

VALLEY CENTER FIRE PROTECTION DISTRICT



BOARD OF DIRECTORS' REGULAR MEETING VCMWD Board Room

**Zoom Meeting ID: 859 712 4912
Pass Code: 185394**

**with Live Stream to
VCFPD Facebook Page for COVID-19 Prevention**

Thursday – August 19, 2021 at 6:00 p.m.

Valley Center Fire Protection District Board of Directors

REGULAR MEETING AGENDA

August 19, 2021 / 6:00 p.m.

This Meeting will be cast on Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/8597124912?pwd=Rm9KR0dSZWYyMml0ZGtvcGJsU29VZz09>

Meeting ID: 859 712 4912

Passcode: 185394

One tap mobile

+16699009128,,8597124912#,,,,,0#,,185394# US (San Jose)

Dial by your location

+1 669 900 9128 US (San Jose)

Access Number: 859 712 4912

Pass Code: 185394

**For COVID-19 Prevention
with Live Stream to VCFPD Facebook Page**

**Valley Center Municipal Water District Board Room
29300 Valley Center Rd Valley Center, CA 92082**

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

Any member of the Public may speak on any matter that is not on the Agenda. However, under State law, no decisions or actions can be taken and any such matters will be referred to the next meeting.

5. PROCLAMATIONS AND PRESENTATIONS

None

6. CONSENT CALENDAR

All items listed on the Consent Calendar listed as 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 Calendar from the Board Agenda for discussion.

A. Approve Board Meeting Minutes on the Regular Meeting July 15, 2021

Standing Item – Review and Approve

B. Treasurer's Report – July 2021

Standing Item – Review and Approve

7. STAFF REPORTS

- A. Fire Chief's Report
- B. Operations Division Report
- C. Community Risk Reduction Division Report
- D. Valley Center Firefighters Association Report

8. OLD BUSINESS

None

9. NEW BUSINESS

- A. Public Hearing on Petition for Annexation of Territory to CFD 2008-01 and related matters, proposal to adopt Resolution NO. 2021-38 (Via Piedra), Resolution NO. 2021-39 (Wizard Way) and Resolution NO. 2021-40 (Seasons @ Park Circle).
- B. Proposal to adopt Resolution NO. 2021-41 Establishing A Multi-Year Equipment And Strategic Plan For The Fire Mitigation Fee Program, in the form and content attached hereto.

10. CLOSED SESSION

None

11. ANNOUNCEMENT OF CLOSED SESSION ACTIONS

None

12. BOARD OF DIRECTORS COMMENTS

13. ADJOURNMENT

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the Board Secretary at (760) 751-7600, at least 48 hours before the meeting, if possible

NEXT REGULAR MEETING
September 16, 2021

CONSENT CALENDAR

BOARD OF DIRECTORS' PACKET
VALLEY CENTER FIRE PROTECTION DISTRICT



**Minutes
Of A Regular Meeting
Of the Board of Directors of
Valley Center Fire Protection District
July 15, 2021 / 6:00 p.m.**

Valley Center Municipal Water District Board Room
29300 Valley Center Rd
Valley Center, CA 92082

This Meeting was cast on Zoom with Live Stream to VCFPD Facebook Page
For COVID-19 Prevention

1. Call to Order at 6:03 p.m.
2. Roll Call:
 - Phil Bell – Present
 - Charlotte Seaborne - Present
 - Gina Roberts - Present
 - Steve Hutchison - Absent
 - Mike O'Connor – Absent
3. Pledge of Allegiance – led by Chief Napier
4. Public Comment – None
5. Proclamations and Presentations – None
6. Consent Calendar – The consent calendar, containing the minutes from the June 17, 2021 meeting, Treasurer's Report June 2021 and Resolution 2021-34 Via Piedra, Resolution 2021-35 Wizard Way and Resolution 2021-36 Seasons @ Park Circle on Intention to Annex Territory to CFD 2008-1 was, after motion made and seconded and a roll call vote, unanimously approved by the Board members present.
7. Staff Reports
 - A. Fire Chief's Report – Chief Napier presented the month's activities.
 - B. Operations Division Report – was also presented by Chief Napier.
 - C. Community Risk Reduction Division Report was given by Fire Marshal Jim Davidson.
 - D. Valley Center Firefighters Association Report – Nothing to report

8. Old Business – None

9. New Business

- A. The Board held a Public Hearing on an Annexation Petition into CFD 2008-1. After the hearing, upon motion duly made and seconded, and unanimously approved by a roll call vote, the Board adopted Resolution NO. 2021-33 (Terra-Gen Valley Center ESS).
- B. Jo McKenzie a Director from Vista Irrigation District and CSDA Member up for Board of Directors Seat A - Southern Network made a presentation to the Board asking for their support to be reelected to the CSDA Board. After the presentation and discussion, and after motion made and seconded, the Board members present voted unanimously for Ms. McKenzie as their choice to serve on the CSDA Board of Directors.
- C. There was a proposal to adopt Resolution 2021-37 Approving the Memorandum of Understanding Between the Valley Center Fire Protection District and the Valley Center Firefighters Association IAFF LOCAL 5187, after motion made and seconded, the Board members present accepted unanimously to approve Resolution 2021-37.

10. Closed Session – None

11. Announcement of Closed Session Actions – None

12. Board of Directors Comments

Director Roberts presented a check for \$3740 from the Western Days Chili Cook-off Fundraiser to the Board for the Fire Explorer Program. She also thanked the District and firefighters for their help and support during Western Days. Congratulations to the firefighters on their first MOU.

Director Seaborne is grateful for the opportunity to be a part of this group (the District) that is such an integral part of the community.

Director Bell congratulated the firefighter local on the MOU and stated how important that step is. He noted that with the long summer ahead of us that we always work together with other local fire departments for the best of the community.

13. Adjournment – 6:47 p.m.

Regina Roberts, Secretary

NEXT REGULAR MEETING:
August 19, 2021

RESOLUTION 2021-34

CFD 2008-1 – ANNEXATION

VIA PIEDRA

185-201-31-00



**RESOLUTION NO. 2021-34
A RESOLUTION OF INTENTION
OF THE BOARD OF DIRECTORS OF THE VALLEY CENTER FIRE PROTECTION DISTRICT
TO ANNEX TERRITORY TO COMMUNITY FACILITIES DISTRICT NO. 2008-1
AND TO AUTHORIZE THE LEVY OF SPECIAL TAXES THEREIN**

WHEREAS, under the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"), Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing at section 53311 of the California Government Code, the Board of Directors (the "Board") of the Valley Center Fire Protection District (the "District") has conducted proceedings to establish Community Facilities District No. 2008-1 (the "CFD"), and

WHEREAS, the Board is the legislative body for the CFD and is empowered with the authority to annex territory to the CFD and now desires to undertake proceedings to annex territory to the CFD, and

WHEREAS, a petition requesting institution proceedings to annex territory to Community Facilities District No. 2008-1 District has been received from landowners owning not less than 10% of the proposed land to be annexed to the CFD, and

WHEREAS, the petition dated July 6, 2021 has been found to meet the requirements of Government Code section 53319, and

WHEREAS, this Board, having received indications of interest from the owner of the areas of land proposed to be annexed to the CFD, now desires to proceed with the annexation to the CFD in order to finance the balance of the costs of certain public services and facilities necessary or incident to development in the CSD.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Valley Center Fire Protection District as follows:

1. This Board hereby finds and determines that public convenience and necessity require that territory be added to the CFD be formed and that the Board is authorized to conduct proceedings for the annexation of territory to the CFD pursuant to the Act.
2. The name of the existing CFD is "Community Facilities District No. 2008-1."
3. The territory included in the existing CFD is as shown on the map thereof filed in Book 42 of Maps of Assessment and Community Facilities Districts at Page 27 in the office of the County Recorder, County of San Diego, State of California to which map reference is hereby made for further particulars. The territory now proposed to be annexed to the CFD is as shown on Annexation Map No.2 to the CFD on file with the Clerk of the Board, the boundaries of which territory are hereby preliminarily approved and which map is incorporated in full herein by reference. The Clerk of the Board is hereby directed to record, or cause to be recorded, said map showing the territory to be annexed to the CFD in the office of the County Recorder of the County of San Diego within fifteen days of the date of adoption of this Resolution.

4. The types of services financed by the CFD and pursuant to the Act consist of those services (the "Services") described in Exhibit A to Resolution 2008-09, adopted by the Board on May 29, 2008 (the "Resolution of Formation"). It is presently intended that the Services will be shared, without preference or priority, by the existing territory in the CFD and the territory proposed to be annexed to the CFD.

5. Except to the extent that the funds are otherwise available to the CFD to pay for the Services, a special tax sufficient to pay the costs thereof is intended to be levied annually within the CFD and collected in the same manner and at the same time as ordinary *ad valorem* property taxes. The proposed rate and method of apportionment of the special tax among the parcels of real property within the CFD, as now in existence and following the annexation proposed herein, in sufficient detail to allow each landowner within the territory proposed to be annexed to the CFD to estimate the maximum amount such owner will have to pay are described in detail in Exhibit A attached to the Resolution of Formation, which by this reference is incorporated herein.

6. The Board shall hold a public hearing (the "Hearing") on the annexation of territory to the CFD and the proposed Rate and Method of Apportionment at 6 p.m., or as soon thereafter as practicable, on August 19, 2021, at the Valley Center Municipal Water District, at 29300 Valley Center Road, Valley Center, California. At the hearing, the Board will consider and finally determine whether the public interest, convenience and necessity require the annexation of territory to the CFD. Should the Board determine to annex territory to the CFD, a special election will be held to authorize the levy of the special tax in accordance with the procedures contained in Government Code section 53326. If held, the proposed voting procedure at the election is expected to be a landowner vote with each landowner of record as of the close of the Hearing having one vote for each acre of land or portion thereof owned within the territory to be annexed to the CFD. Ballots for the special election may be distributed by mail or by personal service. At the time and place set forth above for the Hearing, any interested person, including all persons owning lands or registered to vote within the proposed CFD, may appear and be heard.

7. The District may accept advances of funds or work-in-kind from any source, including, but not limited to, private persons or private entities, for any authorized purpose, including, but not limited to, paying any cost incurred by the District in the annexation of territory to the CFD. The District may enter into an agreement with the person or entity advancing the funds or work-in-kind, to repay all or a portion of the funds advanced, or to reimburse the person or entity for the value, or cost, whichever is less, of the work-in-kind, as determined by this Board, with or without interest.

8. The District Secretary is hereby directed to cause notice of the public hearing to be given by publication one time in a newspaper published in the area of the CFD. The publication shall be completed at least seven days before the date of the public hearing in Section 6. The Secretary shall also cause notice of the hearing to be given to each property owner within the CFD by first class mail, postage prepaid, to each such owner's addresses as it appears on the most recent tax records of the District or as otherwise known to the Secretary to be correct. Such mailed notice shall be completed not less than fifteen days before the date of the public hearing. Each of the notices shall be substantially in the form specified in section 53322 of the Act, with the form summarizing the provisions hereof hereby specifically approved.

9. Except as may otherwise be provided by law or by the rate and method of apportionment of the special tax for the CFD, all lands owned by any public entity, including the United States, the State of California and/or the District, or any departments or political subdivisions thereof, shall be omitted from the levy of the Special Tax to be made to cover the costs and expenses of the

Services and the CFD. In the event that a portion of the property within the CFD shall become for any reason exempt, wholly or in part, from the levy of the special tax, this Board will, on behalf of the CFD, increase the levy to the extent necessary upon the remaining property within the CFD that is not exempt in order to yield the required revenues to pay for the Services and other annual expenses of the CFD, if any, subject to the provisions of the rate and method of apportionment of the special tax.

10. The officers, employees and agents of the District are hereby authorized and directed to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to carry out, give effect to and comply with the terms and intent of this resolution.

PASSED AND ADOPTED by the Board of Directors of the Valley Center Fire Protection District on the 15th day of July, 2021 by the following vote:

Ayes:
Noes:
Absent:
Abstain:

ATTEST:

President, Board of Directors

Secretary, Board of Directors

RESOLUTION 2021-35

CFD 2008-1 – ANNEXATION

WIZARD WAY

188-350-02-00



**RESOLUTION NO. 2021-35
A RESOLUTION OF INTENTION
OF THE BOARD OF DIRECTORS OF THE VALLEY CENTER FIRE PROTECTION DISTRICT
TO ANNEX TERRITORY TO COMMUNITY FACILITIES DISTRICT NO. 2008-1
AND TO AUTHORIZE THE LEVY OF SPECIAL TAXES THEREIN**

WHEREAS, under the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"), Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing at section 53311 of the California Government Code, the Board of Directors (the "Board") of the Valley Center Fire Protection District (the "District") has conducted proceedings to establish Community Facilities District No. 2008-1 (the "CFD"), and

WHEREAS, the Board is the legislative body for the CFD and is empowered with the authority to annex territory to the CFD and now desires to undertake proceedings to annex territory to the CFD, and

WHEREAS, a petition requesting institution proceedings to annex territory to Community Facilities District No. 2008-1 District has been received from landowners owning not less than 10% of the proposed land to be annexed to the CFD, and

WHEREAS, the petition dated July 7, 2021 has been found to meet the requirements of Government Code section 53319, and

WHEREAS, this Board, having received indications of interest from the owner of the areas of land proposed to be annexed to the CFD, now desires to proceed with the annexation to the CFD in order to finance the balance of the costs of certain public services and facilities necessary or incident to development in the CSD.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Valley Center Fire Protection District as follows:

1. This Board hereby finds and determines that public convenience and necessity require that territory be added to the CFD be formed and that the Board is authorized to conduct proceedings for the annexation of territory to the CFD pursuant to the Act.
2. The name of the existing CFD is "Community Facilities District No. 2008-1."
3. The territory included in the existing CFD is as shown on the map thereof filed in Book 42 of Maps of Assessment and Community Facilities Districts at Page 27 in the office of the County Recorder, County of San Diego, State of California to which map reference is hereby made for further particulars. The territory now proposed to be annexed to the CFD is as shown on Annexation Map No.2 to the CFD on file with the Clerk of the Board, the boundaries of which territory are hereby preliminarily approved and which map is incorporated in full herein by reference. The Clerk of the Board is hereby directed to record, or cause to be recorded, said map showing the territory to be annexed to the CFD in the office of the County Recorder of the County of San Diego within fifteen days of the date of adoption of this Resolution.

4. The types of services financed by the CFD and pursuant to the Act consist of those services (the "Services") described in Exhibit A to Resolution 2008-09, adopted by the Board on May 29, 2008 (the "Resolution of Formation"). It is presently intended that the Services will be shared, without preference or priority, by the existing territory in the CFD and the territory proposed to be annexed to the CFD.

5. Except to the extent that the funds are otherwise available to the CFD to pay for the Services, a special tax sufficient to pay the costs thereof is intended to be levied annually within the CFD and collected in the same manner and at the same time as ordinary *ad valorem* property taxes. The proposed rate and method of apportionment of the special tax among the parcels of real property within the CFD, as now in existence and following the annexation proposed herein, in sufficient detail to allow each landowner within the territory proposed to be annexed to the CFD to estimate the maximum amount such owner will have to pay are described in detail in Exhibit A attached to the Resolution of Formation, which by this reference is incorporated herein.

6. The Board shall hold a public hearing (the "Hearing") on the annexation of territory to the CFD and the proposed Rate and Method of Apportionment at 6 p.m., or as soon thereafter as practicable, on August 19, 2021, at the Valley Center Municipal Water District, at 28380 Valley Center Road, Valley Center, California. At the hearing, the Board will consider and finally determine whether the public interest, convenience and necessity require the annexation of territory to the CFD. Should the Board determine to annex territory to the CFD, a special election will be held to authorize the levy of the special tax in accordance with the procedures contained in Government Code section 53326. If held, the proposed voting procedure at the election is expected to be a landowner vote with each landowner of record as of the close of the Hearing having one vote for each acre of land or portion thereof owned within the territory to be annexed to the CFD. Ballots for the special election may be distributed by mail or by personal service. At the time and place set forth above for the Hearing, any interested person, including all persons owning lands or registered to vote within the proposed CFD, may appear and be heard.

7. The District may accept advances of funds or work-in-kind from any source, including, but not limited to, private persons or private entities, for any authorized purpose, including, but not limited to, paying any cost incurred by the District in the annexation of territory to the CFD. The District may enter into an agreement with the person or entity advancing the funds or work-in-kind, to repay all or a portion of the funds advanced, or to reimburse the person or entity for the value, or cost, whichever is less, of the work-in-kind, as determined by this Board, with or without interest.

8. The District Secretary is hereby directed to cause notice of the public hearing to be given by publication one time in a newspaper published in the area of the CFD. The publication shall be completed at least seven days before the date of the public hearing in Section 6. The Secretary shall also cause notice of the hearing to be given to each property owner within the CFD by first class mail, postage prepaid, to each such owner's addresses as it appears on the most recent tax records of the District or as otherwise known to the Secretary to be correct. Such mailed notice shall be completed not less than fifteen days before the date of the public hearing. Each of the notices shall be substantially in the form specified in section 53322 of the Act, with the form summarizing the provisions hereof hereby specifically approved.

9. Except as may otherwise be provided by law or by the rate and method of apportionment of the special tax for the CFD, all lands owned by any public entity, including the United States, the State of California and/or the District, or any departments or political subdivisions thereof, shall be omitted from the levy of the Special Tax to be made to cover the costs and expenses of the

Services and the CFD. In the event that a portion of the property within the CFD shall become for any reason exempt, wholly or in part, from the levy of the special tax, this Board will, on behalf of the CFD, increase the levy to the extent necessary upon the remaining property within the CFD that is not exempt in order to yield the required revenues to pay for the Services and other annual expenses of the CFD, if any, subject to the provisions of the rate and method of apportionment of the special tax.

10. The officers, employees and agents of the District are hereby authorized and directed to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to carry out, give effect to and comply with the terms and intent of this resolution.

PASSED AND ADOPTED by the Board of Directors of the Valley Center Fire Protection District on the 15th day of July, 2021 by the following vote:

Ayes:
Noes:
Absent:
Abstain:

ATTEST:

President, Board of Directors

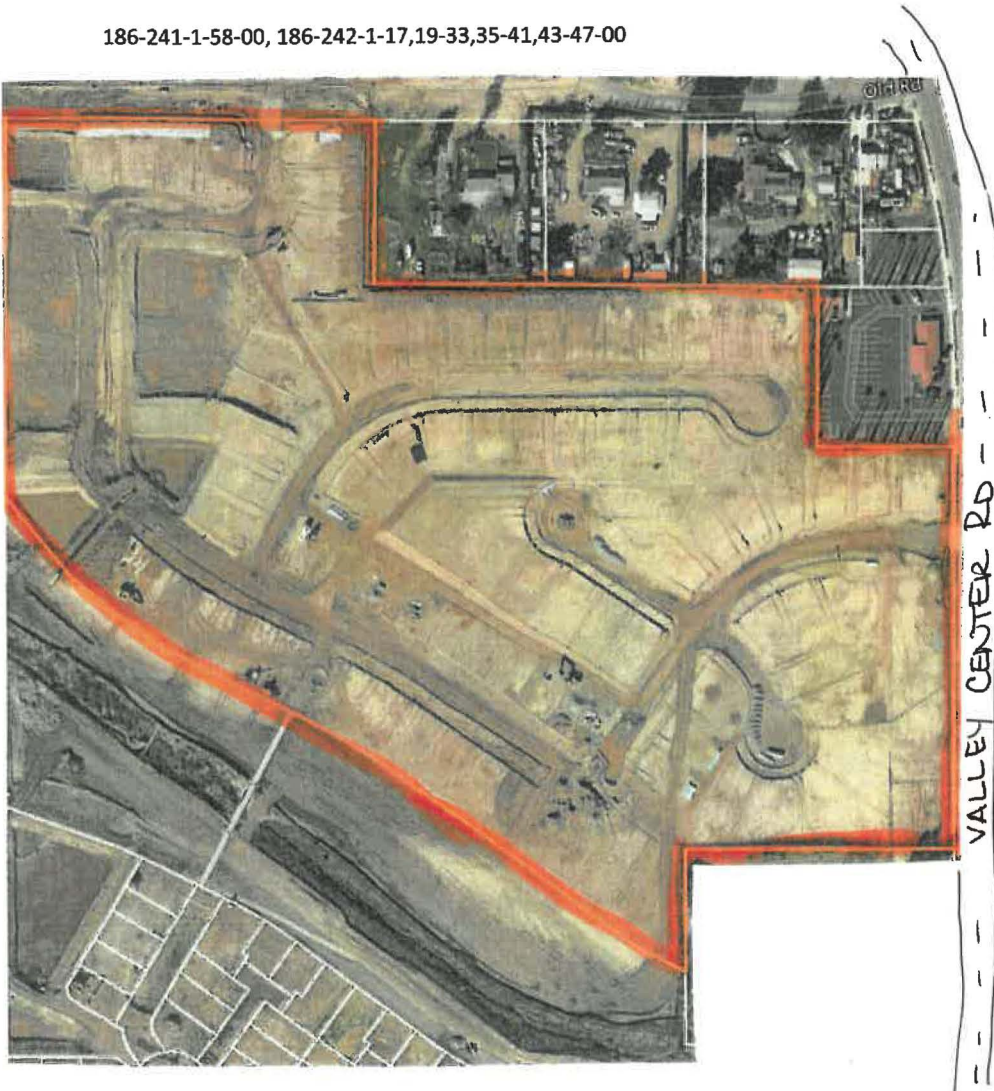
Secretary, Board of Directors

RESOLUTION 2021-36

CFD 2008-1 – ANNEXATION

SEASONS @ PARK CIRCLE

186-241-1-58-00, 186-242-1-17,19-33,35-41,43-47-00



**RESOLUTION NO. 2021-36
A RESOLUTION OF INTENTION
OF THE BOARD OF DIRECTORS OF THE VALLEY CENTER FIRE PROTECTION DISTRICT
TO ANNEX TERRITORY TO COMMUNITY FACILITIES DISTRICT NO. 2008-1
AND TO AUTHORIZE THE LEVY OF SPECIAL TAXES THEREIN**

WHEREAS, under the Mello-Roos Community Facilities Act of 1982, as amended (the "Act"), Chapter 2.5 of Part 1 of Division 2 of Title 5, commencing at section 53311 of the California Government Code, the Board of Directors (the "Board") of the Valley Center Fire Protection District (the "District") has conducted proceedings to establish Community Facilities District No. 2008-1 (the "CFD"), and

WHEREAS, the Board is the legislative body for the CFD and is empowered with the authority to annex territory to the CFD and now desires to undertake proceedings to annex territory to the CFD, and

WHEREAS, a petition requesting institution proceedings to annex territory to Community Facilities District No. 2008-1 District has been received from landowners owning not less than 10% of the proposed land to be annexed to the CFD, and

WHEREAS, the petition dated July 6, 2021 has been found to meet the requirements of Government Code section 53319, and

WHEREAS, this Board, having received indications of interest from the owner of the areas of land proposed to be annexed to the CFD, now desires to proceed with the annexation to the CFD in order to finance the balance of the costs of certain public services and facilities necessary or incident to development in the CSB.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Valley Center Fire Protection District as follows:

1. This Board hereby finds and determines that public convenience and necessity require that territory be added to the CFD be formed and that the Board is authorized to conduct proceedings for the annexation of territory to the CFD pursuant to the Act.
2. The name of the existing CFD is "Community Facilities District No. 2008-1."
3. The territory included in the existing CFD is as shown on the map thereof filed in Book 42 of Maps of Assessment and Community Facilities Districts at Page 27 in the office of the County Recorder, County of San Diego, State of California to which map reference is hereby made for further particulars. The territory now proposed to be annexed to the CFD is as shown on Annexation Map No.2 to the CFD on file with the Clerk of the Board, the boundaries of which territory are hereby preliminarily approved and which map is incorporated in full herein by reference. The Clerk of the Board is hereby directed to record, or cause to be recorded, said map showing the territory to be annexed to the CFD in the office of the County Recorder of the County of San Diego within fifteen days of the date of adoption of this Resolution.

4. The types of services financed by the CFD and pursuant to the Act consist of those services (the "Services") described in Exhibit A to Resolution 2008-09, adopted by the Board on May 29, 2008 (the "Resolution of Formation"). It is presently intended that the Services will be shared, without preference or priority, by the existing territory in the CFD and the territory proposed to be annexed to the CFD.

5. Except to the extent that the funds are otherwise available to the CFD to pay for the Services, a special tax sufficient to pay the costs thereof is intended to be levied annually within the CFD and collected in the same manner and at the same time as ordinary *ad valorem* property taxes. The proposed rate and method of apportionment of the special tax among the parcels of real property within the CFD, as now in existence and following the annexation proposed herein, in sufficient detail to allow each landowner within the territory proposed to be annexed to the CFD to estimate the maximum amount such owner will have to pay are described in detail in Exhibit A attached to the Resolution of Formation, which by this reference is incorporated herein.

6. The Board shall hold a public hearing (the "Hearing") on the annexation of territory to the CFD and the proposed Rate and Method of Apportionment at 6 p.m., or as soon thereafter as practicable, on August 19, 2021, at the Valley Center Municipal Water District, at 29300 Valley Center Road, Valley Center, California. At the hearing, the Board will consider and finally determine whether the public interest, convenience and necessity require the annexation of territory to the CFD. Should the Board determine to annex territory to the CFD, a special election will be held to authorize the levy of the special tax in accordance with the procedures contained in Government Code section 53326. If held, the proposed voting procedure at the election is expected to be a landowner vote with each landowner of record as of the close of the Hearing having one vote for each acre of land or portion thereof owned within the territory to be annexed to the CFD. Ballots for the special election may be distributed by mail or by personal service. At the time and place set forth above for the Hearing, any interested person, including all persons owning lands or registered to vote within the proposed CFD, may appear and be heard.

7. The District may accept advances of funds or work-in-kind from any source, including, but not limited to, private persons or private entities, for any authorized purpose, including, but not limited to, paying any cost incurred by the District in the annexation of territory to the CFD. The District may enter into an agreement with the person or entity advancing the funds or work-in-kind, to repay all or a portion of the funds advanced, or to reimburse the person or entity for the value, or cost, whichever is less, of the work-in-kind, as determined by this Board, with or without interest.

8. The District Secretary is hereby directed to cause notice of the public hearing to be given by publication one time in a newspaper published in the area of the CFD. The publication shall be completed at least seven days before the date of the public hearing in Section 6. The Secretary shall also cause notice of the hearing to be given to each property owner within the CFD by first class mail, postage prepaid, to each such owner's addresses as it appears on the most recent tax records of the District or as otherwise known to the Secretary to be correct. Such mailed notice shall be completed not less than fifteen days before the date of the public hearing. Each of the notices shall be substantially in the form specified in section 53322 of the Act, with the form summarizing the provisions hereof hereby specifically approved.

9. Except as may otherwise be provided by law or by the rate and method of apportionment of the special tax for the CFD, all lands owned by any public entity, including the United States, the State of California and/or the District, or any departments or political subdivisions thereof, shall be omitted from the levy of the Special Tax to be made to cover the costs and expenses of the

Services and the CFD. In the event that a portion of the property within the CFD shall become for any reason exempt, wholly or in part, from the levy of the special tax, this Board will, on behalf of the CFD, increase the levy to the extent necessary upon the remaining property within the CFD that is not exempt in order to yield the required revenues to pay for the Services and other annual expenses of the CFD, if any, subject to the provisions of the rate and method of apportionment of the special tax.

10. The officers, employees and agents of the District are hereby authorized and directed to do any and all things and to execute and deliver any and all documents which they may deem necessary or advisable in order to carry out, give effect to and comply with the terms and intent of this resolution.

PASSED AND ADOPTED by the Board of Directors of the Valley Center Fire Protection District on the 15th day of July, 2021 by the following vote:

Ayes:
Noes:
Absent:
Abstain:

ATTEST:

President, Board of Directors

Secretary, Board of Directors

RESOLUTION 2021-33

CFD 2008-1 – PUBLIC HEARING

TERRA-GEN – ENERGY STORAGE

189-013-20-00



VALLEY CENTER FIRE PROTECTION DISTRICT

Administrative Office & Fire Prevention Bureau
28234 Lilac Road
Valley Center, CA 92082
Tel: 760-751-7600 Fax: 760-749-3892

RESOLUTION NO. 2021-33

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE VALLEY CENTER FIRE PROTECTION DISTRICT**

WHEREAS, the annexation of described territory to the Community Facilities District 2008-01 (the "CFD") was submitted to a vote by the landowner of the real property located within the jurisdictional boundaries of the CFD on July 4, 2021; and

WHEREAS, nine (9) votes (1 vote per acre) was cast by a proper mail ballot in favor of the levy of special taxes within the described territory of the CFD; and

WHEREAS, a sufficient number of votes were cast in favor of levying special taxes within the CFD;

NOW, THEREFORE, BE IT RESOLVED that
The results of the election as sufficient to levy special taxes within the CFD are hereby certified.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the Valley Center Fire Protection District, at a regularly scheduled Board Meeting thereof, this 15th day of July, 2021 by a unanimous vote.

Secretary
Board of Directors

Fire Station #72
28234 Lilac Road
Valley Center, CA 92082

Fire Station #73
28205 N. Lake Wohlford Road
Valley Center, CA 92082

CSDA Board of Directors Election Ballot - Term 2022-2024; Seat A - Southern Network

Please vote for your choice

Choose **one** of the following candidates:

- Jo MacKenzie*
- Jan Bissell
- Kelly Gregg
- Rickey Manbahal
- Jo-Anne Martin
- Paulina Martinez-Perez
- Rachel Mason
- David E. Raley
- John Skerbelis

*Incumbent

☐ **Jo MacKenzie*** [\[view details\]](#)

☐ **Jan Bissell** [\[view details\]](#)

☐ **Kelly Gregg** [\[view details\]](#)

☐ **Rickey Manbahal** [\[view details\]](#)

☐ **Jo-Anne Martin** [\[view details\]](#)

☐ **Paulina Martinez-Perez** [\[view details\]](#)

☐ **Rachel Mason** [\[view details\]](#)

☐ **David E. Raley** [\[view details\]](#)

☐ **John Skerbellis** [\[view details\]](#)



2021 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: Jo MacKenzie

District/Company: Vista Irrigation District, *CSDA District of Distinction, Platinum Level*

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 29 years

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

- CSDA Board of Directors, President 2011, Vice President 2010, Treasurer 2008-2009
- CSDA Legislative Advocate of the Year 2010
- Graduate of CSDA Governance Academy
- CSDA Finance Corporation Board of Directors, 2007-present; President 2012, 2013, 2015- present
- Special District Leadership Foundation Board of Directors, Treasurer 2014-present
- Fiscal and Audit Committees; Membership Committee 2011- present; Chair 2020-2021
- Legislative Committee 2004-present; Chair, 2006-2010 and 2012
- CSDA San Diego Chapter, Board of Directors, 1993-present; President 1998-2000
- Attend all Annual Conferences and Legislative Days

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

- ACWA: Past Board Director; Local Government, Chair 2014-2015 and Membership Committee
- ACWA Region 10 Board of Directors, Vice Chair, Alternate Chair, Director 1997-2010
- The California Association of Local Agency Formation Commissions (CALAFCO), Board Member and Legislative Committee member, 2017 - present
- Special District Official of the Year by PublicCEO 2011

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

- San Diego LAFCO, 1994-present, Commissioner 7 years, Chair 2018-2019; Alternate 5 years; Special District Advisory Committee 14 years, Chair 2005 -2009
- City of San Marcos Planning and Traffic Commissions
- Personally initiated the City of San Marcos Budget Review Committee in 1980, Chair 1996-2006

4. List civic organization involvement:

- San Marcos Chamber of Commerce, Lifetime Ambassador
- Graduate Leadership 2000, Cal State San Marcos
- Community Development Associates, Treasurer
- Soroptimist International

****Candidate Statement-**Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot mailing.



RE-ELECT

JO MACKENZIE

**PROVEN EXPERIENCE LEADING
SPECIAL DISTRICTS**

- Dedicated
- Fiscally Responsible
- Committed to Special Districts

It has been a privilege to serve on the CSDA Board of Directors representing the Southern Network. I am honored that three years ago you elected me to serve your district. I am asking for your vote again in this election.

I am committed to continue building on the present foundation of CSDA's educational programs, state and federal legislative advocacy, and public outreach. As you know, this year ALL webinars are free to our members. The Special District Leadership Foundation Board has eliminated budget limits for scholarships. This allows all districts to apply for scholarships to attend workshops and conferences in 2021. I serve on both boards and I'm proud that the collaboration between the two boards allows all special districts to take advantage of CSDA's programs.

Serving on the Board of Directors and CSDA committees takes dedication and commitment, and especially a commitment of time. I have a proven record of leadership as both a Board member, a committee member and a chair. I was the PublicCEO Special District Official of the Year 2011 and CSDA Legislative Advocate of the Year 2010.

My proven leadership and public service experience, commitment to fiscal responsibility, and my comprehensive LAFCO and special district knowledge make me the most qualified candidate to represent the Southern Network.

With a passion for and proven experience in leading special districts, I would be honored to continue serving on the CSDA Board of Directors as your Southern Network Director.

✓ **Your district's vote will be greatly appreciated!**

Last day to vote: July 16, 2021



California Special
Districts Association
Districts Stronger Together

2021 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: Jan Bissell

District/Company: Valley-Wide Recreation and Park District

Title: Vice President

Elected/Appointed/Staff: Elected

Length of Service with District: 14 years (1999 - 2010, 2018 - to present day)

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

Attendee of CSDA Conference _____

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

California Parks and Recreation Society (CPRS), California Association of Recreation Park Districts (CARPD), California Interscholastic Federation (CIF).

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

Valley-Wide Recreation and Park District (VWRPD)

4. List civic organization involvement:

First Baptist School Board, USA Pickleball Association (USAPA), Friends of Valley-Wide Foundation (FOVWF), Local Pony Baseball and Softball Associations.

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**



JAN BISSELL

FOR

**CSDA BOARD OF DIRECTORS, SEAT A
SOUTHERN NETWORK**

Hello, my name is Jan Bissell and I am the Vice President of the Valley-Wide Recreation and Park District Board of Directors. I am proud to say

that for over 45 years, I have been involved with Valley-Wide Recreation as a volunteer in many capacities from coaching, officiating, organizing fundraisers and being an ambassador of Recreation in the community. My background is in business, but I also had the opportunity to serve as a Recreation Supervisor for 5 years and I was fortunate that both jobs kept me in direct contact with my community.

Last year, I had the honor of being recognized as an Outstanding Board Member for the California Association of Recreation and Park Districts. It is an honor I share with my fellow Board members as it is a reflection of our collective work to ensure the growth and sustainability of our District. With over 80 Parks and community centers and more than 250,000 residents to serve, my focus is on making sure the core of our services continue to reflect and fill the needs of our community.

- **Valley-Wide Recreation and Park District Board Member for 15 years (current)**
- **CIF and Recreation coach and sports official for 40+ years**
- **Outstanding Board Member CARPD 2020**
- **First Baptist Church Board of Trustees for 8 years**
- **First Baptist School Board Member for 4 years**
- **Member of the CIF Board for 25 years**

I am a husband, father, grandfather and a fearless advocate for our community. It is my hope that with your support, I can also be a fearless advocate for your special District.

On Behalf of our Board of Directors and entire Valley-Wide Recreation staff, I respectfully request your District's vote for the nomination to the Board of Directors of the California Special District Association (CSDA).



California Special
Districts Association
Districts Stronger Together

2021 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: Kelly J Gregg

District/Company: Hesperia Recreation and Park District

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 9 years

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

Have attended several CSDA conferences and workshops.

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

N/A

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

Current chair for City of Hesperia Safety committee.

4. List civic organization involvement:

Member of Elks lodge #2646. Have assisted in many community events.

Kelly J Gregg, Director

Hesperia Recreation and Park District

I have been a lifelong resident of Hesperia since 1971. I served as the voice of the community, and taxpayers on the HRPD Governing Board from 2010-2014 and 2016-current.

- Serves as Director of the Hesperia Recreation and Park District and on several committees: Finance (chair), Tri-Agency (chair), Personnel (v-chair).
- Served as President of the Hesperia Recreation and Park District and on several committees: Budget (chair), Safety and Security (chair), Foundation, and Golf Course.
- Serves on Hesperia City Council Safety Committee (chair).
- Fiscal responsibility and transparency are two main platform goals that take priority when making decisions for any agency or civic organization.

Kelly J Gregg is available to you at (760)985.1193 or by email directorgregg@hesperiaparks.com

Please Vote: Kelly J Gregg for CSDA Director Southern Network

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**



**California Special
Districts Association**
Districts Stronger Together

2021 CSDA BOARD CANDIDATE INFORMATION SHEET

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

- Name:** Shamindra "Rickey" Manbahal, MPA
- District/Company:** West Valley Water District
- Title:** Interim General Manager, Chief Financial & Administrative Officer
- Elected/Appointed/Staff:** WVWD Board & Public Affairs Manager Naseem Farooqi
- Length of Service with District:** 1.7 years
- 1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):**
Participated in several training Transparency Certificate of Excellence, Leadership Academy and General Manager Training, attended conferences and is registered for 2021 conference.
- 2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):**
ACWA, GFOA, CMTA, CSMFO, League of California Cities
- 3. List local government involvement (such as LAFCo, Association of Governments, etc.):**
GFOA and LAFCO
- 4. List civic organization involvement:**
Various Chamber of Commerce activities, Various non-profit participation Jewish Vocational Service, High Road Training Program

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**

CANDIDATE STATEMENT

When Mr. Manbahal was hired, WVWD was in a state of financial and administrative turmoil. Under his leadership, WVWD enacted ten major reforms to resolve financial issues, address the numerous negative findings in a previous California State Controller's office audit and deliver greater accountability and savings for ratepayers, resulting in WVWD's receiving of the Special District Leadership Foundation Transparency Certificate of Excellence. As a result of his efforts, including the implementation of the Cal-Card purchasing card program to minimize fraud, WVWD's most recent state audit found no material deficiencies with WVWD's internal controls, management and records.

Even in the face of a decline in revenue due to COVID-19, Manbahal's strong leadership produced a responsible fiscal year 2020-2021 budget that generated \$416,000 in cost savings without raising rates for ratepayers. Recently, Manbahal led WVWD's effort to apply for and secure a U.S. Environmental and Protection Agency loan for capital improvements worth nearly \$25 million.

Before his tenure at WVWD, Manbahal served as director of finance, assistant financial services director and interim finance director for localities throughout California. Prior to that, Manbahal worked as an internal auditor for the County of Los Angeles. Manbahal earned his Master's degree in Public Administration from California State University Northridge and a bachelor's degree in accounting. He also serves as a part-time lecturer at UCLA Extension, leading intensive courses in auditing, accounting and business management.

Given his extensive experience in turning around municipal finances and management, we have no doubt Mr. Manbahal will be a valuable addition to CSDA leadership. Without any reservation, we strongly urge you to consider Mr. Manbahal for the position of CSDA Board of Director Seat A – Southern Network in the coming election. If you have any questions or concerns, please contact Mr. Manbahal directly at smanbahal@wvwd.org or (909) 820-3706.

*Rickey S. Manbahal, MPA
Interim General Manager
Chief Financial & Administrative Officer*



California Special
Districts Association
Districts Stronger Together

2021 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: Jo-Anne Martin

District/Company: Placentia Library District

Title: Board President

Elected/Appointed/Staff: Elected

Length of Service with District: _____

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

I routinely attend the CSDA annual conference, as well as the Legislative Days. I have completed

multiple CSDA webinars and training sessions. I also completed CSDA's Board Secretary Workshop.

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

I am a member of the League of Women Voters and the California/Nevada League

of Credit Unions.

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

None.

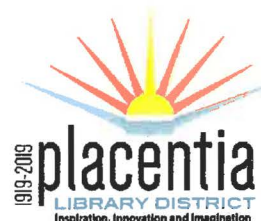
4. List civic organization involvement:

I currently serve as an Associate Director on Financial Partners Credit Union's Board of Directors, as the Secretary

for Alta Vista's Women's Golf Association, an Elder of the Placentia Presbyterian Church and as a literacy volunteer

for the Placentia Library District. I am also a past chair and board member of the Homeless Intervention Shelter.

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**



BOARD OF TRUSTEES

Jo-Anne Martin
President

Gayle Carline
Secretary

Sherri Dahl
Trustee

Hilaire Shioura
Trustee

Al Shkoler
Trustee

Jeanette Contreras, M.L.S.
Library Director

PLACENTIA LIBRARY DISTRICT

411 E. Chapman Ave.
Placentia, CA 92870
Phone: 714-528-1925
administration@placentialibrary.org
www.placentialibrary.org

March 15, 2021

President Jo-Anne Martin's background is in aerospace defense, operations and business. She has a bachelor's degree in biopsychology from Vassar College, and a master's degree in Systems Management from the State University of New York at Binghamton.

Jo-Anne Martin served in the US Air Force for 21 years as an Air Battle Manager. During this time she commanded 2 Air Force units, served as a Mission Crew Commander in both the US and NATO Airborne Warning and Control System (AWACS) and was the Pacific Regional Air Defense Commander. President Martin commanded an AWACS crew during the first Gulf War, accumulating over 200 combat flying hours and was awarded an Air Medal for her accomplishments. She is the first female graduate of the USAF Fighter Weapons (Top Gun) School. Her last assignment was at the Pentagon where she directed Congressional, budget and program integration for a \$28 billion portfolio of communications and computer programs. She routinely briefed Congressional staffers, Air Force senior leadership and media.

After retiring from the Air Force, Jo-Anne Martin spent 10 years in the aerospace defense industry. She was a Director of Business Development for The Boeing Company with extensive international as well as domestic responsibilities. Her international experiences span Asia, the Middle East and Europe with multiple tours in South Korea.

President Martin is very active in the local community serving as Associate Director on the Financial Partner's Credit Union Board of Directors, Secretary for Alta Vista's Women's Golf Association, an Elder of the Placentia Presbyterian Church, and as a literacy volunteer at the Placentia Library District. President Martin also regularly volunteers at Charity's Closet and is a past chair and board member of the Homeless Intervention Shelter.



Jo-Anne Martin

Jo-Anne Martin
President
Placentia Library District
Board of Trustees



**California Special
Districts Association**
Districts Stronger Together

2021 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: Paulina Martinez-Perez
 District/Company: South Bay Irrigation District
 Title: Director- Division 2
 Elected/Appointed/Staff: Elected
 Length of Service with District: 4 year term- 2020-2024

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):
 Workshops: Getting Oriented: The Critical Nature of Communications in the Public Age

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):
 Currently the delegate to ACWA representing South Bay Irrigation District, and an alternate representing Sweetwater Authority.

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

4. List civic organization involvement:
 Public school teacher at a heavily civically involved TK-12 system that promotes social justice and civic engagement with all students. Have also participated in fellowshi

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**



SOUTH BAY IRRIGATION DISTRICT
 505 GARRETT AVENUE, POST OFFICE BOX 2328
 CHULA VISTA, CALIFORNIA 91912-2328
 (619) 420-1413 FAX (619) 425-7469
www.sbid.us

BOARD OF DIRECTORS
 STEVE CASTANEDA
 DIVISION 1
 PAULINA MARTINEZ-PEREZ
 DIVISION 2
 JOSE PRECIADO
 DIVISION 3
 HECTOR MARTINEZ
 DIVISION 4
 JOSIE CALDERON-SCOTT
 DIVISION 5

Candidate Statement:

I am pleased to share with you my interest in being part of the Board of Directors representing the Southern Network. The Board of Directors for the California Special Districts Association has six major beliefs and I believe I would be an excellent addition that would support the board in being a leading and passionate voice for all special districts.

In order to raise awareness and understanding of what special districts are, the CSDA established the "Districts Make The Difference" campaign. This campaign focuses on creating more visibility and outreach to the public. With its new logos, videos, student contents, etc. the CSDA is demonstrating a newfound commitment to revolutionize, and modernize its efforts. Electing me as the representative of the Southern Network would align with CSDA's most recent push in revitalizing and revamping its efforts to outreach the public.

Undoubtedly, the members of the current Board of Directors are committed to strengthening and supporting the special districts that make up California. However, the strength of a fresh perspective cannot be overstated. As a newly elected Director the South Bay Irrigation District, and the youngest member ever elected, I have been able to bring a new perspective to our governing board. As part of the Board of Directors I would focus on being a member that promotes the ability to look at what can be done, and not only at what has been done.

Professionally, I am a graduate of the University of California, Los Angeles (UCLA) with a major in Political Science and minored in Society and Genetics as well as Biological Anthropology. I also possess a master's degree from Johns Hopkins University and I am currently a public high school biology teacher.

Please feel free to reach me directly at pmp.sbid@gmail.com or 619.361.1647.

Thank you for your time.

Respectfully,

Paulina Martinez-Perez



**California Special
Districts Association**
Districts Stronger Together

2021 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: Rachel Mason

District: Fallbrook Regional Health District

Mailing Address: 138 S. Brandon Rd., Fallbrook, CA 92028

Network: Southern Network (see map)

Telephone: Office: 760.731.9187 or Cell: 909.838.8071
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: 760.731.9131

E-mail: rmason@fallbrookhealth.org

Nominated by (optional): Jennifer Jeffries, FRHD Board Treasurer

Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by mail or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS – March 29, 2021



Our mission is to assist residents of Fallbrook, Bonsall, Rainbow and De Luz, to lead healthy lives, supporting a greater life span and independence.

March 11, 2021

California Special Districts Association

RE: 2021 Board of Directors Election Candidate Statement

To Whom it May Concern,

I respectfully submit this nomination form for consideration to represent the Southern Network of CSDA. My tenure with the Fallbrook Regional Health District has been short in duration, yet I feel that these last two years have been the most rewarding of my professional career. My initial professional life was in the nonprofit industry, so when I switched to a Governmental role, I found a new vocabulary, new rules of operations, and a new ability to provide deep service to my community. Upon entry to this position, I was immediately directed by the Board of Directors, the District's legal counsel and our long-time staffers to engage with CSDA for trainings, education and support. I have been impressed with the education and advocacy provided to members from CSDA and have benefitted from these resources. I believe that while I may be still be considered new to this industry, my broad professional experience and collaboration building abilities could benefit CSDA, my home District and our shared communities.

Rachel A. Mason, M.A., M.S.
Chief Executive Officer
Fallbrook Regional Health District



California Special
Districts Association
Districts Stronger Together

2021 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: David E. Raley

District/Company: San Bernardino Valley Water Conservation District

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 11 years

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

I have taken Governance Training through CSDA.

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

Our District is currently a member of ACWA.

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

Please see attached statement.

4. List civic organization involvement:

Please see attached statement.

****Candidate Statement – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**

Director, SBV Water Conservation District/ Retired Credit Union CEO, Retired Colonel

I have demonstrated my leadership and organizational commitment in rising from Aviation Cadet to a Colonel in the US Air Force. I demonstrated the same skills when I was elected to the Conservation District Board against a 16 year talented and effective Board Member.

My leadership skills and financial expertise have ensured cost effective protection of critical ground water resources in the San Bernardino Valley Water Conservation District.

I am a Vietnam Pilot Combat Veteran and a retired USAF Colonel after enlisting as an Aviation Cadet with a Trade High School Diploma.

As your Representative I will use these same skills and commitment to maintain and enhance the operation of the CSDA Board of Directors, Seat A, Southern Network Representative

I have continued to insist the District had effective fiscal controls to build and maintain a permanent strong financial position that ensures the viability of the District and its important endeavors.

"Helping Nature Store Our Water" is our Water District's motto. I have actively promoted and supported projects to enhance water capture and to ensure all the available State Project water is stored in the Bunker Hill Basin.

I have provided significant contributions to our District's effort to protect endangered species, public access to trails so all can enjoy the community's upper Santa Ana River resources and local aggregate supplies in support of the local economy.

Qualifications: Master's Degree in Business Administration from Arizona State University, President/CEO, Norton (Alta Vista) Credit Union, President, Crafton Hills College Foundation, Redlands Police Civilian Patrol, 3 years as Chairman of the Volunteer Governing Committee, City of Redlands Technical and Professional Volunteer of the Year and President of the San Bernardino Valley Conservation Trust.

I ask for your vote.

Thank you.

909.798.9248



**California Special
Districts Association**
Districts Stronger Together

2021 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: John Skerbelis

District/Company: Rubidoux Community Services District

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 8 years

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

None

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

None

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

Riverside County Solid Waste Advisory Committee

Rubidoux Community Services District - Board of Directors

4. List civic organization involvement:

Past involvement with Riverside County Dept of Environmental Health on Community clean ups

****Candidate Statement – Although It is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**

CANDIDATE STATEMENT

JOHN SKERBELIS

Unique to Rubidoux Community Services District ("Rubidoux") is its history as the state of California's first community services district, formed in 1952. Rubidoux was within an unincorporated area of western Riverside County and now provides approximately 35,000 people with water, sewer, fire protection, trash, weed abatement, and street light services. These services in part helped enable the area to develop and grow, eventually leading into the incorporation of the area as the City of Jurupa Valley on July 1, 2011. Rubidoux continues to provide services consistent with its formation in 1952 and as a CSDA Member appreciates the support CSDA provides in many ways.

John Skerbelis is a Director on Rubidoux's Board of Directors and currently the Board President. He is seeking election to CSDA's Board of Directors and is asking for support from fellow CSDA Southern Network Members.

Examples of Director Skerbelis' local community service experience include -

- Elected to Board of Directors of Rubidoux in 2007 and past Board President twice
- Member of Riverside County Solid Waste Management Advisory Council – 7 years
- Recognized by Riverside County Board of Supervisors for outstanding performance related to the illegal dumping task force (AB 1822 and AB 1924)
- Worked for Riverside County Department of Environmental Health - 8 years
- Local business owner
- Coordinated with Congressman Calvert and Takano to secure FEMA funds for Rubidoux

With his experience and diversity of public service, Director Skerbelis would be a meaningful member of CSDA's Board of Directors. When submitting your vote in the upcoming vote for CSDA Board of Director Seat A – Southern Network, it is requested you consider John Skerbelis for your vote. Thank you.

RESOLUTION NO. 2021-37

**A RESOLUTION OF THE VALLEY CENTER FIRE PROTECTION DISTRICT,
APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE
VALLEY CENTER FIRE PROTECTION DISTRICT AND THE VALLEY CENTER
FIREFIGHTERS ASSOCIATION IAFF LOCAL 5187**

WHEREAS, the Valley Center Fire Protection District and the Valley Center Firefighters Association IAFF Local 5187, a recognized employee bargaining group, have entered into a Memorandum of Understanding (MOU) after meeting and conferring in good faith following the Meyers-Millias-Brown Act (MMBA) over wages and benefits; and

WHEREAS, the duration of the terms and conditions of this Memorandum of Understanding (MOU) between the Valley Center Fire Protection District and the Valley Center Firefighters Association IAFF Local 5187 are from July 01, 2021 to June 30, 2022; and

WHEREAS, the Memorandum of Understanding between the Valley Center Fire Protection District and the Valley Center Firefighters Association IAFF Local 5187 creates a binding agreement which may not be altered or cancelled unless mutually agreed upon by both parties; and

NOW, THEREFORE, BE IT RESOLVED,

The Memorandum of Understanding between the Valley Center Fire Protection District and the Valley Center Firefighters Association IAFF Local 5187 dated July 15, 2021 is approved.

PASSED AND ADOPTED: July 15, 2021 at the regular Valley Center Fire Protection District Board of Directors Meeting.

AYES:

NOES:

ABSTAIN:

ABSENT:

Phil Bell, Valley Center Fire Protection District Board President

ATTEST:

Regina Roberts, Valley Center Fire Protection District Board Secretary

Valley Center Fire Protection District

AND

VALLEY CENTER FIREFIGHTERS ASSOCIATION



Memorandum of Understanding

VALLEY CENTER FIRE PROTECTION DISTRICT MEMORANDUM OF UNDERSTANDING TABLE OF CONTENTS

SECTION 1: LEGALITIES

- 1.1: Preamble
- 1.2: Provisions of Law
- 1.3: SOGs and Policies Referenced Within this MOU
- 1.4: Agreement Term
- 1.5: Recognition
 - 1.5.1: Recognized Unit Members
- 1.6: Agreements, Modifications, and Waivers
- 1.7: Authorized Agents and Representatives

SECTION 2: RIGHTS AND PRIVILEGES

- 2.1: Employee Rights
- 2.2: VCFA Rights
 - 2.2.1: VCFA Dues and Payroll Deductions
- 2.3: District Management Rights

SECTION 3: WORKING CONDITIONS

- 3.1: Shift Schedules
- 3.2: Administrative Captain Position
- 3.3: Probationary Period
 - 3.3.1: Initial Probationary Period
 - 3.3.2: Promotional Employees
- 3.4: Department Seniority

SECTION 4: PAY AND REIMBURSEMENTS

- 4.1: Pay Schedules
- 4.2: Training/Court Pay
 - 4.2.1: Mandatory Training Pay
 - 4.2.2: Court Standby and Appearance Pay
 - 4.2.2-A: Court Standby Pay
 - 4.2.2-B: Court Pay
- 4.3: Acting Pay
- 4.4: Holiday Pay
- 4.5: Callback Pay
- 4.6: Limit on Consecutive Hours Worked

- 4.7: Overpayment Remedy
- 4.8: Reimbursements, Bonus Pay
 - 4.8.1: Paramedic and EMT License Renewal Reimbursement
 - 4.8.2: Tuition Reimbursement
- 4.9: Jury Duty Pay
 - 4.9.1: Pay while on jury duty
 - 4.9.2: Notifying Supervisors
- 4.10: Witness Pay

SECTION 5: BENEFITS

- 5.1: Uniform Allowance
- 5.2: VCFPD Medical Benefits Plan
- 5.3: Employee Assistance Plan (EAP)
- 5.4: Deferred Compensation (457) Savings Account Plan

SECTION 6: HOLIDAYS, LEAVE, AND TRADES

- 6.1: Vacation, Comp Time, Sick Leave, and Bereavement Accruals
 - 6.1.1: Temporary Light Duty Assignment
- 6.2: Shift Trade Policy

SECTION 7: GRIEVANCE PROCEDURE

- 7.1: Purpose
- 7.2: Definitions
- 7.3: Grievance Procedure

SECTION 8: DISCIPLINARY PROCEDURE

- 8.1: Applicability
- 8.2: Pre-Disciplinary Procedure
- 8.3: Informal Disciplinary Appeal Procedure
- 8.4: Formal Disciplinary Appeal Procedure

Attachments:

Pay Scales

MEMORANDUM OF UNDERSTANDING

July 1, 2021- June 30, 2022

SECTION 1: GENERAL

1.1: Preamble

This Memorandum of Understanding is entered into pursuant to applicable provisions of State law and local ordinance between the Valley Center Firefighters Association and the Valley Center Fire Protection District, IAFF Local 5187, containing the complete results of negotiations concerning wages, hours and other terms and conditions of employment for employees represented herein. The parties hereto have met and conferred in good faith in order to reach this agreement.

1.2: Provisions of Law

It is understood and agreed that this MOU is subject to all current and future applicable federal and State laws and regulations. If any part or provision of this MOU is in conflict or inconsistent with such applicable provisions of those federal or State enactments or is otherwise held to be invalid or unenforceable by any court of competent jurisdiction, such part or provision shall be suspended and superseded by such application law or regulation, and the remainder of the MOU shall not be affected thereby. If any substantive part or provision of this MOU is suspended or superseded, the parties agree to reopen negotiations regarding the suspended or superseded part provided that total compensation to employees under the MOU shall not be reduced or increased as a result of this Article.

1.3: SOG and Policies Referenced Within the MOU

Given the constantly evolving nature of the Department, Several District and Department Policies, SOGs, and Guidelines are referenced within this MOU. When referenced, these shall be recognized as binding documents within the scope of this MOU and shall not be amended, altered, or revised without an agreement between both the Administration and the VCFA. However, it is recognized that these documents may need updating or revisions during the term of this agreement and that these changes may be mutually agreed upon outside of the formal meet-and-confer process. If, however, the changes cannot be mutually agreed to, no changes will be implemented without a formal re-opening of the MOU and a recognized meet-and-confer process.

Any side wishing to make changes to any of the policies, SOG's, SOP's, etc. referenced within this MOU must provide the other side with the proposed changes. Should there be no objection to the changes, the suggested changes will be implemented and a notification be sent to all effected parties. If either side wishes to discuss the changes, a representative meeting will be arranged within seven (7) business days to meet and discuss the changes suggested and the rationale behind the changes. If the changes are then agreed upon, they will be implemented. If the changes cannot be agreed to, there will be no change to that document until the matter can be re-introduced during formal negotiations. This only pertains to the sections of any SOG, Policy, SOP, or other material that directly relate to the employee classifications covered by this MOU.

1.4: Agreement Term

The term of this Agreement shall become effective July 1, 2021. This Agreement shall expire and otherwise fully terminate on June 30, 2022. If a successor MOU has not been reached by July 1, 2022, the terms and conditions of the current MOU will be extended until a successor MOU is adopted.

In the event either party hereto desires to negotiate a successor MOU, such party shall serve upon the other its written request to commence negotiations, as well as any written proposals for such successor MOU. Upon receipt of such proposal, negotiations shall begin no later than thirty (30) calendar days after such receipt.

1.5: Recognition

Pursuant to the provisions of local ordinance and applicable State law, effective May 16, 2020, the Valley Center Firefighters Association, IAFF Local 5187 (henceforth referred to as the VCFA), is hereby acknowledged as the exclusive recognized employee organization for District employees in the full-time positions identified in 1.4.1.

1.5.1: Recognized Unit Members

The following full-time positions are covered by this MOU:

- Fire Captain (including Administrative Captain)
- Fire Engineer
- Firefighter Paramedic
- Firefighter EMT

1.6: Agreements, Modifications, and Waivers

This Agreement sets forth the full and entire agreement of the parties regarding wages, hours and other terms of employment, and any other prior or existing understanding or agreements over these matters between parties, whether formal or informal, are hereby superseded and terminated in their entirety.

No agreement, alteration, understanding, variation, waiver, or modification of any of the terms or provisions contained herein shall in any manner be binding upon the parties hereto unless made and executed by all parties hereto.

The waiver of any breach, term, or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all its terms and provisions.

1.7: Authorized Agents and Representatives

The Districts' principal authorized agent shall be the District Fire Chief or the District Fire Chief's authorized representative. The District Fire Chief may assign a particular chief officer, management employee or contract legal services specifically designated in connection with the performance of a specific function or obligation set forth in the MOU. The VCFA's principal authorized agent shall be its Association president or a duly authorized designee of the president.

SECTION 2: RIGHTS AND PRIVILEGES

2.1: Employee Rights

As a result of this MOU, no person shall be favored or discriminated against by either the District or VCFA, to the extent provided by law because of political or religious opinions or affiliations, race, national origin, age, sex, sexual orientation or disability. Neither the District nor VCFA shall interfere with, intimidate, restrain, coerce, or discriminate against employees covered by this MOU because of the exercise of rights to engage or not engage in VCFA activity or because of the exercise of any right provided to employees by this MOU or the Meyers-Milias-Brown Act. Nothing in this MOU shall be construed as a waiver of any of the following rights of individual employees, which may be exercised in compliance with applicable laws, ordinances and rules and regulations.

2.2: VCFA Rights

As the recognized employee organization, VCFA has the following rights which the District hereby recognizes:

(a). To govern its internal affairs;

(b). To use bulletin boards at District offices in locations convenient to VCFA and approved by the Fire Chief. VCFA shall have exclusive control over the material placed on the bulletin boards designated for its use; provided, however, that VCFA agrees to not post, and to immediately remove any unauthorized material, which is defamatory, violates District policies designed to assure a workplace free from harassment or discrimination, violates rules relating to political advocacy in the workplace, or violates any state or federal law;

(c). To use, with prior approval of the Fire Chief, District facilities for off-duty meetings of VCFA members; provided, however that use of District equipment or supplies other than incidental use during such meetings of items normally used at business meetings such as desks, chairs, blackboards, dry boards, and similar items.

(d) Union Access: Duly authorized representatives of the Union shall have access to the locations where work is being carried on, during working hours, for the purpose of observing working and safety conditions, investigating grievances, and seeing that the provisions of this Agreement are observed, provided that the employees are not interfered with in their work. This shall include, but is not limited to Fire Stations, drill grounds, and emergency scenes.

(e). To have up to two of its members designated as representatives for the purposes of meeting and conferring with the District and to have those members provided with reasonable time off without loss of pay, during scheduled work hours, when those representatives are meeting and conferring with representatives of the District on matters within the scope of representation.

(f). A representative shall be allowed to be present, at the request of the represented employee, during any hearing or meeting regarding discipline or a grievance:

(g). VCFA may designate one employee representative to assist an employee in preparing and presenting materials for disciplinary or grievance procedures. The designated employee representative shall be allowed reasonable release time from regularly scheduled duties for the purpose of investigating and preparing material for such procedures. Supervisors shall be given at least one-day prior written notice in the

event release time is requested, unless the supervisor agrees otherwise. Employee representatives, who investigate, prepare, or present materials during off-duty time shall do so on their own time and shall not be considered to be working. Employee representatives and employees who attend personnel hearings during their off-duty time shall do so on their own time and shall not be considered to be working. If an employee who would otherwise be off-duty during the time of a personnel hearing is subpoenaed or ordered to attend the hearing, then the employee shall be considered to be working during the time the employee is in at the hearing in response to the order or subpoena.

(h). A designated employee representative requesting time off under this Section shall direct the request to the Fire Chief in writing within a reasonable time before the date requested. The Fire Chief shall respond to the request as soon as feasible, but not later than 5:00 p.m. on the next business day following the request. The request may be denied only if the Fire Chief determines that it would unreasonably interfere with departmental staffing or sufficient coverage of departmental assignments. If the Fire Chief or his designee does not grant the release time because of workload or other scheduling reasons, the Fire Chief or Designee shall give notice to the employee of a date or dates when the release time will be provided.

(i) VCFA shall have the right upon request and prior to implementation, to meet and confer, with Management any significant change in terms and/or conditions of employment, which results in a significant impact on employees, except in emergencies.

Emergencies or emergency conditions as defined as civil emergency conditions that may exist including, but not limited to, riots, civil disorders, earthquakes, floods, greater alarm fires, or other similar declared/recognized catastrophes.

2.2.1: VCFA Dues and Payroll Deductions

The District shall deduct VCFA dues payments from the paychecks of those employees who authorize such deductions for the term of this Agreement. VCFA dues forms shall be turned in to Fire Administration by the end of the second pay period in July each year from each member, or within the first two pay periods for any new hire, or dues shall not be collected. Any employee's form which is not submitted by the end of the second pay period shall not have dues deducted until the form is received by the District. Retroactive dues collection will not be allowed for late forms. A copy of the dues collection, form filled out during the hiring process, will be forwarded to the Association treasurer for records keeping.

The language on any form by which employees authorize such deductions shall be mutually agreed upon by the District and the VCFA. Such form shall provide for a rescission, at the employee's option. Such deductions shall be on a pay period basis.

The VCFA will, upon request, produce a statement certifying that they have a Dues Deduction form signed by each employee enrolled in the program.

2.3: District Management Rights

All management rights shall remain vested exclusively with the District except those which are clearly and expressly limited or explicitly eliminated by this MOU. It is recognized merely by way of illustration that such management rights include, but are not limited to:

- (a) The right to determine the mission of the District, its advisory boards and commissions and work units.
- (b) The right of full exercise and control of the management of the District, supervision of all operations, determination of the methods, means and personnel required to perform any and all work; and composition, assignment, direction, location and determination of the size and mission of the work force.
- (c) The right to determine the work to be done by the employees, including establishment of levels of service and staffing patterns.
- (d) The right to change or introduce new or improved operations, methods, means, equipment or facilities.
- (e) The right to prescribe qualifications for employment and determine whether they are met; to hire, set and enforce performance standards and promote employees; to establish, revise and enforce work rules; to schedule work time; to transfer, reassign or lay off employees; to determine the content of job classifications; to suspend, reduce in step, demote, discharge or otherwise discipline employees for cause; and, to otherwise maintain orderly, effective, efficient operations.

SECTION 3: WORKING CONDITIONS

3.1: Shift Schedules

FULL TIME BENEFITTED: A shift is defined by 2, 24 hours shifts (48/96) between the hours of 8:00am to 8:00am or a 4/10 Administrative Schedule as outlined below (sec. 3.2)

48/96 schedule A, B, C shift

IE: AABBC, repeats

3.2: Administrative Captain

The Administrative Captain is an assignment in the classification of Fire Captain subject to the following:

- (a) The Administrative Captain works 40 hours per calendar week on a 4/10 schedule Monday through Thursday between 7:00 a.m. and 5:00 p.m. and when applicable will receive overtime compensation per this MOU for hours worked in excess of their regular scheduled hours in the calendar week.
- (b) The Administrative Captain may work overtime shifts in suppression (full or partial as needed) as long as the overtime does not interfere with the Administrative Captain's regular assigned duties, special assigned overtime duties or shifts. Pay for work on such shifts is at the 56-hour rate for the classification at which the employee works.
- (c) Employees at the rank of Fire Captain shall be selected for the assignment of Administrative Captain by submitting a letter of interest to the Fire Chief. If no one is selected based on the letter of interest cards, or if no employees submit letters of interest for the assignment, the Fire Chief may assign an employee to the assignment.
- (d) Employees who enter the assignment of Administrative Captain (either by being selected or by being assigned) will be required to stay in the assignment for term of the assignment. If, after two (2) years, no other Fire Captain has expressed interest in the assignment, and if the incumbent in the assignment wants to stay in the

assignment, the incumbent may stay in the assignment until another Fire Captain expresses interest in the assignment and is selected. However, if, after serving in the assignment for two years, the employee no longer wants to remain in the assignment, there will be a new selection process and another employee will be selected using the selection process described above paragraph C.

(e) Any Fire Captain in the assignment of Administrative Captain is not precluded at any time from seeking a promotion while in the assignment. If the employee is promoted while in the assignment, the employee will leave the assignment upon promotion.

(f) The hourly rate of pay for the Administrative Captain position will be adjusted to ensure that there is no reduction in the annual base rate of pay. (Hourly salary at 56-hour rate multiplied by 1.4) Any administrative work hours over the 40-hour weekly assignment will be paid at 1 ½ X the adjusted rate of pay. Any additional hours worked as shift work will be paid at the 56-hour regular rate of pay for a shift employee.

(g) An Administrative Captain is not subject to force-hire for shift work. The Administrative Captain can voluntarily work full or partial overtime shifts on the floor as stated above (sect. b)

(h) Sick leave and vacation accrual will continue and the rate of accrual will be adjusted to be comparable to the employees' 56-hour accrual rates. (i.e.: Going from 56-hour to 40-hour position, leave hours will be multiplied by 0.7. Going from a 40-hour position back to a 56-hour position, the accrued hours will be multiplied by 1.4.) Any vacation of sick leave hours used will be paid out at the regular rate of pay based on the employees' position at the time the leave was taken.

3.3: Probationary Period

3.3.1: Initial Probationary Period

The initial probationary period for newly hired, full-time employees is 26 pay periods. The initial probationary period may be extended at the discretion of the Fire Chief for up to six months. Absences of 30 or more calendar days during the initial probationary period shall result in an extension of the initial probationary period commensurate with the length of the absence.

3.3.2: Promotional Employees

The probationary requirements for members promoted to the rank of Captain or Engineer, or employees promoted from FF/EMT to FF/PM is 26 pay periods. Absences of 10 or more shift days (not due to vacation hours) during the promotional probationary period shall result in an extension of the promotional probationary period commensurate with the length of the absence.

Members who do not successfully complete the probationary period shall be returned to his or her prior rank and position unless failing the probation was due to disciplinary reasons resulting in termination.

3.4: District Seniority

District seniority (District ID number) shall be determined by time of employment with the District and within a given rank. Seniority is only accrued while working at the VCFPD, no outside seniority (employment time or rank) shall be counted.

EXAMPLE 1: An employee hired as a FF/EMT, works for one (1) year in that rank and then "promotes" to FF/PM and works six (6) months as a FF/PM would have 18 months of District seniority and six months of PM seniority. An employee hired as a FF/PM, who worked 12 months as a FF/PM, would have 12 months of Department/PM seniority.

EXAMPLE 2: An employee who works for five (5) years as an EMT/PM and promotes to Captain and works six (6) months as a Captain would have five years and six months of District seniority and six months of Captain seniority. An employee who was hired as a Captain and works three years as a Captain (with VCFPD) would have three years of District seniority and three years of Captain seniority.

In the event of layoffs or restructuring; Position seniority would prevail over District seniority but the District seniority would be used to initiate "bumping" rights. An employee who loses his/her position due to the position seniority of another employee can revert to a previously held position and "bump" another member with less District seniority provided that the member maintains all required education, certificates, and licensure for the lower position.

To determine overall seniority, in the event that two employees have the same hire/promotion date, then the seniority will be determined in the following manner: By

employment (FF/PM and FF/EMT) or promotional test ranking (ENG and Capt), and then by total time in the VCFPD (by full-time hire date) would be used to determine seniority.

SECTION 4: PAY AND REIMBURSEMENTS

4.1: Pay Schedules

The current pay schedules for the following ranks:

Class 1, Class 2, and Class 3 Captain/Paramedic
Class 1, Class 2, and Class 3 Captain
Class 1, Class 2, and Class 3 Engineer/Paramedic
Class 1, Class 2, and Class 3 Engineer
Class 1, 2, 3 & 4 FF/Paramedic
Class 1, 2, 3 & 4 FF/EMT

The pay and benefits schedules listed below shall be honored throughout the length of the bargaining agreement unless mutually agreed changes occur through the collective “meet and confer” bargaining process.

Captain

See Attachment A-1: Captain Pay Schedule

Engineer

See Attachment A-2: Engineer Pay Schedule

Firefighter/Paramedic

See Attachment A-3: Firefighter/Paramedic pay schedule

Firefighter/EMT

See Attachment A-4: Firefighter/EMT pay schedule

4.2: Training/Court Pay

4.2.1: Mandatory Training

It is recognized that employees required by the department to attend training while off-duty shall be compensated in accordance with the Fair Labor Standards Act.

4.2.2: Court Standby and Appearance Pay:

4.2.2- A: Court Standby Pay

An employee on court standby status pursuant to a subpoena issued in a court proceeding related to the performance of his duties or employment shall provide a telephone number where the employee may be reached while on standby. Such time is not considered “hours worked” for purposes of the FLSA or for determining overtime under this memorandum of understanding. The employee will receive a credit of two (2) hours provided that the employee is not required to be present in the court building. If the employee is actually called to court, the two hours standby will be applied to the time spent for court pay.

4.2.2-B: Court Pay

When an employee is physically called to court, the employee shall be credited an hour for hour basis for the time actually spent in court. An employee shall be credited for a minimum of two (2) hours for each scheduled court appearance. Only one minimum shall apply per day. Travel time shall not be considered hours worked and shall not be compensated in any matter whatsoever.

4.3: Acting Pay

A member who is qualified to work out-of-classification in a higher ranked position (engineer, captain or division chief), and is on a current eligibility list, will have their pay classification set at “Class 1” for the rank they hold. Members who are eligible for the Class 1 rating will be paid at that level for all work, not just when in the acting position. Should a member fail to remain eligible, the Class-1 pay differential is forfeited and they will be placed and paid at the Class-2 level.

4.4: Holiday Pay

The following are the recognized holidays for the VCFPD:

December 31 st (New Years’ Eve.)	January 1 st (New Years’ Day)
Presidents’ Day	Easter Sunday
Memorial Day	July 4 th (Independence Day)
Labor Day	November 11 th (Veterans Day)
Thanksgiving Day	December 25 th (Christmas Day)
Martin Luther King Day	Columbus Day
Patriots Day	

Annual holiday pay is calculated into the employees' regular rate of pay. This is calculated as eight (8) hours of straight time (1X) pay for each holiday X 13 holidays for a total of 104 hours of holiday pay per year.

4.5: Callback Pay

Call back duty occurs when an employee is ordered to return to duty on a non-regularly scheduled work shift. Call back does not occur when an employee is held over from the prior shift or is working his or her regularly scheduled shift. An employee shall report within a reasonable amount of time after being called back, absent extraordinary circumstances. An employee who is called back to duty shall receive a minimum of two (2) hours credit. Hours worked in excess of two hours shall be credited on an hour-for-hour basis for actual time worked.

The callback pay begins from the time the member is advised that they are being called back to work, including travel time to the fire station for call back duty.

4.6: Limit on Consecutive Hours Worked:

Affected employees shall be limited to a maximum of 144 consecutive forced or voluntary hours of time worked followed by a minimum of 12 hours off-duty time. Exceptions: The Fire Chief may authorize an extension of the consecutive hours worked. This section does not affect employees assigned to Strike Team or other deployment positions.

4.7: Overpayment Remedy

Permanent employees shall reimburse the District for any overpayment of wages or benefits. The reimbursement is not required until the District notifies the affected employee in writing. Reimbursement shall be accomplished by a reasonable repayment method mutually acceptable to the employee and the District.

4.8: Reimbursement Pay

4.8.1: Paramedic and EMT License Renewal Reimbursement

Members will be reimbursed the administrative costs for accreditation/license renewal fees for San Diego County and State of California EMT and Paramedic licenses. This does not include any late fees charged due to the employee failing to submit the renewal information in a timely manner.

4.8.2: Tuition Reimbursement

It is the intent of the Valley Center Fire Protection District to reimburse, the classroom costs only, for the certifications and successful completion of classes authorized by the District as outlined in the: Tuition Reimbursement Policy. SOG # 2021-01-02

4.9: Jury Duty Pay

The District will cooperate fully with local, state, and federal courts in allowing its employees to serve on juries.

4.9.1: Pay While on Jury Duty

Employees who are called for jury duty will receive time off to cover their jury time. If the jury time falls on a regularly scheduled shift, the member will be paid for their time. Members are encouraged to defer their jury duty to times of the year that are less impactful to the Department.

4.9.2: Notifying Supervisors

An employee who receives a notice of jury duty must notify their supervisor as soon as possible in order that arrangements may be made to cover the employee's position.

4.10: Witness Pay

An employee called as a witness for any criminal or civil trial directly related to their duties while employed with the VCFPD, or called to be deposed for any job-related activities, are entitled to time off or paid compensation (whichever is appropriate) to perform that duty as referenced in this agreement.

Any member called as a witness for any criminal or civil trial, or being deposed for any legal proceedings, which are not directly related to their employment at the VCFPD must arrange their own time off and are not eligible for compensation from the District.

SECTION 5: BENEFITS

5.1: Uniform Allowance

Reference the Uniform Policy 2017-02-06

5.2: VCFPD Medical Benefits Plan

The VCFPD will provide medical, dental, and vision insurance pursuant to:

SOG# 2020-07-02.

5.3: Employee Assistance Program (EAP):

The District shall provide an Employee Assistance Program (EAP) at no premium cost to the affected employees. Any change within benefit levels shall be subject to meet and confer.

5.4: Deferred Compensation Program (457 Savings Account):

The District will manage an employee contribution individual retirement IRS 457(b) account for the employees through payroll deduction.

SECTION 6: HOLIDAYS, LEAVE, AND TRADES

6.1: Vacation, Comp time, Sick, and Bereavement Leave:

Reference:

SOG# 2015-7-13: Vacation, PTO, and Comp Time Policy and,

SOG# 2020-7-01: Sick and Bereavement Leave Policy

6.1.1: Temporary Light Duty Assignment

Temporary light duty assignment shall be considered in instances where employees are unable to perform the required duties of their current position due to an injury or illness, at the discretion of the Fire Chief. Transfers to said position shall be made in accordance with a medical doctor's recommendation and the District's return to work policy, provided an opening exists within the capabilities of the injured/disabled employee.

6.2: Shift Trade Policy

See SOG# 2015-8-17: Staffing and Scheduling.

SECTION 7: GRIEVANCE PROCEDURE

7.1: Purpose:

The purposes and objectives of the grievance procedure are to:

- A. Assure just treatment of all employees and promote harmonious relations among employees, supervisors and management.
- B. Encourage the settlement of disagreements informally at the employee-supervisor level and provide an orderly procedure to handle grievances through the several supervisory levels where necessary.
- C. Resolve grievances as quickly as possible and correct, if possible, the causes of grievances thereby reducing the number of grievances and future similar complaints.

7.2: Definitions:

For the purpose of this grievance procedure, the following definitions shall apply:

- A. "Department" - The Valley Center Fire Department.
- B. "Department Head" - The Fire Chief of the Valley Center Fire Department.
- C. "Employee" - An employee of the Valley Center Fire Department in the bargaining unit represented by the Valley Center Firefighters' Association.
- D. "Employee Representative" - An individual who appears on behalf of the employee.
- E. "Grievant" - An employee, a group of employees or the Association.
- F. "Grievance" - A complaint by a grievant arising out of the interpretation or application of the provisions of this agreement, District policies, Procedures and or practices.
- G. "Immediate Supervisor" - The individual who assigns, reviews, or directs work of an employee (the Captain).
- H. "Superior" - The individual to whom an immediate supervisor reports (Supervising Chief Officer).

7.3: Grievance Procedure:

A grievance shall be defined as an allegation by an employee or the Association of a misinterpretation, misapplication or violation of a particular provision of this MOU or the District's Rules and Regulations. The grievance procedure expressly excludes

disciplinary matters, employee performance evaluations or improvement plans, decisions made pursuant to management rights, and matters subject to other District complaint procedures.

A. Informal Complaint.

1. Within 21 calendar days from the occurrence of the matter on which the complaint is based or within 21 calendar days from his/her knowledge of such occurrence, whichever is later, an employee shall discuss the complaint in a meeting with the immediate supervisor.

2. Within 21 calendar days from the day of discussion with the employee, the immediate supervisor, or in his/her absence his/her designee, shall orally reply to the employee's complaint.

B. Formal Complaint.

1. Step 1 - Immediate Supervisor.

a. If the informal complaint is not resolved to the employee's satisfaction, within 14 calendar days of receipt of the oral answer from the immediate supervisor (or designee), the employee shall file a formal written grievance. Such written grievances shall:

i. Reasonably and adequately describe the grievance and how the employee was adversely affected.

ii. Set forth the section(s) of the Memorandum of Understanding or District Rule or Regulation violated.

iii. Indicate the date(s) of the incident(s) grieved or the date the employee acquired knowledge and how such knowledge was acquired.

iv. Specify the remedy or solution to the grievance sought by the employee.

b. Within 14 calendar days, the immediate supervisor or designee shall give his/her decision in writing to the employee on the original copy of the grievance.

2. Step II - Fire Division Chief.

a. If the grievance is not resolved to the employee's satisfaction, within 14 calendar days from receipt of the decision at Step I, the employee may appeal the grievance to the Fire Division Chief. The original copy of the grievance form, with the reasons for dissatisfaction with the answer given by the immediate supervisor shall be submitted in writing to the Fire Division Chief.

b. Within 14 calendar days from receipt of the grievance, the Fire Division Chief shall meet with the employee and give his/her answer in writing. The employee may be accompanied by the employee's designated representative at the meeting.

3. Step III - Fire Chief.

a. If the grievance is not resolved to the employee's satisfaction, within 14 calendar days from receipt of the decision at Step II, the employee may appeal the grievance to the Fire Chief. The original copy of the grievance form, with the reasons for dissatisfaction with the answer given by the Fire Division Chief, shall be submitted in writing to the Fire Chief.

b. Within 14 calendar days from the receipt of the employee's grievance, the Fire Chief, or a designee who has not been involved in the grievance in prior steps, shall make a thorough review of the grievance and give a written decision to the employee. The Fire Chief's decision is final and not subject to further review.

4. If the parties mutually agree that utilization of any or all of these steps are unnecessary, the matter may then proceed to the next appropriate step.

SECTION 8: DISCIPLINARY PROCEDURE

8.1: Applicability:

- a. Only those non-probationary District employees who are employed in the following classifications are “Firefighters” who are eligible to use these procedures to appeal “punitive action”: Firefighter, Fire Engineer, Firefighter/Paramedic, and Fire Captain.
- b. The term “punitive action” is defined by Government Code §3251(c), as may be amended from time to time, and is currently defined as “any action that may lead to dismissal, demotion, suspension, reduction in salary, written reprimand, or transfer for purposes of punishment.” Written reprimands are not subject to any appeal.

8.2: Pre-disciplinary Procedure

With the exception of Written Reprimands, the following pre-disciplinary procedure shall apply:

- A. Whenever disciplinary action is proposed, a Notice of Proposed Disciplinary Action shall be served upon the employee either personally or by registered or certified mail, return receipt requested, which shall include:
 1. A statement of the nature of the disciplinary action;
 2. A statement in ordinary and concise language of all the specific facts or upon which the disciplinary action is based;
 3. A copy of documents upon which the proposed action is based;
 4. A statement advising the employee of their right to refute the charges in person or in writing at a Pre-disciplinary Conference.
- B. Upon receipt of the Notice of Proposed Disciplinary Act, the employee shall provide a written response or request a meeting with the Fire Chief or designee within five (5) calendar days. A failure to timely respond will result in a waiver of a pre-disciplinary response.

8.3: Informal Disciplinary Appeal Procedure

Pursuant to Government Code § 11445.20, the following informal hearing procedure shall be utilized for a punitive action involving suspension or reduction in salary of no more than two 24 hour shifts (48 hours) or 5 days (40 hours).

- a. Notice of Appeal: Within 5 calendar days of receipt of written notification of punitive action as defined above, the employee shall notify the Fire Chief in writing of the employee’s intent to appeal the punitive action. The written notice of appeal shall specify the action being appealed and the substantive and procedural grounds for the appeal.
- b. Hearing Officer: In an informal hearing, the Fire Chief or his/her designee shall be the Hearing Officer. The Fire Chief or his/her designee shall conduct the informal hearing in accordance with these procedures. The determination of the Fire Chief shall be final and binding. If the Fire Chief cannot serve as the hearing officer because of actual bias, prejudice or interest as defined by Government Code § 11425.40, then the Fire Chief’s designee shall serve as the Hearing Officer. In such cases, the determination of designee shall be final and binding.
- c. Burden of Proof: The District shall have the burden of proving by a preponderance of the evidence that the facts which form the basis for the charges occurred, and that the level of penalty was reasonable under the circumstances.
- d. Conduct of Informal Hearing:
 - 1) The formal rules of evidence do not apply, although the Hearing Officer shall have discretion to exclude or limit evidence which is incompetent, irrelevant or cumulative, or the presentation of which will otherwise consume undue time. The Hearing Officer may limit the use of witnesses, testimony, evidence and argument. There is no right of intervention, discovery, or prehearing conferences.
 - 2) The parties may present opening statements.
 - 3) The parties may present evidence through documents and testimony.
 - i. Witnesses shall testify under oath.
 - ii. Subpoenas may be issued pursuant to Government Code §§ 11450.05 – 11450.50.

iii. The Hearing Officer shall have discretion to allow cross-examine witnesses.

4) Following the presentation of evidence, if any, the parties may submit oral and/or written closing arguments for consideration by the Hearing Officer.

e. Recording of the Hearing: The hearing shall be stenographically recorded by a certified court reporter or may be tape recorded. The per diem cost of the court reporter shall be equally shared by the parties. The cost to receive a transcript of the hearing shall be the responsibility of the party requesting the transcript.

f. Representation: The member may be represented by an association representative or attorney of his or her choice at all stages of the proceedings. All costs associated with such representation shall be borne by the member.

g. Decision: The decision shall be in writing pursuant to Government Code § 11425.50. The decision shall be served by first class mail, postage pre-paid, upon the employee as well as his/her attorney or representative, shall be accompanied by an affidavit or certificate of mailing. The Hearing Officer's decision is final and not subject to any appeal.

8.4: Formal Disciplinary Appeal Procedure:

Pursuant to Government Code § 11500 et seq., the following formal hearing procedure shall be utilized for a punitive action involving termination, demotion, suspension or reduction in salary of greater than two 24 hour shifts (48 hours) or 5 days (40 hours):

A. Final Notice of Discipline Serves as the Accusation: The final notice of discipline which may be issued at the conclusion of any pre-disciplinary procedures shall serve as the Accusation described in Government Code §§ 11500, et seq. Pursuant to Government Code § 3254(f), the discipline shall not be effective sooner than 48 hours of issuance of the final notice of discipline. The final notice of discipline shall be prepared and served in person or by registered mail. The final notice of discipline shall include a statement to the employee that advises him or her of the right to request a hearing by filing a Notice of Defense as provided in Government Code § 11506. A copy of Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code shall be provided to the member concurrently with the final notice of discipline.

B. Notice of Defense: In accordance with Government Code § 11506, within fifteen (15) calendar days after service of the final notice of discipline on the member as set forth above, the member shall notify the Human Resources Manager in writing of the member's intent to appeal the punitive action by filing a Notice of Appeal. The Notice of Appeal must be signed by either the member or on his or her behalf, and must include the mailing address of the member and/or his representative. Failure to file a timely Notice of Defense constitutes a waiver of the member's right to a hearing.

C. Pursuant to Government Code §§ 11507 and 11516, at any time before or after the case is submitted for decision, the District may file an amended or supplemental Accusation in the form of a notice of discipline. All parties must be notified of the amended or supplemental Accusation.

D. Administrative Law Judge: Pursuant to Government Code § 11512, the District has determined that appeals shall be presided over by an administrative law judge on staff of the State Office of Administrative Hearings, hereinafter referred to as the "ALJ". The ALJ shall preside at the appeal hearing, rule on the admission and exclusion of evidence and determine and rule on all matters of law, both procedural and substantive. In conducting the hearing, the ALJ shall follow the evidentiary standards described in section 11513 of the Government Code.

E. Time and Place of Hearing: Pursuant to Government Code § 11508, unless otherwise decided by the Fire Chief or his/her designee, a hearing shall be conducted at the District at a time to be determined by the Fire Chief or his/her designee.

F. Notice of the Hearing: The District will mail or deliver a written notice of the hearing with the information required by Government Code § 11509, no later than 10 days prior to the hearing.

G. Findings: The appeal proceedings shall be reported by a stenographic reporter. However, upon the consent of all the parties, the proceedings may be reported electronically. Within 30 days after the case is submitted to him or her, the ALJ shall prepare a proposed written decision to be submitted to the Fire Protection District Board. Within 60 days of receipt by the Fire Protection District Board of the ALJ's proposed decision, the Fire Protection District Board may take any of the following actions:

1) Adopt the proposed decision in its entirety.

- 2) Reduce or otherwise mitigate the proposed penalty and adopt the balance of the proposed decision.
- 3) Make technical or other minor changes in the proposed decision and adopt it as the decision. Action by the Fire Protection District Board under this paragraph is limited to a clarifying change or a change of a similar nature that does not affect the factual or legal basis of the proposed decision.
- 4) Reject the proposed decision and refer the case to the same ALJ if reasonably available, otherwise to another ALJ, to take additional evidence. If the case is referred to the ALJ pursuant to this subparagraph, he or she shall prepare a revised proposed decision based on both the additional evidence and the transcript and other papers that are part of the record of the prior appeal hearing. A copy of the revised proposed decision shall be furnished decision shall be served to each party and his or her attorney in the manner specified in this procedure.
- (5) Reject the proposed decision, and decide the case upon the record, including the transcript, or upon an agreed statement of the parties, with or without taking additional evidence. By stipulation of the parties the Fire Protection District Board may decide the case upon the record without including the transcript.

H. Decision: The Fire Protection District Board decision will be reduced to writing and shall be final and binding on the parties. The Fire Protection District Board written decision shall be served by first class mail, postage prepaid, upon the member as well as his/or her attorney or representative, shall be accompanied by an affidavit or certificate of mailing, and shall advise the member that the time within which judicial review of the decision may be sought is 90 days from the date of mailing as governed by Code of Civil Procedure section 1094.6.

Attachments:

PAY CLASSIFICATIONS AND HOURLY COMPENSATION

7/01/2021-6/30/2022

Classification	Reg. Rate of Pay - Hrly (Incl. Straight- Time + Pro-Pay + Med. Stipend + Holiday Pay)
Admin. Captain - Class 1 (Act. Div. Chief)	\$36.13
Admin. Captain - Class 2*	\$34.97
Admin. Captain - Class 3 (Probationary)	\$33.81
Captain-Paramedic - Class 1 (Act. Div. Chief)	\$34.36
Captain-Paramedic - Class 2*	\$33.26
Captain-Paramedic - Class 3 (Probationary)	\$32.17
Captain - Class 1 (Act. Div. Chief)	\$34.19
Captain - Class 2*	\$33.10
Captain - Class 3 (Probationary)	\$32.00
Engineer-Paramedic - Class 1 (Act. Capt.)	\$23.55
Engineer-Paramedic - Class 2*	\$22.82
Engineer-Paramedic - Class 3 (Probationary)	\$22.09
Engineer - Class 1 (Act. Capt.)	\$23.38
Engineer - Class 2*	\$22.65
Engineer - Class 3	\$21.92
Firefighter-Paramedic - Class 1 (Act. Eng. on list)	\$19.50
Firefighter-Paramedic - Class 2 (D/O qual. off list)	\$18.90
Firefighter-Paramedic - Class 3*	\$18.32
Firefighter-Paramedic - Class 4 (Probationary)	\$17.75
Firefighter-EMT - Class 1 (Act. Eng. on list)	\$18.84
Firefighter-EMT - Class 2 (D/O qual. off list)	\$18.26
Firefighter-EMT - Class 3*	\$17.71
Firefighter-EMT - Class 4 (Probationary)	\$17.15

The Valley Center Fire Protection District

And

The Valley Center Firefighters' Association

We, the undersigned representatives, do hereby sign into agreement the attached Memorandum of Understanding between the Valley Center Fire Protection District and the Valley Center Firefighters' Association on this, the 15th day of July, 2021

Phil Bell, VCFPD President

Thomas S. Duncan, VCFA President

Josef G. Napler, Fire Chief/Negotiator

Jon Blumeyer, Fire Captain/Negotiator

Steve Hutchison, VCFPD Vice-President

Brad Perry, Firefighter-Paramedic/Negotiator

Regina Roberts, VCFPD Secretary

Robert Westler, Fire Engineer/Negotiator

Charlotte Seaborne, VCFPD Treasurer

Jim Davidson, Fire Marshall/Negotiator

Mike O'Connor, VCFPD Board Member

Jeff Chumbley, Division Chief/Negotiator



VALLEY CENTER FIRE STANDARD OPERATING GUIDELINES



Subject: Vacation, PTO and Comp Time Policy	Effective Date 07/01/2021	S.O.G. # 2015-7-13
Applies To: All Personnel	Revised 6-09-2021r	Page 1 of 3

PURPOSE:

This guideline defines the responsibilities of Valley Center Fire Protection District employees in the utilization of Vacation, Personal Time Off (PTO) and Comp Time leave.

POLICY:

Vacation, PTO and Comp Time leave is established and administered by District Policy in accordance with California law. Full time District shift employees who work for 90 or more days within a fiscal year after the beginning of employment are entitled to accrue paid Vacation, and Comp Time leave.

Full time District Administrative Staff Employees who work for 90 or more days within a fiscal year after the beginning of employment are entitled to accrue paid Vacation, PTO and Comp Time leave. Accrued Vacation and Comp Time leave can be utilized in no less than 8-hour increments, PTO can be utilized in two-hour increments.

VACATION:

Full-Time 24-hour Shift Employees

Full time District Fire Captains, Engineers and Firefighters are entitled to paid Vacation leave. Vacation leave shall be provided in accordance with the following accrual rate schedule in a 14-day pay period to a total maximum accrued Vacation leave bank of 240 hours. Full time District Fire Captains, Engineers and Firefighters may cash out, at the regular rate of pay, unused Vacation leave during the fiscal year, to a maximum of 48 hours per fiscal year, in 24-hour increments.

Vacation Accrual rates by annual service for Shift Employees:

0-3	years of service	= 96 hours	(3.692 hours 14 day pay period)
4-6	years of service	= 144 hours	(5.538 hours 14 day pay period)
7-9	years of service	= 192 hours	(7.385 hours 14 day pay period)
10 +	years of service	= 240 hours	(9.231 hours 14 day pay period)

Members hired after July 1, 2020 will accrue vacation per the above rate table.

Members already employed as of July 1, 2020 will be "grandfathered" into the vacation system. Members will accrue vacation at the 5.538 rate of accrual, or at the rate of accrual commensurate with their years of service, whichever is higher.

Full time District Administrative Staff

Employees who work 2000 or more hours within a fiscal year, which includes the District Fire Chief, Division Chief, Battalion Chief, Fire Marshal, Administrative Captain, and Administrative Assistant positions, accrue in accordance with the following accrual rate schedule of Vacation Leave for every hour worked to a total maximum accrued Vacation leave bank of 200 hours annually. Full time District Administrative Employees may cash out at the regular rate of pay, unused Vacation leave at the end of the fiscal year to maximum of 120 hours.

Vacation Accrual rates by annual service for Administrative Staff:

0-3 years of service	= 80 hours	(.04 hours per each hour worked)
4-6 years of service	= 120 hours	(.06 hours per each hour worked)
7-9 years of service	= 160 hours	(.08 hours per each hour worked)
10 + years of service	= 200 hours	(.10 hours per each hour worked)

Personal Time Off Leave rates by annual service for Administrative Staff:

0-10+ years of service	= 16 hours	(.008 hours per each hour worked)
------------------------	------------	-----------------------------------

SCOPE:

The Valley Center Fire Protection District utilizes the Valley Center Fire Protection District Scheduling System to facilitate the hiring process. This helps ensure employees are able to utilize their accrued Vacation, PTO and Comp Time leave and that those positions created will be filled with qualified personnel.

AUTHORITY AND RESPONSIBILITY:

Oversight and tracking of accrued hours of employee Vacation, PTO and Comp Time leave usage lies with the Employee, Employee's Supervisor and the Operations Division Chief. It is the responsibility of every Employee to understand the definition of Vacation leave, PTO leave and Comp Time leave in this Standard Operating Guideline and only utilize the amount of Vacation leave, PTO leave and Comp Time leave accrued in their Vacation, PTO and Comp Time leave bank. Employees who use more than the amount accrued in their Vacation, PTO or Comp Time leave bank will be placed on leave without pay and subject to discipline.

PROCEDURE:

• Definition of Vacation Leave Usage:

Vacation leave is paid time off at the regular rate of pay and accrued to the annual service schedule in this policy. Vacation leave is not reflected as time worked during the 14 day pay period or the 28 day FLSA cycle. Vacation leave may be accrued to a total maximum leave bank of 240 hours (24-hour employees.) Unused Vacation leave may be cashed out to a total of 48 hours at the regular rate of pay per fiscal year or carried over to the next fiscal year as accrued Vacation leave time keeping in mind that the total maximum accrual is 240 hours. Upon separation from the district, any remaining accrued Vacation leave hours will be cashed out in the final check at the regular rate of pay.

• Definition of PTO Leave Usage (Administrative Staff Only):

Personal Time Off Leave (PTO) is paid at the regular rate of pay and accrued to the

annual service schedule in this policy. PTO leave may be taken in increments of 2 hours for any personal reason that takes the employee away from work to perform personal business. PTO may be accrued to a total maximum of 16 hours per fiscal year. Unused PTO leave may be cashed out at the end of the fiscal year or upon separation from the District.

• Definition of Comp Time Leave Usage:

Comp Time leave is accrued when a Full time District Fire Captain, Engineer or Firefighter elects to exchange leave time off for hours worked on an extra shift or assignment. The employee may elect to exchange a maximum of 48 hours of Comp Time leave per fiscal year. When Comp Time Leave is elected for exchange, the hours will be accrued at the regular rate of pay. The .5 hourly rate of pay beyond 106 hours in the 14-day pay period will be paid to assure the time worked is compensated. Unused Comp Time leave will be cashed out at the regular rate of pay for the time exchanged at the end of the fiscal year or upon separation from the District. No Comp Time will be rolled over to the following fiscal year. Usage of Comp time must follow the same rules as vacation usage.

• Notification of Vacation and Comp Time Leave Usage

Full-Time District Shift Employees shall request Vacation or Comp Time leave time off via the District scheduling system, no greater than forty-five (45) days or less than five (5) days prior to the requested leave date. Any request for leave time less than five days prior to the requested leave date, the requesting employee must have acquired a "cover person" who has agreed to work the cover. This request period is required to provide adequate time to process the request and arrange replacement staffing. Exceptions to this request period may be approved on a case-by-case basis at the sole discretion of the Fire Chief or his/her designee. The Scheduling Officer or a Chief Officer will review Vacation and Comp Time leave requests to ensure compliance with this leave policy. If after this review the leave request is approved, District scheduling system will fill the Planned Shift vacancy using the following matrix: (1) Qualifications; (2) Hours Scheduled (lowest); and (3) Seniority in Rank. If no one volunteers for the vacancy, it shall then be sent out to qualified "actors". If the vacancy remains unfilled, it will then go to Force Hire.

• Notification of PTO Leave Usage

Full-Time District Administrative Staff Employees shall request Personal Time Off leave via the District scheduling system, no less than five (2) days prior to the requested leave date. This request period is required to provide adequate time to process the request and arrange replacement staffing. Exceptions to this request period may be approved on a case-by-case basis at the sole discretion of the Fire Chief or his/her designee. The Scheduling Officer or a Chief Officer will review PTO leave requests to ensure compliance with this leave policy. If after this review the leave request is approved, the District scheduling system will post the Personal Time Off request.

• Long Term Vacation, PTO and Comp Time Leave

It is recognized that employees may take extended time off using their accrued Vacation, PTO and comp time. It is incumbent on the employee and supervisor to assure that all of their required responsibilities to the district organization are met prior to leaving on their extended time off. It is also the responsibility of the employee and their supervisor to meet and go over any threshold incidents, important activities, apparatus changes or repairs

and District functions that have occurred in their absence. Long-term Vacation, PTO and Comp Time leave and trades may be combined and taken to a maximum of 31 days or 10 shifts off. The Fire Chief, at his/her discretion, may grant leave time beyond the 31-day or 10 shift threshold on a case-by-case basis.

- **Employment Credit and Accrual**

Employees who transition from part-time to full-time status in the department will be brought in at an accrual rate for sick leave and vacation that includes credit for prior time within the organization. The rate will be at one-half (0.5x) the number of years in part time status times the number of years (or portion of years) in service. I.E. if a member serves 4 years as a part-time employee and then transitions to full-time status, that member will have two years of "service credit" when calculating vacation and sick leave accrual rates. This will not effect the members seniority within the department which only accrues during full time status.

- **Credit for Prior Service Outside the Department**

Employees may be brought into the department, at the Fire Chiefs Discretion, with accrual rates commensurate with their prior experience, to a maximum of three (3) years of department accrual credit. Seniority will still be based only on time served within the Department.

- **Golden Vacation Picks:**

Beginning in October of each year, a list of employees, based on seniority in rank, will be developed in order to facilitate annual vacation picks. A "Golden" vacation is defined as a vacation day picked during this time. Once formulated by Fire Administration, the list will be given to the Association Secretary for administration of this policy.

Members, beginning with the highest in seniority, will be allowed to choose a bloc of vacation time per pick (minimum 24-hour increments.) The chosen dates must be contiguous and can be made up of all banked, and/or anticipated, vacation time to have been accrued by the chosen date. Once a member has made his/her choice, the next highest in seniority gets to pick. This continues until all members have rotated through the process and have made their choices. Once the list has been run through, it begins again until all members have made second, third, etc. number of choices.

A member may choose to use all, some, or none of their vacation time during this process and can still use any un-specified vacation time later in the year through the regular vacation request process.

Once the "Golden" vacation list has been finalized, these dates will be placed into the scheduling program as openings to be filled through the normal scheduling process and the member taking the vacation time is guaranteed the date off (barring an emergency declaration of the Fire Chief cancelling all leave under management privilege.)

A member may remove a chosen Golden vacation date from the calendar by request to the scheduling officer however; once removed the vacation time is no longer guaranteed and must be requested again through the normal vacation request process. A Golden vacation day cannot be rescinded once it has been voluntarily filled by another member. In the event that a Golden vacation is changed/rendered unnecessary through administrative change (member retirement, shift change, etc.) every effort will be made to

honor the "intent" of that members vacation schedule.

All vacation picks must adhere to the Staffing and Scheduling Policy (SOG 2015-8-17) for number of members, of any rank, off at any particular time.

- **Blackout Dates**

The following dates are ineligible for vacation picks:

New Years' Eve, New Years' Day, Easter Sunday, July 4th (Independence Day), Thanksgiving Day, Christmas Eve, Christmas Day.

Except as listed below:

A member may use vacation on any of the Blackout dates provided that they have another eligible member willing to cover the shift off (this member must be willing to work the shift if no other members pick up the opening under the normal scheduling rules. It is not a guarantee that the cover person gets the shift.)

Coverage of blackout days can only be filled by request following the regular vacation request rules (no more than 45 days prior or within 5 days of the requested date.) Such a request must be sent through channels (email) to the scheduling officer and approved. No blackout dates can be scheduled using the "Golden" vacation process.



VALLEY CENTER FIRE STANDARD OPERATING GUIDELINES



Subject: Sick and Bereavement Leave Policy	Effective Date 07/01/2020	S.O.G. # 2020-7-01
Applies To: All Personnel	Revised 07/01/2021	Page 1 of 3

PURPOSE:

This guideline defines the responsibilities of Valley Center Fire Protection District employees in the utilization of sick and bereavement leave.

POLICY:

Sick leave is established and administered by District Policy in accordance with California law. District administrative employees who work for 30 or more days within a fiscal year after the beginning of employment are entitled to paid sick leave. Accrued sick leave hours can be utilized after the first 90 days of employment. Accrued sick leave can be utilized in no less than 2 hour increments.

Full time District Fire Captains, Engineers and Firefighters who work 2880 or more hours within a fiscal year after the beginning of employment are entitled to paid sick leave. Sick leave shall be provided at the accrual rate of 1.846 hours per 14 day pay period to a total maximum accrued sick leave bank of 240 hours.

Part time District Reserve Firefighters and other part time employees who work 240 hours or more in a fiscal year will accrue 1 hour for every 30 hours worked to a total maximum accrued sick leave bank of 48 hours.

New employees will begin their service with 24 hours of sick leave banked and then begin their accrual (based on employment status) and can utilize sick leave after 90 days of service.

Full time District Administrative Staff Employees who work 2000 or more hours within a fiscal year, which includes the District Fire Chief, Division Chief, Battalion Chief, Administrative Captain and Administrative Assistant positions, accrue .02 hours of Sick leave for every hour worked to a maximum accrued sick leave bank of 40 hours annually. Full time District Administrative Staff Employees may cash out at the regular rate of pay, unused sick leave at the end of the fiscal year or carry over the unused balance to subsequent fiscal years to the maximum accrued sick leave bank of 40 hours annually.

An employee can take sick leave for him/herself or a family member for preventive care or care of an existing health condition or for specified purposes if you are a victim of domestic violence, sexual assault or stalking. Family members include the employee's parent, child,

spouse, fiancé, registered domestic partner, grandparent, grandchild, and sibling. Preventive care would include annual physicals or flu shots.

BEREAVEMENT LEAVE:

Full-Time employees (24-hour shift) are allotted up to 48 hours of bereavement leave, per fiscal year, for bereavement related to a death of a family member. This benefit is in addition to any sick leave or vacation leave. Family members include the employee's parent, child, spouse, fiancé, registered domestic partner, grandparent, grandchild, sibling and any others as defined in the FMLA.

For long term illness, injury, and bereavement (over 48 hours), sick leave or other forms of leave with or without pay may be approved to be utilized as sick or bereavement leave. This requires advanced notification and approval by the Fire Chief.

SCOPE:

The Valley Center Fire Protection District utilizes the Valley Center Fire Protection District Scheduling System to facilitate the scheduling process. This helps ensure employees are able to utilize their accrued sick leave and that those positions created will be filled with qualified personnel.

AUTHORITY AND RESPONSIBILITY:

Oversight of employee sick leave usage lies with the Fire Chief and the member's supervisor. It is the responsibility of every Employee to understand the definition of Sick leave in this Standard Operating Guideline and only utilize sick leave for the purpose in which it is intended and only when that definition is met.

PROCEDURE:

• Definition of Sick leave or Off Duty Injury Leave Usage:

An Employee who contracts an illness off duty causing the employee not to be able to perform their regular assigned duty or are a risk of spreading a contagious illness to the employee population. An employee who sustains an off duty injury causing the employee not to be able to perform their regular assigned duty or are at risk of exacerbating the injury in the performance of their regular assigned duty.

• Definition of Bereavement Leave Usage:

An Employee who experiences a death of a family member. Family members include the employee's parent, child, spouse, fiancé, registered domestic partner, grandparent, grandchild, and sibling or any other members as defined by the FMLA.

• Notification of Sick leave Usage

An employee who determines that he/she is too ill or injured to work shall make notification no later than 0630 of his/her intention to utilize sick leave. This may be accomplished by calling the duty Captain at Fire Station 1. In the event of a predetermined sick leave for a medical appointment, treatment or procedure, the employee may have the scheduling officer access The Valley Center Fire Protection District Scheduling System in advance and place them off duty on sick leave.



VALLEY CENTER FIRE STANDARD OPERATING GUIDELINES



- **Returning from Sick leave**

Occasionally, employees may recover sufficiently to return to work sometime during their assigned work period. In such instances, the employee should notify their Supervisor or the Fire Chief at which time the employee will be assigned for the remainder of the work period. Any person working on straight time or overtime in his or her place may be released from that duty assignment.

- **Recuperation:**

There is no expectation that an employee must be at home while ill or injured to recuperate. However, any employee engaging in outside work, sporting or recreational activities which would interfere or conflict with their stated illness and the healing process necessary for them to return to work in their full capacity, may be subject to the disciplinary process.

- **Long Term Sick leave from Illness or Injury**

In the event an employee is off duty for an extended period of time beyond their accrued sick leave as a result of a significant illness or injury, the Fire Chief will be notified in writing by the employee and provided a Physician's / MD note detailing the plan for the estimated time off duty and recovery plan for return to full duty without limitations. When an employee has a long term illness or injury which goes beyond his or her accrued sick leave, vacation leave or other forms of leave with or without pay may be approved to be utilized as sick leave. This requires advanced notification and approval by the Fire Chief. When the Physician / MD releases the employee to full duty without restrictions, the employee will provide the Fire Chief and Supervisor the Physician's / MD release prior to his or her first day of return.

- **Abuse of Sick leave:**

An employee who abuses the above provisions for sick leave will be subject to discipline.

Subject: Employee Medical Benefit Administration	Effective Date 7-01-2021	S.O.G. # 2020-07-02
Applies To: All Personnel	REVISED	Page 1 of 10

PURPOSE:

To provide a policy to administer Medical, Dental and Vision Benefits to Exempt Management and Non-Exempt Employees of the Valley Center Fire Protection District

SCOPE:

All Full-Time Benefited Personnel of the VCFPD shall be offered open enrollment in Medical, Dental and Vision Programs administered by the VCFPD through a provider mutually agreed upon by the District and the VCFA.

POLICY:

Exempt Management: Employees in this group are exempt from DOL, FLSA and are benefitted and compensated as salaried employees. Their appointments are at-will and incumbents serve at the pleasure of the Appointing Authority.

Fire Chief
Division Chief
Division Chief
Battalion Chief
Fire Marshal,

Non-Exempt Administrative: Employees in this group are benefitted and compensated as hourly employees. Their appointments are at-will and incumbents serve at the pleasure of the Fire Chief.

Administrative Assistant
Administrative Bookkeeper

Non-Exempt Supervisors: Employees in this group are non-exempt from DOL, FLSA and are benefitted and compensated as hourly employees. Their appointments are assigned by the Fire Chief through the testing and promotional process.

Fire Captain / Administrative Captain

Non-Exempt Personnel: Employees in this group are non-exempt from DOL, FLSA and are benefitted and compensated as hourly employees. Their appointments are assigned by the Fire Chief through the testing and promotional process.

Fire Engineer

Firefighter-Paramedic
Firefighter-EMT

period) or (1.81 per hour
period)

Intent:

The intent of this policy is to provide Medical, Dental and Vision care for all full-time employees of the Valley Center Fire Protection District. The District shall contribute, through the payroll system, an annual stipend for Exempt Management Employees and a defined benefit added to the regular rate of pay for Hourly Administrative and Non-Exempt Supervisors and Non-Exempt Personnel to be utilized at the employee's discretion to select a Medical, Dental and Vision program suited to their individual needs. VCFPD Employees may choose not to participate in the tax deferred group insurance program and pay the regular rate of income tax on the stipend or defined contribution.

Non-Exempt Personnel:

Defined Contribution to the regular rate of pay, currently \$5232 per year (\$201.23 per pay period) or (1.81 per hour)

Management:

The VCFPD and the VCFA will select members from each group and create an insurance committee to review and advise the District regarding the various programs and plans available for all members. This committee will work cooperatively to provide the best options for all members within the represented groups. Once a plan is agreed upon, the VCFPD administration shall be responsible for maintaining the required documentation and records pertaining to enrollment, various plan options, costs, payroll deductions, and medical tax exemptions as part of the payroll process.

A current "facts sheet" and cost comparison sheet for the various plan options will be available for new full-time members at the time of hire, and all members during the approved "open enrollment" period.

Current Insurance Policies Available Through Open Enrollment:

California Choice Program
Delta Dental Program
VSP Vision Program

Employer Contribution:

Exempt Management:

Annual Salary Stipend, currently \$7,200 per year (\$276.92/ pay period)

Non-Exempt Administrative:

Defined Contribution to the regular rate of pay, currently \$7,200 per year (\$276.92/ pay period)

Non-Exempt Supervisors:

Defined Contribution to the regular rate of pay, currently \$5232 per year (\$201.23 per pay



VALLEY CENTER FIRE STANDARD OPERATING GUIDELINES



Subject:	Effective Date	S.O.G. #
Staffing & Scheduling	7/1/2019	2015-8-17
Applies To: All Personnel	Revised	Page 1 of 5

PURPOSE: To provide consistent staffing in order to fulfill the service obligations to the community.

POLICY: Members shall be assigned to a shift, station and company officer. Members are responsible to those assigned shifts unless properly relieved in accordance with District policy.

AUTHORITY AND RESPONSIBILITY: The Fire Chief has full authority over this Staffing & Scheduling Standard Operating Guideline (SOG). Changes or modifications may be made at the Fire Chief's discretion in order to serve the needs of the organization. The Fire Chief also has full authority to rule on assignments, special requests or needs as they may occur.

All personnel are responsible to understand this SOG and to make every effort to adhere to the provisions herein.

PROCEDURE: Personnel shall be responsible for working or finding coverage for their assigned shifts in accordance with this SOG.

- **Minimum Position Qualifications** - Minimum Position Qualifications shall be determined by personnel classification and/or required certification(s), as set forth by the Valley Center Fire Protection District (VCFPD).
- **Shift Giveaways** - Shifts for "part-time" positions may be given away to other members of the same personnel classification and qualifications provided the scheduling change does not result in an Overtime cost for the VCFPD. Schedule changes resulting in Overtime require prior approval from the Fire Chief.
 - Shift Giveaways are NOT considered a trade of hours and may be recorded on the schedule by any Company Officer.
 - Shift Giveaways should be made between members of the same personnel classification and qualifications whenever possible.
 - Shift Giveaways which result in a decreased ALS response level (capability) of the apparatus on which the requesting member is assigned are not permitted. Every effort shall be taken to not utilize Captains as the primary paramedic.

- Shift Giveaways shall be approved by the on-duty Company Officer and may be denied due to lack of available ALS qualified personnel or other operational considerations.

Example:

- A Firefighter/EMT (FF/EMT) may give away a shift to another FF/EMT or a Firefighter/Paramedic (FF/PM).
- A FF/PM may give away a shift to another FF/PM or Engineer/Paramedic.
- A FF/PM may not give away a shift to a FF/EMT or Engineer/EMT if doing so would result in a decreased ALS response level of the apparatus on which the requesting member is assigned.
- As a last resort, a Captain with current PM certification may fill the role as Primary Paramedic with approval of the Fire Chief.

- **Trades** - Trading of shifts (time) are a privilege granted by the District and are only to be performed by Full-Time personnel. Trades shall not incur a cost to the VCFPD. The regularly scheduled employee will be paid as though they were on duty. Trades shall only be between members of equal rank unless approved by the Fire Chief.

If a member misses a Trade due to an illness or injury, s/he will "owe the District time" which means the member will need to work the first available staffing vacancy for which s/he is qualified. The member will not be allowed to work voluntary Overtime until the time owed is paid back. A Force Hire may be used as a payback. The member shall be placed on the roster by a Captain or greater rank and shall be coded as "Time Owed Payback".

- **Planned Shift Vacancies** - Planned Shift Vacancies are personnel vacancies that have been created due to vacation, resignation, promotion, etc. Planned Shift Vacancies exist on the schedule prior to implementation. Planned Shift Vacancies shall be filled as follows:
 - **Part-Time Employees** - On approximately the 1st day of the calendar month an email will be sent to all personnel requesting availability for any open days on the subsequent month. The email will state a cut-off time and date in which a reply must be received by the Scheduling Officer. The Scheduling Officer will then fill the vacancies using the following matrix: (1) Qualifications, (2) Hours Scheduled (lowest), and (3) Seniority. Shifts awarded shall be recorded on CrewSense.
 - **Full-Time Employees** - Full-time employees shall submit an Employee Leave Report (FD035) to their supervisor as soon as possible prior to the requested time off. After the requested leave is approved, the employee shall enter it into CrewSense. The system shall then fill the vacancies using the following matrix: (1) Qualifications; (2) Hours Scheduled (lowest); and (3) Seniority in Rank. If no one volunteers for the vacancy, it shall then be sent out to qualified "actors". If the vacancy remains unfilled, it will then go to Force Hire (see below).
 - **Vacation Leave** - Full-time employees may enter Vacation leave requests on CrewSense in accordance with the following guidelines:
 1. Only one (1) member per rank may be granted Vacation on any given day.
 2. Vacation shall be submitted for approval no greater than forty-five (45) days and no less than seven (7) days prior to the requested date.

3. Once a Vacancy is filled, Vacation cannot be cancelled.
 4. There are seven (7) "Restricted-Vacation" dates, in which employees must secure their own relief ("coverage") in order to take Vacation on that date. This policy exists to minimize Force Hires on the Restricted-Vacation dates. "Restricted-Vacation" dates include: 1) New Year's Day, 2) Easter, 3) Independence Day, 4) Thanksgiving Day, 5) Christmas Eve 6) Christmas Day, and 7) New Year's Eve. Personnel desiring "Restricted-Vacation" dates off shall find their own "coverage", then submit the request in writing to their supervisor, also carbon copying ("cc") the coverage member. After review and approval of the request, the supervisor will then add the vacancy to the Roster.
- **Unplanned Shift Vacancies** - Unplanned Shift Vacancies are personnel vacancies that have been created due to an unexpected occurrence such as sick leave, acute injury, family emergency, etc. Unplanned Shift Vacancies shall be filled as follows:
 - **Part-Time Employees** - Personnel taking time off should make every effort to find coverage for his/her shift. Personnel shall contact the on-duty Station 1 Company Officer to provide notification of the reason for the vacancy and the status of arranged coverage. If personnel do not have coverage, the Station 1 Company Officer will send a text message to all qualified members requesting availability to work and stipulating a ten-minute cut-off for response to the request.

If multiple members are "available" to work, The Station 1 Company Officer shall fill the vacancy using the following matrix: (1) Qualifications, (2) Hours Scheduled within the current Pay Period (lowest), and (3) Seniority. All "available" personnel shall be notified of the staffing decision and the staffing modification recorded on the official schedule. In the event the Station 1 Company Officer is unavailable (e.g. incident commitment), the on-duty Station 2 Company Officer may be notified.
 - **Full-Time Employees** - Personnel taking time off shall enter the vacancy in CrewSense as early as possible. Due to the probability of the vacancy requiring a Force Hire, the Station 1 Captain will also be notified. The System will send out a Callback to all personnel within the Rank, in order of lowest to highest hours. If occurring the morning of the affected shift, the system will give the receiver one (1) minute to decide if they want to accept the shift. The award is dictated by the lowest number of hours worked by the individual in the fiscal year. This will be reset to "0" for all full-time ranks on the beginning of each fiscal year (July 1).
- The System shall fill the vacancy using the following matrix: (1) Qualifications, (2) Hours Scheduled within the fiscal year and (3) Seniority in Rank. If no one accepts the shift, the vacancy will be sent to other qualified personnel ("actors") of that rank. If after this step the vacancy continues to be unfilled, a Force Hire will be performed within the personnel of the vacant rank.
- **Force Hires** - If a situation arises in which no relief can be scheduled, a Force Hire may occur. Although rare, this is considered an "Order" from an Officer and failure to comply may result in disciplinary action. The Force Hire procedure shall be as follows:
 - **Part-Time Employees:**
 - Force Hires shall only be filled by off-going personnel. Personnel on the roster the preceding shift are considered "off going".

- The Scheduling Officer shall fill the vacancy using the following matrix: (1) Qualifications, (2) Hours Scheduled within the Pay Period of the vacancy (lowest), and (3) Hire Date (Seniority).
- After having been notified, Force Hired personnel may find their own relief at any time during the shift with prior on-duty Company Officer's approval. The on-duty Company Officer shall be notified of any changes and the change recorded on the daily roster.
- Once the member accepts the Force Hire, it will be entered on the roster, coded as Force Hire.
- **Full-Time Employees:**
 - The system will maintain a Force Hire List similar to a "card box". If a vacancy is not filled after running the lists of qualified personnel and "actors", the Station 1 Captain shall access the Force Hire List for the vacant rank and notify the first available candidate from the list. Once the candidate accepts the Force Hire, it will be entered on the roster, coded as Force Hire. The candidate will then be dragged to the bottom of the Force Hire List.
 - "Planned Vacancies" shall be Force Hired once the Availability List is completed and ten (10) days prior to the affected shift. "Unplanned Vacancies" shall be Force Hired once the Availability List is completed.
 - After having been notified, Force Hired personnel may find their own relief at any time during the shift with prior on-duty Company Officer's approval. The on-duty Company Officer shall be notified of any changes and the change recorded on the daily roster.
 - Exclusion from Force Hire - An employee may be excluded from a Force Hire for the following: (1) Prior approved vacation on the adjoining duty shift, either before or after; (2) illness or dependent illness (upon return to duty, the employee shall submit an Official Report thru channels, summarizing the circumstances for the Force Hire exclusion due to illness - protected medical information should be excluded from the Official Report); and (3) Special Assignment for the District which is scheduled to occur during the time of the Force.
 - Situations that DO NOT exclude a Force Hire: (1) Working for another employer, including, but not limited to, another emergency medical service provider; (2) school, including, but not limited to, Paramedic School; and (3) multiple consecutive shifts unless the fatigue results in illness (see above).
- **Working Out of Classification** - Personnel which have met Minimum Position Qualification requirements, and have been approved in writing by the Fire Chief, may work out of their regular personnel classification. Such periodic work assignments shall be considered "Acting" positions and primarily apply to the following personnel classifications: (1) Engineer, (2) Captain, and (3) Division Chief.
 - If working out of classification results in Overtime, prior approval by the Fire Chief is required.
 - In the event no qualified personnel are available to work out of classification, personnel shall be subject to Force Hire in accordance with this SOG.

- **Over-time** - Full-Time personnel, excluding Chief Officers, Community Risk Reduction, and Administration staff, are Fair Labor Standards Act (FLSA) non-exempt employees and managed in payroll under those provisions based on a 28-day FLSA work cycle. In accordance with FLSA, Over-time for non-exempt employees will be based on hours worked in excess of 106 hours in the 14-day pay period (reference: 28-day FLSA cycle 212 hour threshold). Hours worked exceeding the 106 hour threshold shall be compensated at 1.5 times the Regular Rate of Pay.

Reserve Firefighter-EMTs, Firefighter-Paramedics and other part-time staff are considered non-benefited personnel. Part-time personnel shall be managed in payroll under the same provisions as Full-Time FLSA non-exempt personnel above.

No Over-time hours shall be awarded without approval of the Fire Chief.

- **Early Relief** - Any relief or partial Shift Giveaway between the hours of 0800 to 0700 shall require prior approval by the on-duty Company Officer, and result in the personnel physically on-duty receiving compensation for the time worked (recorded on the Daily Roster). Relief between 0700-0800 hours shall be considered a "courtesy" between the involved personnel.
 - **Proper Relief**- Proper relief from shift begins prior to the shift start time of 0800 hours or anytime during the shift as required for relief. Proper relief consists of a 1 for 1 personnel change with essential ALS Narcotics Logs reviewed and signed by both off-going and on-coming personnel, narcotics keys properly turned over, and PPE placed on the assigned apparatus. A verbal comprehensive turnover report of information regarding the previous shift responses, unusual incidents, training, equipment use, damage and deficiencies shall take place prior to relief between all off-going and on-coming personnel.
- Company Officers are responsible for assuring that all personnel are properly relieved before the start of the shift or as relief is needed anytime during the shift. Company Officers are responsible for the operational readiness of all equipment used to perform emergency operations. Company Officers are responsible for logging the assigned crew onto the MDC and CrewSense as necessary.
- **Disputes or Grievances** - Any disputes or grievances may be elevated through the Chain of Command. The on-duty Company Officer, District Scheduling Officer, Division Chief, and Fire Chief may be involved in resolution, as necessary.

APPROVED: _____

Josef Napier, Fire Chief

DATE: 6/10/19



VALLEY CENTER FIRE STANDARD OPERATING GUIDELINES



Subject: Tuition Reimbursement Policy	Effective Date DRAFT	S.O.G. # 2021-1-02
Applies To: All Personnel	DRAFT	Page 1-3

PURPOSE:

In an effort to support on-going professional development, the District has implemented the following Tuition Reimbursement program for approved training courses. This Policy replaces General Order # 2019-02 and describes the required prerequisites and process for seeking tuition reimbursement.

Approved Courses:

The following courses are approved for tuition reimbursement, subject to completion of the requirements below, availability of funds, and approval of the Fire Chief:

- Driver-Operator 1A (CA State Fire Training certificate required)
- Driver-Operator 1B (CA State Fire Training certificate required)
- HazMat First Responder – Incident Commander (CalOES certificate required)
- Additional courses with PRIOR Fire Chief, or designee, approval.

Tuition Reimbursement Prerequisites:

- All Firefighter I sign-offs completed AND State Firefighter I certification received or in process with the State.
- Successful completion of VCF 11-month Probationary Firefighter written exam and manipulative evaluation.

NOTE: Tuition reimbursement for lateral entry and personnel possessing Firefighter I certification AND at least one (1) year previous fire service experience may be approved on a case by case basis prior to completion of 11-month probationary exam and evaluation.

Tuition Reimbursement Process:

Prior to course attendance, requesting member shall perform the following:

- Obtain assigned supervisor approval. In so approving, assigned supervisor shall verify that requesting member has met all applicable prerequisites (see above) and reimbursement request requirements herein. Supervisor's approval to attend course for reimbursement is required. Requesting member's supervisor shall verify all required documentation is complete, legible, and accurate prior to submittal for District approval.
- Complete and submit the following through channels:
 - VCF Training and Travel Authorization (Form FD024)
 - VCF Statement of Voluntary Attendance (Form FD022)
 - A photocopy of the course flyer or webpage indicating the following course information:
 - Course Title
 - Course Date(s)
 - Course Location
 - Course Tuition (Fees)
 - Statement indicating the course is California State Fire Training (SFT) or California Office of Emergency Service (CalOES) certified.

NOTE: The amount of reimbursement shall be the Total Estimated Cost specified on the Training and Travel Authorization or the actual training cost, whichever is less.

No more than three (3) weeks after completion of the approved course the requesting member shall submit the following to the VCF Training Officer:

- A copy of the approved Training and Travel Authorization. Complete Travel Expense Report Section, if applicable.
- NOTE: Prior approval required for reimbursement of transportation, lodging and per diem related expenses.*
- Legible written documentation verifying successful completion of the course (e.g., course certificate, report card, letter from the training organization, etc.).
 - Legible receipt(s) of payment for all fees in which reimbursement is requested.

Training Officer: Upon review and approval that above documentation is complete, legible, and accurate, forward document packet to the Division Chief-Operations for reimbursement processing.

Failure to submit complete, legible and accurate required documentation may result in delay of tuition reimbursement and require resubmittal of documentation. Failure to submit required documentation in accordance with this policy may result in tuition reimbursement denial.



VALLEY CENTER FIRE STANDARD OPERATING GUIDELINES



Subject: Uniforms	<u>Effective Date</u> 02-06-2017	<u>S.O.G. #</u> 2017-02-06
Applies To: All Uniformed Personnel	<u>REVISED</u> 12-22-2020	Page 1 of 10

PURPOSE:

To provide a policy regulating the provision, wearing, and proper care of Valley Center Fire Protection District (VCFPD) uniforms.

SCOPE:

All uniformed personnel of the VCFPD shall adhere to these guidelines at all times the official uniform is worn.

POLICY:

General:

The official uniforms of the VCFPD are described below. While on duty, VCFPD personnel shall wear the proper uniform at all times and in such fashion as indicated, except as noted. Personnel shall not wear the uniform at any time or in any manner when off duty, except as approved by the Fire Chief or Duty Chief. A specific class of uniform consists of the entire ensemble, and individual items are not to be omitted or added except as provided by this policy. Pins, buttons, or other devices not specifically approved by this policy or the Fire Chief shall not be worn with any uniform item or personal protective equipment (PPE).

Intent:

The intent of this policy is to provide for a professional, uniform appearance of District personnel and to provide guidance on what is, and is not, acceptable pertaining to the wearing of the VCFPD uniform.

Personnel shall make every effort to keep their uniforms clean while being worn, and shall maintain a change of clean uniform items at the assigned work station. When any uniform item becomes soiled, personnel shall change into a clean item as soon as practical.

Work ("station") boots shall be kept clean and neat (polishing is preferred). Dress shoes shall be polished.

Personnel shall make every effort to not abuse or otherwise damage uniform items. Uniform items should be protected from conditions which could result in unnecessary damage. All uniform items shall be maintained and/or cleaned in accordance with the manufacturer's recommendations.

Uniform Requisition Procedure:

Approved uniform items, with the exception of station boots, are purchased by the District for new personnel. A list will be provided to the vendor with all new personnel names and the items and quantities that are authorized for purchase. Only approved items may be purchased at District expense.

Existing employees shall replace damaged, faded or discolored uniform items as soon as practical. Uniform items provided by the District shall be purchased in accordance with the following procedure:

Existing personnel shall request through proper channels those items needed. The supervisor shall complete the Electronic Uniform Requisition form, and forward it to the Division Chief-Operations for approval. The Division Chief-Operations will evaluate and, if approved, send the form to the District selected uniform vendor. The member may then report to the uniform vendor to pick up the approved item(s).

Upon completion of the employment probationary period, personnel may submit for replacement station boots, in addition to other approved uniform items, as necessary.

Class "A" (Dress) Uniform

The standard Dress Uniform of the VCFPD consists of the following:

1. Black dress shoes, highly polished
2. Black dress socks
3. Dark navy blue dress pants
4. Dark navy blue Double Breasted coat with Valley Center Fire Protection District patch on left shoulder
5. White long sleeve dress shirt
6. Black necktie with silver (Captains and below) or gold (Chief Officers) Tie Clip
7. Medallion style, 15/16" rank insignia worn on the coat collar only (not on the shirt)
8. One Maltese Cross for every five years of service. Maltese Crosses shall not be added until each full five-year period has been completed.
 - a. Maltese Crosses will be the embroidered style.
 - b. Centered on the lateral side of left coat sleeve 1" proximal to the silver/gold band.
9. The Fire Chief shall wear a white round cap with black bill and gold braid, gold chinstrap.
10. Chief Officers shall wear white round caps with black bill, gold chinstrap.
11. Captains shall wear white round caps with black bill, silver chinstrap.
12. Engineers, Firefighter-Paramedics (FF/PMs), and Firefighters (FFs) shall wear navy blue round caps with black chin straps.
13. Cap badges shall be in place when cap is worn.

See Exhibit 1: VCF Uniform Specification #2017.1-A for specific approved uniform items.

The Class "A" (Dress) Uniform shall be provided by the District for Chief Officers and may be purchased by personnel of lower rank as desired. The Class "A" uniform is intended for wear at official, formal functions when a formal appearance is desired. The Class "A" uniform is not fire resistive and shall NOT be worn by suppression personnel for regular work duty. The Fire Chief or Duty Chief has the authority to direct when the Class "A" uniform may be worn, and shall so indicate on official notices of District functions or events. At other times, personnel shall request permission, through channels, to wear the Class "A" uniform.

Class "B" (Work) Uniform

In general, the Class "B" uniform should be worn at any time while on duty, and is the standard, appropriate uniform between the hours of 0800 and 1700 hours, unless personnel are engaged in physical training or a hot and/or dirty work detail, for which the Class "C" or "D" uniform (below) is appropriate. After 1700 hours, the Class "B" uniform should still be worn when meeting the public, such as Fire Board meetings, tours of the fire station, public education events, etc.

The standard daily working uniform for personnel consists of the following:

1. Black leather high-topped work boots of an approved type, white or black socks.
2. Navy blue Nomex pants and long- or short-sleeved navy blue Nomex shirt.
 - a. Full-time personnel shall have their first initial and last name embroidered over the right shirt pocket, and the personnel's badge worn over the left pocket.
 - b. In lieu of shirt embroidery, Part-time Firefighters and Firefighter-Paramedics shall wear an engraved name tag, including first initial and last name, over the right shirt pocket. Personnel's badge shall be worn over the left pocket.
 - c. Officers shall wear the appropriate silhouette style rank insignia centered on each side of the collar with the wide end of the bugles oriented towards the collar point.
3. Personnel shall wear the approved black leather belt with silver buckle or VCF logo belt buckle. Chief Officers may wear gold buckle or VCF logo belt buckle.
4. Navy blue T-shirt with VCF logo worn underneath the uniform shirt.
5. When long-sleeved uniform shirt is worn, sleeves shall be buttoned at the wrist.
6. In cooler weather, personnel may wear the approved uniform jacket (with or without liner). Personnel shall not wear the jacket liner without the outer shell at any time while on duty. When worn without the class-B button shirt underneath, the members name and badge will be worn on the jacket.
7. The Class "B" uniform, either long- or short-sleeved, may be worn with the Class "A" round cap and tie when a more formal appearance is desired, at the discretion of the Duty Chief or Fire Chief.

See Exhibit 2: VCF Uniform Specification #2017.1-B for specific approved uniform items.

At the discretion of the company officer (and approval of the Duty Chief or higher rank) The class-B uniform requirement may be adjusted for specific weather conditions (ie: Red Flag

conditions, etc.) These instances should be the exception to the standard dress requirements and not the default.

Class 'C' (Work) Uniform

The Class "C" uniform is the same as the Class "B" uniform above, except the collared polo

shirt with the District logo is worn in place of the Class "B" uniform shirt, when approved by the Fire Chief, or the navy blue VCF T-shirt is worn without a Class "B" uniform shirt (long or short-sleeved.)

Optionally, an approved sweatshirt may be worn, during colder weather, at personnel's discretion between the hours of **1700-0800**, except as noted above, or unless directed otherwise by a Company or Chief Officer.

T-shirts (short or long sleeved) and polo shirts shall be tucked into the pants at all times when worn as part of the class "C" uniform.

An approved VCF Job Shirt (with VCF badge patch, VCF shoulder patch and embroidered name) may be worn at personnel's discretion, unless directed otherwise by a Company or Chief Officer, as follows:

- Between the hours of 0800-1700: Over the Class "B" uniform shirt
- Between the hours of 1700-0800: Over or without the Class "B" uniform shirt

NOTE: At a minimum, an approved VCF T-shirt shall be worn at all times under the Class-B shirt, the Job Shirt, and any sweatshirt or jacket.

See Exhibit 3: VCF Uniform Specification #2017.1-C for specific approved uniform items.

Class "D" (Workout) Uniform

The Class "D" uniform is the standard attire worn during physical fitness activities. The Class "D" uniform consists of the following:

1. Approved VCF shorts or sweatpants (optional).
2. Navy blue VCF T-shirt, either short- or long-sleeved (optional).

In addition to physical fitness activities, the Class "D" uniform may be worn by personnel between the hours of 2000 - 0800, when in quarters and no other activities or circumstances require a higher class of uniform.

Prior to 0800 hours, personnel shall change into a minimum of a Class "C" uniform.

NOTE: While the Class "D" uniform is worn, personnel must keep appropriate clothing near the apparatus, so as not to delay response to an incident. Class-D shorts shall never be worn alone under wildland double-layer pants.

All uniform items, unless specified as "optional", shall be furnished by the District for all personnel (with the exception of Class "A" Uniforms). Other optional items, which may be purchased by personnel, are listed below. Optional items are offered for sale by the Valley Center Firefighters Association, and are subject to approval by the Fire Chief or his/her designee.

Station Boots

Upon successful completion of employment probation, and as needed thereafter, personnel are eligible for replacement station boots at District expense. Eligible personnel shall submit a request through channels to the Division Chief-Operations for approval.

Station boots are intended to be worn for daily activities in and around the station and on responses that do not require protective clothing. Approved station boots shall meet or exceed ASTM Standard F2413-11 or later.

To accommodate physical differences in individuals, an approved list has been established containing a selection of different boots that personnel may select from to best meet their needs. All boots are black in color and have a quick release system for donning and doffing.

See Exhibit 2: VCF Uniform Specification #2017.1-B for the list of approved station boots.

Wildland Boots

The District will supply wildland boots to suppression and Community Risk Reduction personnel. Personnel may select from the following approved boots:

- Hathorn Smoke Jumper #110V

Additionally, personnel may purchase the following boots and pay the difference from their own funds over the cost of the Hathorn Smoke Jumper boots.

- White Smoke Jumper
- Danner Wildland 8" Tactical

Note: All boot purchases require a uniform requisition form.

Uniform Accessories

Mourning Bands:

The mourning band is the traditional method for firefighters to publicly mourn the death of a fellow firefighter. Mourning bands may be worn with Class "A" or "B" uniforms.

The following are guidelines for the wearing of mourning bands:

1. Mourning bands shall be worn upon the line of duty death of any personnel of the Valley Center Fire Protection District.
2. Personnel shall wear mourning bands from the time of death (or announcement) until 2400 hours the day of the funeral/memorial service, or as otherwise approved by the Fire Chief.
3. Wearing of mourning bands by VCFPD personnel for line of duty deaths occurring in agencies outside of the Valley Center Fire Protection District, but within the state of California, requires the Fire Chief's, or his/her designee's, approval. Deaths occurring outside the State of California will be considered on a case by case basis and require Fire Chief or designee approval.
4. Mourning bands may be worn at the line of duty funeral/memorial service of any firefighter, law enforcement officer, or member of the United States armed forces, who died in the performance of their duty.

5. Mourning bands may be worn at the non-line of duty funeral/memorial of any active firefighter, law enforcement officer or retired firefighter or law enforcement officer.

Proper display of mourning bands:

1. For "shield" type badges, the mourning band shall be placed horizontal on the badge and centered half way between the top and bottom.
2. Mourning bands shall never cover a badge number.

Uniform Pins:

1. Personnel may wear one (1) pin that appears on the approved list below.
2. Pins shall be worn on the Class "B" uniform shirt on either the left or right pocket flap only. No pins may be worn on the Class "A" uniform jacket or shirt.
3. Pins on the approved list may be worn by any personnel.
4. If personnel wish to seek approval for a pin to be added to the list, the pin and its meaning/significance must be submitted to the VCFFA Board of Directors for review and approval whereupon it will be recommended to the Fire Chief for consideration.
5. Currently approved pins include the following:
 - a. Fire District years of service pin.
 - b. American Flag pin.
 - c. 9/11 Commemorative pin.
 - d. Valley Center Life Saver Award pin.
 - e. Breast Cancer Awareness pin.

Additional (Optional) Items:

1. Ball cap with VCF logo may be worn by personnel at any time the Class "B", "C", or "D" uniform is worn. When worn, the bill of the ball cap shall face front, centered to the face.
2. The approved navy blue watch cap with VCF logo may be worn during cooler weather with Class "C" or "D" uniform only.
3. Approved "Boonie" hats may be worn when the Class "C" or "D" uniform as a means of sun protection. "Boonie" hats are not to be worn on responses or when personnel are interacting with the public. These are intended primarily for use on extended outdoor duty where additional protection from the sun is desired. The logo shall face front, centered to the face, when worn.
4. Approved VCF sweatshirts, either hooded or non-hooded, zipper or pullover-type, with VCF logo, may be worn during cooler weather when the class "C" or "D" uniform is approved to be worn.

APPROVED: _____

Josef Napier, Fire Chief

DATE: 02/11/2020

EXHIBIT 1

VCF Uniform Specification #2017.1-A

Class "A" Uniform

(Revision Date: 8-17-17)

Jacket

- Flying Cross, #34892, navy
- 6 button front
 - Chief Officers - gold buttons
 - All others - silver buttons
- 1 Patch on left shoulder, 1" below shoulder seam
- Badge holder on left chest
- Stripes on sleeves:
 - Fire Chief - 5 gold
 - Deputy Chief - 4 gold
 - Division Chief - 3 gold
 - Battalion Chief - 2 gold
 - Captain - 2 silver
 - Engineers and Firefighters - 1 silver
- Maltese Crosses on sleeves:
 - Direct embroidered
 - Left sleeve, above the last strip in a line style
 - One cross for each 5 years in fire service
 - Chief Officers - gold thread
 - All others - silver thread
- Collar Brass:
 - Chief Officers - gold A2871
 - Deputy Chief - gold A4280
 - Division Chief - gold A2873
 - Battalion Chief - gold A2874
 - Captain - silver A2875
 - Engineer - silver A2940
 - Firefighter/Paramedic – silver A2886
 - Firefighter – silver A2886

Name Tag

- First initial, full last name
- Chief Officers – gold color, polished metal, navy blue letters
- Firefighters and Firefighter/Paramedics – silver color, polished metal, navy blue letters

Badge – Provided by District

- Badge to be worn on left side of jacket

Pants

- Flying Cross, #32278, navy blue

Belt

- Leather, plain, #150206, 1 ½" wide, black

Shirt

- L/S Shirt Flying Cross, 35W5400, white
- Epaulets removed

Shirt Patch

- 1 VCFPD patch - Left shoulder 1" below shoulder seam

Tie

- #45045, navy blue

Tie Bar

- #4007
 - Chief Officers - gold
 - All others - silver

Hat

- Chief Officers - Keystone, R-13, white, with gold band and FD buttons
- Captains - Keystone, R-13, white, with silver band and FD buttons
- All others - Keystone, R-13, navy blue, with black band and FD buttons

Shoes

- Tact Squad style #S200, High Gloss Oxford, black

EXHIBIT 2

VCF Uniform Specification #2017.1-B

Class "B" Uniform

(Revision Date: 8-17-17)

Pants

- Full cut pants: 402NX75MN - or - B Cut Workrite, Midnight Navy
- Slim Cut Pants: 400NX75MN - or - A Cut Workrite, Midnight Navy

Belt

- Leather, basket weave, style 175211, 1 3/4" wide, black

Shirt

- S/S Shirt 730NX45MN, Workrite, Midnight Navy
- L/S Shirt 735NX45MN, Workrite, Midnight Navy

Shirt (Chief Officers only)

- S/S Shirt, Flying Cross, #85R5400, white
- L/S Shirt, Flying Cross, #35V5400, white
- Epaulets removed

Shirt Patch

- 1 Patch - Left shoulder 1" below shoulder seam
- 1 Paramedic rocker above patch (Paramedic's only)

Shirt Name Embroidery (Engineer rank and above only)

- Above right pocket flap
- First initial, full last name
- Engineers and Captains - 1/2" high letters, silver thread
- Chief Officers - 1/2" high letters, gold thread

Name Tag

- First initial, full last name
- Firefighters and Firefighter/Paramedics - silver color, polished metal, navy blue letters
- Chief Officers - gold color, polished metal, navy blue letters

Badge – Provided by District

- Badge to be worn on left side of shirt

Station Jacket (Engineer rank and above)

- 5.11 Station Jacket, style 48099, navy blue
- 1 Patch - left shoulder 1" below shoulder seam
- Badge tab/holder - left side
- Embroidered name tape:
 - First initial, full last name
 - Engineers and Captains - 1/2" high letters, silver thread
 - Chief Officers - 1/2" high letters, gold thread

Station Boots

Current approved station boots (must meet or exceed ASTM standard F2413-11 or later):

- Southwest Eagle FFB 100 – 8", Structural, black
- Southwest Eagle FFB 401 – 8", Structural, black
- Southwest Eagle FFB 401AC – 8", Steel Toe, black
- Red Back Easy Escape (slip-on) USBBK, Steel Toe, black
- Red Back Easy Escape HD (slip-on) USBBKSC, Steel Toe, black

- 5.11 ATAC 8" Shield, Safety Toe, black

EXHIBIT 3

VCF Uniform Specification #2017.1-C

Class “C” Uniform

(Revision Date: 2-11-2020)

Job Shirt

- 5.11 Tactical Utility Job Shirt, L/S, navy blue, pull-over with zipper collar closure

Job Shirt Patch

- 1 VCFPD patch - Left shoulder 1" below shoulder seam
- 1 VCFPD badge patch – Left chest

Job Shirt Name Embroidery (all ranks)

- Right chest
- First initial, full last name
- Firefighters, Engineers and Captains - 1/2" high letters, silver thread
- Chief Officers - 1/2" high letters, gold thread

Valley Center Fire Protection District

Balance Sheet

As of July 31, 2021
Jul 31, 21

ASSETS

Current Assets

Checking/Savings

1101 · General Operating #4811	599,327.64
1102 · Payroll Acct #2271	28,734.47
11013 · Fire Foundation #8451	2,150.00
11014 · Explorer #8469	4,504.25
11015 · Training #7024	7,253.14
11016 · Grant Acct #7073	324,588.53
11021 · VCFPD Co General Fund - #47850	1,525,162.84
11022 · VCFPD Mitigation Fund - #47855	882,403.48
11023 · CFD 08-01 - #47853	324,589.53

Total Checking/Savings 3,698,713.88

Other Current Assets

12000 · Undeposited Funds	1,280.00
---------------------------	----------

Total Other Current Assets 1,280.00

Total Current Assets 3,699,993.88

TOTAL ASSETS 3,699,993.88

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Credit Cards

8180 · 8180 CitiBank	568.36
9349 · 9349-VCFPD	3,574.10

Total Credit Cards 4,142.46

Total Current Liabilities 4,142.46

Total Liabilities 4,142.46

Equity

30000 · Opening Balance Equity 2,541,953.06

32000 · Retained Earnings 88,746.52

Net Income -345,606.35

Total Equity 2,285,093.23

TOTAL LIABILITIES & EQUITY 2,289,235.69

Valley Center Fire Protection District

Profit & Loss

July 2021

Jul 21

Ordinary Income/Expense

Income

OPERATING REVENUE

40500 · Mercy Transport Fees	12,600.00
40700 · Community Development Fees	17,238.00
40800 · Fire Prevention Inspection Fees	135.00
42000 · Incident Cost Recovery-Fire USA	2,912.00
45000 · Fire Explorer Post Donations	288.53
48000 · Applied Grant Income-Other	2,500.00

Total OPERATING REVENUE	35,673.53
-------------------------	-----------

Total Income	35,673.53
--------------	-----------

Gross Profit	35,673.53
--------------	-----------

Expense

TRAINING

50100 · EMT & Paramedic License Renewal	234.00
50200 · Palomar College Tuition	85.00
50500 · Training & Expenses	758.50

Total TRAINING	1,077.50
----------------	----------

OVERHEAD / ADMINISTRATIVE SERV

51007 · Postage & Delivery	5.60
51003 · Bank Fees / Interest Expense	51.53
51004 · IT Equipment & Software	2,344.40
51005 · Office & Computer Supplies	1,162.71
51006 · Election/Annexation Service	173.00

Total OVERHEAD / ADMINISTRATIVE SERV	3,737.24
--------------------------------------	----------

CONTRACT SERVICES

51100 · Broadband Services & Telephone	1,263.55
51101 · Professional Services	15,829.48
51102 · Equipment Rental/Copier Lease	1,055.19
51103 · Contract Labor	500.00
51104 · Printing,Repro&Digital Map Serv	585.00
51105 · Insurance	29,909.00
51106 · Crew Scheduling Services	746.10
51108 · Modular Buildings	802.52

Total CONTRACT SERVICES	50,690.84
-------------------------	-----------

FIRE FACILITIES

FIRE STATION #1

51301 · #1 Facility Maint/Repairs	341.16
51302 · #1 Utilities	252.42

Total FIRE STATION #1	593.58
-----------------------	--------

FIRE STATION #2

51310 · #2 Facility Maint/Repairs	747.66
51312 · #2 Utilities	179.27

Total FIRE STATION #2	926.93
-----------------------	--------

Total FIRE FACILITIES	1,520.51
-----------------------	----------

Valley Center Fire Protection District

Profit & Loss

July 2021

	Jul 21
FIRE APPARATUS	
51400 · Ancillary Equip Ann Maintenance	3,376.70
51401 · Apparatus Shop Tools/Rpr Supp	11,406.01
51402 · Fuel	1,945.16
Total FIRE APPARATUS	16,727.87
OPERATIONS	
51501 · Fireline Meals	52.24
Total OPERATIONS	52.24
COMMUNICATIONS	
51601 · RCS Communication Fees	3,816.00
Total COMMUNICATIONS	3,816.00
MEMBERSHIPS & ASSOCIATIONS	
51800 · Dues & Subscriptions	65.00
Total MEMBERSHIPS & ASSOCIATIONS	65.00
PAYROLL-ADMINISTRATIVE	
60000 · Division Chief-Operations/Train	6,643.26
60200 · Battalion Chief-Fire Marshal	7,438.26
60400 · Administrative Asst-Office Mgr.	5,966.19
60600 · Fire Chief	7,577.13
Total PAYROLL-ADMINISTRATIVE	27,624.84
PAYROLL - OPERATIONAL PERSONNEL	
61000 · Fire Engineers	30,485.72
63000 · Firefighter-Paramedics	56,552.82
64000 · Fire Captains	48,822.32
Total PAYROLL - OPERATIONAL PERSONNEL	135,860.86
66000 · PAYROLL EXPENSES	
66007 · ACF Local Union Dues	771.68
66001 · Taxes, FICA, SUTA, Unemployment	79,139.92
66002 · FASIS Workers Comp Emp Asst	17,541.00
66003 · Payroll Service	525.47
66004 · Health Benefit Costs	4,592.84
66005 · 457 Retirement Costs	26,027.42
66006 · VC FF Association Fees	2,075.00
Total 66000 · PAYROLL EXPENSES	130,673.33
Total Expense	371,846.23
Net Ordinary Income	-336,172.70
Net Income	-336,172.70

STAFF REPORTS

BOARD OF DIRECTORS' PACKET

VALLEY CENTER FIRE PROTECTION DISTRICT



VALLEY CENTER FIRE PROTECTION DISTRICT

28234 Lilac Road, Valley Center, CA 92082
(760) 751-7600 Fax (760) 749-3892
Website: vcfpd.org



August 19, 2021

Fire Chief's Report Valley Center Fire Protection District Board

1. The Valley Center Fire Department had a busy month with Emergency Incidents and Training.
2. ALS Program: Community First Aid Training, Basic Life Support CPR and ACLS Recertifications.
3. Operational Area Update: Small Local Vegetation Fires with Larger Fires being supported in Northern California by San Diego Operational Area Agencies
4. Local and Regional Training: Radio Communications and Palm Tree Rescue
5. Cal Fire Valley Center Battalion: Station 71 is fully staffed with 2 Type 3 Engines with 3/0.
6. Law Enforcement / Fire /Tribal Interagency Operations: Western Days: Chili Cook-off a huge success, Western Days Parade: 83 entries 1, incident during the parade, response went well.
7. Land Acquisition: Waiting on County to return executed grant deeds to Escrow and Title.
8. Fire Station 3 Development: Secured Funding Sources: District 5 Neighborhood Re-Investment Grant: \$100,000. SGD&E Foundation Grant: \$126,000. Pending Funding Sources: Terragen-Valley Center ESS Foundation Grant: \$250,000. Valley Center Fire Department Foundation Community Funding Goal: \$80,000, September 11th Patriot Day Festival and Fund Raiser.

Valley Center Fire Station 1
28234 Lilac Road
Valley Center, CA 92082

Valley Center Fire Station 2
28205 N. Lake Wohlford Road
Valley Center, CA 92082

VCFPD OPERATIONAL REPORT: July 2021

Monthly Incident Data:

	VCFPD Station 1 E161	VCFPD Station 2 E162	VCFPD Station 2 OES WT	VCFPD Station 2 RS162	VCFPD Admin Command	VCFPD Admin Prevention	Auto Aid Received	Auto Aid Given	Total Incidents	Turnout Time	Travel Time	Response Time
	Total Incidents	Total Incidents	Total Incidents	Total Incidents	Total Incidents	Total Incidents	Total Incidents	Total Incidents	Total Unit Responses	90 th Percentile	90 th Percentile	90 th Percentile
JAN	116	50	7	74	9	2	48	46	210	0:2:26	0:15:22	0:17:09
FEB	94	38	1	59	5	1	45	27	158	0:2:10	0:14:08	0:15:09
MAR	91	41	4	65	5	1	49	22	157	0:2:02	0:14:06	0:15:02
APR	95	38	4	65	2	2	38	19	166	0:1:25	0:12:56	0:13:53
MAY	115	50	4	71	12	2	57	30	193	0:1:40	0:13:08	0:14:02
JUN	88	56	4	67	8	3	65	31	181	0:1:46	0:13:55	0:15:43
JUL	85	45	1	68	6	2	52	25	164	0:1:44	0:13:50	0:15:42
AUG												
SEP												
OCT												
NOV												
DEC												
Last Month	88	56	4	67	8	3	65	31	181	0:1:46	0:13:55	0:15:43
2020 Year to Date	972	516	47	480	86	35	422	346	1824	0:2:11	0:16:27	0:17:43
2021 Year to Date	684	318	25	469	47	13	354	200	1229	0:02:16	0:14:38	0:16:17
YTD % Change										4%	-11%	-8%
Mercy USA	Mercy Medic 11	Mercy Medic 52	Mercy Medic 70	Mercy Medic 71	Mercy Medic 75			Total Unit Responses	Total Unit Transports	90 th Percentile Turnout	90 th Percentile Travel	90 th Percentile Response
Ambulance Responses	10	0	9	67	4			97	90	0:2:16	0:16:34	0:17:46
Cole Grade Incidents 04/01 to 04/30 2021								9		0:1:44	0:12:22	0:14:10

Firefighters in the program: 30

- Firefighter Driver Operators: 1
- Firefighter Paramedics: 09
- Firefighter EMTs: 21
- Fire Explorers: 10

Apparatus and Equipment:

- **Station 1:** E-161 – In Service E-169 – In Reserve
- C-1601 In Service
- C-1602 In Service
- P-1650 In Service

C-1603 – In Reserve
P-1651 In Service

Valley Center Fire Station 1
28234 Lilac Road
Valley Center, CA 92082

Valley Center Fire Station 2
28205 N. Lake Wohlford Road
Valley Center, CA 92082

- **Station 2:** E-162 – In Service
RS-162 – In Service

E-168 – In Reserve
OES WT62: Shop Status-Engine Brake/Tires

Special Training and Future Events:

- Planning Group Evacuation Sub-Committee Meeting: August 26, 2021 on Zoom 6:30pm
- Valley Center Fire Safe Council: Chipping Days, Grants for Evacuation Route and Road Side Vegetation Management
- Saturday, September 11, 2021, 0900 to 1100 Patriot Day Reading of the Names and Patriot Day Celebration
- September 11, 2021 Country Fair to Benefit the Valley Center Fire Department Foundation.
- September 16, 2021: Special Fire Board Presentation by Assembly Member Marie Waldron

Legislative / Political Updates:

None at this time

Grants/Awards:

- AFG Grant Application: 2020 Regional Cardiac Monitor Purchase, VHF Portable Radio Purchase
- AFG Grant 2020 Application: Type 1 Fire Engine Purchase
- SHSGP: 2021 Grant Application: \$14,150 Structure PPE
- UASI: 2020 Grant Application \$11,200 for Succession Training and Fresno Training Symposium

Significant Incidents/Station Activities:

- Vegetation Fire: Santa Ysabel
- Rescue TC: Valley Center Road and Ridge Ranch Road
- Vehicle Fire: 29144 Valley Center Road
- Vegetation Fire: Valley Center Road and Sunset Drive
- Vegetation Fire: E Canal Road, San Pasqual Reservation
- Motorcycle vs Vehicle Head On: Valley Center Road at Vesper Road

Trauma Intervention Program (TIP):

- 1 TIP response for the month of July to Valley Center. TIP is responding to the scene on all incidents.



Josef G. Napier
Fire Chief, Valley Center Fire Protection District

Valley Center Fire Station 1
28234 Lilac Road
Valley Center, CA 92082

Valley Center Fire Station 2
28205 N. Lake Wohlford Road
Valley Center, CA 92082



Community Risk Reduction Division Fire Marshal's Report

July 2021

Significant Events since last report:

- More Park Circle / Orchard Run homes in progress. 5 builders. Richmond American models finalized.
- Fireworks Patrol
- Energy Storage System Progress
 - Enclosure delivery delayed
 - Battery installation expected to start in late August.
- SDG&E Undergrounding Progress



(Continued on next page)

Operations with the CRR Division:

- **Weed Abatement/DSI:**
 - Volunteers are back. Handling complaints and weed inspections
- **"The Business of Prevention" conducted this month:**

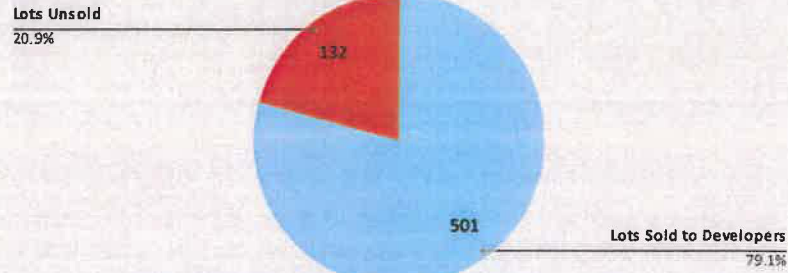
3.1.1 Commercial Plans (Building or sprinkler plans and resubmittals)	1
4.1 Special Events	1
4.16 Other Services Not Listed (Per Hour)	4
2.1.1 New Residential or Remodel Plan Review (Any type, includes inspections)	24
2.1.3 Residential Fire Sprinklers NFPA 13-D or NFPA 13-R (includes 2 inspections)	23
2.3.2 Accessory Dwelling Unit Plan Review (Includes 2 Inspections)	1
2.3.4 Barns and Outbuildings (500 sq ft to 4,000 sq ft)	1
Violations/Fines (unpermitted event)	2

Park Circle / Orchard Run Development Status Report

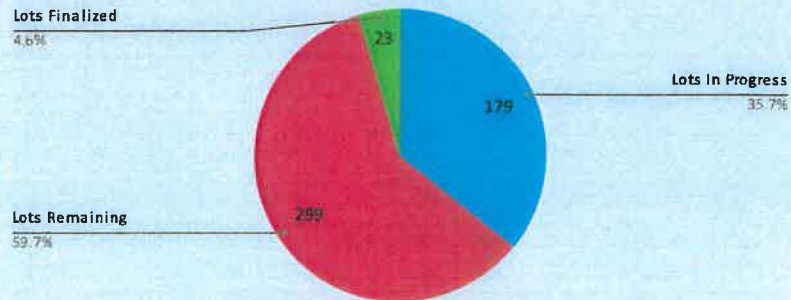
08/10/2021

Total Lots in Project	633
Lots Sold to Developers	501
Lots Unsold	132
Lots In Progress	179
Lots Remaining	299
Lots Finalized	23
Mitigation Total	\$849,244.70
Mitigation Remaining	\$515,755.14
Mitigation Complete	\$333,489.56
Plan Check Total	\$298,095.00
Plan Check Remaining	\$177,905.00
Plan Check Complete	\$120,190.00

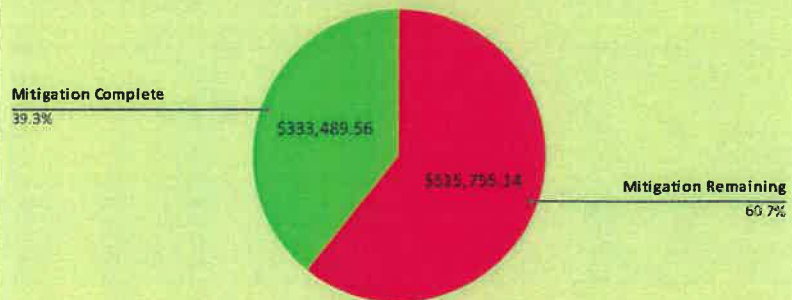
Park Circle/Orchard Run Lots



Park Circle/Orchard Run Lots in Development



Park Circle/Orchard Run Mitigation Totals



Park Circle/Orchard Run Plan Check Fees



Park Circle Development - Summer (Shea Homes)

Mirar De Valle / VC Road

Date: 08/10/2021	
Total Lots:	88
Lots In progress:	68
Lots Remaining	17
Lots Finalized:	3
Mitigation Total:	\$120,778.62
Mitigation Remaining:	\$23,491.74
Mitigation Complete:	\$97,286.88
Plan Check Total:	\$52,360.00
Plan Check Remaining:	\$10,115.00
Plan Check Complete:	\$42,245.00

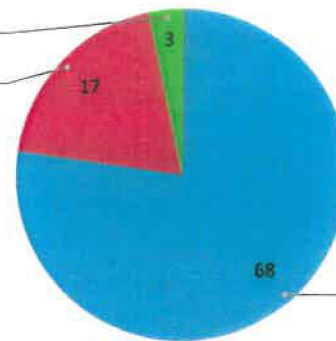
Shea Lots

Lots Finalized:

3 4%

Lots Remaining

17 19.3%



Lots in progress:

77.3%

Shea Mitigation Totals

Mitigation Remaining:

19.5%



Mitigation Complete:

80.5%

Shea Plan Check Fees

Plan Check

19.3%



Plan Check

80.7%

Park Circle Development - Porches (Beazer)

Mirar De Valle / VC Road

Date: 08/10/2021	
Total Lots:	64
Lots in progress:	37
Lots Remaining	13
Lots Finalized:	14
Mitigation Total:	\$124,202.36
Mitigation Remaining:	\$25,216.08
Mitigation Complete:	\$98,986.28
Plan Check Total:	\$38,080.00
Plan Check Remaining:	\$7,735.00
Plan Check Complete:	\$30,345.00

Beazer Lots

Lots Finalized:

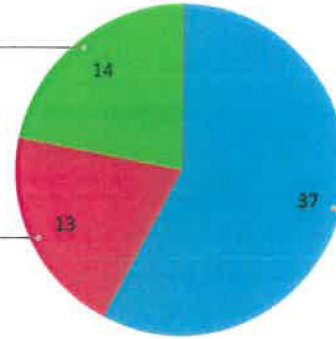
21.9%

Lots Remaining

20.3%

Lots in progress:

57.8%



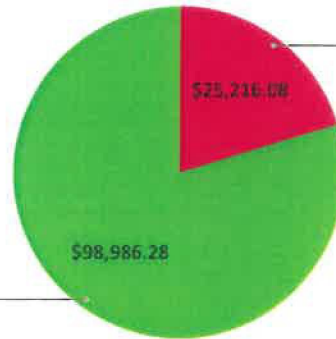
Beazer Mitigation Totals

Mitigation Remaining:

20.3%

Mitigation Complete:

79.7%



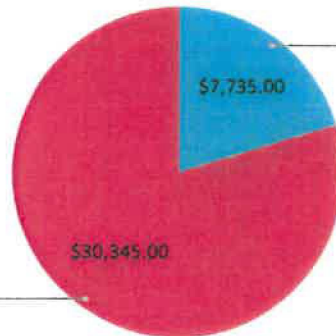
Beazer Plan Check Fees

Plan Check

20.3%

Plan Check

79.7%

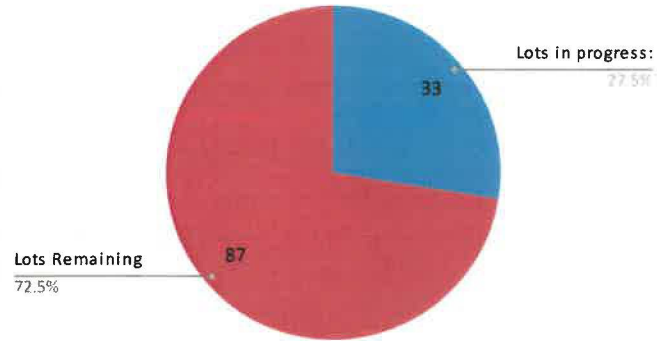


Park Circle Development - Kyra (Meritage)

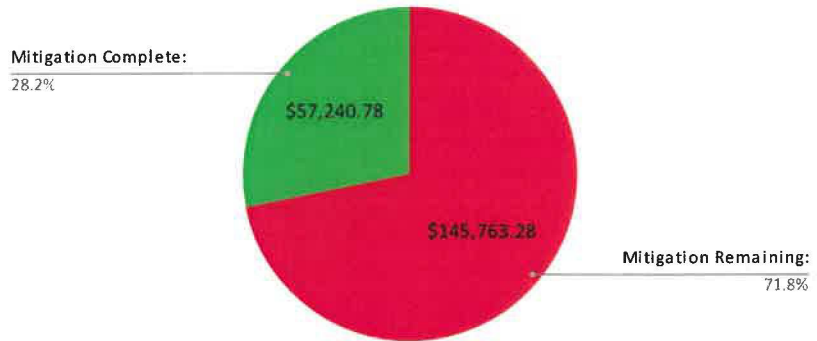
Lilac Rd / Betsworth

Date: 08/12/2021	
Total Lots:	120
Lots in progress:	33
Lots Remaining	87
Lots Finalized:	0
Mitigation Total:	\$203,004.06
Mitigation Remaining:	\$145,763.28
Mitigation Complete:	\$57,240.78
Plan Check Total:	\$71,400.00
Plan Check Remaining:	\$51,765.00
Plan Check Complete:	\$19,635.00

Meritage (Kyra) Lots



Meritage (Kyra) Mitigation Totals



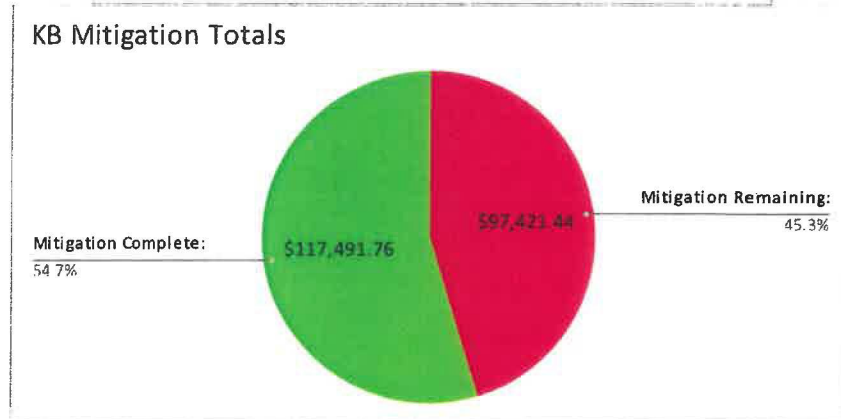
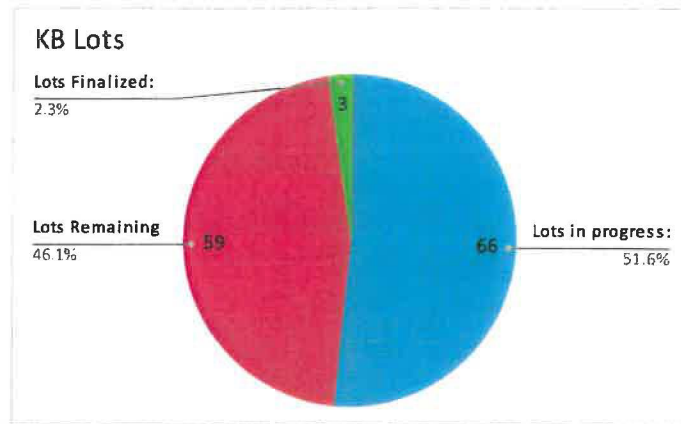
Meritage (Kyra) Plan Check Fees



Orchard Run Development - Sundance (KB Homes)

Mirar De Valle

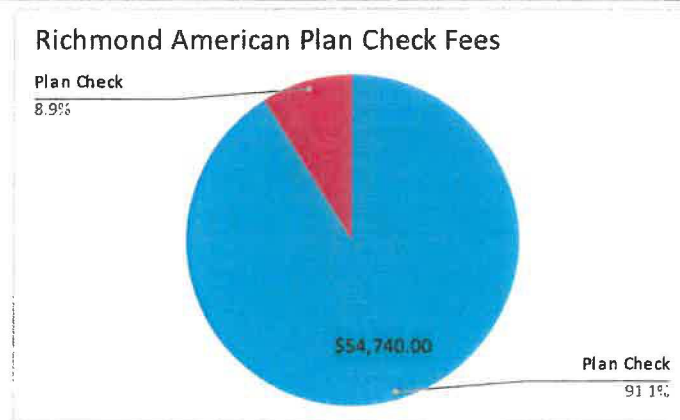
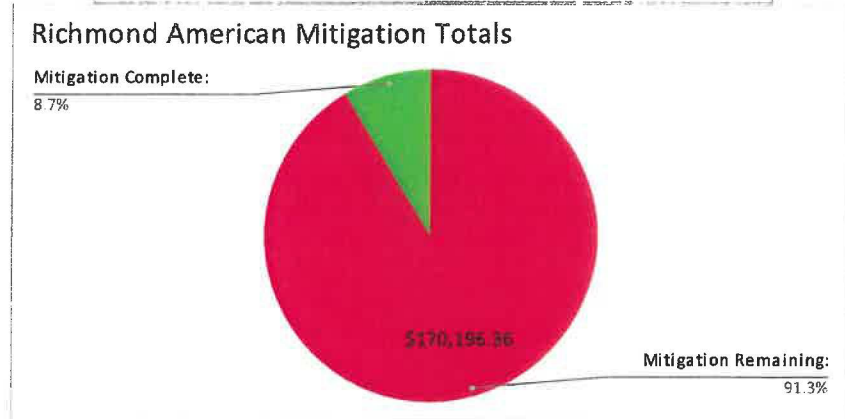
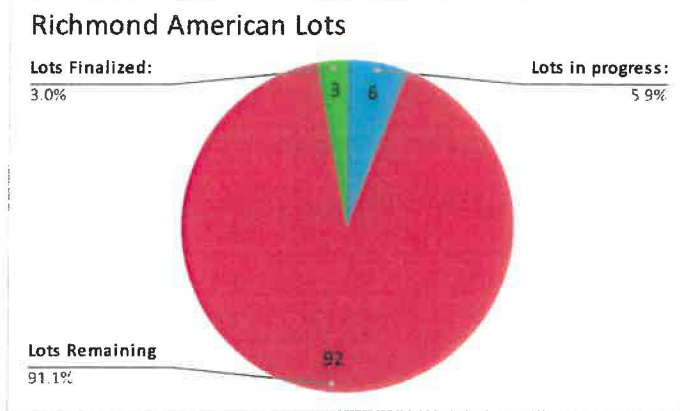
Date: 08/10/2021	
Total Lots:	128
Lots in progress:	66
Lots Remaining	59
Lots Finalized:	3
Mitigation Total:	\$214,913.20
Mitigation Remaining:	\$97,421.44
Mitigation Complete:	\$117,491.76
Plan Check Total:	\$76,160.00
Plan Check Remaining:	\$35,105.00
Plan Check Complete:	\$41,055.00



Orchard Run Development - Seasons (Richmond-American Homes)

Mirar De Valle

Date: 08/10/2021	
Total Lots:	101
Lots in progress:	6
Lots Remaining	92
Lots Finalized:	3
Mitigation Total:	\$186,346.46
Mitigation Remaining:	\$170,196.36
Mitigation Complete:	\$16,150.10
Plan Check Total:	\$60,095.00
Plan Check Remaining:	\$54,740.00
Plan Check Complete:	\$5,355.00



NEW BUSINESS

BOARD OF DIRECTORS' PACKET

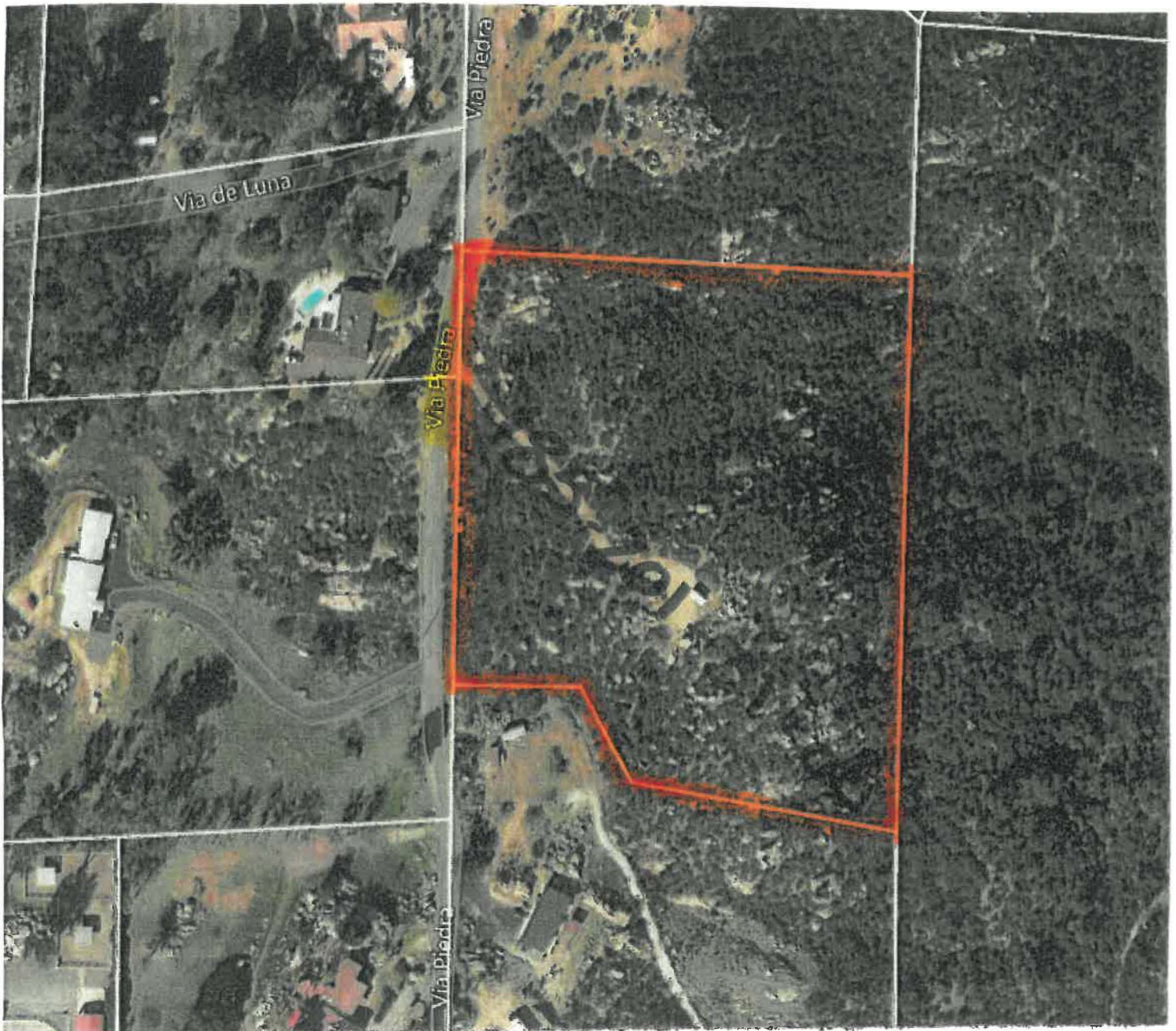
VALLEY CENTER FIRE PROTECTION DISTRICT

RESOLUTION 2021-38

CFD 2008-1 – PUBLIC HEARING

VIA PIEDRA

185-201-31-00





VALLEY CENTER FIRE PROTECTION DISTRICT

Administrative Office & Fire Prevention Bureau

28234 Lilac Road

Valley Center, CA 92082

Tel: 760-751-7600

Fax: 760-749-3892

RESOLUTION NO. 2021-38

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY CENTER FIRE PROTECTION DISTRICT

WHEREAS, the annexation of described territory to the Community Facilities District 2008-01 (the "CFD") was submitted to a vote by the landowner of the real property located within the jurisdictional boundaries of the CFD on August 5, 2021; and

WHEREAS, six (6) votes (1 vote per acre) was cast by a proper mail ballot in favor of the levy of special taxes within the described territory of the CFD; and

WHEREAS, a sufficient-number of votes were cast in favor of levying special taxes within the CFD;

NOW, THEREFORE, BE IT RESOLVED that:

The results of the election as sufficient to levy special taxes within the CFD are hereby certified.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the Valley Center Fire Protection District, at a regularly scheduled Board Meeting thereof, this 19th day of August, 2021 by a unanimous vote.

Secretary
Board of Directors

Fire Station #72
28234 Lilac Road
Valley Center, CA 92082

Fire Station #73
28205 N. Lake Wohlford Road
Valley Center, CA 92082

RESOLUTION 2021-39

CFD 2008-1 – PUBLIC HEARING

WIZARD WAY

188-350-02-00





VALLEY CENTER FIRE PROTECTION DISTRICT

Administrative Office & Fire Prevention Bureau

28234 Lilac Road

Valley Center, CA 92082

Tel: 760-751-7600

Fax: 760-749-3892

RESOLUTION NO. 2021-39

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY CENTER FIRE PROTECTION DISTRICT

WHEREAS, the annexation of described territory to the Community Facilities District 2008-01 (the "CFD") was submitted to a vote by the landowner of the real property located within the jurisdictional boundaries of the CFD on August 5, 2021; and

WHEREAS, six (6) votes (1 vote per acre) was cast by a proper mail ballot in favor of the levy of special taxes within the described territory of the CFD; and

WHEREAS, a sufficient-number of votes were cast in favor of levying special taxes within the CFD;

NOW, THEREFORE, BE IT RESOLVED that:

The results of the election as sufficient to levy special taxes within the CFD are hereby certified.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the Valley Center Fire Protection District, at a regularly scheduled Board Meeting thereof, this 19th day of August, 2021 by a unanimous vote.

Secretary
Board of Directors

Fire Station #72
28234 Lilac Road
Valley Center, CA 92082

Fire Station #73
28205 N. Lake Wohlford Road
Valley Center, CA 92082

RESOLUTION 2021-40

CFD 2008-1 – PUBLIC HEARING

SEASONS @ PARK CIRCLE

186-241-1-58-00, 186-242-1-17,19-33,35-41,43-47-00





VALLEY CENTER FIRE PROTECTION DISTRICT

Administrative Office & Fire Prevention Bureau

28234 Lilac Road

Valley Center, CA 92082

Tel: 760-751-7600

Fax: 760-749-3892

RESOLUTION NO. 2021-40

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY CENTER FIRE PROTECTION DISTRICT

WHEREAS, the annexation of described territory to the Community Facilities District 2008-01 (the "CFD") was submitted to a vote by the landowner of the real property located within the jurisdictional boundaries of the CFD on August 5, 2021; and

WHEREAS, fourteen (14) votes (1 vote per acre) was cast by a proper mail ballot in favor of the levy of special taxes within the described territory of the CFD; and

WHEREAS, a sufficient-number of votes were cast in favor of levying special taxes within the CFD;

NOW, THEREFORE, BE IT RESOLVED that:

The results of the election as sufficient to levy special taxes within the CFD are hereby certified.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the Valley Center Fire Protection District, at a regularly scheduled Board Meeting thereof, this 19th day of August, 2021 by a unanimous vote.

Secretary
Board of Directors

Fire Station #72
28234 Lilac Road
Valley Center, CA 92082

Fire Station #73
28205 N. Lake Wohlford Road
Valley Center, CA 92082



RESOLUTION NO. 2021-41

RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY CENTER FIRE PROTECTION DISTRICT ESTABLISHING A MULTI-YEAR EQUIPMENT AND STRATEGIC PLAN FOR THE FIRE MITIGATION FEE PROGRAM.

WHEREAS, the Valley Center Fire Protection District imposes a mitigation fee pursuant to California Government Code Section 66000, et seq. (Mitigation Fee Act) and Chapter 3 of Division 10 of Title 8 (commencing with Section 810.301) of the San Diego County Code of Regulatory Ordinances (Fire Mitigation Fee Ordinance) and;

WHEREAS, pursuant to Section 66002 of the Mitigation Fee Act, the governing body of a local agency that levies a mitigation fee may adopt a capital improvement plan, which shall be adopted by and annually updated by a resolution at a noticed public hearing and;

WHEREAS, the County's Fire Mitigation Fee (FMF) Ordinance requires that fire agencies participating in the FMF Program adopt a five-year Capital Improvement Plan indicating the approximate location, size, time of availability, and cost estimates for long-term fire protection facilities and equipment to be financed with the FMF revenue and;

WHEREAS, notice of the hearing to update the District's Capital Improvement Plan was given, as required by law, as shown by the affidavit of publication on file herein and;

NOW, THEREFORE, The Valley Center Fire Protection District Board of Directors resolves that the five-year Capital Improvement Plan for use of Fire Mitigation Fee revenue within the Valley Center Fire Protection District is as follows:

FIRE MITIGATION FEE MULTI-YEAR FIRE STATION AND EQUIPMENT

<u>Fiscal Year 2021/2022</u>	<u>Project Number</u>	<u>Mitigation Fees</u>	<u>District's Share</u>
1. Fire Station 3 Land Acquisition	14	\$ 330,000	\$ 82,500
2. Fire Station Construction	5	\$ 100,000	\$ 25,000
3. New Type 1 Fire Engine	18	\$ 125,000	\$ 31,250
4. New AED's and Cardiac Monitors	20	\$ 81,000	\$ 27,000
<u>Fiscal Year 2022/2023</u>	<u>Project Number</u>	<u>Mitigation Fees</u>	<u>District's Share</u>
1. Fire Station Construction	5	\$ 100,000	\$ 25,000
2. New Type 1 Fire Engine	18	\$ 125,000	\$ 31,250
3. Fire Facility Expansion	21	\$ 250,000	\$ 62,500
<u>Fiscal Year 2023/2024</u>	<u>Project Number</u>	<u>Mitigation Fees</u>	<u>District's Share</u>
1. Fire Station Construction	5	\$ 100,000	\$ 25,000
2. New Type 1 Fire Engine	18	\$ 125,000	\$ 31,250
3. Fire Facility Expansion	21	\$ 250,000	\$ 62,500
<u>Fiscal Year 2024/2025</u>	<u>Project Number</u>	<u>Mitigation Fees</u>	<u>District's Share</u>
1. Fire Station Construction	5	\$ 100,000	\$ 25,000
2. New Type 1 Fire Engine	18	\$ 125,000	\$ 31,250
3. Fire Facility Expansion	21	\$ 250,000	\$ 62,500

Fiscal Year 2025/2026

1. Fire Station Construction
2. New Type 1 Fire Engine
3. Fire Facility Expansion

Project Number

5
18
21

Mitigation Fees

\$ 100,000
\$ 125,000
\$ 250,000

District's Share

\$ 25,000
\$ 31,250
\$ 62,500

APPROVED:**MOTION BY:****SECOND:****ROLL CALL RESULTS:****AYES:****NOES:****ABSENT:****RECUSED:**

Phil Bell, President

ATTEST:

Regina Roberts, Secretary

DATE: August 19, 2021