-37	4/30/2024		Excellent.
24-2-38	5/1/2024		Excellent.
24-2-39	5/1/2024		Excellent.
24-2-40	5/2/2024		Survey available upon request.
24-2-41	5/3/2024		We appreciate the professional, courteous and prompt service. Thank you.
24-2-42	5/3/2024		Your diligent response much appreciated.
24-2-43	5/3/2024		Very professional, caring and supportive!
24-2-44	5/4/2024		Survey available upon request.
24-2-45	5/6/2024		Survey available upon request.
24-2-46	5/6/2024		Survey available upon request.
24-2-47	5/9/2024		Very efficient care and transport
24-2-48	5/9/2024		The team were wonderful and make a scary situation as comfortable as possible.
24-2-49	5/9/2024		Expert <ul style="list-style-type: none"> • Help arrived quickly- and assessed the problem kindly- • We were/ are very thankful for the help we received- All the people were well trained and very kind. Thank you for all you do-!
24-2-50	5/10/2024		They were very polite and professional.
24-2-51	5/13/2024		Thank you. The care was prompt, courteous and very professional.
24-2-52	5/13/2024		Survey available upon request.
24-2-53	5/14/2024		Survey available upon request.
24-2-54	5/14/2024		Very professional service.
24-2-55	5/15/2024		Survey available upon request.
24-2-56	5/22/2024		Excellent.
24-2-57	5/28/2024		Excellent.
24-2-58	5/28/2024		Excellent.
24-2-59	5/28/2024		Quick & Great response. Thank you!
24-2-60	5/28/2024		Excellent.
24-2-61	5/28/2024		Survey available upon request.
24-2-62	5/28/2024		Excellent.
24-2-63	5/28/2024		Survey available upon request.
24-2-64	5/28/2024		Survey available upon request.



North County Fire Protection District
 Customer Satisfaction Survey
 Second Quarter 2024
 April- June
 Attachment A



Y Intake Number	Date Received	Follow Up	Customer Comments
24-2-65	5/28/2024		Survey available upon request.
24-2-66	5/28/2024		Survey available upon request.
24-2-67	5/29/2024		I am so please to we, again have ambulance service that is homegrown! I recently moved back to Fallbrook after some 30 years and was delighted that the paramedics caring for me attended Bonsall elementary + Fallbrook High School!! Welcome Back! Fallbrook Ambulance service,
24-2-68	5/29/2024		Survey available upon request.
24-2-69	5/29/2024		Survey available upon request.
24-2-70	5/29/2024		Survey available upon request.
24-2-71	5/29/2024		Todos fueron muy amables. Dios los bendiga. Excelente servicio. Muchas gracias.
24-2-72	5/29/2024		Excellent.
24-2-73	5/29/2024		Excellent.
24-2-74	6/1/2024		All people associated with this call were fantastic.
24-2-75	6/1/2024		<ol style="list-style-type: none"> 1. Medic Crew were on top of the incident from arrival on scene, to drop-off @ Kaiser San Marcos. 2. Engine Crew had control of scene and assisted Medic Crew as professional Thank you to both crews.
24-2-76	6/1/2024		Survey available upon request.
24-2-77	6/3/2024		No suggestions: very professional, a positive experience
24-2-78	6/4/2024		Couldn't be any better!
24-2-79	6/12/2024		Survey available upon request.
24-2-80	6/12/2024		Excelente.
24-2-81	6/14/2024		Everything went smoothly. They took wonderful care of me and the men who came were so calming and nice. Keep up the good work! Many thanks.
24-2-82	6/22/2024		Excellent.
24-2-83	6/24/2024		Survey available upon request.
24-2-84	6/24/2024		I don't have suggestions for improvement. It was such a stressful time, yet your team were highly efficient, very kind and helpful. They were here so fast after calling and loaded and off to the hospital in no time at all. Thank you for such great service to our community!
24-2-85	6/24/2024		Survey available upon request.
24-2-86	6/24/2024		Survey available upon request.
24-2-87	6/24/2024		The paramedics kept me calm and reassure me I will go to college and I will go back to my normal life, I needed to hear that. Thank you!

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**NORTH COUNTY FIRE
PROTECTION DISTRICT
STAFF REPORT**

TO: BOARD OF DIRECTORS
FROM: FLEET SUPERVISOR LIEVANOS AND CHIEF MCREYNOLDS
DATE: JULY 23, 2024
SUBJECT: ANNUAL FLEET SERVICES REPORT

CONSENT AGENDA

BACKGROUND:

This annual report is intended to provide the Board with information pertaining to the condition and status of the NCFPD apparatus and support vehicle fleet.

DISCUSSION:

The Fleet Supervisor and Fire Mechanic work diligently to repair and maintain the District's fleet of apparatus/vehicles, facility generators, fire/rescue equipment, and other miscellaneous tools. Having this specialized Division within our organization provides tremendous value including preventative maintenance and timely cost-efficient repairs.

Front Line Engine Age and Mileage: FRONT LINE ENGINES AVERAGE APROX 10K per YEAR.

UNIT ID	UNIT AGE	UNIT MILEAGE
	2024	2024
Engine 115	5	52,437
Engine 111	5	49,084
Engine 112	12	89,345
Engine 114	12	129,731
Engine 113	16	135,493
Avg. Age and Miles	11.5	100,913

NFPA recommends replacement of front-line Type-1 engines every 20-years (15 years front line and 5 years in reserve). In future years the District should consider altering the Type 1 replacement schedule to 10 years frontline and 5 years reserve due to increased engine hour utilization.

Reserve Engine Age and Mileage:

Unit ID	Unit Age	Unit Mileage
	2024	2024
Engine 116	18	152,417
Engine 117	21	138,589
Avg. Age and Miles	19.5	145,503

Front Line Ambulance Age and Mileage: STATION 1 AVERAGES 50K, STATION 4 30K, AND STATION 5 43K

Unit ID	Unit Age	Unit Mileage
	2024	2024
Medic 111	1	50,955
Medic 114	3	100,588
Medic 110	4	186,895
Medic 115	6	249,889
Avg. Age and Miles	3	108,275

The District took delivery of two ambulances in fiscal FY23/24. The first unit arrived in 2023. Unfortunately, this unit replaced BLS 116 which was involved in an accident resulting in the unit being permanently taken out of service. The second unit arrived in May of 2024. Both of these units are new builds. The District has a third unit being built which is a remount, anticipated delivery is late 2024. The goal is to have front-line ambulances in-service for 3 years.

Reserve Ambulance Age and Mileage: FIRST RESERVE 27K

UNIT ID	UNIT AGE	UNIT MILEAGE
	2024	2024
Medic 117	7	232,842
Medic 118	15	170,198
Average	11	201,520

The District goal is to have these units in reserve status for 2 years.

Type 3 (Brush) Engine Age and Mileage: 2 OF OUR BRUSH RIGS ARE NOW 20 YEARS OLD.

FLEET SERVICES REPORT
JULY 23, 2024
PAGE 3 OF 4

During FY20/21 the District placed an order for one Type 3 BME Brush Engine to replace one of the two that are over 20 years old. The delivery of this vehicle was delayed due to COVID supply chain issues and builder delays. As a result, the project has been carried over to FY24/25. NFPA recommends replacement at 15 years.

UNIT ID	UNIT AGE 2024	UNIT MILEAGE 2024
Brush 114	6	18,767
Brush 112	22	42,026
Brush 113	22	35,527
Avg. Age and Miles	16.6	32,106

Chief Officer Vehicles:

UNIT ID	UNIT AGE 2024	UNIT MILEAGE 2024
Chief 1104	2	5,093
Chief 1103	2	8,153
Chief 1102	2	11,462
Chief1101	4	16,853
BC 111	7	68,166
P1151	16	144,925
Avg. Age and Miles	5.5	42,442

These vehicles are replaced between 10-15 years depending on mileage and purpose and are then used to replace older support staff vehicles within the District. Chief Officer vehicles 1102, 1103 and 1104 were replaced FY 22/23 which were delayed due to supply chain issues.

Staff/Support Vehicles/Misc.:

Unit ID	Unit Age 2024	Mileage 2024
Utility 1181	2	7,641
Repair 1170	2	2,400
MSO 1121	2	85,471
P1152	2	34,944
P1153	6	38,966
Utility 1186	7	46,383
Utility 1185	16	126,468
Utility 1184	16	152,387
Utility 1183	16	36,294
Reserve BC 111	17	122,681

FLEET SERVICES REPORT
JULY 23, 2024
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Repair 1171	21	63,605
Utility 1182	22	106,158
REMS 111	24	43,000
Avg. Age and Miles	11.7	66,646

These vehicles are replaced at 15 years depending on mileage and purpose. Some of the vehicles identified are retired Chief Officer vehicles that have been repurposed. The District replaced the mechanic service truck in FY22/23 and utility 1181, which had also been delayed due to supply chain issue.

FISCAL ANALYSIS:

Fleet Services (108) continues to maintain fiscal responsibility by operating within budget. On July 1, 2024, Fleet Services began using a new fleet maintenance software which will provide smoother day-to-day operation, paperless vehicle inspection documentation, and will provide more efficient monthly and annual reports moving forward.

SUMMARY:

The District continues to make appreciable progress in the required replacement of vehicles. That said, it will be important that the District continues to fund and replace vehicles in accordance with the adopted Capital Equipment and Apparatus Plan.



NORTH COUNTY FIRE PROTECTION DISTRICT

STAFF REPORT

TO: BOARD OF DIRECTORS
FROM: CHIEF MCREYNOLDS
DATE: JULY 23, 2024
SUBJECT: SET PUBLIC HEARING FOR FIRE STATION #4 PROJECT CEQA FINDINGS

ACTION AGENDA

RECOMMENDATION:

That the Board **set a Public Hearing date for August 27, 2024 @ 5:05 pm** to consider the California Environmental Quality Act ("CEQA") Report and any exemptions that may apply to the Fire Station #4 Project ("Station 4 Project")

BACKGROUND:

In March of 2023 the Board of Directors approved the construction of permanent Fire Station #4 on the current site located at 4375 Pala Mesa Dr. In November of 2023 the Board authorized Staff to execute a contract with TELACU Construction Management (TCM) for Design-Build services of Fire Station #4.

District staff has been working with CEQA consultants on the analysis of the Project and whether the Project is exempt from CEQA.

A similar process will be conducted through the federal lead agency (Camp Pendelton) to determine whether any exceptions apply for the Project under CEQA's federal counterpart, the National Environmental Policy Act ("NEPA").

DISCUSSION:

At the public hearing on August 27, 2024, the report analyzing and summarizing the outcome of the work completed by the District's CEQA consultants will be presented and a recommendation with proposed findings will be made.

FISCAL ANALYSIS:

NA

SET PUBLIC HEARING FOR FIRE STATION #4 CEQA FINDINGS

7/23/24

PAGE 2 OF 2

SUMMARY:

The recommendation is that the Board **set a Public Hearing date for August 27, 2024, at 5:05 pm** to consider the California Environmental Quality Act (“CEQA”) Report and any exemptions that may apply to the Fire Station #4 Project (“Station 4 Project”)

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

Goal #13: Replace the existing Station 4 with a new facility designed to provide the appropriate space for apparatus, living quarters, and the needs of the region.



**NORTH COUNTY FIRE
PROTECTION DISTRICT
STAFF REPORT**

TO: BOARD OF DIRECTORS
FROM: CHIEF MCREYNOLDS AND BOARD CLERK CANPINAR
DATE: JUNE 25, 2024
SUBJECT: BIENNIAL REVIEW: THE CODE OF CONFLICT

ACTION AGENDA

RECOMMENDATION:

That the Board approve Attachment A, the Biennial Code of Conflict notice as required by Government Code Section 87306.5.

BACKGROUND:

Government Code Section 87306.5 requires every local government agency to review its Conflict-of-Interest Code biennially to determine if revision is needed. Once the determination has been made, a notice must be submitted to the code reviewing body.

DISCUSSION:

The San Diego County Board of Supervisors is the code reviewing body for North County Fire Protection District. To comply with the requirements of the Government Code, the District must review and submit its findings and/or revisions to the Supervisors by no later than October 1 of each year.

There were no job description or reporting changes/amendments from the previous filing period.

FISCAL ANALYSIS:

None.

SUMMARY:

Staff recommends the Board authorize the Board Clerk to submit the Biennial Code of Conflict paperwork in accordance with the requirements of San Diego County.



**CLERK OF THE BOARD OF SUPERVISORS
DISCLOSURE SERVICES UNIT**

ANDREW POTTER, CCB
EXECUTIVE OFFICER/CLERK 1600 PACIFIC HIGHWAY, ROOM 402, SAN DIEGO, CALIFORNIA 92101-2422
(619) 531-5600

RYAN SHARP
ASSISTANT CLERK

ANN MOORE
ASSISTANT CLERK

June 26, 2024

TO: Agency Officials

FROM: Andrew Potter
Clerk of the Board of Supervisors

CONFLICT OF INTEREST CODE: AGENCY BIENNIAL REVIEW

Every two years, local government agencies must review their Conflict of Interest Code to see if it needs changes (Government Code Section 87306.5). After this review, they must inform the code reviewing body.

The San Diego County Board of Supervisors, as your agency's code reviewing body, is reminding you of these requirements.

To comply with these requirements, please do the following:

1. Review your Department's COI Code Appendix to ensure the positions and disclosure categories are accurate. The appendices are available online at: www.sandiegocounty.gov/cob/conflict_interest/.
2. Determine if amendments are needed. If no amendments are necessary, go to Item 3. If amendments are necessary, go to Item 4.
3. **If no amendments are necessary**, complete the Biennial Reply Form (enclosed with this letter) indicating that no amendment is required and return it to the Clerk of the Board by **October 1, 2024**. No further action will be required beyond returning the form.
4. **If amendments are necessary**:
 - Complete the Biennial Reply Form indicating that an amendment is required and return it to the Clerk of the Board by **October 1, 2024**.
 - Amend your Conflict of Interest Code and submit to the Clerk of the Board by **October 18, 2024**.
 - You can use the Sample Conflict of Interest Code and additional resources provided by County Counsel available at: www.sandiegocounty.gov/cob/conflict_interest/.

The Clerk of the Board will submit the proposed amendments to the Board of Supervisors for approval. The amended Conflict of Interest Code is not effective until approved by the Board of Supervisors. The Clerk of the Board will notify you of the Board's action.

Please complete and submit the enclosed Biennial Reply Form, signed by a designated officer of your agency, by e-mail no later than October 1, 2024 to:

Form700@sdcountry.ca.gov
Subject: COI Biennial Review

Fair Political Practices Commission

The FPPC has online resources to assist you, including articles like "Local Government Agencies – Adopting & Amending Conflict of Interest Codes," available at: www.fppc.ca.gov/learn/rules-on-conflict-of-interest-codes.html.

Non-Compliance

Agencies that fail to respond by the deadline may be referred to the FPPC's enforcement division for investigation and possible prosecution.

Thank you for your prompt attention to this matter. If you need more information, please contact Senior Board Assistant Jocelyn Porter at (619) 685-2593 or jocelyn.porter@sdcountry.ca.gov.

Respectfully,


ANDREW POTTER

Clerk of the Board of Supervisors

AP:GM:ac

Attachments

cc: Ebony N. Shelton, Chief Administrative Officer
Claudia G. Silva, County Counsel
Board of Supervisors Communications Received (CR)

2024 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

By **July 1, 2024**: The code reviewing body must notify agencies and special districts within its jurisdiction to review their conflict of interest codes.

By **October 1, 2024**: The biennial notice must be filed with the agency's code reviewing body.

The FPPC has prepared a 2024 Local Agency Biennial Notice form for local agencies to complete or send to agencies within its jurisdiction to complete before submitting to the code reviewing body. The City Council is the code reviewing body for city agencies. The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts, including certain charter schools). The FPPC is the code reviewing body for any agency with jurisdiction in **more than one county** and will contact them.

The Local Agency Biennial Notice is not forwarded to the FPPC.

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the code reviewing body for approval within 90 days. An agency's amended code is not effective until it has been approved by the code reviewing body.

If you answer yes, to any of the questions below, your agency's code probably needs to be amended.

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?
- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you have any questions or are still not sure if you should amend your agency's conflict of interest code, please contact the FPPC. Additional information including an online webinar regarding how to amend a conflict of interest code is available on [FPPC's website](#).

Attachment A

2024 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2024**, or by the date specified by your agency, if earlier, to:

*Clerk of the Board of Supervisors
Attention: Biennial Review
1600 Pacific Highway, room 402
San Diego, CA 92101*



NORTH COUNTY FIRE PROTECTION DISTRICT

STAFF REPORT

TO: BOARD OF DIRECTORS
FROM: CHIEF McREYNOLDS
DATE: JULY 23, 2024
SUBJECT: NCFPD INVESTMENT POLICY REVISION AND RESOLUTION 2024-09

ACTION AGENDA

RECOMMENDATION:

- That the Board review and adopt revisions to the NCFPD *Investment Policy* Section 211.15.
- That the Board adopt Resolution 2024-09 authorizing the Fire Chief/CEO and Finance Manager to transfer funds during FY 24/25 to maximize investment interest and to fund capital expenditures that have been approved by the Board.

BACKGROUND:

The District utilizes California Cooperative Liquid Assets Securities System (CLASS) for investing reserve funds. The CLASS investment program is currently yielding a nearly 5.4% interest rate of return. The current NCFPD *Investment Policy* requires Board authorization to move funds into CLASS.

DISCUSSION:

From time to time the District has funds that may be invested into CLASS to maximize investment return. Staff is recommending that authority to invest funds into CLASS be delegated to the Fire Chief/CEO and Finance Manager. Board authorization would continue to be required to authorize the spending of funds from CLASS.

FISCAL ANALYSIS:

Moving funds into CLASS would maximize investment return as CLASS is currently the District's best performing investment program.

SUMMARY:

The District has realized investment revenue during FY 23/24 of \$521,798 as of May 31, 2024. Moving additional funds into CLASS would allow the District to maximize interest until funds are utilized for expenditures as approved by the Board.



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
BUSINESS MANAGEMENT

SECTION 211.15
~~JULY 23, 2024~~~~MARCH 28,~~
2023

BUDGET & FUND MANAGEMENT

PAGE 1 OF 3

INVESTMENT POLICY

1.0. **PURPOSE:**

- 1.1. The State Legislature has declared the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (Government Code (GC) § 53600.6 and § 53630.1); and,
- 1.2. GC §§ 53601, *et seq.*, allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency; and,
- 1.3. The treasurer or fiscal officer of a local agency is required to annually prepare and submit a statement of investment policy and such policy, and any changes thereto, is to be considered by the local agency's legislative body at a public meeting (GC § 53646(a)). The statement shall also be annually presented to any oversight agency of the local agency.
- 1.4. For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of the District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of District funds as defined in GC § 53600, *et seq.*

2.0. **SCOPE:**

- 2.1. This investment policy applies to all financial assets of the District. These funds are accounted for in the annual audited financial statements of the District.

3.0. **POLICY:**

- 3.1. The Board, ~~and Fire Chief/CEO, and District Finance Manager are persons~~ authorized to collaboratively make investment decisions for the District. Decisions are subject to ~~these policies are fiduciaries subject to~~ the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, ~~a fiduciary~~ these fiduciaries shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the District, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims,



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
BUSINESS MANAGEMENT

SECTION 211.15
~~JULY 23, 2024~~~~MARCH 28,~~
2023

BUDGET & FUND MANAGEMENT

PAGE 2 OF 3

INVESTMENT POLICY

to safeguard the principal and maintain the liquidity needs of the District.

~~3.1.3.2.~~ The District Board of Directors may pass an annual resolution delegating authority to the Fire Chief/CEO and/or Finance Manger to transfer funds in and out of class to maximize investment interest and to fund capital expenditures that have been approved by the Board of Directors. A monthly report of such transactions shall be provided to the Board of Directors by the Fire Chief/CEO.

~~3.2.3.3.~~ Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived.

~~3.3.3.4.~~ Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from policy or expectations are reported in the next issued quarterly treasury report and appropriate actions are taken to control adverse developments. When a deviation poses a significant risk to the District's financial position, the fiscal officer shall notify the Board immediately.

4.0. **OBJECTIVES:**

4.1. As specified in GC § 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, the primary objectives of the investment activities, in priority order, shall be:

4.1.1. **SAFETY:** Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the whole portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

4.1.2. **LIQUIDITY:** The secondary objective shall be to meet the liquidity needs of the District.



NORTH COUNTY FIRE PROTECTION DISTRICT

POLICY AND PROCEDURE MANUAL

ADMINISTRATION
BUSINESS MANAGEMENT

SECTION 211.15
JULY 23, 2024~~MARCH 28,~~
2023

BUDGET & FUND MANAGEMENT

PAGE 3 OF 3

INVESTMENT POLICY

4.1.3. YIELD: The third objective shall be to achieve a return on the funds under the District's control.

5.0. **REPORTING:**

5.1. The District will comply with the reporting requirements as defined in GC §53646 *et seq.* and GC § 53607.

NORTH COUNTY FIRE PROTECTION DISTRICT

RESOLUTION 2024-09



RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT AUTHORIZING REVISIONS TO DISTRICT INVESTMENT POLICY SECTION 211.15 AND AUTHORIZING THE FIRE CHIEF/CEO AND FINANCE MANAGER TO TRANSFER FUNDS DURING FY24/25 TO MAXIMIZE INVESTMENT INTEREST AND TO FUND CAPITAL EXPENDITURES THAT HAVE BEEN APPROVED BY THE BOARD

WHEREAS, the North County Fire Protection District (“District”) utilizes California Cooperative Liquid Assets Securities System (CLASS) for investing reserve funds. The CLASS investment program is currently yielding a nearly 5.4% interest rate of return; and

WHEREAS, from time to time the District has funds that may be invested into CLASS to maximize investment return; and

WHEREAS, the current District Investment Policy requires Board authorization to move funds into CLASS; and

WHEREAS, the Board of Directors of the District now desires to delegate authority to invest funds into CLASS to the Fire Chief/CEO and Finance Manager. This delegation of authority must be renewed on an annual basis. Further, authorization from the Board would continue to be required to authorize the spending of funds from CLASS; and

WHEREAS, the Board of Directors has determined that identifying and delegating authority to senior staff to optimize investment opportunities is in the best interest of the North County Fire Protection District, and

WHEREAS, the authority granted hereby is intended to be non-discretionary and within budgetary limitations.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of North County Fire Protection District, that Keith McReynolds, who has been appointed Fire Chief/CEO, is authorized to invest funds into CLASS at his discretion with reporting requirements to the Board, and

BE IT FURTHER RESOLVED by the Board of Directors of North County Fire Protection District that Fire Chief/CEO Keith McReynolds may at his discretion and/or in his absence, delegate this authority to another District employee by direction as listed herein below, who will have the same prerogatives and limitations as Fire Chief/CEO Keith McReynolds, as stated herein.

BE IT FURTHER RESOLVED by the Board of Directors of the North County Fire Protection District that Keith McReynolds or his designee, on behalf of the District, is authorized to invest funds into CLASS in accordance with the District’s Investment Policy as amended and adopted herewith.

NORTH COUNTY FIRE PROTECTION DISTRICT

RESOLUTION 2024-09



RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT AUTHORIZING REVISIONS TO DISTRICT INVESTMENT POLICY SECTION 211.15 AND AUTHORIZING THE FIRE CHIEF/CEO AND FINANCE MANAGER TO TRANSFER FUNDS DURING FY24/25 TO MAXIMIZE INVESTMENT INTEREST AND TO FUND CAPITAL EXPENDITURES THAT HAVE BEEN APPROVED BY THE BOARD

This Resolution shall take effect immediately upon its passage.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSED:

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 **23rd day of July 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 **23rd day of July 2024**.

Mavis Canpinar
Board Clerk



NORTH COUNTY FIRE PROTECTION DISTRICT

STAFF REPORT

TO: BOARD OF DIRECTORS
FROM: GENERAL COUNSEL STEINKE AND BOARD CLERK CANPINAR
DATE: JULY 23, 2024
SUBJECT: RESULTS OF CHIEF McREYNOLDS ANNUAL PERFORMANCE
EVALUATION, SALARY AND TERM OF EMPLOYMENT CONTRACT

ACTION AGENDA

RECOMMENDATION:

That the Board consider the results of the performance evaluation of Chief McReynolds conducted in closed session on June 25, 2024, and discuss and determine whether adjustments shall be made for compensation for the Chief as well as whether the term of the Chief's employment contract should be extended.

If the term of the Chief's employment contract is extended and/or an increase in compensation is approved, the resolution attached hereto should be adopted reflecting the extension of the term as well as an amendment to the District's budget to reflect the increase in compensation.

BACKGROUND:

The annual performance evaluation for Chief McReynolds was conducted in closed session on June 25, 2024. As a result of those discussions, it was requested that this item be agendized in open session for further discussion of the Chief's compensation and the term of the Chief's employment contract.

By law, discussions regarding the Fire Chief/CEO's compensation must take place in open session. This item was accordingly agendized for the next regularly scheduled Board meeting in July.

DISCUSSION:

Term of Employment Contract

Last year, on June 27, 2023, after a favorable performance evaluation, the Board approved a side letter with Chief McReynolds extending his employment contract for an additional year through June 30, 2026. The relevant sections of the side letter are quoted below:

CONTINUANCE OF CONTRACT THROUGH JUNE 30, 2026:

The purpose of this Side Letter is to extend the employment contract for Keith McReynolds, Fire Chief, for an additional year until June 30, 2026. The extension is the only change to the contract. To accommodate the extension of the Fire Chief's contract, the following provisions are updated:

2.0. TERM OF EMPLOYMENT:

2.1. The term of this agreement shall be from July 1, 2023, through June 30, 2026. This agreement will be reviewed annually as described in Section 6 and upon renewal, the contract will automatically extend for an additional twelve (12) month period on the yearly anniversary date, July 1st, so that the contract term remains three (3) years. However, the DISTRICT'S Board of Directors ("BOARD") may notify MCREYNOLDS on or before May 1st of any year, that the provision for the annual extension has been terminated. In that event, the automatic extension provision shall be terminated and the Employment Agreement shall expire at the end of the then existing period. MCREYNOLDS may notify the DISTRICT prior to May 1st of any year that he does not desire the extension, in which case the automatic extension shall be terminated and the Employment agreement shall expire at the end of the then existing three-year (3) period.

Given the current status of multiple projects and the timeline for completion of those projects, including the Station 3 renovation and Station 4 construction, the Chief has requested an additional year extension of his employment contract to June 30, 2027. The extension will ensure that Chief McReynolds can oversee these projects to completion before retirement.

Compensation

Chief McReynolds began in his position as Chief in July 2021 earning \$185,000, which was significantly below the industry average for similarly situated Fire Chiefs in the region. After a favorable performance evaluation in 2022, Chief McReynolds' annual salary was increased to \$230,000, not including benefits. In 2023, Chief McReynolds did not receive a salary increase, but received a \$15,000 one-time bonus after a favorable performance evaluation. Chief McReynolds' compensation is still below the regional average. A comparison table is included below for easy reference:

Agency	Effective Date	Top Salary Range
Escondido	9/26/2023	\$ 229,812.00
Oceanside	8/23/2023	\$ 248,400.00
Vista	4/23/2024	\$ 254,976.00
Encinitas	7/1/2024	\$ 256,208.40
Rancho Santa Fe	1/1/2024	\$ 245,000.00
San Marcos	12/23/2023	\$ 228,387.00
AVERAGE		\$ 243,797.23
NCFPD		\$ 230,000.00
% ABOVE/BELOW AVERAGE		-5.66%

The determination on whether to provide Chief McReynolds any increase in compensation is a discretionary matter to be determined by the Board.

FISCAL ANALYSIS:

If an increase in compensation is adopted by the Board, the budget will be amended to reflect the additional funds necessary to implement the approved increase.

SUMMARY:

An extension of the employment contract with Chief McReynolds and any approved increase in compensation should be adopted using the attached Resolution. If an increase in compensation is approved, the figures in the Resolution will be filled in after a motion is passed.

NORTH COUNTY FIRE PROTECTION DISTRICT

RESOLUTION 2024-10



RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, APPROVING AN AMENDMENT TO THE DISTRICT'S BUDGET REFLECTING AN INCREASE IN SALARY FOR THE FIRE CHIEF/CEO AND AN EXTENSION OF THE TERM OF THE EMPLOYMENT AGREEMENT BETWEEN THE DISTRICT AND THE FIRE CHIEF

WHEREAS, the Board of Directors ("Board") of the North County Fire Protection District ("District") has conducted the annual performance review of Fire Chief/CEO Keith McReynolds; and

WHEREAS, after a favorable performance review, the Board desires to extend the employment agreement between the District and Fire Chief/CEO McReynolds through June 30, 2027; and

WHEREAS, said Board also desires to increase Chief McReynolds annual salary from \$230,000 to \$_____.00; and

WHEREAS, the Board desires by adoption of this Resolution to amend the District's budget reflecting the increase in salary to take effect as soon as possible, but no later than the next pay period after this Resolution is adopted; and

WHEREAS, the side letter attached hereto shall constitute an amendment to the employment agreement by and between the District and Fire Chief/CEO Keith McReynolds.

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 term of the employment agreement between the District and the Fire Chief is hereby extended through June 30, 2027.

SECTION 2: The Budget is hereby amended to reflect an increase in the Fire Chief's annual salary to \$_____.00.

SECTION 3: The acting Finance Manager is hereby authorized and directed to institute the Fire Chief's above-referenced increase in salary no later than the next regularly scheduled pay period after the adoption of this Resolution.

Section 4: The Board Clerk is hereby authorized and directed to insert the agreed upon increase in the Fire Chief's annual salary into the body of this Resolution and into the body of the attached side letter where the relevant blanks appear after the Resolution is adopted by no less than a majority of the Board.

NORTH COUNTY FIRE PROTECTION DISTRICT

RESOLUTION 2024-10



RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, APPROVING AN AMENDMENT TO THE DISTRICT'S BUDGET REFLECTING AN INCREASE IN SALARY FOR THE FIRE CHIEF/CEO AND AN EXTENSION OF THE TERM OF THE EMPLOYMENT AGREEMENT BETWEEN THE DISTRICT AND THE FIRE CHIEF

Section 5: A side letter in the form attached hereto shall be executed by the District and Fire Chief/CEO McReynolds and shall be maintained in the Fire Chief's personnel file for future reference.

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 **23rd day of July 2024** by the following **Roll Call Vote**:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSED:

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 **23rd day of July 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 **23rd day of July 2024**.

Mavis Canpinar, Board Clerk

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

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

SIDE LETTER AGREEMENT FOR FIRE CHIEF/CEO KEITH MCREYNOLDS

July 23, 2024

CONTINUANCE OF CONTRACT THROUGH JUNE 30, 2027 AND INCREASE IN ANNUAL SALARY:

The purpose of this Side Letter is to: (1) extend the employment contract for Keith McReynolds, Fire Chief, for an additional year until June 30, 2027; and (2) implement an increase in the Fire Chief's annual salary to \$_____.00. The extension of the term of the contract and the increase in annual salary are the only changes to the employment contract. The following provisions of the Fire Chief's employment contract are hereby updated to read as follows:

2.0. TERM OF EMPLOYMENT:

2.1. The term of this agreement shall be from July 1, 2024, through June 30, 2027. This agreement will be reviewed annually as described in Section 6 and upon renewal, the contract will automatically extend for an additional twelve (12) month period on the yearly anniversary date, July 1st, so that the contract term remains three (3) years. However, the **DISTRICT'S** Board of Directors ("**BOARD**") may notify **MCREYNOLDS** on or before May 1st of any year, that the provision for the annual extension has been terminated. In that event, the automatic extension provision shall be terminated and the Employment Agreement shall expire at the end of the then existing period. **MCREYNOLDS** may notify the **DISTRICT** prior to May 1st of any year that he does not desire the extension, in which case the automatic extension shall be terminated and the Employment agreement shall expire at the end of the then existing three-year (3) period.

3.0. COMPENSATION AND BENEFITS:

3.1. ANNUAL COMPENSATION:

3.1.1. **BASE PAY:** **MCREYNOLDS** will be salaried, overtime "exempt" employee as defined by applicable labor law. **MCREYNOLDS** is an "at-will" employee and shall receive a base pay of \$_____.00 per year beginning the first pay period after execution of this side letter, payable in bi-weekly installments. The **BOARD** may increase said base pay annually, based on **MCREYNOLDS'** performance, as the **BOARD** deems appropriate, as further provided herein. This base pay may not be reduced during the term of this



PROUDLY SERVING THE COMMUNITIES OF FALLBROOK, BONSALE AND RAINBOW

July 23, 2024 - Regular Board Meeting
DUTY ~ INTEGRITY ~ RESPECT

68

Agreement, except that if the **BOARD** finds it necessary to reduce salaries of all employees, **MCREYNOLDS'** base pay may be reduced by no more than the average percent salary reduction imposed on all other employees. If the **BOARD** determines it necessary to freeze the compensation of all employees, **MCREYNOLDS'** base pay may also be frozen by BOARD action.

FIRE CHIEF

NORTH COUNTY FIRE PROTECTION DISTRICT

Keith McReynolds

Ross Pike, Board President

July 23, 2024

Board Approval Date

Approved as to Form:

Kristen Steinke, District Counsel

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**NORTH COUNTY FIRE
PROTECTION DISTRICT
STAFF REPORT**

TO: BOARD OF DIRECTORS
FROM: CHIEF MCREYNOLDS
DATE: JULY 23, 2024
SUBJECT: AUTHORIZATION OF SIGNATORY AND RESOLUTION 2024-11

ACTION AGENDA

RECOMMENDATION:

That the Board of Directors authorize HR Specialist Nancy Goss to sign payroll and purchase orders.

DISCUSSION:

In order to transact business on behalf of the District, it is necessary at this time to authorize HR Specialist Nancy Goss to act as signatory on District accounts.

The District recognizes that the Fire Chief requires the authority to designate someone to act as a signatory on his behalf when needed. While acting on the Fire Chief's behalf, the designee would have the same prerogatives and restrictions as the Fire Chief.

Resolution 2024-11 will permit HR Specialist Nancy Goss to conduct business on behalf of the District in the same manner as the Fire Chief and Deputy Fire Chief.

FISCAL ANALYSIS: None.

SUMMARY: Staff recommend the Board approve Resolution 2024-11, granting HR Specialist Nancy Goss the authority outlined in the Resolution.



NORTH COUNTY FIRE PROTECTION DISTRICT

RESOLUTION 2024-11

RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT AUTHORIZING HUMAN RESOURCE SPECIALIST GOSS TO SIGN PAYROLL AND PURCHASE ORDERS

WHEREAS, the Board of Directors of the North County Fire Protection District, San Diego County, California has appointed Keith McReynolds Fire Chief/Chief Executive Officer, and determined to grant him the authority to sign purchase orders, warrant orders and the authority to sign orders for all payroll and payroll and banking related matters, as specified in North County Fire Protection District's Purchasing and Contracting Policy and Procedure, and

WHEREAS, the Board of Directors of the North County Fire Protection District recognizes it is desirable and necessary to have someone to whom the Fire Chief/CEO may delegate this authority on his behalf in his absence, and

WHEREAS, Human Resources Specialist Goss is a confidential employee of the North County Fire Protection District, and

WHEREAS, Human Resources Specialist Goss is a member of staff for the North County Fire Protection District finances and banking affairs for the District, and

WHEREAS, the Board of Directors has determined that identifying and delegating power to an additional staff member beyond the Fire Chief for executing important contracts and for purchasing as outlined herein is in the best interest of the North County Fire Protection District, and

WHEREAS, the authority granted hereby is intended to be non-discretionary and within budgetary limitations.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of North County Fire Protection District, that Keith McReynolds, who has been appointed Fire Chief/CEO, is authorized to audit, allow and sign all payroll claims of the District, and

BE IT FURTHER RESOLVED by the Board of Directors of the North County Fire Protection District that Keith McReynolds, is authorized to audit, allow and sign all purchase orders and warrant orders other than payroll claims, and

BE IT FURTHER RESOLVED by the Board of Directors of North County Fire Protection District that Fire Chief/CEO Keith McReynolds may at his discretion and/or in his absence, delegate this authority to another District employee by



NORTH COUNTY FIRE PROTECTION DISTRICT

RESOLUTION 2024-11

RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT AUTHORIZING HUMAN RESOURCE SPECIALIST GOSS TO SIGN PAYROLL AND PURCHASE ORDERS

direction as listed herein below, who will have the same prerogatives and limitations as Fire Chief/CEO Keith McReynolds, as stated herein.

BE IT FURTHER RESOLVED by the Board of Directors of the North County Fire Protection District that Keith McReynolds, on behalf of the District, is authorized to perform banking powers in accordance with the District's Purchasing and Contracting Policy and Procedure, which shall be non-discretionary and within budgetary limitations, as follows:

1. Exercise all of the powers listed in this Resolution; and
2. Open any deposit or share account(s) in the name of the District; and
3. Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit; and
4. Borrow money on behalf and in the name of the District, sign, execute and deliver promissory notes or other evidences of indebtedness; and
5. Endorse, assign, transfer mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the District as security for sums borrowed and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment; and
6. Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box for the District.

BE IT FURTHER RESOLVED by the Board of Directors of North County Fire Protection District that Fire Chief/CEO Keith McReynolds may at his discretion and/or in his absence, delegate the authority to exercise banking powers to another District employee by direction, who will have the same prerogatives and limitations as Fire Chief/CEO Keith McReynolds, as stated herein. Chief McReynolds hereby designates the following individuals to exercise banking



NORTH COUNTY FIRE PROTECTION DISTRICT

RESOLUTION 2024-11

RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH COUNTY FIRE PROTECTION DISTRICT AUTHORIZING HUMAN RESOURCE SPECIALIST GOSS TO SIGN PAYROLL AND PURCHASE ORDERS

powers: Deputy Fire Chief Brian MacMillan and/or Human Resources Specialist Nancy Goss.

This Resolution shall take effect immediately upon its passage.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSED:

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 **23rd day July 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 **23rd day of July 2024**


Mavis Canpinar
Board Clerk



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: July 23, 2024

RE: General Counsel Report for Monthly Board Meeting

This memo is intended to provide a few reminders to the Board about the use of social media and the Brown Act. This information would also be provided in your required AB 1234 training, which should be completed every other year. As you know, for public officials, there is an added layer of care needed when using social media because elected officials are subject to the provisions of the Brown Act and the Public Records Act, not to mention implications of the first amendment and due process. I am attaching to this memo a helpful article published in Western Magazine on this subject.

Also, below are a few brief tips to keep in mind when using social media:

- Do not block constituents on social media if you are using social media in your capacity as a Board Member. Outward facing only social media accounts are a good option and allow the user to post, but will not permit any comments (positive or negative) from the public. This would avoid entirely the situation where unwanted comments appear on your site because no comments (good or bad) are allowed.
- Avoid commenting or reacting to your colleagues' posts. Govt Code section 54952.2(b)(3) prohibits a member of a legislative body from responding "directly to any communication on an internet-based social media platform regarding a matter that is within the subject matter jurisdiction of the legislative body that is made, posted, or shared by any other member of the legislative body." The Brown Act prohibits a majority of members of a legislative body (that would be 3 or more Board Members from the North County Fire Protection District) from engaging in a "series of communications," directly or through intermediaries, to "discuss, deliberate, or take action on an item" that is within the legislative body's subject matter jurisdiction. This includes, without limitation, posting comments on social media whether through the Board Member's own account or on a third-party's feed. Remember that the use of emojis is also a means of communicating one's position.

- If you are going to post, avoid posting your position about an ongoing matter in the jurisdiction of the District. A public official may communicate on social media platforms to answer questions, provide information to the public or to solicit information from the public regarding a matter within the legislative body's subject matter jurisdiction. However, the latter types of communications are only allowed as long as a majority of the members of the legislative body do not use any social media platform to "discuss among themselves" official business. (Govt Code section 54952.2(b)(3).)
- California Public Records Act: Please remember that all electronic communications prepared by public officials – whether using public or private accounts – are subject to the California Public Records Act and (unless otherwise exempt) must be disclosed upon request when they relate to City business. This includes electronic mail, social media postings (whether in closed or open groups), text messages and posted comments.

As always, I am happy to answer any questions you may have. This is only meant to be a reminder and does not constitute an exhaustive list of provisions that relate to the use of social media, nor does it take the place of legally required training for public officials.



Alexsl

December 1, 2018 | **Features** | by Melissa Kuehne

City Use of Social Media: Legal & Other Considerations

Melissa Kuehne is communications and development manager for the Institute for Local Government and can be reached at mkuehne@ca-ilg.org. Corrie Manning, deputy general counsel for the League; Kara Ueda, attorney with the law firm of Best Best & Krieger LLP; and Christine Dietrick, city attorney for San Luis Obispo, also contributed to this article.

Nearly 75 percent of Americans now use social media. According to the Pew Research Center, as of August 2018, two-thirds (67 percent) of Americans reported that they get at least some of their news on social media including, for the first time, more than half (55 percent) of those age 50 or older. Americans are also now more likely than ever to get news from multiple social media sites, with approximately one quarter of all U.S. adults (26 percent) getting news from two or more social media sites. This is in contrast to a drop in daily newspaper circulation (down 11 percent) and viewership of cable evening news (down 12 percent), network morning news (down 10 percent) and local morning news (down 15 percent).

These statistics illustrate some of the reasons that cities statewide are increasingly experimenting with and expanding their use of social media. In addition to the pervasiveness of social media use among Americans, online platforms like social media offer cities a number of community engagement and transparency benefits.

“Our city is relatively new to social media, opening its first accounts in 2016,” says Alexa Davis, assistant to the city manager for Rolling Hills Estates. “The city is on Facebook, Instagram and NextDoor and is experimenting with live streaming via Facebook Live to better engage with our community, be responsive to concerns and share city news and events.”

Cities are building social media into their communications plans to help disseminate information and promote city events and projects. In addition, social media can encourage engagement from community members who may not normally get involved in civic matters because of time or transportation constraints, language barriers or other obstacles. Allowing residents to provide feedback and comments beyond in-person public forums and council meetings can provide cities with a broader picture of community values and perspectives. This open dialogue and engagement gives residents more access to the city decision-making process, which typically results in greater transparency.

“Maintaining an active social media presence allows me to share information and connect with my constituents — especially the younger generations — in a meaningful way,” says San Luis Obispo Mayor Heidi Harmon. “I hope to encourage and inspire my community to get involved with the city and in the decision making process.”



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Challenges Related to Social Media

Although social media offers benefits and opportunities for cities, it also has some potential challenges.

For example, cities and other entities often struggle with how to manage their social media presence. A choice must be made about whether the site management is centralized as a function of the public information officer or communications staff or is decentralized to department staff. Centralized management more easily enables consistent messaging, branding and posting but it can also be time consuming. Although decentralized management allows staff with subject-matter expertise to post content and may create more buy-in and ownership from staff, it likely also creates the need for more upfront training of staff and oversight by communications and/or executive staff to ensure appropriate messaging.

Another consideration is staff time. Though some platforms can assist staff by allowing posts to be scheduled ahead of time, staff time still needs to be allocated to developing new content and responding to emerging stories and issues. As with all communications in a 24-hour news cycle world, it is important to set and manage expectations about response time to comments and messages.

There may also be a concern that only people with negative comments and opinions will engage. Adopting a social media policy with clear guidelines on how the site is moderated — such as no offensive or profane language, comments must be relevant to the related post, no personal attacks, etc. — can help staff address some of these concerns.



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Legal Considerations

Currently not much legal precedent exists related to what cities can and cannot do on social media. However, when making decisions about how to engage on social media, cities should

take a number of legal considerations into account. It is also always advisable to consult your city attorney if you have questions.

The Brown Act

The Brown Act requires governing bodies of local agencies to conduct open and public meetings, subject to limited exceptions, and to post meeting agendas in advance. It also prohibits “serial meetings” — a series of communications that results in a majority of decisionmakers conferring on an issue. This prohibition applies to electronic communications such as email and therefore may extend to interactions and comments on social media channels as well. For example, if a majority of the council comments on or likes the same post, this could be considered a “serial meeting” and trigger a Brown Act violation. It is also important to note that the Brown Act becomes applicable when candidates are elected, and not just when they take office.

The Public Records Act

The Public Records Act, subject to specified exemptions, requires public agencies to make documents created, used or possessed by the agency available to the public upon request. It is not currently clear which records cities are required to keep in relation to social media — whether just the posts and comments of the city itself or all comments on city posts. It is also unclear if the internet archives of the social media pages are sufficient or if cities need to download and save all records on their servers with other files.

Due Process

Constitutional due process principles require a decisionmaker to be fair and impartial when the decisionmaking body is sitting in what is known as a “quasi-judicial” capacity. Quasi-judicial matters include variances, use permits, annexation protests, personnel disciplinary actions and licenses. Quasi-judicial proceedings tend to involve the application of common requirements or principles to specific situations, much as a judge applies the law to a particular set of facts. If conversations about proposed city projects occur on social media

sites, this may be considered a violation of the “ex parte communications” doctrine, which suggests that in quasi-judicial matters all communications to decisionmakers about the merits (or demerits) of an issue should occur in the context of the noticed hearing.

First Amendment Considerations

Another legal question arises around whether elected officials can block users and whether or not that constitutes a violation of the free speech clause of the First Amendment. A recent case, *Davison v. Loudoun County Board of Supervisors*, examines this issue. In this case, the chair of the Loudon County Board of Supervisors blocked a constituent from her Facebook page for approximately 12 hours. The constituent then sued, alleging this was a violation of his First Amendment and due process rights. The U.S. District Court for the Eastern District of Virginia found that the operation of the Facebook page created a “public forum” and therefore by blocking the constituent on the basis of his viewpoint constituted a violation of his First Amendment rights. However, the court also noted that public officials may moderate comments on their social media pages, and that it may not always violate the First Amendment to ban or block commenters from social media platforms. While this decision has no direct impact on California cities, it offers an interesting case study of how other jurisdictions are grappling with this complex issue.

For more information on the ethics laws mentioned here, visit www.ca-ilg.org/ethics.



GaudiLab

Tips to Consider

Include social media in the orientation for newly elected officials. Many — if not most — cities conduct orientations for new council members covering city ordinances and state laws that council members need to understand and keep in mind. It may be helpful to include social media in this discussion to share your city’s social media policy (if one exists) or share some of the legal considerations mentioned here as they make the transition from candidate to council member. For example, suggest that they should at least be mindful of who else is commenting — particularly other council members — when they are considering commenting on social media posts.

Create a social media policy. Such a policy can set parameters on the branding, messaging and content for city-administered pages and outline policies for moderating discussions — for example, provide specific guidelines on moderating comments on Facebook. In addition,

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policies can outline which city staff members have the ability to post and/or the approval process for posting to social media channels. The Institute for Local Government offers a number of sample social media policies for cities to reference. For more information, visit www.ca-ilg.org/social-media-strategies .

Related Resources

[Local Agency Opportunities for Website Transparency](#)

[Website Content for Local Agencies to Consider: A Checklist](#)

[Open Government Page](#)

[Leveraging the Power of Social Media When Disaster Strikes](#)

References

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www.pewinternet.org/2018/03/01/social-media-use-in-2018/

www.journalism.org/2017/09/07/news-use-across-social-media-platforms-2017/

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**NORTH COUNTY FIRE
PROTECTION DISTRICT
STAFF REPORT**

TO: BOARD OF DIRECTORS
FROM: CHIEF McREYNOLDS
DATE: JULY 23, 2024
SUBJECT: WRITTEN CORRESPONDENCE

WRITTEN COMMUNICATION:

- There was no written correspondence for the July 23, 2024, Regular Board Meeting.

BOARD RECOGNITION PROGRAM:

July 2024:

- Jacob Swan, FF/PM
- Charlie Swanger, IT Specialist



NORTH COUNTY FIRE PROTECTION DISTRICT

BOARD RECOGNITION

Date:

Employee:

Reason for Recognition:

Submitted by:



NORTH COUNTY FIRE PROTECTION DISTRICT

BOARD RECOGNITION

Date:

Employee:

Reason for Recognition:

Submitted by:

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**NORTH COUNTY FIRE
PROTECTION DISTRICT
STAFF REPORT**

TO: BOARD OF DIRECTORS
FROM: CHIEF McREYNOLDS
DATE: JULY 23, 2024
SUBJECT: COMMENTS, REPORTS, AND UPDATES

● **STAFF COMMENTS/REPORTS/UPDATES:**

● **CHIEF McREYNOLDS:**

● **CHIEF OFFICERS & STAFF:**

● **BOARD:**

● **BARGAINING GROUPS:**

● **PUBLIC COMMENT:**

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**NORTH COUNTY FIRE
PROTECTION DISTRICT
STAFF REPORT**

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

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

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