

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 – September 16, 2021 at 6:00 p.m.

Valley Center Fire Protection District Board of Directors

REGULAR MEETING AGENDA

September 16, 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

Presentation by State Assembly Member Marie Waldron

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 August 19, 2021

Standing Item – Review and Approve

C. Proposal to adopt Resolution NO 2021-42 (Wizard Way) on Intention to Annex Territory to CFD 2008-1 in the form and content attached hereto.

Review and Approve

7. STAFF REPORTS

- A. Fire Chief's Report
- B. Operations Division Report
- C. Community Risk Reduction Division Report
- D. Treasurer's Report – FY 2020 Report Card, July 2021, August 2021
- E. Valley Center Firefighters Association Report

8. OLD BUSINESS

- A. Discussion of Updated Board Policies and Procedures

9. NEW BUSINESS

None

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

October 21, 2021

PROCLAMATIONS AND PRESENTATIONS

BOARD OF DIRECTORS' PACKET
VALLEY CENTER FIRE PROTECTION DISTRICT

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
August 19, 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:
 - Charlotte Seaborne - Present
 - Gina Roberts - Present
 - Steve Hutchison - Present
 - Mike O'Connor - Present
 - Phil Bell - Present - Zoom attendance
3. Pledge of Allegiance - led by Director O'Connor
4. Public Comment - None
5. Proclamations and Presentations - None
6. Consent Calendar - A motion was made to accept the Consent Calendar with only the minutes from the July 15, 2021 meeting and to remove the Treasurer's Report, after the motion was seconded it was unanimously approved by the Board. There was a short discussion about the Treasurer's Report after it was removed from the Consent Calendar. Director Seaborne moved to postpone the review of the report until next meeting because there is additional information that needs to be added, that motion was unanimously approved by the Board. Director Seaborne would also like to move the financial report out of the Consent Calendar to be able to give it the attention and discussion it warrants.
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 Chief Napier in Fire Marshal Jim Davidson's absence.

- D. Valley Center Firefighters Association Report – Engineer Chris Palmer talked about the Association's involvement in the Firehouse Fair event. All the shifts have been involved in building a fire prop that kids will be able to use a fire hose to spray fire. Engineer Brad Perry and Brennan Ross did an exceptional job on that project. He noted that the palm tree training they received is a big benefit and valuable training for our department. Brennan Ross installed wildland hooks on Engine 161 that he fabricated, which will allow the crews to be able to quickly clean up hose and have it ready to deploy at the next location during a fire.
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, the Board unanimously approved Resolution NO. 2021-38 (Via Piedra), Resolution NO. 2021-39 (Wizard Way) and Resolution NO. 2021-40 (Seasons @ Park Circle).
- B. A proposal was made to adopt Resolution NO. 2021-41 Establishing A Multi-Year Equipment and Strategic Plan for the Fire Mitigation Fee Program, after motion made by Director Roberts and seconded by Director O'Connor and a roll call vote, Resolution No. 2021-41 was unanimously approved.
10. Closed Session – None
11. Announcement of Closed Session Actions – None
12. Board of Directors Comments
Director Seaborne acknowledged the great team we have and extended her appreciation for the quality and performance of our firefighters at the recent vegetation fires and also for the great job the paramedics did on a traffic collision.
Director Roberts thanked the chief for addressing issues with the Treasury report. She was impressed with the aerial assets at the Old Castle fire. She appreciates all the great work being done for Patriot Day.
Director O'Connor wants everyone to be cognizant of 9/11 and remembering and honoring the sacrifices and lives lost. Patriot Day is a day of remembrance and he wants to commend our community for holding this event.
Director Bell thanked Director Hutchison for chairing the meeting.
Director Hutchison stated that the progress the District has made over the last few years is inspiring, the ongoing progress, the training and professionalism of the staff. We still have a lot of work to do, but we're making great progress. We need to be proud of the efforts of all the directors, staff and the firefighters.
13. Adjournment – 7:04 p.m.

Regina Roberts, Secretary

NEXT REGULAR MEETING:
September 16, 2021

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
26205 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
25205 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 86000, 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 86002 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

<u>Project Number</u>	<u>Mitigation Fees</u>	<u>District's Share</u>
1. Fire Station Construction	5	\$ 100,000
2. New Type 1 Fire Engine	18	\$ 125,000
3. Fire Facility Expansion	21	\$ 250,000

APPROVED:

MOTION BY:

SECOND:

ROLL CALL RESULTS:

AYES:

NOES:

ABSENT:

RECUSED:

Phil Bell, President

ATTEST:

DATE: August 19, 2021

Regina Roberts, Secretary

DRAFT

RESOLUTION 2021-42

CFD 2008-1 – ANNEXATION

WIZARD WAY

188-350-04-00



RESOLUTION NO. 2021-42
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 that 10% of the proposed land to be annexed to the CFD, and

WHEREAS, the petition dated September 8, 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 16th day of September, 2021 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

President, Board of Directors

Secretary, Board of Directors

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



September 16, 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: New Hire Testing for Paramedic
3. Operational Area Update: Small Local Vegetation Fires continue with Larger Fires being supported in Northern California by San Diego Operational Area Agencies
4. Local and Regional Training: Zone VHF Radio Training, Mental Wellness Training, Blue Card Command and Communications Training.
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: National Night Out, 9/11 reading of the names, Patriot Day Celebration and Firehouse Fair.
7. Land Acquisition: We own the land.
8. Fire Station 3 Development: SOQ and RFP in progress for an Architect to work with our Engineer to complete the county permitting processes for the L grading plan, septic layout, temporary fire station building elevations, electrical plan, fiber optic and tele-communications plan, water service and fire suppression plan.

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: August 2021

Monthly Incident Data:

	VCFPDSt ation 1 E161	VCFPD Station 2 E162	VCFPD Station 2 OES WT	VCFPD Station 2 RS162	VCFPD Admin Command	VCFPD Admin Prevention	Auto Aid Reclved	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	122	42	2	74	9	3	49	35	205	0:2:05	0:12:15	0:13:48
SEP												
OCT												
NOV												
DEC												
Last Month	85	45	1	68	6	2	52	25	164	0:1:44	0:13:50	0:15:42
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	806	360	27	543	56	16	403	235	1434	0:02:15	0:14:30	0:16:09
YTD % Change										3%	-12%	-9%
Mercy USA	Mercy Medic 11	Mercy Medic 52	Mercy Medic 70	Mercy Medic 71	Mercy Medic 75			Total Unit Responses	Total Unit Transports	90th Percentile Turnout	90th Percentile Travel	90th Percentile Response
Ambulance Responses	14	2	36	112	4			168	116	0:2:16	0:16:34	0:17:46
Cole Grade Incidents 04/01 to 04/30 2021								14		0:2:05	0:12:36	0:13:56

Firefighters in the program: 32

- Firefighter Driver Operators: 1
- Firefighter Paramedics: 12
- Firefighter EMTs: 20
- 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

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

E-168 – In Reserve
OES WT62: In Service

Valley Center Fire Station 1
28234 Lilac Road
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Special Training and Future Events:

- Planning Group Evacuation Sub-Committee Meeting: September 23, 2021 on Zoom 6:30pm
- Valley Center Fire Safe Council: Chipping Days, Grants for Evacuation Route and Road Side Vegetation Management
- Saturday, October 2, 2021: Valley Center Fire Safety Fair at Bates Nut Farm
- December 4, 2021: Annual Christmas Party, Fire Department Awards and Pot Luck Dinner, 5pm to 8pm Fire Station 1

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
- California Fire Foundation Grant: \$13,600 for Mental Wellness Support, Training and Software

Significant Incidents/Station Activities:

- Vegetation Fire: Fry Lane
- Rescue TC: Lilac Road at Robles Lane
- Transformer Fire / Lightning Strike: Mesa Verde Road
- A/R Vegetation Fire: E. Valley Parkway
- M/A Vegetation Fire: River Complex, Yreka, CA
- Structure Fire: Cole Grade Road: Mattress Fire

Trauma Intervention Program (TIP):

- 2 TIP responses for the month of August 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

August 2021

Significant Events since last report:

- More Park Circle / Orchard Run homes in progress. 5 builders.
- Energy Storage System Progress
 - Enclosure deliveries in progress (Below is a photo of an enclosure being moved)
 - Battery installation has begun.
- SDG&E Undergrounding Progress
 - Pauma Heights



(Continued on next page)

Operations within the CRR Division:

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

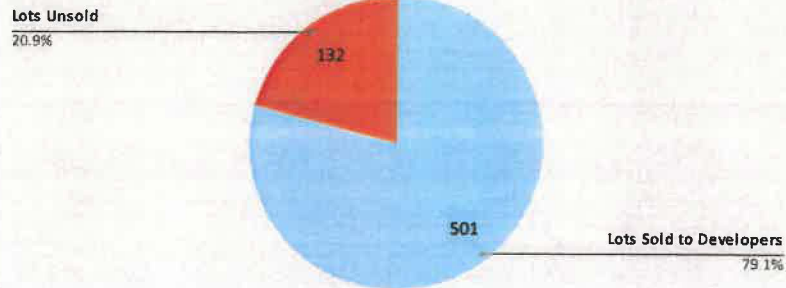
4.16 Other Services Not Listed (Per Hour)	7
4.18 Plans Left Over 30 days	1
4.3 Business License Inspection/Reinspection (Engine Company Inspection)	2
2.2.1 New Residential or Remodel Plan Review (over 4000 sq ft, Any type, includes inspections)	2
2.1.1 New Residential or Remodel Plan Review (Under 4000 sq ft, Any type, includes inspections)	66
2.1.3 Residential Fire Sprinklers NFPA 13-D or NFPA 13-R (includes 2 inspections)	65
2.3.2 Accessory Dwelling Unit Plan Review (Includes 2 Inspections)	4
2.3.4 Barns and Outbuildings (500 sq ft and over and under 4,000 sq ft)	4
2.3.5 Barns & Outbuildings (4,000 sq ft and over)	1
2.3.6 Minor Grading Plan	1
1.1.3 Final Map/Mylar Review	1

Park Circle / Orchard Run Development Status Report

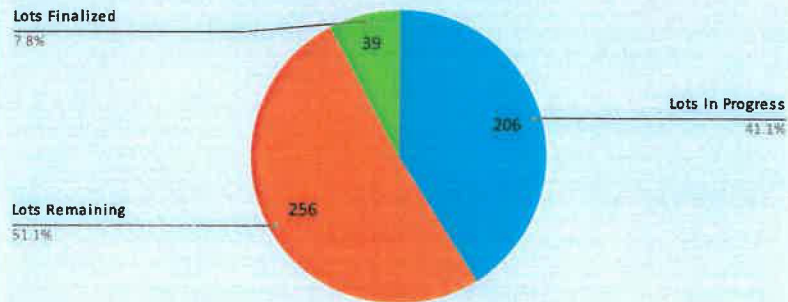
09/08/2021

Total Lots in Project	633
Lots Sold to Developers	501
Lots Unsold	132
Lots In Progress	206
Lots Remaining	256
Lots Finalized	39
Mitigation Total	\$849,244.70
Mitigation Remaining	\$445,463.78
Mitigation Complete	\$403,780.92
Plan Check Total	\$298,095.00
Plan Check Remaining	\$152,320.00
Plan Check Complete	\$145,775.00

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: 09/08/2021	
Total Lots:	88
Lots in progress:	72
Lots Remaining	5
Lots Finalized:	11
Mitigation Total:	\$120,778.62
Mitigation Remaining:	\$6,866.62
Mitigation Complete:	\$113,912.00
Plan Check Total:	\$52,360.00
Plan Check Remaining:	\$2,975.00
Plan Check Complete:	\$49,385.00

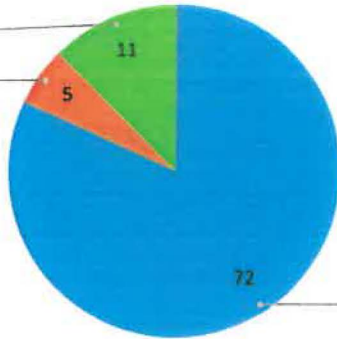
Shea Lots

Lots Finalized:

12 5%

Lots Remaining

5 7%



Lots in progress:

81.8%

Shea Mitigation Totals

Mitigation Remaining:

5.7%



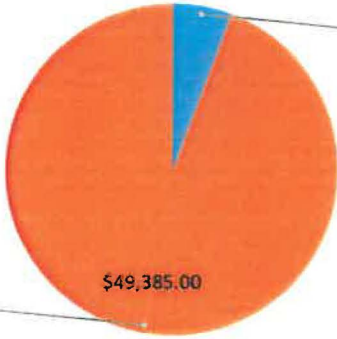
Mitigation Complete:

94.3%

Shea Plan Check Fees

Plan Check

5.7%



Plan Check

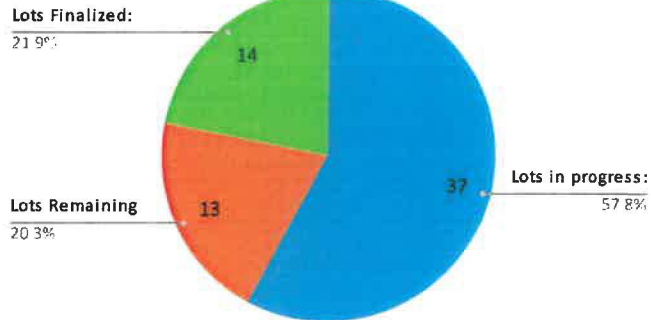
94.3%

Park Circle Development - Porches (Beazer)

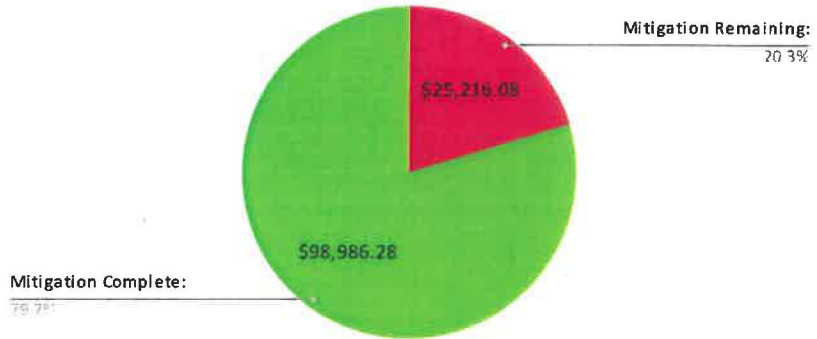
Mirar De Valle / VC Road

Date: 09/08/2021	
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

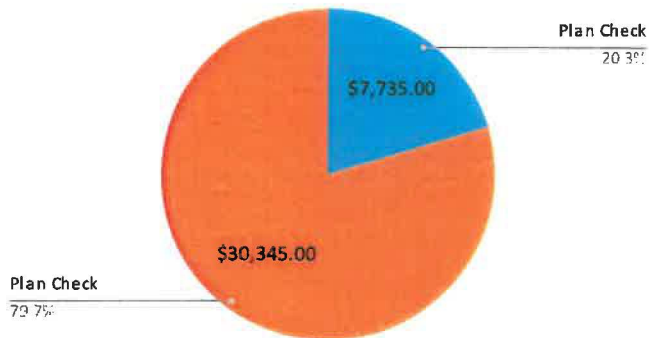
Beazer Lots



Beazer Mitigation Totals



Beazer Plan Check Fees

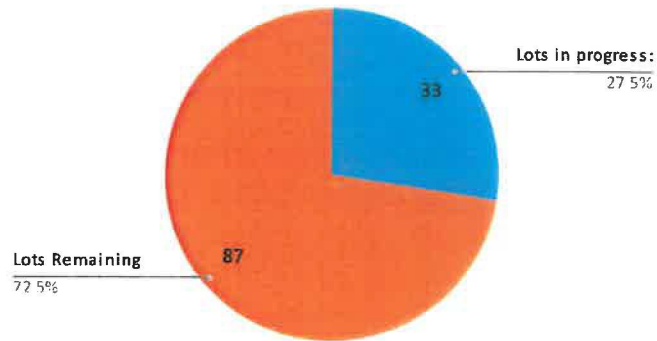


Park Circle Development - Kyra (Meritage)

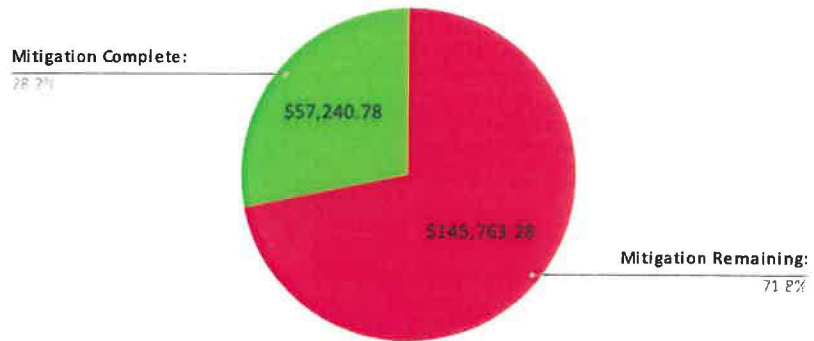
Lilac Rd / Betsworth

Date: 09/08/2021	
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: 09/08/2021	
Total Lots:	128
Lots in progress:	58
Lots Remaining	59
Lots Finalized:	11
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

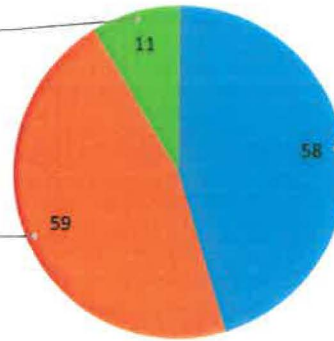
KB Lots

Lots Finalized:

8 6%

Lots Remaining

46 1%



Lots in progress:

45.3%

KB Mitigation Totals

Mitigation Complete:

54.7%



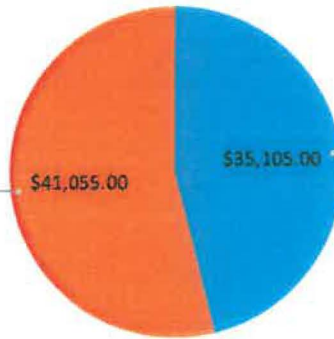
Mitigation Remaining:

45.3%

KB Plan Check Fees

Plan Check

53.9%



Plan Check

46.1%

Orchard Run Development - Seasons (Richmond-American Homes)

Mirar De Valle

Date: 09/08/2021	
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

Richmond American Lots

Lots Finalized:

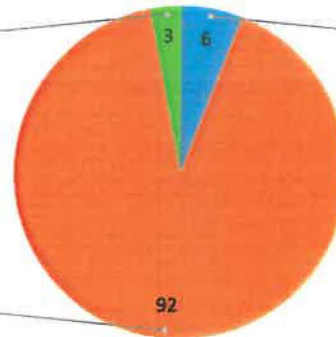
3.0%

Lots in progress:

5.9%

Lots Remaining

91.1%



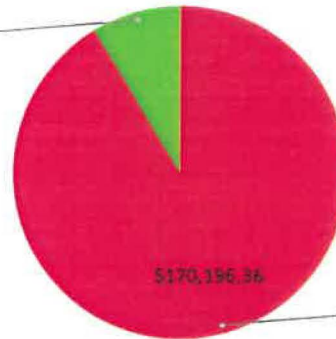
Richmond American Mitigation Totals

Mitigation Complete:

8.7%

Mitigation Remaining:

91.3%



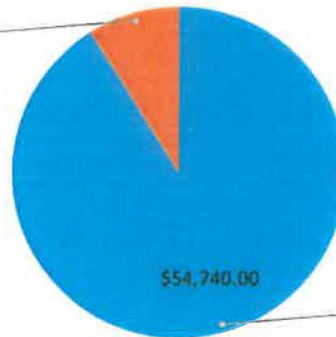
Richmond American Plan Check Fees

Plan Check

8.9%

Plan Check

91.1%



Valley Center Fire Protection District
Balance Sheet
As of June 30, 2021

	Jun 30, 21
ASSETS	
Current Assets	
Checking/Savings	
1101 · General Operating #4811	752,411.02
1102 · Payroll Acct #2271	91,014.94
11013 · Fire Foundation #8451	2,150.00
11014 · Explorer #8469	4,216.25
11015 · Training #7024	7,253.14
11016 · Grant Acct #7073	322,094.53
11021 · VCFPD Oracle Gen Fund - #47850	490,163.57
11022 · VCFPD Mitigation Fund - #47855	887,318.55
11023 · CFD 2008-01 - #47853	296,563.03
Total Checking/Savings	2,853,185.03
Total Current Assets	2,853,185.03
TOTAL ASSETS	2,853,185.03
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	260,496.82
Total Accounts Payable	260,496.82
Credit Cards	
8180 · 8180 CitiBank	111.75
9349 · 9349-VCFPD	1,241.96
Total Credit Cards	1,353.71
Total Current Liabilities	261,850.53
Total Liabilities	261,850.53
Equity	
30000 · Opening Balance Equity	2,544,013.06
32000 · Retained Earnings	-2,133.62
Net Income	49,455.06
Total Equity	2,591,334.50
TOTAL LIABILITIES & EQUITY	2,853,185.03

Valley Center Fire Protection District

Profit & Loss Budget vs. Actual

July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
NON-OPERATING REVENUE				
30100 · Mitigation Fees Capital Expendi	243,630.36	316,000.00	-72,369.64	77.1%
30120 · Mitigation Interest	4,915.07	9,000.00	-4,084.93	54.6%
30130 · CFD2008-1 Interest	1,576.55	1,250.00	326.55	126.1%
30410 · General Fund Interest	5,525.05	24,516.20	-18,991.15	22.5%
Total NON-OPERATING REVENUE	255,647.03	350,766.20	-95,119.17	72.9%
OPERATING REVENUE				
40000 · Benefit Fees/Standby (315001)	1,643,172.01	1,673,387.82	-30,215.81	98.2%
40100 · Taxes, Property (315000)	557,983.96	594,292.13	-36,308.17	93.9%
40200 · CFD-2000-1 (315002)	287,040.62	305,121.84	-18,081.22	94.1%
40300 · CFD-2008-01 (315003)	102,790.23	110,500.00	-7,709.77	93.0%
40500 · Mercy Transport Fees	30,670.82	130,000.00	-99,329.18	23.6%
40600 · First Responder Fees	16,287.64	15,260.40	1,027.24	106.7%
40700 · Community Development Fees	111,034.08	48,000.00	63,034.08	231.3%
40800 · Fire Prevention Inspection Fees	54,640.15	7,000.00	47,640.15	780.6%
40900 · CFAA Reimbursement				
40901 · Payroll & Admin	47,061.90	20,000.00	27,061.90	235.3%
40902 · Equipment	0.00	10,000.00	-10,000.00	0.0%
40900 · CFAA Reimbursement - Other	71,602.00	0.00	71,602.00	100.0%
Total 40900 · CFAA Reimbursement	118,663.90	30,000.00	88,663.90	395.5%
41000 · Fixed Asset Disposal	2,443.76	2,500.00	-56.24	97.8%
42000 · Incident Cost Recovery-Fire USA	231,196.62	57,500.00	173,696.62	402.1%
43000 · Training Reimb-Target & Palomar	31,662.00	15,300.00	16,362.00	206.9%
44000 · Fire Foundation Fund	350.00	10,500.00	-10,150.00	3.3%
45000 · Fire Explorer Post Donations	4,216.25	0.00	4,216.25	100.0%
46000 · Applied UASI Grant Income	2,292.95	13,500.00	-11,207.05	17.0%
47000 · Applied SHSGP Grant Income	27,826.23	13,738.00	14,088.23	202.5%
48000 · Applied Grant Income-Other	448,254.20	20,000.00	428,254.20	2,241.3%
OPERATING REVENUE - Other	0.00	0.00	0.00	0.0%
Total OPERATING REVENUE	3,670,525.42	3,046,600.19	623,925.23	120.5%
Total Income	3,926,172.45	3,397,366.39	528,806.06	115.6%
Cost of Goods Sold				
50001 · Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.0%
Gross Profit	3,926,172.45	3,397,366.39	528,806.06	115.6%
Expense				
TRAINING				
50000 · Explorer Post	1,702.10	2,000.00	-297.90	85.1%
50100 · EMT & Paramedic License Rene...	925.00	4,500.00	-3,575.00	20.6%
50200 · Palomar College Tuition	6,739.00	7,850.00	-1,111.00	85.8%
50300 · Station & Apparatus References	0.00	500.00	-500.00	0.0%
50400 · Target Solutions	6,780.00	7,500.00	-720.00	90.4%
50500 · Training & Expenses	30,453.86	24,200.00	6,253.86	125.8%
50600 · Training Expenses - UASI	0.00	5,400.00	-5,400.00	0.0%
Total TRAINING	46,599.96	51,950.00	-5,350.04	89.7%
OVERHEAD / ADMINISTRATIVE SERV				
51007 · Postage & Delivery	525.63			
51000 · Service Awards & Commendatio...	779.49	1,000.00	-220.51	77.9%
51001 · Contingencies & Misc.	0.00	10,000.00	-10,000.00	0.0%
51002 · Advertis FF Recruit & Physicals	6,205.00	11,800.00	-5,595.00	52.6%
51003 · Bank Fees / Interest Expense	923.85	6,000.00	-5,076.15	15.4%
51004 · IT Equipment & Software	21,921.80	20,560.00	1,361.80	106.6%
51005 · Office & Computer Supplies	8,089.54	7,000.00	1,089.54	115.6%
51006 · Election/Annexation Service	36,386.25	10,000.00	26,386.25	363.9%

Valley Center Fire Protection District

Profit & Loss Budget vs. Actual

July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Total OVERHEAD / ADMINISTRATIVE SERV	74,831.56	66,360.00	8,471.56	112.8%
CONTRACT SERVICES				
51100 · Broadband Services & Telephone	49,723.74	49,332.00	391.74	100.8%
51101 · Professional Services	44,467.07	13,900.00	30,567.07	319.9%
51102 · Equipment Rental/Copier Lease	7,502.83	8,700.00	-1,197.17	86.2%
51103 · Contract Labor	0.00	0.00	0.00	0.0%
51104 · Printing,Repro&Digital Map Serv	16,740.16	33,560.00	-16,819.84	49.9%
51105 · Insurance	19,326.33	15,500.00	3,826.33	124.7%
51106 · Crew Scheduling Services	2,984.40	3,500.00	-515.60	85.3%
51107 · Trauma Intervention Program	0.00	2,340.00	-2,340.00	0.0%
51108 · Modular Buildings	9,470.24	8,300.00	1,170.24	114.1%
51109 · Burn Inst/Youth Fire Prevent	642.00	642.00	0.00	100.0%
51110 · MDC Equip Replacement-HP Lea...	6,511.57	6,000.00	511.57	108.5%
Total CONTRACT SERVICES	157,368.34	141,774.00	15,594.34	111.0%
COMMUNITY RISK REDUCTION				
51200 · Public Education	2,340.00	3,500.00	-1,160.00	66.9%
51201 · CERT	0.00	500.00	-500.00	0.0%
51202 · Safety Prod/Fire Hydrant Maint	2,724.31	500.00	2,224.31	544.9%
51203 · POST Recertification Materials	180.00	500.00	-320.00	36.0%
Total COMMUNITY RISK REDUCTION	5,244.31	5,000.00	244.31	104.9%
FIRE FACILITIES				
FIRE STATION #1				
51301 · #1 Facility Maint/Repairs	23,556.58	18,990.00	4,566.58	124.0%
51302 · #1 Utilities	169,188.21	20,000.00	149,188.21	845.9%
Total FIRE STATION #1	192,744.79	38,990.00	153,754.79	494.3%
FIRE STATION #2				
51310 · #2 Facility Maint/Repairs	18,359.21	17,990.00	369.21	102.1%
51312 · #2 Utilities	156,314.66	16,500.00	139,814.66	947.4%
Total FIRE STATION #2	174,673.87	34,490.00	140,183.87	506.4%
Fire Station #3				
51320 · #3 Facility Maint/Repairs	1,523.49	0.00	1,523.49	100.0%
51322 · #3 Utilities	0.00	0.00	0.00	0.0%
Fire Station #3 - Other	1,080.00			
Total Fire Station #3	2,603.49	0.00	2,603.49	100.0%
Total FIRE FACILITIES	370,022.15	73,480.00	296,542.15	503.6%
FIRE APPARATUS				
51400 · Ancillary Equip Ann Maintenance	32,538.29	43,000.00	-10,461.71	75.7%
51401 · Apparatus Shop Tools/Rpr Supp	75,424.48	30,300.00	45,124.48	248.9%
51402 · Fuel	38,929.96	38,000.00	929.96	102.4%
Total FIRE APPARATUS	146,892.73	111,300.00	35,592.73	132.0%
OPERATIONS				
51500 · Breathing Air Equip Maintenance	772.00	4,000.00	-3,228.00	19.3%
51501 · Fireline Meals	1,115.05	3,000.00	-1,884.95	37.2%
51502 · SHSGP Grant PPE	686.36	14,150.00	-13,463.64	4.9%
51503 · Equipment Grant	0.00	800.00	-800.00	0.0%
51504 · Station Uniforms	15,880.22	14,000.00	1,880.22	113.4%
51505 · Non-Grant PPE	0.00	5,000.00	-5,000.00	0.0%
Total OPERATIONS	18,453.63	40,950.00	-22,496.37	45.1%
COMMUNICATIONS				
51600 · North County Dispatch	126,011.72	132,500.00	-6,488.28	95.1%
51601 · RCS Communication Fees	20,631.00	12,400.00	8,231.00	166.4%
Total COMMUNICATIONS	146,642.72	144,900.00	1,742.72	101.2%

Valley Center Fire Protection District
Profit & Loss Budget vs. Actual
July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
PARAMEDIC EMERGENCY SUPPLIES				
51700 · Medical Equipment & Supplies	13,770.96	12,000.00	1,770.96	114.8%
51701 · Cardiac Monitor Calibration/Rpr	0.00	3,500.00	-3,500.00	0.0%
Total PARAMEDIC EMERGENCY SUPPLIES	13,770.96	15,500.00	-1,729.04	88.8%
MEMBERSHIPS & ASSOCIATIONS				
51800 · Dues & Subscriptions	12,064.88	11,457.00	607.88	105.3%
Total MEMBERSHIPS & ASSOCIATIONS	12,064.88	11,457.00	607.88	105.3%
PAYROLL-ADMINISTRATIVE				
60000 · Division Chief-Operations/Train	73,674.39	95,508.72	-21,834.33	77.1%
60100 · Division Chief-Emerg Services	0.00	0.00	0.00	0.0%
60200 · Battalion Chief-Fire Marshal	73,534.24	82,000.00	-8,465.76	89.7%
60300 · Administrative Captain	0.00	0.00	0.00	0.0%
60400 · Administrative Asst-Office Mgr.	40,790.55	41,815.84	-1,025.29	97.5%
60500 · Bookkeeper	11,536.29	24,327.13	-12,790.84	47.4%
60600 · Fire Chief	76,396.35	103,839.20	-27,442.85	73.6%
Total PAYROLL-ADMINISTRATIVE	275,931.82	347,490.89	-71,559.07	79.4%
PAYROLL - OPERATIONAL PERSONNEL				
61000 · Fire Engineers	375,616.25	375,938.22	-321.97	99.9%
62000 · Reserve Firefighters (PT)	235,633.13	235,872.00	-238.87	99.9%
63000 · Firefighter-Paramedics	315,052.85	303,477.28	11,575.57	103.8%
64000 · Fire Captains	404,345.11	547,141.24	-142,796.13	73.9%
65000 · CFAA Wages	30,049.29	0.00	30,049.29	100.0%
PAYROLL - OPERATIONAL PERSONNEL...	0.00	0.00	0.00	0.0%
Total PAYROLL - OPERATIONAL PERSON...	1,360,696.63	1,462,428.74	-101,732.11	93.0%
66000 · PAYROLL EXPENSES				
66007 · ACF Local Union Dues	2,767.66			
66001 · Taxes, FICA, SUTA, Unemploy...	743,664.67	140,604.09	603,060.58	528.9%
66002 · FASIS Workers Comp Emp Asst	173,968.72	150,712.88	23,255.84	115.4%
66003 · Payroll Service	6,387.82	9,800.00	-3,412.18	65.2%
66004 · Health Benefit Costs	40,433.00	33,600.00	6,833.00	120.3%
66005 · 457 Retirement Costs	179,129.94			
66006 · VC FF Association Fees	14,487.22			
66000 · PAYROLL EXPENSES - Other	0.00	263,920.69	-263,920.69	0.0%
Total 66000 · PAYROLL EXPENSES	1,160,839.03	598,637.66	562,201.37	193.9%
Engines & Equipment				
70000 · Engine 163 & Equipment	0.00	125,000.00	-125,000.00	0.0%
70001 · RCS NextGen Network Infrastruct	0.00	11,000.00	-11,000.00	0.0%
70002 · RCS NextGen Radio Equipment	0.00	0.00	0.00	0.0%
70003 · SCBA Purchase	0.00	0.00	0.00	0.0%
70004 · Fire Station Development Costs	78,297.98	90,000.00	-11,702.02	87.0%
70005 · New Station Consulting	0.00	90,000.00	-90,000.00	0.0%
70006 · Fire Station PPE Lockers	8,699.99	0.00	8,699.99	100.0%
70007 · Fire Station Electrical Resilia	0.00	0.00	0.00	0.0%
70008 · MDC Replacement Program	0.00	0.00	0.00	0.0%
Total Engines & Equipment	86,997.97	316,000.00	-229,002.03	27.5%
Total Expense	3,876,356.69	3,387,228.29	489,128.40	114.4%
Net Ordinary Income	49,815.76	10,138.10	39,677.66	491.4%
Other Income/Expense				
Other Expense				
80000 · Suspense	-360.70			
Total Other Expense	360.70			
Net Other Income	-360.70	0.00	-360.70	100.0%

Valley Center Fire Protection District
Profit & Loss Budget vs. Actual
July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Net Income	49,455.06	10,138.10	39,316.96	487.8%

Valley Center Fire Protection District
Profit & Loss Budget vs. Actual
July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
NON-OPERATING REVENUE				
30100 · Mitigation Fees Capital Expendi	243,630.36	316,000.00	-72,369.64	77.1%
30120 · Mitigation Interest	4,915.07	9,000.00	-4,084.93	54.6%
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30410 · General Fund Interest	5,525.05	24,516.20	-18,991.15	22.5%
Total NON-OPERATING REVENUE	255,647.03	350,766.20	-95,119.17	72.9%
OPERATING REVENUE				
40000 · Benefit Fees/Standby (315001)	1,643,172.01	1,673,387.82	-30,215.81	98.2%
40100 · Taxes, Property (315000)	557,983.96	594,292.13	-36,308.17	93.9%
40200 · CFD-2000-1 (315002)	287,040.62	305,121.84	-18,081.22	94.1%
40300 · CFD-2008-01 (315003)	102,790.23	110,500.00	-7,709.77	93.0%
40500 · Mercy Transport Fees	30,670.82	130,000.00	-99,329.18	23.6%
40600 · First Responder Fees	16,287.64	15,260.40	1,027.24	106.7%
40700 · Community Development Fees	111,034.08	48,000.00	63,034.08	231.3%
40800 · Fire Prevention Inspection Fees	54,640.15	7,000.00	47,640.15	780.6%
40900 · CFAA Reimbursement				
40901 · Payroll & Admin	47,061.90	20,000.00	27,061.90	235.3%
40902 · Equipment	0.00	10,000.00	-10,000.00	0.0%
40900 · CFAA Reimbursement - Other	71,602.00	0.00	71,602.00	100.0%
Total 40900 · CFAA Reimbursement	118,663.90	30,000.00	88,663.90	395.5%
41000 · Fixed Asset Disposal	2,443.76	2,500.00	-56.24	97.8%
42000 · Incident Cost Recovery-Fire USA	231,196.62	57,500.00	173,696.62	402.1%
43000 · Training Reimb-Target & Palomar	31,662.00	15,300.00	16,362.00	206.9%
44000 · Fire Foundation Fund	350.00	10,500.00	-10,150.00	3.3%
45000 · Fire Explorer Post Donations	4,216.25	0.00	4,216.25	100.0%
46000 · Applied UASI Grant Income	2,292.95	13,500.00	-11,207.05	17.0%
47000 · Applied SHSGP Grant Income	27,826.23	13,738.00	14,088.23	202.5%
48000 · Applied Grant Income-Other	448,254.20	20,000.00	428,254.20	2,241.3%
OPERATING REVENUE - Other	0.00	0.00	0.00	0.0%
Total OPERATING REVENUE	3,670,525.42	3,046,600.19	623,925.23	120.5%
Total Income	3,926,172.45	3,397,366.39	528,806.06	115.6%
Cost of Goods Sold				
50001 · Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.0%
Gross Profit	3,926,172.45	3,397,366.39	528,806.06	115.6%
Expense				
TRAINING				
50000 · Explorer Post	1,702.10	2,000.00	-297.90	85.1%
50100 · EMT & Paramedic License Rene...	925.00	4,500.00	-3,575.00	20.6%
50200 · Palomar College Tuition	6,739.00	7,850.00	-1,111.00	85.8%
50300 · Station & Apparatus References	0.00	500.00	-500.00	0.0%
50400 · Target Solutions	6,780.00	7,500.00	-720.00	90.4%
50500 · Training & Expenses	30,453.86	24,200.00	6,253.86	125.8%
50600 · Training Expenses - UASI	0.00	5,400.00	-5,400.00	0.0%
Total TRAINING	46,599.96	51,950.00	-5,350.04	89.7%
OVERHEAD / ADMINISTRATIVE SERV				
51007 · Postage & Delivery	525.63			
51000 · Service Awards & Commendatio...	779.49	1,000.00	-220.51	77.9%
51001 · Contingencies & Misc.	0.00	10,000.00	-10,000.00	0.0%
51002 · Advertis FF Recruit & Physicals	6,205.00	11,800.00	-5,595.00	52.6%
51003 · Bank Fees / Interest Expense	923.85	6,000.00	-5,076.15	15.4%
51004 · IT Equipment & Software	21,921.80	20,560.00	1,361.80	106.6%
51005 · Office & Computer Supplies	8,089.54	7,000.00	1,089.54	115.6%
51006 · Election/Annexation Service	36,386.25	10,000.00	26,386.25	363.9%

Valley Center Fire Protection District

Profit & Loss Budget vs. Actual

July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Total OVERHEAD / ADMINISTRATIVE SERV	74,831.56	66,360.00	8,471.56	112.8%
CONTRACT SERVICES				
51100 · Broadband Services & Telephone	49,723.74	49,332.00	391.74	100.8%
51101 · Professional Services	44,467.07	13,900.00	30,567.07	319.9%
51102 · Equipment Rental/Copier Lease	7,502.83	8,700.00	-1,197.17	86.2%
51103 · Contract Labor	0.00	0.00	0.00	0.0%
51104 · Printing,Repro&Digital Map Serv	16,740.16	33,560.00	-16,819.84	49.9%
51105 · Insurance	19,326.33	15,500.00	3,826.33	124.7%
51106 · Crew Scheduling Services	2,984.40	3,500.00	-515.60	85.3%
51107 · Trauma Intervention Program	0.00	2,340.00	-2,340.00	0.0%
51108 · Modular Buildings	9,470.24	8,300.00	1,170.24	114.1%
51109 · Burn Inst/Youth Fire Prevent	642.00	642.00	0.00	100.0%
51110 · MDC Equip Replacement-HP Lea...	6,511.57	6,000.00	511.57	108.5%
Total CONTRACT SERVICES	157,368.34	141,774.00	15,594.34	111.0%
COMMUNITY RISK REDUCTION				
51200 · Public Education	2,340.00	3,500.00	-1,160.00	66.9%
51201 · CERT	0.00	500.00	-500.00	0.0%
51202 · Safety Prod/Fire Hydrant Maint	2,724.31	500.00	2,224.31	544.9%
51203 · POST Recertification Materials	180.00	500.00	-320.00	36.0%
Total COMMUNITY RISK REDUCTION	5,244.31	5,000.00	244.31	104.9%
FIRE FACILITIES				
FIRE STATION #1				
51301 · #1 Facility Maint/Repairs	23,556.58	18,990.00	4,566.58	124.0%
51302 · #1 Utilities	169,188.21	20,000.00	149,188.21	845.9%
Total FIRE STATION #1	192,744.79	38,990.00	153,754.79	494.3%
FIRE STATION #2				
51310 · #2 Facility Maint/Repairs	18,359.21	17,990.00	369.21	102.1%
51312 · #2 Utilities	156,314.66	16,500.00	139,814.66	947.4%
Total FIRE STATION #2	174,673.87	34,490.00	140,183.87	506.4%
Fire Station #3				
51320 · #3 Facility Maint/Repairs	1,523.49	0.00	1,523.49	100.0%
51322 · #3 Utilities	0.00	0.00	0.00	0.0%
Fire Station #3 - Other	1,080.00			
Total Fire Station #3	2,603.49	0.00	2,603.49	100.0%
Total FIRE FACILITIES	370,022.15	73,480.00	296,542.15	503.6%
FIRE APPARATUS				
51400 · Ancillary Equip Ann Maintenance	32,538.29	43,000.00	-10,461.71	75.7%
51401 · Apparatus Shop Tools/Rpr Supp	75,424.48	30,300.00	45,124.48	248.9%
51402 · Fuel	38,929.96	38,000.00	929.96	102.4%
Total FIRE APPARATUS	146,892.73	111,300.00	35,592.73	132.0%
OPERATIONS				
51500 · Breathing Air Equip Maintenance	772.00	4,000.00	-3,228.00	19.3%
51501 · Fireline Meals	1,115.05	3,000.00	-1,884.95	37.2%
51502 · SHSGP Grant PPE	686.36	14,150.00	-13,463.64	4.9%
51503 · Equipment Grant	0.00	800.00	-800.00	0.0%
51504 · Station Uniforms	15,880.22	14,000.00	1,880.22	113.4%
51505 · Non-Grant PPE	0.00	5,000.00	-5,000.00	0.0%
Total OPERATIONS	18,453.63	40,950.00	-22,496.37	45.1%
COMMUNICATIONS				
51600 · North County Dispatch	126,011.72	132,500.00	-6,488.28	95.1%
51601 · RCS Communication Fees	20,631.00	12,400.00	8,231.00	166.4%
Total COMMUNICATIONS	146,642.72	144,900.00	1,742.72	101.2%

Valley Center Fire Protection District
Profit & Loss Budget vs. Actual
July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
PARAMEDIC EMERGENCY SUPPLIES				
51700 · Medical Equipment & Supplies	13,770.96	12,000.00	1,770.96	114.8%
51701 · Cardiac Monitor Calibration/Rpr	0.00	3,500.00	-3,500.00	0.0%
Total PARAMEDIC EMERGENCY SUPPLIES	13,770.96	15,500.00	-1,729.04	88.8%
MEMBERSHIPS & ASSOCIATIONS				
51800 · Dues & Subscriptions	12,064.88	11,457.00	607.88	105.3%
Total MEMBERSHIPS & ASSOCIATIONS	12,064.88	11,457.00	607.88	105.3%
PAYROLL-ADMINISTRATIVE				
60000 · Division Chief-Operations/Train	73,674.39	95,508.72	-21,834.33	77.1%
60100 · Division Chief-Emerg Services	0.00	0.00	0.00	0.0%
60200 · Battalion Chief-Fire Marshal	73,534.24	82,000.00	-8,465.76	89.7%
60300 · Administrative Captain	0.00	0.00	0.00	0.0%
60400 · Administrative Asst-Office Mgr.	40,790.55	41,815.84	-1,025.29	97.5%
60500 · Bookkeeper	11,536.29	24,327.13	-12,790.84	47.4%
60600 · Fire Chief	76,396.35	103,839.20	-27,442.85	73.6%
Total PAYROLL-ADMINISTRATIVE	275,931.82	347,490.89	-71,559.07	79.4%
PAYROLL - OPERATIONAL PERSONNEL				
61000 · Fire Engineers	375,616.25	375,938.22	-321.97	99.9%
62000 · Reserve Firefighters (PT)	235,633.13	235,872.00	-238.87	99.9%
63000 · Firefighter-Paramedics	315,052.85	303,477.28	11,575.57	103.8%
64000 · Fire Captains	404,345.11	547,141.24	-142,796.13	73.9%
65000 · CFAA Wages	30,049.29	0.00	30,049.29	100.0%
PAYROLL - OPERATIONAL PERSONNEL...	0.00	0.00	0.00	0.0%
Total PAYROLL - OPERATIONAL PERSON...	1,360,696.63	1,462,428.74	-101,732.11	93.0%
66000 · PAYROLL EXPENSES				
66007 · ACF Local Union Dues	2,767.66			
66001 · Taxes, FICA, SUTA, Unemploy...	743,664.67	140,604.09	603,060.58	528.9%
66002 · FASIS Workers Comp Emp Asst	173,968.72	150,712.88	23,255.84	115.4%
66003 · Payroll Service	6,387.82	9,800.00	-3,412.18	65.2%
66004 · Health Benefit Costs	40,433.00	33,600.00	6,833.00	120.3%
66005 · 457 Retirement Costs	179,129.94			
66006 · VC FF Association Fees	14,487.22			
66000 · PAYROLL EXPENSES - Other	0.00	263,920.69	-263,920.69	0.0%
Total 66000 · PAYROLL EXPENSES	1,160,839.03	598,637.66	562,201.37	193.9%
Engines & Equipment				
70000 · Engine 163 & Equipment	0.00	125,000.00	-125,000.00	0.0%
70001 · RCS NextGen Network Infrastruct	0.00	11,000.00	-11,000.00	0.0%
70002 · RCS NextGen Radio Equipment	0.00	0.00	0.00	0.0%
70003 · SCBA Purchase	0.00	0.00	0.00	0.0%
70004 · Fire Station Development Costs	78,297.98	90,000.00	-11,702.02	87.0%
70005 · New Station Consulting	0.00	90,000.00	-90,000.00	0.0%
70006 · Fire Station PPE Lockers	8,699.99	0.00	8,699.99	100.0%
70007 · Fire Station Electrical Resilia	0.00	0.00	0.00	0.0%
70008 · MDC Replacement Program	0.00	0.00	0.00	0.0%
Total Engines & Equipment	86,997.97	316,000.00	-229,002.03	27.5%
Total Expense	3,876,356.69	3,387,228.29	489,128.40	114.4%
Net Ordinary Income	49,815.76	10,138.10	39,677.66	491.4%
Other Income/Expense				
Other Expense				
80000 · Suspense	360.70			
Total Other Expense	360.70			
Net Other Income	-360.70	0.00	-360.70	100.0%

Valley Center Fire Protection District
Profit & Loss Budget vs. Actual
July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Net Income	49,455.06	10,138.10	39,316.96	487.8%

Valley Center Fire Protection District
Balance Sheet
As of July 31, 2021

	Jul 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1101 · General Operating #4811	630,990.05
1102 · Payroll Acct #2271	15,035.58
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 Oracle Gen Fund - #47850	323,925.70
11022 · VCFPD Mitigation Fund - #47855	887,318.55
11023 · CFD 2008-01 - #47853	297,604.18
Total Checking/Savings	2,493,369.98
Accounts Receivable	
11000 · Accounts Receivable	5,923.50
Total Accounts Receivable	5,923.50
Other Current Assets	
12000 · Undeposited Funds	1,280.00
Total Other Current Assets	1,280.00
Total Current Assets	2,500,573.48
TOTAL ASSETS	2,500,573.48
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	258,403.53
Total Accounts Payable	258,403.53
Credit Cards	
8180 · 8180 CitiBank	997.36
9349 · 9349-VCFPD	4,972.28
Total Credit Cards	5,969.64
Total Current Liabilities	264,373.17
Total Liabilities	264,373.17
Equity	
30000 · Opening Balance Equity	2,544,013.06
32000 · Retained Earnings	47,321.44
Net Income	-355,134.19
Total Equity	2,236,200.31
TOTAL LIABILITIES & EQUITY	2,500,573.48

Valley Center Fire Protection District

Profit & Loss Budget vs. Actual

July 2021

	Jul 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
NON-OPERATING REVENUE				
30100 · Mitigation Fees Capital Expendi	0.00	224,735.00	-224,735.00	0.0%
30120 · Mitigation Interest	0.00	5,000.00	-5,000.00	0.0%
30130 · CFD2008-1 Interest	0.00	1,250.00	-1,250.00	0.0%
30410 · General Fund Interest	0.00	24,516.20	-24,516.20	0.0%
Total NON-OPERATING REVENUE	0.00	255,501.20	-255,501.20	0.0%
OPERATING REVENUE				
40000 · Benefit Fees/Standby (315001)	5,011.96	1,680,943.51	-1,675,931.55	0.3%
40100 · Taxes, Property (315000)	1,331.63	580,801.24	-579,469.61	0.2%
40200 · CFD-2000-1 (315002)	2,418.54	300,304.69	-297,886.15	0.8%
40300 · CFD-2008-01 (315003)	1,041.15	151,289.05	-150,247.90	0.7%
40500 · Mercy Transport Fees	12,600.00	42,000.00	-29,400.00	30.0%
40600 · First Responder Fees	0.00	15,260.00	-15,260.00	0.0%
40700 · Community Development Fees	17,188.00	120,000.00	-102,812.00	14.3%
40800 · Fire Prevention Inspection Fees	135.00	7,000.00	-6,865.00	1.9%
40900 · CFAA Reimbursement				
40901 · Payroll & Admin	0.00	145,000.00	-145,000.00	0.0%
40902 · Equipment	0.00	10,000.00	-10,000.00	0.0%
40900 · CFAA Reimbursement - Oth...	0.00	0.00	0.00	0.0%
Total 40900 · CFAA Reimbursement	0.00	155,000.00	-155,000.00	0.0%
41000 · Fixed Asset Disposal	0.00	15,000.00	-15,000.00	0.0%
42000 · Incident Cost Recovery-Fire U...	2,912.00	20,000.00	-17,088.00	14.6%
43000 · Training Reimb-Target & Palo...	5,923.50	22,889.00	-16,965.50	25.9%
44000 · Fire Foundation Fund	0.00	396,500.00	-396,500.00	0.0%
45000 · Fire Explorer Post Donations	288.53	500.00	-211.47	57.7%
46000 · Applied UASI Grant Income	0.00	13,500.00	-13,500.00	0.0%
47000 · Applied SHSGP Grant Income	0.00	14,150.00	-14,150.00	0.0%
48000 · Applied Grant Income-Other	2,500.00	336,288.00	-333,788.00	0.7%
OPERATING REVENUE - Other	0.00	230,985.00	-230,985.00	0.0%
Total OPERATING REVENUE	51,350.31	4,102,410.49	-4,051,060.18	1.3%
Total Income	51,350.31	4,357,911.69	-4,306,561.38	1.2%
Cost of Goods Sold				
50001 · Cost of Goods Sold	0.00	20,000.00	-20,000.00	0.0%
Total COGS	0.00	20,000.00	-20,000.00	0.0%
Gross Profit	51,350.31	4,337,911.69	-4,286,561.38	1.2%
Expense				
TRAINING				
50000 · Explorer Post	0.00	500.00	-500.00	0.0%
50100 · EMT & Paramedic License Re...	468.00	4,500.00	-4,032.00	10.4%
50200 · Palomar College Tuition	553.50	7,850.00	-7,296.50	7.1%
50300 · Station & Apparatus References	0.00	2,500.00	-2,500.00	0.0%
50400 · Target Solutions	6,603.00	6,603.00	0.00	100.0%
50500 · Training & Expenses	1,694.84	20,300.00	-18,605.16	8.3%
50600 · Training Expenses - UASI	0.00	4,800.00	-4,800.00	0.0%
Total TRAINING	9,319.34	47,053.00	-37,733.66	19.8%
OVERHEAD / ADMINISTRATIVE SERV				
51007 · Postage & Delivery	5.60			
51000 · Service Awards & Commendat...	0.00	1,000.00	-1,000.00	0.0%
51001 · Contingencies & Misc.	0.00	10,000.00	-10,000.00	0.0%
51002 · Advertis FF Recruit & Physicals	600.00	11,800.00	-11,200.00	5.1%
51003 · Bank Fees / Interest Expense	51.53	1,500.00	-1,448.47	3.4%
51004 · IT Equipment & Software	4,076.58	2,500.00	1,576.58	163.1%
51005 · Office & Computer Supplies	710.39	6,500.00	-5,789.61	10.9%
51006 · Election/Annexation Service	2,773.91	10,000.00	-7,226.09	27.7%

Valley Center Fire Protection District

Profit & Loss Budget vs. Actual

July 2021

	Jul 21	Budget	\$ Over Budget	% of Budget
Total OVERHEAD / ADMINISTRATIVE SE...	8,218.01	43,300.00	-35,081.99	19.0%
CONTRACT SERVICES				
51100 · Broadband Services & Teleph...	9,407.21	70,000.00	-60,592.79	13.4%
51101 · Professional Services	18,359.71	39,460.00	-21,100.29	46.5%
51102 · Equipment Rental/Copier Lease	674.97	87,000.00	-86,325.03	0.8%
51103 · Contract Labor	500.00	10,910.00	-10,410.00	4.6%
51104 · Printing,Repro&Digital Map S...	1,105.00	13,000.00	-11,895.00	8.5%
51105 · Insurance	29,909.00	25,000.00	4,909.00	119.6%
51106 · Crew Scheduling Services	1,492.20	4,500.00	-3,007.80	33.2%
51107 · Trauma Intervention Program	2,340.00	2,340.00	0.00	100.0%
51108 · Modular Buildings	802.52	8,300.00	-7,497.48	9.7%
51109 · Burn Inst/Youth Fire Prevent	0.00	642.00	-642.00	0.0%
51110 · MDC Equip Replacement-HP L...	500.89	6,000.00	-5,499.11	8.3%
Total CONTRACT SERVICES	65,091.50	267,152.00	-202,060.50	24.4%
COMMUNITY RISK REDUCTION				
51200 · Public Education	662.11	5,250.00	-4,587.89	12.6%
51201 · CERT	0.00	500.00	-500.00	0.0%
51202 · Safety Prod/Fire Hydrant Maint	0.00	0.00	0.00	0.0%
51203 · POST Recertification Materials	15.00	500.00	-485.00	3.0%
Total COMMUNITY RISK REDUCTION	677.11	6,250.00	-5,572.89	10.8%
FIRE FACILITIES				
FIRE STATION #1				
51301 · #1 Facility Maint/Repairs	1,488.73	14,650.00	-13,161.27	10.2%
51302 · #1 Utilities	3,791.05	23,415.00	-19,623.95	16.2%
Total FIRE STATION #1	5,279.78	38,065.00	-32,785.22	13.9%
FIRE STATION #2				
51310 · #2 Facility Maint/Repairs	2,407.37	14,650.00	-12,242.63	16.4%
51312 · #2 Utilities	2,603.97	18,915.00	-16,311.03	13.8%
Total FIRE STATION #2	5,011.34	33,565.00	-28,553.66	14.9%
Fire Station #3				
51320 · #3 Facility Maint/Repairs	314.00	0.00	314.00	100.0%
51322 · #3 Utilities	0.00	0.00	0.00	0.0%
Total Fire Station #3	314.00	0.00	314.00	100.0%
Total FIRE FACILITIES	10,605.12	71,630.00	-61,024.88	14.8%
FIRE APPARATUS				
51400 · Ancillary Equip Ann Maintena...	3,836.13	76,500.00	-72,663.87	5.0%
51401 · Apparatus Shop Tools/Rpr Su...	3,306.32	8,300.00	-4,993.68	39.8%
51402 · Fuel	3,756.60	50,000.00	-46,243.40	7.5%
Total FIRE APPARATUS	10,899.05	134,800.00	-123,900.95	8.1%
OPERATIONS				
51500 · Breathing Air Equip Maintena...	0.00	4,000.00	-4,000.00	0.0%
51501 · Fireline Meals	52.24	3,000.00	-2,947.76	1.7%
51502 · SHSGP Grant PPE	0.00	14,150.00	-14,150.00	0.0%
51503 · Equipment Grant	0.00	10,500.00	-10,500.00	0.0%
51504 · Station Uniforms	263.41	14,000.00	-13,736.59	1.9%
Total OPERATIONS	315.65	45,650.00	-45,334.35	0.7%
COMMUNICATIONS				
51600 · North County Dispatch	19,137.47	135,000.00	-115,862.53	14.2%
51601 · RCS Communication Fees	3,876.00	12,400.00	-8,524.00	31.3%
Total COMMUNICATIONS	23,013.47	147,400.00	-124,386.53	15.6%
PARAMEDIC EMERGENCY SUPPLIES				
51700 · Medical Equipment & Supplies	0.00	15,000.00	-15,000.00	0.0%

Valley Center Fire Protection District

Profit & Loss Budget vs. Actual

July 2021

	Jul 21	Budget	\$ Over Budget	% of Budget
51701 · Cardiac Monitor Calibration/Rpr	0.00	4,000.00	-4,000.00	0.0%
Total PARAMEDIC EMERGENCY SUPPLI...	0.00	19,000.00	-19,000.00	0.0%
MEMBERSHIPS & ASSOCIATIONS				
51800 · Dues & Subscriptions	415.00	11,457.00	-11,042.00	3.6%
Total MEMBERSHIPS & ASSOCIATIONS	415.00	11,457.00	-11,042.00	3.6%
PAYROLL-ADMINISTRATIVE				
60000 · Division Chief-Operations/Train	6,643.26	95,508.72	-88,865.46	7.0%
60100 · Division Chief-Emerg Services	0.00	0.00	0.00	0.0%
60200 · Battalion Chief-Fire Marshal	7,438.26	82,000.00	-74,561.74	9.1%
60300 · Administrative Captain	0.00	0.00	0.00	0.0%
60400 · Administrative Asst-Office Mgr.	5,966.19	41,815.84	-35,849.65	14.3%
60500 · Bookkeeper	0.00	24,327.13	-24,327.13	0.0%
60600 · Fire Chief	7,577.13	103,839.20	-96,262.07	7.3%
Total PAYROLL-ADMINISTRATIVE	27,624.84	347,490.89	-319,866.05	7.9%
PAYROLL - OPERATIONAL PERSONNEL				
61000 · Fire Engineers	30,485.72	412,111.00	-381,625.28	7.4%
62000 · Reserve Firefighters (PT)	0.00	261,360.00	-261,360.00	0.0%
63000 · Firefighter-Paramedics	56,552.82	274,569.00	-218,016.18	20.6%
64000 · Fire Captains	47,448.80	591,388.00	-543,939.20	8.0%
65000 · CFAA Wages	0.00	120,000.00	-120,000.00	0.0%
Total PAYROLL - OPERATIONAL PERSO...	134,487.34	1,659,428.00	-1,524,940.66	8.1%
66000 · PAYROLL EXPENSES				
66007 · ACF Local Union Dues	549.08			
66001 · Taxes, FICA, SUTA, Unemploy...	79,139.92	174,204.09	-95,064.17	45.4%
66002 · FASIS Workers Comp Emp Asst	17,541.00	150,712.88	-133,171.88	11.6%
66003 · Payroll Service	354.47	9,800.00	-9,445.53	3.6%
66004 · Health Benefit Costs	8,803.80	33,524.00	-24,720.20	26.3%
66005 · 457 Retirement Costs	8,147.71			
66006 · VC FF Association Fees	661.00			
Total 66000 · PAYROLL EXPENSES	115,196.98	368,240.97	-253,043.99	31.3%
Engines & Equipment				
70000 · Engine 163 & Equipment	0.00	125,000.00	-125,000.00	0.0%
70001 · RCS NextGen Network Infrastr...	0.00	11,000.00	-11,000.00	0.0%
70002 · RCS NextGen Radio Equipment	0.00	0.00	0.00	0.0%
70003 · SCBA Purchase	0.00	0.00	0.00	0.0%
70004 · Fire Station Development Costs	621.09	486,000.00	-485,378.91	0.1%
70005 · New Station Consulting	0.00	90,000.00	-90,000.00	0.0%
70006 · Fire Station PPE Lockers	0.00	9,735.00	-9,735.00	0.0%
70007 · Fire Station Electrical Resilia	0.00	236,288.00	-236,288.00	0.0%
70008 · MDC Replacement Program	0.00	20,000.00	-20,000.00	0.0%
Total Engines & Equipment	621.09	978,023.00	-977,401.91	0.1%
Total Expense	406,484.50	4,146,874.86	-3,740,390.36	9.8%
Net Ordinary Income	-355,134.19	191,036.83	-546,171.02	-185.9%
Net Income	-355,134.19	191,036.83	-546,171.02	-185.9%

Valley Center Fire Protection District
Balance Sheet
As of August 31, 2021

	Aug 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1101 · General Operating #4811	297,470.05
1102 · Payroll Acct #2271	46,005.84
11013 · Fire Foundation #8451	2,150.00
11014 · Explorer #8469	7,668.25
11015 · Training #7024	7,253.14
11016 · Grant Acct #7073	324,588.53
11021 · VCFPD Oracle Gen Fund - #47850	122,750.28
11022 · VCFPD Mitigation Fund - #47855	888,496.08
11023 · CFD 2008-01 - #47853	331,000.35
Total Checking/Savings	2,027,382.52
Total Current Assets	2,027,382.52
TOTAL ASSETS	2,027,382.52
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	318,143.62
Total Accounts Payable	318,143.62
Credit Cards	
8180 · 8180 CitiBank	1,761.29
9349 · 9349-VCFPD	3,337.05
Total Credit Cards	5,098.34
Total Current Liabilities	323,241.96
Total Liabilities	323,241.96
Equity	
30000 · Opening Balance Equity	2,544,013.06
32000 · Retained Earnings	47,321.44
Net Income	-887,193.94
Total Equity	1,704,140.56
TOTAL LIABILITIES & EQUITY	2,027,382.52

Valley Center Fire Protection District

Profit & Loss Budget vs. Actual

August 2021

	Aug 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
NON-OPERATING REVENUE				
30100 · Mitigation Fees Capital Expendi	0.00	0.00	0.00	0.0%
30120 · Mitigation Interest	1,177.53	0.00	1,177.53	100.0%
30130 · CFD2008-1 Interest	504.53	0.00	504.53	100.0%
30410 · General Fund Interest	1,727.60	0.00	1,727.60	100.0%
Total NON-OPERATING REVENUE	3,409.66	0.00	3,409.66	100.0%
OPERATING REVENUE				
40000 · Benefit Fees/Standby (315001)	0.00	0.00	0.00	0.0%
40100 · Taxes, Property (315000)	0.00	0.00	0.00	0.0%
40200 · CFD-2000-1 (315002)	96.98	0.00	96.98	100.0%
40300 · CFD-2008-01 (315003)	32,891.64	0.00	32,891.64	100.0%
40500 · Mercy Transport Fees	0.00	0.00	0.00	0.0%
40600 · First Responder Fees	0.00	0.00	0.00	0.0%
40700 · Community Development Fees	36,726.43	0.00	36,726.43	100.0%
40800 · Fire Prevention Inspection Fees	4,871.35	0.00	4,871.35	100.0%
40900 · CFAA Reimbursement				
40901 · Payroll & Admin	24,921.45	0.00	24,921.45	100.0%
40902 · Equipment	0.00	0.00	0.00	0.0%
40900 · CFAA Reimbursement - Ot...	0.00	0.00	0.00	0.0%
Total 40900 · CFAA Reimbursement	24,921.45	0.00	24,921.45	100.0%
41000 · Fixed Asset Disposal	0.00	0.00	0.00	0.0%
42000 · Incident Cost Recovery-Fire U...	0.00	0.00	0.00	0.0%
43000 · Training Reimb-Target & Palo...	0.00	0.00	0.00	0.0%
44000 · Fire Foundation Fund	0.00	0.00	0.00	0.0%
45000 · Fire Explorer Post Donations	3,164.00	0.00	3,164.00	100.0%
46000 · Applied UASI Grant Income	0.00	0.00	0.00	0.0%
47000 · Applied SHSGP Grant Income	0.00	0.00	0.00	0.0%
48000 · Applied Grant Income-Other	0.00	0.00	0.00	0.0%
OPERATING REVENUE - Other	0.00	0.00	0.00	0.0%
Total OPERATING REVENUE	102,671.85	0.00	102,671.85	100.0%
Total Income	106,081.51	0.00	106,081.51	100.0%
Cost of Goods Sold				
50001 · Cost of Goods Sold	0.00	0.00	0.00	0.0%
Total COGS	0.00	0.00	0.00	0.0%
Gross Profit	106,081.51	0.00	106,081.51	100.0%
Expense				
TRAINING				
50000 · Explorer Post	0.00	0.00	0.00	0.0%
50100 · EMT & Paramedic License Re...	0.00	0.00	0.00	0.0%
50200 · Palomar College Tuition	0.00	0.00	0.00	0.0%
50300 · Station & Apparatus Referenc...	0.00	0.00	0.00	0.0%
50400 · Target Solutions	0.00	0.00	0.00	0.0%
50500 · Training & Expenses	105.00	0.00	105.00	100.0%
50600 · Training Expenses - UASI	0.00	0.00	0.00	0.0%
Total TRAINING	105.00	0.00	105.00	100.0%
OVERHEAD / ADMINISTRATIVE SERV				
51000 · Service Awards & Commenda...	0.00	0.00	0.00	0.0%
51001 · Contingencies & Misc.	0.00	0.00	0.00	0.0%
51002 · Advertis FF Recruit & Physicals	110.04	0.00	110.04	100.0%
51003 · Bank Fees / Interest Expense	35.00	0.00	35.00	100.0%
51004 · IT Equipment & Software	1,484.25	0.00	1,484.25	100.0%
51005 · Office & Computer Supplies	388.82	0.00	388.82	100.0%
51006 · Election/Annexation Service	678.00	0.00	678.00	100.0%
Total OVERHEAD / ADMINISTRATIVE SE...	2,696.11	0.00	2,696.11	100.0%
CONTRACT SERVICES				
51100 · Broadband Services & Teleph...	4,029.19	0.00	4,029.19	100.0%
51101 · Professional Services	5,118.75	0.00	5,118.75	100.0%
51102 · Equipment Rental/Copier Lease	0.00	0.00	0.00	0.0%
51103 · Contract Labor	0.00	0.00	0.00	0.0%
51104 · Printing,Repro&Digital Map S...	325.00	0.00	325.00	100.0%
51105 · Insurance	0.00	0.00	0.00	0.0%
51106 · Crew Scheduling Services	0.00	0.00	0.00	0.0%
51107 · Trauma Intervention Program	0.00	0.00	0.00	0.0%
51108 · Modular Buildings	802.52	0.00	802.52	100.0%

Valley Center Fire Protection District

Profit & Loss Budget vs. Actual

August 2021

	Aug 21	Budget	\$ Over Budget	% of Budget
51109 · Burn Inst/Youth Fire Prevent	172.06	0.00	172.06	100.0%
51110 · MDC Equip Replacement-HP ...	500.89	0.00	500.89	100.0%
Total CONTRACT SERVICES	10,948.41	0.00	10,948.41	100.0%
COMMUNITY RISK REDUCTION				
51200 · Public Education	806.83	0.00	806.83	100.0%
51201 · CERT	0.00	0.00	0.00	0.0%
51202 · Safety Prod/Fire Hydrant Maint	0.00	0.00	0.00	0.0%
51203 · POST Recertification Materials	15.00	0.00	15.00	100.0%
Total COMMUNITY RISK REDUCTION	821.83	0.00	821.83	100.0%
FIRE FACILITIES				
FIRE STATION #1				
51301 · #1 Facility Maint/Repairs	193.07	0.00	193.07	100.0%
51302 · #1 Utilities	2,251.72	0.00	2,251.72	100.0%
Total FIRE STATION #1	2,444.79	0.00	2,444.79	100.0%
FIRE STATION #2				
51310 · #2 Facility Maint/Repairs	362.12	0.00	362.12	100.0%
51312 · #2 Utilities	1,373.85	0.00	1,373.85	100.0%
Total FIRE STATION #2	1,735.97	0.00	1,735.97	100.0%
Fire Station #3				
51320 · #3 Facility Maint/Repairs	0.00	0.00	0.00	0.0%
51322 · #3 Utilities	0.00	0.00	0.00	0.0%
Fire Station #3 - Other	330,710.00			
Total Fire Station #3	330,710.00	0.00	330,710.00	100.0%
Total FIRE FACILITIES	334,890.76	0.00	334,890.76	100.0%
FIRE APPARATUS				
51400 · Ancillary Equip Ann Maintena...	3,257.04	0.00	3,257.04	100.0%
51401 · Apparatus Shop Tools/Rpr Su...	396.93	0.00	396.93	100.0%
51402 · Fuel	0.00	0.00	0.00	0.0%
Total FIRE APPARATUS	3,653.97	0.00	3,653.97	100.0%
OPERATIONS				
51500 · Breathing Air Equip Maintena...	36.46	0.00	36.46	100.0%
51501 · Fireline Meals	0.00	0.00	0.00	0.0%
51502 · SHSGP Grant PPE	0.00	0.00	0.00	0.0%
51503 · Equipment Grant	0.00	0.00	0.00	0.0%
51504 · Station Uniforms	1,448.03	0.00	1,448.03	100.0%
Total OPERATIONS	1,484.49	0.00	1,484.49	100.0%
COMMUNICATIONS				
51600 · North County Dispatch	67,186.94	0.00	67,186.94	100.0%
51601 · RCS Communication Fees	1,885.00	0.00	1,885.00	100.0%
Total COMMUNICATIONS	69,071.94	0.00	69,071.94	100.0%
PARAMEDIC EMERGENCY SUPPLIES				
51700 · Medical Equipment & Supplies	159.47	0.00	159.47	100.0%
51701 · Cardiac Monitor Calibration/R...	0.00	0.00	0.00	0.0%
Total PARAMEDIC EMERGENCY SUPPL...	159.47	0.00	159.47	100.0%
MEMBERSHIPS & ASSOCIATIONS				
51800 · Dues & Subscriptions	510.00	0.00	510.00	100.0%
Total MEMBERSHIPS & ASSOCIATIONS	510.00	0.00	510.00	100.0%
PAYROLL-ADMINISTRATIVE				
60000 · Division Chief-Operations/Train	4,428.84	0.00	4,428.84	100.0%
60100 · Division Chief-Emerg Services	0.00	0.00	0.00	0.0%
60200 · Battalion Chief-Fire Marshal	4,552.46	0.00	4,552.46	100.0%
60300 · Administrative Captain	0.00	0.00	0.00	0.0%
60400 · Administrative Asst-Office Mgr.	3,223.20	0.00	3,223.20	100.0%
60500 · Bookkeeper	0.00	0.00	0.00	0.0%
60600 · Fire Chief	5,051.42	0.00	5,051.42	100.0%
Total PAYROLL-ADMINISTRATIVE	17,255.92	0.00	17,255.92	100.0%
PAYROLL - OPERATIONAL PERSONNEL				
61000 · Fire Engineers	28,196.16	0.00	28,196.16	100.0%
62000 · Reserve Firefighters (PT)	0.00	0.00	0.00	0.0%

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09/09/21

Accrual Basis

Valley Center Fire Protection District

Profit & Loss Budget vs. Actual

August 2021

	Aug 21	Budget	\$ Over Budget	% of Budget
63000 · Firefighter-Paramedics	36,822.16	0.00	36,822.16	100.0%
64000 · Fire Captains	41,521.98	0.00	41,521.98	100.0%
65000 · CFAA Wages	333.90	0.00	333.90	100.0%
Total PAYROLL - OPERATIONAL PERS...	106,874.20	0.00	106,874.20	100.0%
66000 · PAYROLL EXPENSES				
66007 · ACF Local Union Dues	222.60			
66001 · Taxes, FICA, SUTA, Unemplo...	54,120.09	0.00	54,120.09	100.0%
66002 · FASIS Workers Comp Emp A...	0.00	0.00	0.00	0.0%
66003 · Payroll Service	360.78	0.00	360.78	100.0%
66004 · Health Benefit Costs	7,257.19	0.00	7,257.19	100.0%
66005 · 457 Retirement Costs	17,045.50			
66006 · VC FF Association Fees	1,406.00			
Total 66000 · PAYROLL EXPENSES	80,412.16	0.00	80,412.16	100.0%
Engines & Equipment				
70000 · Engine 163 & Equipment	0.00	0.00	0.00	0.0%
70001 · RCS NextGen Network Infrast...	0.00	0.00	0.00	0.0%
70002 · RCS NextGen Radio Equipment	0.00	0.00	0.00	0.0%
70003 · SCBA Purchase	0.00	0.00	0.00	0.0%
70004 · Fire Station Development Costs	0.00	0.00	0.00	0.0%
70005 · New Station Consulting	0.00	0.00	0.00	0.0%
70006 · Fire Station PPE Lockers	9,257.00	0.00	9,257.00	100.0%
70007 · Fire Station Electrical Resilia	0.00	0.00	0.00	0.0%
70008 · MDC Replacement Program	0.00	0.00	0.00	0.0%
Total Engines & Equipment	9,257.00	0.00	9,257.00	100.0%
Total Expense	638,141.26	0.00	638,141.26	100.0%
Net Ordinary Income	-532,059.75	0.00	-532,059.75	100.0%
Net Income	-532,059.75	0.00	-532,059.75	100.0%

OLD BUSINESS

BOARD OF DIRECTORS' PACKET

VALLEY CENTER FIRE PROTECTION DISTRICT



Valley Center Fire Protection District
Board of Directors
Policies and Procedures Manual

**Valley Center Fire Protection District Board Of Directors
Policies and Procedures Manual**

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Valley Center Fire Protection District Board Of Directors

Policies and Procedures Manual

1. Purpose of the Board of Directors' Policies and Procedures

- 1.1. The purpose of these policies and procedures is to supplement state law and to provide specific rules for the actions of the Board of Directors of the Valley Center Fire Protection District of San Diego County [VCFPD], by a means that is fair, fiscally responsible and protective of the interests of the people served by the Valley Center Fire Protection District.
- 1.2. Directors' Responsibility-As elected members of the Valley Center Fire Protection District Board, directors are agents of the public purpose and serve for the benefit of the public. They shall uphold the Constitutions of the United States and of the State of California and shall impartially carry out the laws of the United States, the State of California, and the Valley Center Fire Protection District. In any official act, they shall faithfully discharge their duties recognizing that the public interest and trust are paramount. Directors must demonstrate the highest standards of ethics and be cognizant of the fiduciary responsibilities of their position.
- 1.3. Basis of Authority - The Board of Directors is the unit of authority within the District. Directors do not represent any fractional segment of the community, but are, instead, a part of the body that represents and acts in the best interest of the community as a whole. Apart from their normal function as members of the board unit, directors have no individual authority. As individuals, directors have no authority to commit the district to any policy, act or expenditure.

2. Organizational Structure of VCFPD

- 2.1. Board of Directors - The Board of Directors shall consist of five members elected by the district's constituents. The Board of Directors broadly has the responsibility and authority to create and implement district policies, establish an annual budget, implement ordinances, enter into joint powers agreements and administratively supervise and review the Fire Chief.
- 2.2. Fire Chief - The Fire Chief reports to the Board of Directors and has responsibility and authority for all operational aspects of the District.
- 2.3. Administrative Services and Community Risk Reduction Battalion Chief - The Battalion Chief reports to the Fire Chief and has responsibility and authority as Fire Marshal as well as all other aspects of community risk reduction and safety.
- 2.4. Emergency Operations / Training Division Chief - The Division Chief reports to the Fire Chief and has responsibility and authority for daily operations and training of all emergency response personnel and equipment.

Valley Center Fire Protection District Board Of Directors

Policies and Procedures Manual

3. Organization of the Board of Directors

- 3.1 Election and Terms - Directors are elected to four-year terms in two classes so that approximately half of the board is elected every two years on the same day as the statewide general election.
- 3.2 Officers - At the December meeting following the election of new Directors and at the last scheduled meeting of the calendar year (during a non-election year), the Board shall elect from among its members a President, Vice-President and Secretary to serve until the election of her /his successor. Assumption of the Board officer positions is effective at the conclusion of the meeting of the Board of Directors at which the election occurred. If in an election year, the election must be validated by the SD County Registrar of Voters prior to empanelment.

Once elected, Board Officers shall serve in their elected position for a one-year term. Board Officers may be removed from a Board Officer position by a 4/5 vote of the Board (4 out of 5 members).

3.2.1 President: Duties/Responsibilities

- 3.2.1.1 The President of the Board of Directors shall serve as the presiding officer at all Board meetings. She/he shall have the same rights as the other members of the Board to vote, introduce motions, resolutions and ordinances, and to join discussion of questions that follow those actions.
- 3.2.1.2 The President, while presiding, will recognize according to policy 5.4 all those wishing to speak to an action item on the agenda, with the understanding that time limitations may need to be applied.
- 3.2.1.3 The President shall appoint members to the standing and ad hoc committees of the Board with the concurrence of a majority of the **Board members present**.
- 3.2.1.4 The President shall, in consultation with the Fire Chief, prepare the agendas for regular and special meetings of the Board.
- 3.2.1.5 The President shall act as the spokesperson for the Board when public statements about Board actions are necessary.

Valley Center Fire Protection District Board Of Directors Policies and Procedures Manual

3.2.2 Vice-President: Duties/Responsibilities

- 3.2.2.1 The Vice-President shall, in the absence of the President, serve as the presiding officer at all Board meetings. She/he shall have the same rights as the other members of the Board to vote, introduce motions, resolutions and ordinances, and to join discussion of questions that follow those actions.
- 3.2.2.2 The Vice-President shall, in the absence of the President, appoint members to the standing and ad hoc committees of the Board with the concurrence of a majority of the Board **members present**.
- 3.2.2.3 The Vice-President shall, in the absence of the President, prepare the agendas for regular or special meetings of the Board, in consultation with the Fire Chief.
- 3.2.2.4 The Vice-President shall, in the absence of the President, act as the spokesperson for the Board when public statements about Board actions are necessary.

3.2.3 Secretary: Duties/Responsibilities

- 3.2.3.1 The Secretary is responsible for signing all legal documents as required.
- 3.2.3.2 The Secretary, in conjunction with the District Administrative Assistant, is responsible for the publication of legal notices, appropriate actions, certifications and filing of documents, [e.g., budgets, election reports, audits, resolutions and other legal documents].
- 3.2.3.3 The Secretary is responsible for receiving and answering all Board correspondence as directed by the President.
- 3.2.3.4 In the absence of both the President and Vice President, the Secretary shall serve as the presiding officer at regular and special Board meetings.

3.2.4 Treasurer: Duties/Responsibilities

- 3.2.4.1 The Treasurer shall chair the Finance Committee of the Board

Valley Center Fire Protection District Board Of Directors

Policies and Procedures Manual

3.2.4.2 The Treasurer, in cooperation with the Fire Chief, shall prepare a monthly update of income and expenditures recorded in connection with the annual budget items for the current fiscal year. This report shall be presented at the monthly Board meetings.

3.2.4.3 The Treasurer shall review all income and expenditures of the district. The Treasurer shall convene the Finance Committee to review all proposed and extant expenditures that are not a part of the approved annual budget and prepare a report to the full Board to be presented at the next scheduled meeting.

3.3 Vacancies

Vacancies on the Board will be filled in a manner that is consistent with California Government Code: TITLE 1. GENERAL [§100 - §7914] (Title 1 enacted by Stats. 1943, Ch. 134.) ****DIVISION 4. PUBLIC OFFICERS AND EMPLOYEES [§1000 - §3599]**** (Division 4 enacted by Stats. 1943, Ch. 134.) ****CHAPTER 4. Resignations and Vacancies [§1750 - §1782]****

3.4 Standing Committee Chairpersons - The President or, in his absence, the Vice President, shall nominate the chairpersons for all standing committees and ad hoc committees and they will be confirmed by a majority vote of the **Board members present.**

4. Duties of the Directors

Actions the Board is responsible for taking include, but are not limited to:

- 4.1. Ordinances
- 4.2. Contracts
- 4.3. Resolutions
- 4.4. Administrative Review of District Fire Chief
- 4.5. Enacting the annual budget
- 4.6. Approval of all expenditures in excess of \$10,000.00
- 4.7. **Approval of expenditures not included in the annual budget in accordance with the Government Code: TITLE 6. DISTRICTS [§58000-§62262] CHAPTER 2 Finance [§61110-§61119]. At any regular meeting or special meeting, the Board, by 2/3 majority vote of the total membership of the Board may make available for appropriation any of the following circumstances.**
 - 4.7.1. **Balances in appropriations for contingencies, including accretions from cancellations of appropriations.**
 - 4.7.2. **Designations and reserves no longer required for the purpose for which intended, excluding the general reserve, balance sheet reserves, and reserve for encumbrances.**

Valley Center Fire Protection District Board Of Directors Policies and Procedures Manual

- 4.7.3. Amounts which are either in excess of anticipated amounts or not specifically set forth in the budget derived from any or anticipated increases in available funding.
- 4.8. Review of administrative policies and procedures
- 4.9. Taking legal action when necessary.
- 4.10. Entering into joint powers agreements
- 4.11. Adoption of a Consolidated Fire Code.
- 4.12. Other unspecified duties.

5. Board Meetings

The Board will meet regularly, in public, to conduct the business of the District.

- 5.1. Time and Place -The Board meets regularly on the third Thursday of each month at 6 pm, typically in the boardroom of the Valley Center Municipal Water District, or at an alternative location specified in the meeting notice
- 5.2. Special Meeting Categories - In addition to regular meetings, it may be necessary to hold special meetings from time to time for purposes that require more expeditious action than can be achieved by waiting for the next regular meeting. Such special meetings may be for non-emergency or emergency purposes. The President or, when absent, the Vice President shall call such special meetings.
- 5.3. Public Hearing Procedures - Procedure at appeals hearings shall be as follows:
 - Staff presentation/ recommendations;
 - Board questions to the staff;
 - Individuals speaking in support;
 - Individuals speaking in opposition;
 - Individuals speaking with concern;
 - Rebuttal (if any);
 - Public input (if any);
 - Board discussion and disposition (vote)
- 5.4. Suspension of Rules - Except as otherwise provided by law, any procedural rule contained in this policy may suspend or changed by order of a 4/5 majority of the Board.
- 5.5. Minutes - The minutes of all regular, special and emergency Board meetings shall contain, but shall not necessarily be limited to the following:
 - 5.5.1. Date, time, place and type of each meeting
 - 5.5.2. Directors present and absent by name

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- 5.5.3. Call to order time
 - 5.5.4. Arrival of tardy Directors, by name
 - 5.5.5. Pre adjournment departure of Directors, by name, or if an absence takes place when any agenda items are acted upon.
 - 5.5.6. Time of adjournment of the meeting
 - 5.5.7. Record of written notice of special meetings
 - 5.5.8. Record of items to be considered at special meetings
 - 5.5.9. Approval or amended approval of the minutes of preceding Meetings
 - 5.5.10. Information as to each subject of the Board's deliberation;
 - 5.5.11. Information as to each subject including the roll call record of the vote on a motion if not unanimous
 - 5.5.12. All Board resolutions and ordinances in complete context
 - 5.5.13. A record of all contracts made
 - 5.5.14. A record of all bid procedures, including calls for bids, bids authorized, bids received, and other action taken
 - 5.5.15. Adoption of the annual budget
 - 5.5.16. Financial reports
 - 5.5.17. Sales of District property
 - 5.5.18. A record of all important correspondence
 - 5.5.19. A record of the Fire Chiefs report to the Board
 - 5.5.20. Approval of all Board adopted rules and regulations
 - 5.5.21. A record of all visitors and delegations appearing before the Board
 - 5.5.22. Director comments that have a bearing on either past or future agenda items
 - 5.5.23. No minutes shall be taken of closed sessions, but the announced public results of such sessions shall be recorded in the minutes of the associated meeting
- 5.6 Rules of Order - Action items shall be brought before and considered by the Board by motion in accordance with this policy. These rules of order are intended to be informal and applied flexibly. The Board prefers a flexible form of meeting and, therefore, does not conduct its meetings under formalized rules, e.g., Robert's Rules of Order. If a Director believes order is not being maintained or procedures are not adequate, then he/she should raise a point of order - not requiring a second - to the presiding officer. If the ruling of the presiding officer is not satisfactory to the Director, then the ruling may be appealed to the Board . A majority of the Board **present** will govern and determine the point of order.
- 5.6.1 Motions -Any action taken by the Board must be initiated by a motion or by introduction of a resolution or ordinance followed by a second to the motion, the sole exception for a second is a motion for a point of order.

5.6.2 Motions to Amend -A principal motion may be amended with the

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consent of the maker and second prior to a vote on the principal motion. A principal motion may only be **amended once** before a vote on the principal motion.

- 5.6.3 Tabling Motion - A Director may, during consideration of a principal motion, move to table the principal motion for consideration at a later time. This motion requires a second and a majority vote of the Board **present**.
- 5.6.4 Motions to Reconsider - The Board may reconsider any vote taken at the same session to correct an inadvertent error or consider new information not available at the time of the vote. A motion to reconsider requires a majority vote (~~3/5~~) prior to the reconsideration.
- 5.6.5 Motions to Rescind/Repeal/Annul Actions Taken at Previous Meetings - Such actions may be carried out by passing a motion to place the item on a future agenda.
- 5.6.6 Approval of Motions -All motions, resolutions, and ordinances require a majority vote **of the board members present** unless legally required otherwise or unless such motion is specifically identified in this policy as requiring a supermajority (~~4/5~~).
- 5.6.7 Roll Call Votes -The roll need not be called in voting upon a motion except where specifically required by law, the vote is not unanimous or requested by any Director.
- 5.6.8 Right to Vote - Questions pertaining to a Director 's right to vote on items because of a potential conflict of interest shall be decided as follows: Director disqualifies herself/himself; or, the President/presiding officer, based on the circumstances presented, conducts an inquiry that may lead to the disqualification of the Director from voting.
- 5.6.9 Appeal of Denial of Right to Vote - Should any Director be disqualified from voting or be overruled on a point of order by the President, he/she may move to appeal the ruling to the full Board. The President shall have the right to vote on the appeal and the majority vote of the Board **members present** overrules the President.
- 5.6.10 Abstention/Recusal - Abstention is the refusal to vote yes or no on an action item. Recusal is the self-disqualification to vote based on bias or conflict of interest. Directors are reminded of their duty to vote on action items in representation of their constituents. Recusal

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for conflict of interest is a legitimate course in public office.

- 5.6.11 Motion to Close Debate - Any Director may move to close debate provided a second is made and the motion is approved by **4 of 5** Directors.
- 5.6.12 Adjournment- A motion to adjourn prior to the conclusion of the published agenda may only be made in the event that deliberation and discussion of agenda items are such that the agenda cannot be completed within 3 hours of the call to order. In regular order, adjournment is moved at the conclusion of the published agenda items.
- 5.6.13 Voting- There must be a quorum of three members present to conduct business; A majority vote (simple majority) means three affirmative votes ~~(3/5)~~; A 2/3 or supermajority vote means four affirmative votes ~~(4/5)~~; A unanimous vote means five affirmative votes ~~(5/5)~~.
- 5.6.14 Decorum -The Board President shall take whatever actions are necessary and appropriate to preserve order and decorum during Board meetings, including public hearings. The Board President may eject any person or persons making personal, impertinent or slanderous remarks, refusing to abide by a request from the Board President, or otherwise disrupting the meeting or hearing. The Board President may also declare a short recess during any meeting.

5.7 Agendas

- 5.7.1 Formulation - **The Board President, in cooperation with the Fire Chief,** shall cause an agenda to be prepared for each regular and special meeting of the Board of Directors. Any Director may place an item on the agenda. The Director should contact the Board President or Fire Chief and state that an item needs to be placed on the agenda. Requests for agenda items for regular meetings should be made no later than 5 p.m. on Thursday one week prior to the meeting date. Requests for special meeting agenda items should be made at least 48 hours prior to the meeting or sooner if possible.
- 5.7.2 Format - The format of the agenda may follow the guideline below, but the President may, at her /his discretion, change the order or content to suit the needs of the business at hand. The agenda typically includes the following items:

5.7.2.1 Call to order - Presiding officer

5.7.2.2 Roll Call/Quorum - Conducted by Administrative Assistant

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5.7.2.3 Pledge of allegiance

5.7.2.4 Public Comment on non-agenda items – 5-minute time limit.

5.7.2.5 Proclamations and presentations

5.7.2.6 Consent Calendar - Items thought to have unanimous approval may be designated for the consent calendar. Any Director or any member of the public may remove an item from the consent calendar to pursue discussion. To approve consent items, the vote must be unanimous **of Board members present.**

5.7.2.7 Staff Reports

5.7.2.8 Old business

5.7.2.9 New business

5.7.2.10 Closed session

5.7.2.11 Closed session report

5.8.2.12 Board comments

5.8.2.13 Adjournment

5.8 Posting/Notification

5.8.1 Regular Meetings - Posting of the agenda and related materials must take place at least 72 hours in advance of the meeting time. Posting shall be made on the **Valley Center Municipal Water District Meeting Announcement Board**, at Valley Center Fire Protection District Station 1 and Station 2 offices and on the website for the Valley Center Fire Protection District. All postings must be available to the public 24-hours a day during the posting period. Notification of the public media should be made at the earliest possible time, but at least 72-hours in advance of the meeting, to accommodate publication.

5.8.2 Special Meetings - Non-Emergency - Posting for special meetings shall be done as for a regular meeting.

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- 5.8.3 Special Meetings - Emergency - Posting for emergency meetings should be done at least 24 hours in advance of the meeting time unless exigent circumstances require less notice. In such circumstances, every effort should be made to notify the public media of such meetings.
- 5.9.4 Public Meetings - Posting of agendas and related materials for committee meetings will follow the same requirements as regular Board meetings. Public meetings that are held at locations other than the Valley Center Municipal Water District Board Room. Additional postings at the meeting venue will be required in accordance with the Ralph M. Brown Act.
- 5.9.5 ADA & AB 343 Compliance/ Notice of Public Information
Agendas, meeting notices, and meeting places will comply with applicable state and federal laws aimed at accommodating disabled people. Further, the agenda material should contain a notice alerting meeting participants that some personal information may be collected and published in the normal course of a meeting.

6. Committees

- 6.1. Standing - Standing committees are those with a continuing purpose over the course of a fiscal year.
 - 6.1.1. Finance Committee -The Finance Committee is composed of the Treasurer, as chairperson, one additional Director and the Fire Chief. The charter of the Finance Committee includes Formulation of a draft annual budget for review by the entire board. As there are two required readings of the annual budget before final approval, the draft must be submitted to the Board for review no later than the regular May meeting. The Finance Committee will also address other issues of revenue and expenditure, particularly items not addressed in the approved annual budget. The Committee shall prepare a report to the full Board of revenue expenditures not a part of the approved annual budget to be presented at the next scheduled Board meeting.
- 6.2. Ad hoc - Ad hoc committees may be constituted for a variety of special purposes or issues that need attention on a limited basis. Ad hoc committees should not be implemented for a period exceeding a year

7. Ethics/Sexual Harassment Training

- 7.1 The Directors will undergo ethics training as offered online by the California Fair Political Practices Commission, pursuant to mandates in AB1234, every two years. Directors newly elected to the Board shall take the training within three months of taking office. Directors not in compliance with this requirement shall be excluded from voting until compliance is achieved.

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- 7.2 The Directors shall also undergo training related to sexual harassment, pursuant to the mandates incorporated into AB 1661, a sexual harassment training and prevention bill that was approved by the California legislature, every two years. The VCFPD realizes the value of having Directors trained in this area to raise awareness of these issues and understand ways to prevent sexual harassment in the VCFPD workplace. Sexual harassment training can be provided through department resources, typically administered through Target Solutions, the VCFPD online training **platform**. Directors not in compliance with this requirement shall be excluded from voting until compliance is achieved.