

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 – July 21, 2022 at 6:00 p.m.

**Valley Center Fire Protection District Board of Directors
REGULAR MEETING AGENDA**

July 21, 2022 / 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. PROPOSAL TO ADOPT RESOLUTION NO. 2022-36

Consideration to Approve Resolution NO. 2022-36 to Implement Teleconferencing Requirements During a Proclaimed State of Emergency Under Government Code Section 54953.

5. 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. Members of the public may address the Board during public comment by "Raising their hand" in Zoom, then type their comments or questions in the Chat Box and may indicate if they wish to address a particular agenda item, or if they wish to make a general comment on a matter within the subject matter jurisdiction of the District. The President will call on the member of the public at the appropriate time and allow the member of the public to provide live comment. The District limits each speaker to 5 minutes per topic and 20 minutes per subject.

6. PROCLAMATIONS AND PRESENTATIONS

None

7. 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 June 16, 2022 and Special Meeting on June 30, 2022.

Standing Item – Review and Approve

- B. Proposal to adopt Resolution NO 2022-37 (Stanford Ct) on Intention to Annex Territory to CFD 2008-1.

Review and Approve

8. STAFF REPORTS

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

9. OLD BUSINESS

None

10. NEW BUSINESS

- A. Public Hearing on Petition for Annexation of Territory to CFD 2008-01 and related matters, proposal to adopt Resolution NO. 2022-38 (Pauma Heights).
- B. Proposal to vote on the Official Election Ballot for the Election of Two Vacant Positions on the FASIS Board of Directors.
- C. Staff Report by Chief Napier regarding Traffic Calming Roundabouts
- D. Proposal to adopt Resolution 2022-39 Approving the Memorandum of Understanding Between the Valley Center Fire Protection District and the Valley Center Firefighters Association IAFF LOCAL 5187.

11. TREASURER'S REPORT

Review of Fiscal Recap for June 2022

12. CLOSED SESSION

None

13. ANNOUNCEMENT OF CLOSED SESSION ACTIONS

14. BOARD OF DIRECTORS COMMENTS

15. 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

August 18, 2022



VALLEY CENTER FIRE PROTECTION DISTRICT

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



VALLEY CENTER FIRE PROTECTION DISTRICT RESOLUTION 2022-36

RESOLUTION TO IMPLEMENT TELECONFERENCING REQUIREMENTS DURING A PROCLAIMED STATE OF EMERGENCY UNDER GOVERNMENT CODE SECTION 54953.

WHEREAS, the Ralph M. Brown Act requires that all meetings of a legislative body of a local agency be open and public and that any person may attend and participate in such meetings;

WHEREAS, the Brown Act allows for legislative bodies to hold meetings by teleconference, but imposes specific requirements for doing so;

WHEREAS, on March 17, 2020, in order to address the need for public meetings during the present public health emergency, Governor Newsom issued Executive Order No. N-29-20, suspending the Act's teleconferencing requirements; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order No. N-8-21, continuing the suspension of the Brown Act's teleconferencing requirements through September 30, 2021; and

WHEREAS, these Executive Orders allowed legislative bodies to meet virtually as long as certain notice and accessibility requirements were met; and

WHEREAS, the State Legislature amended the Brown Act through Assembly Bill No. 361 (AB 361) on September 16, 2021; and

WHEREAS, AB 361 amended the Brown Act so that a local agency may use teleconferencing without complying with the regular teleconferencing requirements of the Act, where the legislative body holds a meeting during a proclaimed state of emergency and makes certain findings; and

WHEREAS, Government Code section 54953 requires that the legislative body make additional findings every 30 days in order to continue such teleconferencing.

NOW THEREFORE, the legislative body of the Valley Center Fire Protection District hereby finds, determines, declares, orders, and resolves as follows:

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

1. That the foregoing recitals are true and correct and incorporates them by this reference.
2. The Board of Directors of the Valley Center Fire Protection District (District) finds, by a majority vote, the following:
 - a. That there exists a proclaimed state of emergency;
AND either:
 - b. The Board of Directors of the Valley Center Fire Protection District is meeting for the purpose of determining one of the following, or more than 30 days have passed since the Board met and determined one of the following and the Board now re-determines one of the following:
 - i. State or local officials have imposed or recommended measures to promote social distancing; OR
 - ii. As a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

OR

- c. This Board of Directors has made the determination set forth in subdivision (b), above within the last 30 days and now makes the following determination:
 - i. The Board of Directors of the Valley Center Fire Protection District has reconsidered the circumstances of the state of emergency; AND
 - ii. Any of the following circumstances exist:
 1. The state of emergency continues to directly impact the ability of the members to meet safely in person.
 2. State or local officials continue to impose or recommend measures to promote social distancing.
3. The District Fire Chief or his designee is authorized to take all steps and perform all actions necessary to execute and implement this Resolution in compliance with Government Code section 54953.
4. That this Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by The Board of Directors of the Valley Center Fire Protection District on this 21st day of July, 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Signature: _____
Phil Bell, President, Valley Center Fire Protection District

Signature _____
Attest: _____
Regina Roberts, Secretary, 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

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
June 16, 2022 / 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 6:00 p.m.
2. Roll Call:
Charlotte Seaborne – Present
Phil Bell – Present
Steve Hutchison – Present
Mike O'Connor – Present – Zoom
Gina Roberts – Present – Zoom
3. Pledge of Allegiance – led by Chief Duncan
4. A proposal was made for Consideration to Approve Resolution NO. 2022-31 continuing to Implement Teleconferencing Requirements During a Proclaimed State of Emergency Under Government Code Section 54953. After motion made and seconded and a roll call vote, Resolution 2022-31 was unanimously approved by the Board members present.
5. Public Comment – None
6. Proclamations and Presentations – None
7. Consent Calendar – The consent calendar, containing the minutes from the May 19, 2022 Regular Meeting and Resolution NO 2022-32 (Pauma Heights) on Intention to Annex Territory to CFD 2008-1, after motion made and seconded, and a roll call vote, was approved unanimously by the Board.
8. 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. Fire Station Project Monthly Update – Chief Napier presented the progress report from Biglione Construction on the design-build project.

- D. Community Risk Reduction Division Report - Fire Marshal Jim Davidson presented the report.
- E. Valley Center Firefighters Association Report – Captain Chris Palmer gave the report. The Association is working cooperatively with Administration towards the MOU. Off duty Association members were happy to assist with the Chili Cook-off in support of Western Days and the Explorers. Association assisted with CPR classes at Bates Nut Farm and at the Library.

9. Old Business

- A. The question came up regarding duplicating supporting materials from previous agenda items in Board packet minutes. Attorney Matt Bertolucci has reviewed sections of the Government Code and Health and Safety Code to find what the requirements are for the meeting minutes in the Board packets. The minutes are required to contain the action items and the votes taken to arrive at those actions. Supporting materials are not necessary to go into the packet each subsequent month.

10. New Business

- A. The Board held a Public Hearing on an Annexation Petition into CFD 2008-1. After the hearing, upon motion duly made and seconded, and a roll call vote, Resolution NO. 2022-33 (Fruitvale) was unanimously approved by the Board.
- B. Proposal to adopt Resolution 2022-34 Acknowledging Receipt Of A Report Made By Fire Chief Josef Napier of Certain Occupancies Required To Perform Annual Inspections In Such Occupancies Pursuant To Sections 13146.2 And 13146.3 Of The California Health and Safety Code, by motion duly made and seconded, and by roll call vote, Resolution 2022-34 was unanimously adopted.
- C. The Third and Final Reading of the FY 2022-23 Budget was held, Chief Davidson noted the changes made. There was some clarification of line items and then, upon motion made and seconded, and a roll call vote, the Fiscal Year 2022-2023 Budget was unanimously approved.

- 11. Treasurers Report – The Treasurer's Report was presented to the Board by Director Seaborne, the report had been reviewed by staff and there was nothing noteworthy. After motion made and seconded, the Treasurer's Report was approved unanimously by a roll call vote.

12. Closed Session

A Closed Session was held to review the labor negotiations between the District and VCFA Local 5187 MOU.

13. Announcement of Closed Session Actions

After the Closed Session, President Bell announced that no decisions were made and no action was taken.

14. Board of Directors Comments

Director Roberts appreciates the great work done on the MOU and the budget. Her biggest thanks is for how well everyone worked together to make Western Days and the

rodeo come off as smoothly as they did, she really appreciates it. It's one of the things that makes Valley Center extremely special.

Director O'Connor complimented Director Roberts and the crews and the rodeo for an excellent job. The community support was outstanding for both events.

Director Seaborne noted the end of the fiscal year, there were a lot of challenges and hard work and she is looking forward to 2022-23.

Director Hutchison appreciates the hard work on the budget.

Director Bell called a Special Meeting on June 30th so we can approve the resolution to continue teleconferencing.

15. Adjournment – 7:58 p.m.

Regina Roberts, Secretary

NEXT REGULAR MEETING:

July 21, 2022



**Minutes
Of A Special Meeting
Of the Board of Directors of
Valley Center Fire Protection District
June 30, 2022 / 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 6:00 p.m. by Director Bell
2. Roll Call:
Charlotte Seaborne – Present – Zoom attendance
Gina Roberts – Present – Zoom attendance
Phil Bell – Present
Steve Hutchison – Absent
Mike O'Connor – Absent
3. Pledge of Allegiance – led by Chief Davidson
4. A proposal was made for Consideration to Approve Resolution NO. 2022-35 continuing to Implement Teleconferencing Requirements During a Proclaimed State of Emergency Under Government Code Section 54953. After motion made and seconded and a roll call vote, Resolution 2022-35 was unanimously approved by the Board members present.
5. Public Comment – None
6. Board of Directors Comments
Director Seaborne wished everyone a happy 4th.
Director Roberts is looking forward to seeing everybody soon.
Director Bell had no comment.
7. Adjournment – 6:03 p.m.

Regina Roberts, Secretary

NEXT REGULAR MEETING: July 21, 2022

RESOLUTION 2022-37

CFD 2008-1 ANNEXATION

STANFORD CT

133-082-24-00



RESOLUTION NO. 2022-37
A RESOLUTION OF INTENTION
OF THE BOARD OF DIRECTORS OF THE VALLEY CENTER FIRE PROTECTION DISTRICT
TO ANNEX TERRITORY TO COMMUNITY FACILITIES DISTRICT NO. 2008-1
AND TO AUTHORIZE THE LEVY OF SPECIAL TAXES THEREIN

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

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

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

WHEREAS, the petition dated June 15, 2022 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 18, 2022, 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 21st day of July, 2022 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



July 21, 2022

Fire Chief's Report Valley Center Fire Protection District Board

1. The Valley Center Fire Department had a really busy month with Emergency Incidents, Station Tours, Community Events, Training, Facilities Projects.
2. ALS Program: 2022 Protocol Updates
3. Operational Area Update: Review of Response Matrix with North Comm (Tiered Dispatching)
4. Local and Regional Training: Blue Card Command Training
5. Cal Fire Valley Center Battalion: Station 71 is now staffed with 2 type 3s, 3/0 each
6. Law Enforcement / Fire /Tribal Interagency Operations: Command Simulations
7. Fire Station 3 Development: Erickson-Hall in Design Phase
8. Spartan Type 1 Wildland Urban Interface Fire Apparatus: Ordered
9. ISO Update: Under review
10. New Budget Implemented by Sandy

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: June, 2022

Monthly Incident Data:

	VCFPD Station 1 E161	VCFPD Station 2 E162	VCFPD Station 2 OES WT	VCFPD Station 2 RS162	VCFPD Admin Command	VCFPD Admin Prevention	Auto Aid Received	Auto Aid Given	Total Incidents	Turnout Time	Travel Time	Response Time
	Total Incidents	Total Incidents	Total Incidents	Total Incidents	Total Incidents	Total Incidents	Total Incidents	Total Incidents	Total VCFPD Incidents	90 th Percentile	90 th Percentile	90 th Percentile
JAN	99	45	3	71	7	1	44	35	174	0:02:14	0:09:42	0:11:18
FEB	94	50	2	83	6	2	31	32	177	0:02:02	0:14:10	0:15:07
MAR	112	80	2	89	14	2	42	36	202	0:02:14	0:11:52	0:13:31
APR	114	51	1	59	19	4	51	29	183	0:01:57	0:12:01	0:13:37
MAY	120	62	1	71	8	2	36	37	204	0:02:26	0:11:40	0:14:05
JUN	136	58	0	96	13	3	66	27	222	0:02:04	0:10:21	0:12:04
JUL												
AUG												
SEP												
OCT												
NOV												
DEC												
Last Month Incidents	120	62	1	71	8	2	36	37	204	0:02:26	0:11:40	0:14:05
2021 Year End Total	1209	535	41	801	86	25	604	358	2138	0:02:19	0:14:08	0:15:56
2022 Year to Date	675	346	9	469	67	14	270	196	1162	0:2:21	0:13:18	0:14:42
YTD % Change										6%	-14%	-10%
Concurrent Incidents	Total Incidents	Two Concurrent Incidents	Three Concurrent Incidents	Four Concurrent Incidents	Five Concurrent Incidents	Two Concurrent Incidents	Three Concurrent Incidents	Four Concurrent Incidents	Five Concurrent Incidents			
	222	58	16	4	0	26.13%	7.21%	1.80%	0.00%			
Mercy USA	Mercy Medic 11	Mercy Medic 52	Mercy Medic 70	Mercy Medic 71	Mercy Medic 75			Total Unit Responses	Total Unit Transports	90 th Percentile Turnout	90 th Percentile Travel	90 th Percentile Response
Ambulance Responses	15	0	22	87	8			137	132	0:3:32	18:12	20:32

Firefighters in the program: 29

- Firefighter Driver Operators: 0
- Firefighter Paramedics: 14
- Firefighter EMTs: 15
- Fire Explorers: 10

Apparatus and Equipment:

Station 1:

- E-161 – In Service
 - C-1601 - In Service
 - C-1602 - In Service
 - P-1650 - In Service
- E-169 – In Reserve
- C-1603 – In Service
- CP-1616 - In Service

Station 2:

- E-162 – In Service
 - RS-162 – In Service
- E-168 – In Shop Status
- OES WT62 - In Service

Valley Center Fire Station 1
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Special Training and Future Community Events:

- Planning Group Evacuation Sub-Committee Meeting: July 28, 2022 on Zoom 6:30pm
- Valley Center Fire Safe Council: Chipping Days Scheduled for July and August
- 2022:
- ISO still under review
- August 2,3,4,5 2022: Community Based Strategic Plan Meetings: Valley Center Library
- August 13, 2022: SDG&E Wildland Symposium: Bates Nut Farm
- September 11, 2022: Patriot Day Celebration and Reading of the Names
- October 1, 2022 0900 to 1500: Safety Fair and EXPO at Bates Nut Farm

Legislative / Political Updates:

Tax Apportionment Education Meetings: Supervisor Joel Anderson

Grants/Awards FY-20-21:

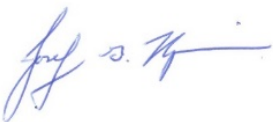
- Safer Grant Application 2022: in process
- Health and Safety Grant 2022: in process
- SHSGP: 2021 Grant Application: \$14,150 Awarded: 3/01/2022

Significant Incidents/Station Activities:

- Rescue Traffic Collision, Vehicle vs Tree: Miller Road
- Vegetation Fire: Deluz, OES 162 Response
- Rescue Traffic Collision: Lilac and Anthony
- Vehicle Fire: Rite Aid Parking Lot

Trauma Intervention Program (TIP):

- 2 TIP responses for the month of June 2022 to Valley Center. Tip is responding directly to the scene or hospital as requested by our Fire Captains.



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

MEMORANDUM

DATE: July 13, 2022
TO: Joe Napier, Fire Chief, Valley Center Fire Protection District
FROM: Robin Biglione, Biglione Construction Management
SUBJECT: Update on Erickson-Hall Design-Build Agreement Progress

Temporary Fire Station No. 3

The design team held three meetings (June 29, June 30, July 7) to refine the septic system design, which significantly impacted the conceptual grading. The design for the septic system includes the system for the temporary and permanent fire stations, as well as a potential future administration building and maintenance building. The leach field area encompasses the entire Phase 1 portion of the site that is not included in the improvements for the temporary station. Based on all of the constraints on septic system design, it is important that this system is being addressed at this early stage, although it has caused the need for redesign of the conceptual grading for Phase 1.

The conceptual grading plan has been revised to reflect the County's septic design requirements that do not allow "fill" where leach fields are to be constructed and do not allow operating vehicles in the leach field reserve area. The original grading concept included fill in the area where the leach field was planned to avoid creating a basin on the site and to balance the cut and fill required for grading to minimize project costs. Backtracking to significantly revise the conceptual grading plan ensures that a large enough area, meeting the septic design criteria, is available for the septic system. In addition, a minor design adjustment, to move the perimeter site fencing to put the leach field reserve area outside the useable area of the site, will discourage vehicles from driving on the reserve area.

The revised conceptual grading plan relocates the temporary fire station site improvements from the west side of the site to the east side of the site, closer to Cole Grade Road. This adjustment allows for the leach field to be located within a cut area of the site. Percolation studies are being performed in the revised leach field area to ensure the relocated system will provide adequate capacity.

This major adjustment to the conceptual grading plan will result in a delay in the project schedule, but the team will strive to minimize the schedule impact. The revised plan appears to be beneficial from a cost standpoint because the length of the access road is reduced in the revised plan. There will also be a shorter distance for extending the electrical and water utilities

to the site. The revisions to the Conceptual Grading Plan were reviewed with Fire District staff at a meeting on July 13. You reminded the team that finding ways to minimize costs is consistent with the Fire District's core value of fiscal responsibility.

Other work on the Temporary Fire Station design includes:

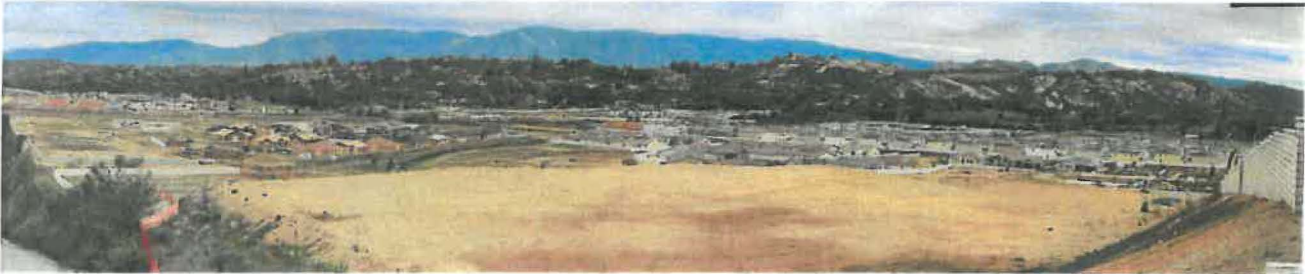
- The Project Manager from Erickson-Hall has been working with SDG&E and submitted an application for SDG&E to design their portion of the electrical service for the Temporary Fire Station.
- Once the percolation test and calculations confirm the relocated septic system will be adequate to serve the ultimate project, the project team will meet with the Water District to discuss the extension of a water line to the site, location of a fire hydrant and a public easement for the Water District to maintain the water line and hydrant.
- The project architect will use the new conceptual grading plan to finalize the architectural site plan so that details can be added to support the required building permits for the temporary station (structural, plumbing, electrical).
- At the July 13 meeting, Fire District staff provided comments, which will be incorporated into the design of the temporary fire station.

Design Work on Remodel

The project architect prepared floor plans for the potential remodel areas to assist with the discussion at the July 13 meeting with Fire District staff.

The structural engineer has visited the site and provided a conceptual approach for raising the door heights at both Station 1 and 2. The project architect completed research on the types of doors available, given the structural and budgetary constraints, and made recommendations for moving forward with design. These recommendations were discussed at the July 13 meeting with Fire District staff.

The input received from Fire District staff at the July 13 meeting will be incorporated into the design of the remodel work at Stations 1 and 2.



Community Risk Reduction Division Fire Marshal's Report

June 2022

Significant Events since last report:

- Wildland fire expo
- House fire, The Yellow Brick road

Business of Prevention in June:

Item Name	Units
3.3.8 Commercial Solar Plan Review	1
4.1 Special Events	1
4.16 Other Services Not Listed (Per Hour)	1
2.2.1 New Residential or Remodel Plan Review (Any type, includes inspections)	2
2.1.1 New Residential or Remodel Plan Review (Any type, includes inspections)	11
2.1.3 Residential Fire Sprinklers NFPA 13-D or NFPA 13-R (includes 2 inspections)	9
2.3.1 Room Addition or < 50% Remodel w/o Sprinklers Plan Review	1
2.3.2 Accessory Dwelling Unit Plan Review (Includes 2 Inspections)	2
2.3.4 Barns and Outbuildings (500 sq ft and over and under 4,000 sq ft)	1
2.3.6 Minor Grading Plan	2
1.3.7 Hydrant Placement (Per Hydrant)	1

Park Circle / Orchard Run Development Status Report

07/13/2022

Total Lots in Project	632
Lots Sold to Developers	632
Lots Unsold	0
Lots In Progress	236
Lots Remaining	115
Lots Finalized	281
Mitigation Total	\$1,042,199.10
Mitigation Remaining	\$220,598.94
Mitigation Complete	\$821,600.16
Plan Check Total	\$376,040.00
Plan Check Remaining	\$68,425.00
Plan Check Complete	\$307,615.00

Park Circle/Orchard Run Lots

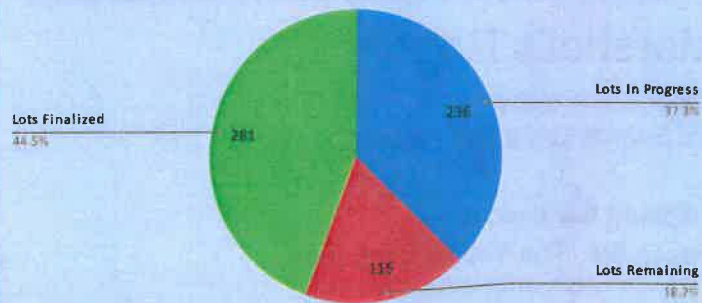


Inspections Remaining	
Hydrostatic Remaining:	277
Finals Remaining:	351
Total inspections remaining:	628

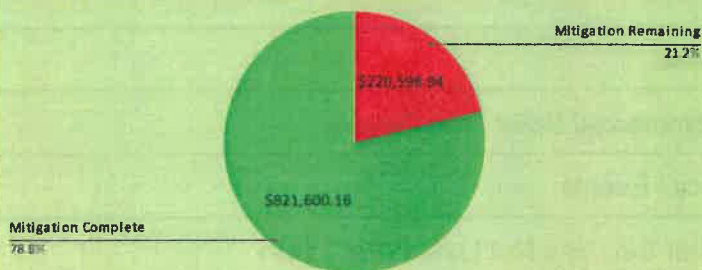
Plan Reviews and Inspections

Month	Plan Chk	Hydro	Final
December 2020	11	3	0
January 2021	3	4	3
February 2021	16	0	0
March 2021	45	5	0
April 2021	0	9	3
May 2021	61	2	8
June 2021	19	14	6
July 2021	21	30	0
August 2021	63	18	19
September 2021	21	23	12
October 2021	36	32	4
November 2021	0	39	26
December 2021	68	29	32
January 2022	14	29	8
February 2022	21	27	34
March 2022	49	24	59
April 2022	36	20	21
May 2022	13	34	19
June 2022	7	18	25
July 2022	7	15	2
August 2022	0	0	0
September 2022	0	0	0
October 2022	0	0	0
November 2022	0	0	0
December 2022	0	0	0
January 2023			
Totals	511	375	281

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

Shea Lots

Date: 07/13/2022	
Total Lots:	88
Plan Check Complete:	0
Lots Remaining	0
Finaled	88
Mitigation Total:	\$120,778.62
Mitigation Remaining:	\$0.00
Mitigation Complete:	\$120,778.62
Plan Check Total:	\$52,360.00
Plan Check Remaining:	\$0.00
Plan Check Complete:	\$52,360.00



Inspections Remaining	
Hydros Remaining:	0
Finals Remaining:	0
Total:	0

Shea Mitigation Totals



Plan Reviews and Inspections			
Month	Plan Chk	Hydro	Final
December 2020	0	0	0
January 2021	0	4	0
February 2021	16	0	0
March 2021	31	0	0
April 2021	0	0	3
May 2021	0	2	0
June 2021	0	14	0
July 2021	0	11	0
August 2021	33	13	8
September 2021	5	9	0
October 2021	0	9	0
November 2021	0	12	8
December 2021	0	7	25
January 2022	0	1	0
February 2022	0	0	6
March 2022	0	6	15
April 2022	0	0	12
May 2022	0	0	5
June 2022	0	0	6
July 2022	0	0	0
Totals	85	88	88

Shea Plan Check Fees

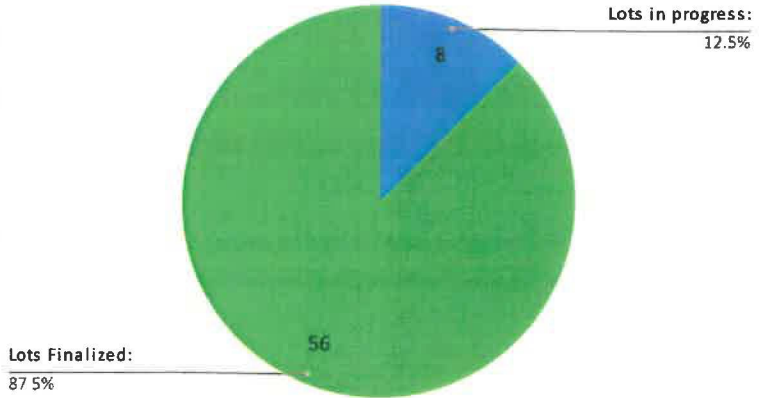


Park Circle Development - Porches (Beazer)

Mirar De Valle / VC Road

Date: 07/13/2022	
Total Lots:	64
Lots in progress:	8
Lots Remaining	0
Lots Finalized:	56
Mitigation Total:	\$124,202.36
Mitigation Remaining:	\$0.00
Mitigation Complete:	\$124,202.36
Plan Check Total:	\$38,080.00
Plan Check Remaining:	\$0.00
Plan Check Complete:	\$38,080.00

Beazer - Porches Lots



Inspections Remaining	
Hydros Remaining:	0
Finals Remaining:	8
Total:	8

Beazer - Porches Mitigation Totals



Plan Reviews and Inspections			
Month	Plan Chk	Hydro	Final
December 2020	11	3	0
January 2021	0	0	3
February 2021	0	0	0
March 2021	14	5	0
April 2021	0	6	0
May 2021	23	0	5
June 2021	0	0	6
July 2021	0	5	0
August 2021	0	4	0
September 2021	0	5	5
October 2021	0	6	4
November 2021	0	0	5
December 2021	6	8	0
January 2022	0	4	6
February 2022	7	5	6
March 2022	0	6	6
April 2022	0	0	5
May 2022	0	6	1
June 2022	0	1	4
July 2022	0	0	0
Totals	61	64	56

Beazer - Porches Plan Check Fees

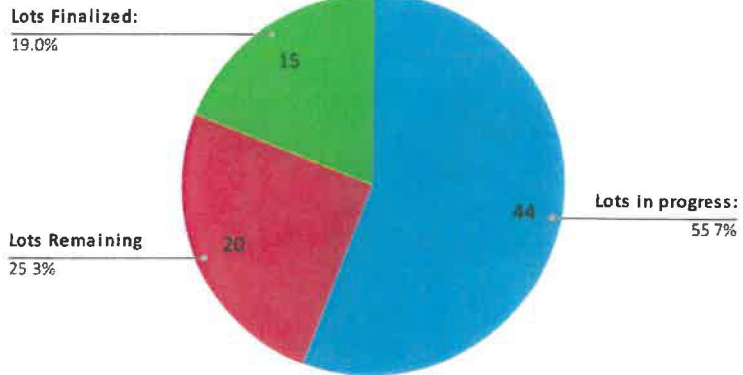


Park Circle Development - Trailside (Beazer)

Mirar De Valle / VC Road

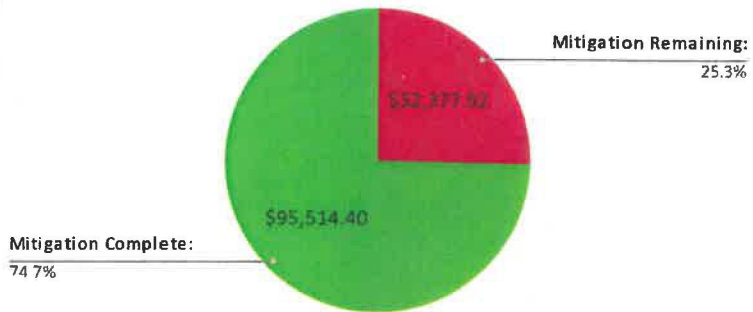
Date: 07/13/2022	
Total Lots:	79
Lots in progress:	44
Lots Remaining	20
Lots Finalized:	15
Mitigation Total:	\$127,892.32
Mitigation Remaining:	\$32,377.92
Mitigation Complete:	\$95,514.40
Plan Check Total:	\$47,005.00
Plan Check Remaining:	\$11,900.00
Plan Check Complete:	\$35,105.00

Beazer - Trailside Lots



Inspections Remaining	
Hydros Remaining:	50
Finals Remaining:	64
Total:	114

Beazer Trailside Mitigation Totals



Plan Reviews and Inspections				
Month	Plan Chk	Hydro	Final	
December 2020	0	0	0	
January 2021	0	0	0	
February 2021	0	0	0	
March 2021	0	0	0	
April 2021	0	0	0	
May 2021	0	0	0	
June 2021	0	0	0	
July 2021	0	0	0	
August 2021	0	0	0	
September 2021	0	0	0	
October 2021	5	0	0	
November 2021	0	5	0	
December 2021	10	0	0	
January 2022	14	0	0	
February 2022	0	10	0	
March 2022	10	0	5	
April 2022	20	8	0	
May 2022	0	0	10	
June 2022	0	6	0	
July 2022	0	0	0	
Totals	59	29	15	

Beazer Trailside Plan Check Fees



Orchard Run Development - Sundance (KB Homes)

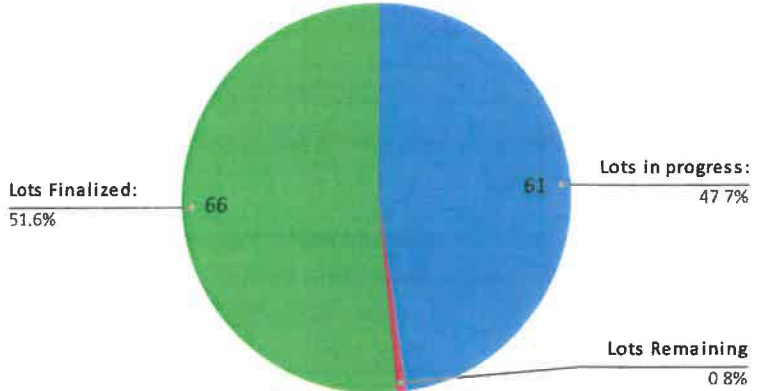
Mirar De Valle

Date: 07/13/2022	
Total Lots:	128
Lots in progress:	61
Lots Remaining	1
Lots Finalized:	66
Mitigation Total:	\$218,544.00
Mitigation Remaining:	\$1,597.32
Mitigation Complete:	\$216,946.68
Plan Check Total:	\$76,160.00
Plan Check Remaining:	\$595.00
Plan Check Complete:	\$75,565.00

Inspections Remaining	
Hydros Remaining:	39
Finals Remaining:	62
Total:	101

Plan Reviews and Inspections			
Month	Plan Chk	Hydro	Final
December 2020	0	0	0
January 2021	3	0	0
February 2021	0	0	0
March 2021	0	0	0
April 2021	0	3	0
May 2021	32	0	3
June 2021	19	0	0
July 2021	15	14	0
August 2021	0	1	8
September 2021	0	4	7
October 2021	15	13	0
November 2021	0	0	10
December 2021	17	0	7
January 2022	0	12	0
February 2022	0	4	9
March 2022	26	0	10
April 2022	0	7	0
May 2022	0	16	0
June 2022	0	6	10
July 2022	0	9	2
Totals	127	89	66

KB Lots



KB Mitigation Totals



KB Plan Check Fees



Park Circle Development - Kyra (Meritage)

Lilac Rd / Betsworth

Date: 07/13/2022	
Total Lots:	120
Lots in progress:	51
Lots Remaining:	37
Lots Finalized:	32
Mitigation Total:	\$203,004.06
Mitigation Remaining:	\$60,753.84
Mitigation Complete:	\$142,250.22
Plan Check Total:	\$71,400.00
Plan Check Remaining:	\$22,015.00
Plan Check Complete:	\$49,385.00

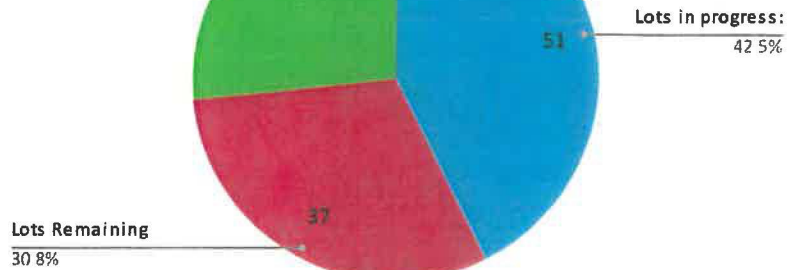
Inspections Remaining	
Hydros Remaining:	73
Finals Remaining:	88
Total:	161

Plan Reviews and Inspections			
Month	Plan Chk	Hydro	Final
December 2020	0	0	0
January 2021	0	0	0
February 2021	0	0	0
March 2021	0	0	0
April 2021	0	0	0
May 2021	3	0	0
June 2021	0	0	0
July 2021	0	0	0
August 2021	30	0	0
September 2021	0	2	0
October 2021	0	0	0
November 2021	0	15	0
December 2021	22	10	0
January 2022	0	5	2
February 2022	14	0	10
March 2022	0	0	20
April 2022	0	0	0
May 2022	0	5	0
June 2022	7	4	0
July 2022	7	6	0
Totals	83	47	32

Meritage (Kyra) Lots

Lots Finalized:

26.7%



Meritage (Kyra) Mitigation Totals

Mitigation Remaining:

29.9%



Meritage (Kyra) Plan Check Fees

Plan Check

30.8%



Orchard Run Development - Seasons (Richmond-American Homes)

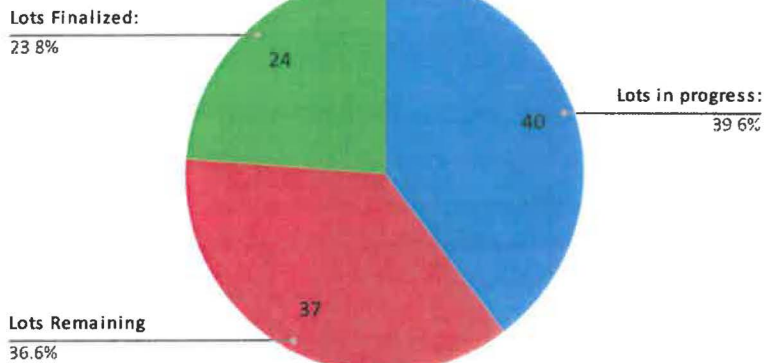
Mirar De Valle

Date: 07/13/2022	
Total Lots:	101
Lots in progress:	40
Lots Remaining	37
Lots Finalized:	24
Mitigation Total:	\$190,986.46
Mitigation Remaining:	\$69,078.58
Mitigation Complete:	\$121,907.88
Plan Check Total:	\$60,095.00
Plan Check Remaining:	\$22,015.00
Plan Check Complete:	\$38,080.00

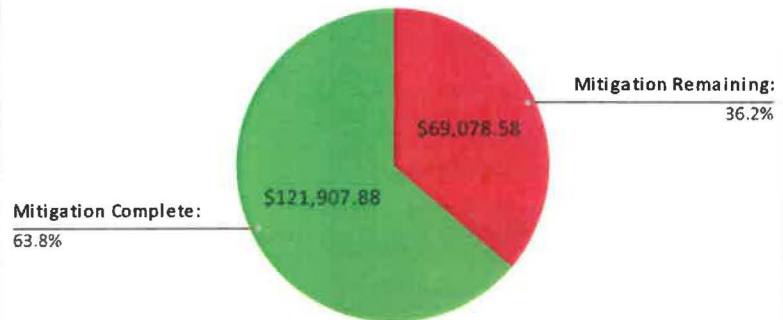
Inspections Remaining	
Hydros Remaining:	67
Finals Remaining:	77
Total:	144

Plan Reviews and Inspections			
Month	Plan Chk	Hydro	Final
December 2020	0	0	0
January 2021	0	0	0
February 2021	0	0	0
March 2021	0	0	0
April 2021	0	0	0
May 2021	3	0	0
June 2021	0	0	0
July 2021	6	0	0
August 2021	0	0	3
September 2021	16	3	0
October 2021	0	0	0
November 2021	0	3	3
December 2021	13	0	0
January 2022	0	3	0
February 2022	0	4	3
March 2022	13	8	3
April 2022	0	5	4
May 2022	13	7	3
June 2022	0	1	5
July 2022	0	0	0
Totals	64	34	24

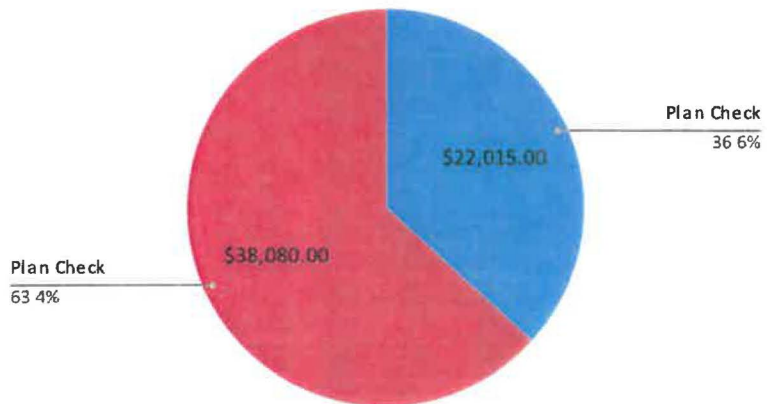
Richmond American Lots



Richmond American Mitigation Totals



Richmond American Plan Check Fees



Orchard Run Development - Wildflower Multifamily (Infill Development)

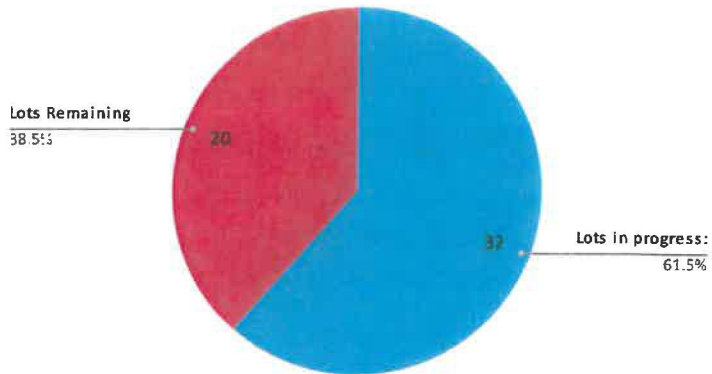
Mirar De Valle

Date: 07/13/2022	
Total Lots:	52
Lots In progress:	32
Lots Remaining	20
Lots Finalized:	0
Mitigation Total:	\$56,791.28
Mitigation Remaining:	\$56,791.28
Mitigation Complete:	\$0.00
Plan Check Total:	\$30,940.00
Plan Check Remaining:	\$11,900.00
Plan Check Complete:	\$19,040.00

Inspections Remaining	
Hydros Remaining:	48
Finals Remaining:	52
Total:	100

Plan Reviews and Inspections			
Month	Plan Chk	Hydro	Final
December 2020	0	0	0
January 2021	0	0	0
February 2021	0	0	0
March 2021	0	0	0
April 2021	0	0	0
May 2021	0	0	0
June 2021	0	0	0
July 2021	0	0	0
August 2021	0	0	0
September 2021	0	0	0
October 2021	16	4	0
November 2021	0	4	0
December 2021	0	4	0
January 2022	0	4	0
February 2022	0	4	0
March 2022	0	4	0
April 2022	16	0	0
May 2022	0	0	0
June 2022	0	0	0
July 2022	0	0	0
Totals	32	24	0

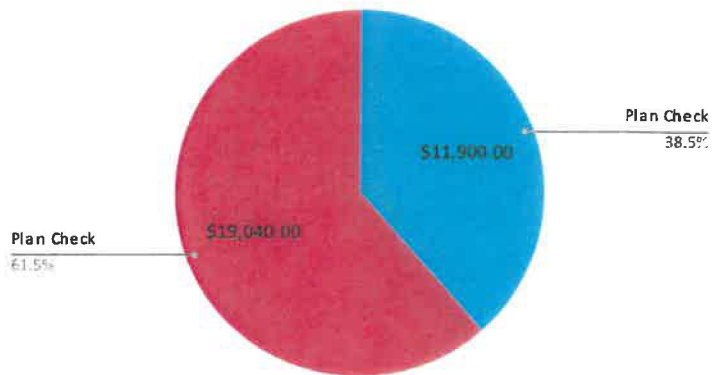
Infill Lots



Infill Mitigation Totals



Infill Plan Check Fees



NEW BUSINESS

BOARD OF DIRECTORS' PACKET

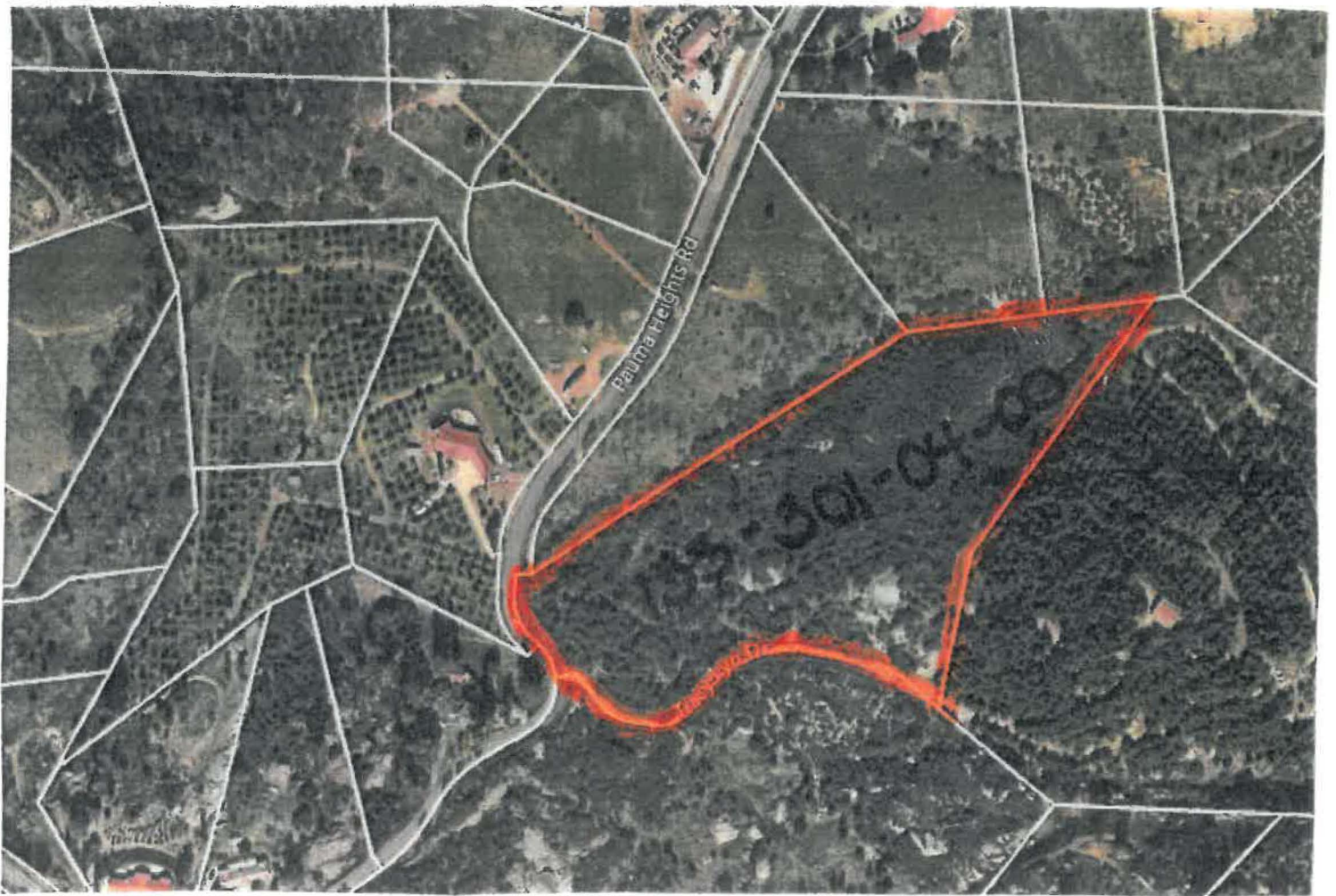
VALLEY CENTER FIRE PROTECTION DISTRICT

RESOLUTION 2022-38

CFD 2008-1 – PUBLIC HEARING

PAUMA HEIGHTS

APN: 133-301-04-00





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. 2022-38

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 June 21, 2022; and

WHEREAS, ten (10) 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 scheduled Regular Board Meeting thereof, this 21st day of July, 2022 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



FIRE AGENCIES SELF INSURANCE SYSTEM

1750 Creekside Oaks Drive, Suite 200

Sacramento, CA 95833

800-541-4591 Fax 916-244-1199

Board of Directors – Official Election Ballot

The Nominating Committee recommends the following candidates for TWO (2) Board of Director positions vacated as of July 1, 2022.

Please return the signed ballot via email deni.banyard@sedgwick.com
or fax (916) 244-1199 no later than July 29, 2022

Candidate for (1) Board of Director position - July 1, 2022, through June 30, 2025	VOTE (X)
Jim Comisky, Director - South Lake County Fire District	
Candidate for (1) Board of Director position - July 1, 2022, through June 30, 2023	VOTE (X)
Sean Grinnell, Division Chief - Sonoma County Fire District	

OR

None of the above.	
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Signature of individual completing on behalf of the district: _____

Name: _____ Title: _____

District: _____

Date: _____

Candidate	District	Summary of Experience
Jim Comisky, Director	South Lake County Fire District	Jim Comisky has over 39 years of experience in the fire service, having held the ranks of Fire Captain through Assistant Fire Chief for various municipal departments and districts. Jim has served for 13 years as a member of the Board of Directors of the South Lake County Fire District, a 30+ year member of FASIS. He has served since 2009 as a Board member of the Fire Districts Association of California and currently holds the position of President, charged with leading an organization that represents the special interests of California fire districts through legislative advocacy. Jim currently serves as Interim Assistant Fire Chief of Operations for the American Canyon Fire District, a 35+ year member of FASIS, where he is responsible for the day-to-day management of the district's Emergency Fire Response as well as the development, coaching, and mentoring of fire personnel. Jim's dedication and commitment to the success of California fire districts is demonstrated in his active industry leadership and will carry forward in his service as a FASIS Board member.

Sean Grinnell, Division Chief	Sonoma County Fire District	<p>Chief Sean Grinnell has served since 2000 as an active and engaged member of the FASIS Board of Directors. Serving from 2005 to 2014 as President, he helped guide member districts through significant programmatic and fiscal undertakings, including: the development and implementation of a pre-employment and fit-for-duty medical examination program; achievement of Accreditation by the California Association of Joint Powers Authorities (maintained continuously since 2007); and implementation of a financial stability plan establishing FASIS' target confidence level funding and equity building, which resulted in the first of many successive years' positive cash surplus positions. With more than 34 years in the fire service — the last 20 of which he served as Fire Chief of the Bodega Bay Fire District, Sean recently transitioned to serve as Division Chief, Sonoma County Fire District, with responsibility for recruitment, retention, and overall management of volunteers, apprentices, and explorers. Chief Grinnell's long-demonstrated tenure and commitment to the advancement of California fire districts will continue to serve as a benefit to the FASIS program.</p>
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Valley Center Fire Protection District



Staff Report

Prepared by: Josef G. Napier
Fire Chief, VCFPD

Meeting Date: 07/21/2022

Approved by: Pending Board Action
General Board Meeting

Agenda: Discussion Item

Location:

SUBJECT: Traffic Calming Roundabouts

RECOMMENDATION:

It is the recommendation of the Valley Center Fire Protection District Fire Chief that the Valley Center Fire Protection District supports traffic calming measures on Valley Center Road between Cole Grade Road and Woods Valley Road to prevent severe injury and fatal traffic collisions. The Fire Chief recommends that the Fire District Board of Directors should be intimately involved in the design and function of any calming measures that would affect firefighter safety, emergency response times and community evacuation. The Fire Chief, as the Fire Code Official will ultimately sign off on the traffic calming design if it meets the requirements of the Fire Chief.

PRIOR BOARD ACTION:

It is the recommendation of the Valley Center Fire Protection District Fire Chief that the Valley Center Fire Protection District supports an independent third-party study as requested and unanimously voted on by the Valley Center Planning Commission on July 10, 2017. It is the hope of the Fire Chief that this study will give our Fire Protection District Board of Directors and community the best information revealing all impacts related to design, engineering, construction, and fiscal impact of one or more traffic calming roundabouts on Valley Center Road between Cole Grade Road and Woods Valley Road. * Please note that this has not occurred. San Diego County contracted with the Michael Baker International and went right to work on identifying the corridor problems and designing solutions.

STATEMENT ON THE SUBJECT:

The County of San Diego 2020 Consolidated Fire Code, including all amendments to the 2019 California Fire Code and the Ordinances of the 13 unincorporated County Fire Protection Districts states: *Section 503.4.1 Traffic Calming Devices. Traffic calming devices (including but not limited to, speed bumps, speed humps, speed control dips, etc.) shall be prohibited unless approved by the fire code official.*

This is why it is so important for the Fire Chief, as the Fire Code Official to weigh carefully any traffic calming measures that could cause an unintended consequence that could jeopardize the health, safety and well-being of the community.

The Pros of Traffic Calming Roundabouts:

- 1. Reduction in vehicle related pollution:** Vehicles can keep moving through traffic reducing commute time and easing driver aggravation. Also, the starts and stops and idling at traditional traffic intersections cause vehicles emit more gas and diesel so roundabouts are more environmentally friendly.
- 2. Everyday driver, bicycle and pedestrian safety:** According to the Insurance Institute for Highway Safety, roundabouts have been shown to significantly decrease the number of serious injury traffic collisions because roundabouts make violent and deadly T-bone and head-on collisions less likely. The collisions that do occur tend to be less serious in nature as the speed is reduced to accommodate flow and there is no need to race to beat the red light. Roundabouts can be designed with a center island which can be a place of refuge for pedestrians. This provides a place of safety when crossing a busy intersection.
- 3. Emergency Evacuation.** Properly designed two lane roundabouts can move a significant volume of traffic without the need to staff an intersection during a general evacuation.
- 4. No significant measurable effect to emergency response times:** When properly designed, two lane roundabouts can be navigated by all sizes of emergency vehicles at slow rates of speed. They also allow vehicles within the roundabout to pull to the right and stop while emergency vehicles move around and continue to the emergency.

The Cons of Traffic Calming Roundabouts:

- 1. Driver uncertainty about yielding.** When approaching a roundabout, drivers are to yield to traffic already in them. However, some drivers believe you have to stop completely at roundabouts while others may not know who has to yield the right of way, dangerously entering the intersection into oncoming traffic. This is particularly true with drivers unfamiliar with roundabouts or who are impaired by drugs or alcohol while driving. As drivers become more familiar with roundabouts, the level of safety at intersections can improve.
- 2. Too many merge points,** especially in roundabouts with more than four streets and multi-lanes. The more traffic coming onto a roundabout, the greater the risk of collisions. There are also drivers that change lanes in multi-lane roundabouts which adds to the danger. This impacts pedestrians and bicyclists as well which results in a 60% increase in minor collisions in two lane roundabouts.
- 3. Driver speed.** While roundabouts force drivers to slow down, studies have shown that many drivers still enter and proceed through them at too high a velocity imperiling pedestrian, other drivers or themselves. This is especially imperiling during a downhill approach and during police pursuits.
- 4. Drivers may try to 'cut' the roundabout.** At smaller intersections, instead of going around them in a counterclockwise manner, some drivers turn left in front of the circles to save time. This endangers other vehicles, bicyclists, and pedestrians.
- 5. Space for bicyclists and pedestrians can be narrow,** if existent at all. Roundabouts need more space than traditional intersections and this lack of a defined shoulder can put others in peril.
- 6. Two lane roundabouts increase crashes by 60%:** While they are designed to reduce crashes and improved traffic flow, an Arizona State University study found two lane roundabouts have had the opposite effect. The study found single-lane roundabouts cut accidents by 18 percent and decrease injuries by 44 percent. But two-lane roundabouts yielded different results: While injuries also dropped, the crash rate increased by more than 60 percent, though the crashes were less severe this did have an impact on Emergency responders and an increase in police reports for traffic collisions.

OPERATIONAL IMPACT:

Valley Center is a unique community which should be considered by all concerned when replacing Opticom controlled, lighted controlled intersections with two lane traffic calming roundabouts. The first priority in emergency response is firefighter safety. We remember the tragedy on September 21, 2016, when Firefighter Ryan Osler was killed in a rollover accident involving a CAL OES Water Tender shuttling water to the Canyon

Fire. The Water Tender struck a curb while negotiating a roundabout on Highway 246 at Purisima Road near Lompoc.

Design, engineering and construction are imperative to firefighter safety as well as realistic driver training program through roundabouts to assure a safe understanding of the dynamic circumstances that are associated with negotiating roundabouts with and without traffic.

The second priority is response times to emergency incidents. Properly designed two lane traffic calming roundabouts move traffic slowly and continuously, and when the need arises, emergency apparatus can slowly navigate through as vehicles pull to the right and stop. It is imperative that the design allows for the responding apparatus to be "curbed" as most fire agencies must do to maneuver around vehicles who just stop in roundabouts when responding vehicles approach. It should be noted that there is no significant degradation in response times with a single, two lane traffic calming roundabout. However, studies have shown that increasing the number of roundabouts in alignment in the response route creates a slower travel time which becomes a factor in the overall response time. As a Fire Apparatus responding to an emergency is maneuvering slowly through multiple traffic calming roundabouts, by design they meet their intended objective; calm, slow and control traffic speeds. In an Opticom controlled, lighted controlled intersection, responding fire apparatus are given priority through the intersection by changing the right of way electronically or to have the option of using an open turn lane or maneuvering into an oncoming lane when safe.

Last but certainly not least is our ability to move large volumes of traffic during a general evacuation of our community. As stated earlier, Valley Center is a unique community with unique needs when planning for a disaster. Wildfires have caused our community to be evacuated in 2003 and 2007. There are four main arterials to conduct a general evacuation of Valley Center with Valley Center Road being the main thoroughfare of four ways out. Even two-lane traffic calming roundabouts are limited to the number of vehicles that can move through them by design. An Opticom controlled, lighted controlled intersection can be opened or closed manually to allow a logical and or greater number of vehicles through during a general evacuation while incoming emergency response vehicles of all sizes can move safely and effectively into the community to protect the lives and property of Valley Center from the ravages of wildfire.

FISCAL IMPACT ESTIMATES:

Increased Cost for Increased Emergency Responses: Staffing, Apparatus and Stations

Firefighter Driver Training: \$2000 Annually

Public Service-Safety Messages: \$2000 Annually

Fire Apparatus Wheel Alignment: \$800 Annually

CONCLUSION:

The Valley Center Fire Protection District Fire Chief should be prepared to make that important decision if and when it is required. At this point, more information will be required from Michael Baker International and the County Planning and Development Division to assist in that final decision process. The burden of proof will be placed on the factors of design, engineering and construction to assure the Fire Protection District that two lane traffic calming roundabouts are safer for the community and firefighters; provide little to no degradation in response times and have the ability to move an equal or greater amount of traffic in the same amount of time as an Opticom controlled, lighted controlled intersection. The Valley Center Planning Group has assured the Fire Chief that they will take all of these factors into consideration as they continue their vision of reduced, calmed traffic speeds and a more aesthetically pleasing look to the community than Opticom controlled, lighted controlled intersections.

RESOLUTION NO. 2022-39

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

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

WHEREAS, the duration of the terms and conditions of this Memorandum of Understanding (MOU) between the Valley Center Fire Protection District and the Valley Center Firefighters Association IAFF Local 5187 are from July 11, 2022 to June 30, 2023; and

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

NOW, THEREFORE, BE IT RESOLVED,

The Memorandum of Understanding between the Valley Center Fire Protection District and the Valley Center Firefighters Association IAFF Local 5187 dated July 11, 2021 is approved.

PASSED AND ADOPTED: July 21, 2022 at the regular Valley Center Fire Protection District Board of Directors Meeting

AYES:

NOES:

ABSTAIN:

ABSENT:

Phil Bell, President

ATTEST:

Regina Roberts, Secretary



Valley Center Firefighter's Association

28234 LILAC ROAD VALLEY CENTER, CA 92082

PH. 760 751 7600 FAX. 760 749 3892

To: Fire Chief Josef Napier

From: L5187 President Joseph Basisnki

Date: 07/11/2022

Re: VCFA 2022-2023 Memorandum of Understanding

I am pleased to inform you that the Valley Center Firefighters Association, Local 5187, has voted on and is in favor of the 2022-2023 Memorandum of Understanding (MOU) agreement between the labor group and administration.

This MOU demonstrates the continued commitment made by the Valley Center Fire Protection District to improve wages, benefits, and working conditions for the members of our organization who provide premier service to the residents and visitors of Valley Center.

I hope we can work together to exceed the public's expectations while continuing to look out for the needs of the membership.

A handwritten signature in black ink, appearing to read "JB", followed by the date "7-11-22" written in a similar style.

Joseph V. Basinski

Valley Center Firefighters Association Local 5187 Union President



Tentative agreement related to wages and benefits between the Valley Center Firefighters Association (VCFA) and the Valley Center Fire Protection District (VCFPD)


June 9, 2022,

The Valley Center Firefighter's Association, IAFF Local 5187 and the Valley Center Fire Protection District have reached a tentative agreement on the following items for meeting and conferring until signed settlement is reached to modify the current MOU or until one of the parties [or PERB] determines that an impasse exists.

- 1) This T/A will cover the below listed components of pay and benefits in order to facilitate the budget process, Some minor language changes, clarifications, and a final formatting of the MOU will be completed in a timely manner.
- 2) This T/A must still be approved by a vote of both the VCFA and the VCFPD before it is binding. Once approved, the components of this T/A will be incorporated into the MOU.
- 3) The Agreement will be for one (1) year beginning July 1, 2022 and terminating on June 30, 2023
- 4) Pay increases: (see attached updated pay scales)
 - a. Fire Captain (all classifications) 1% pay increase for the 2022/23 fiscal year.
 - b. Fire Engineers (all classifications): 3% pay increase for the fiscal year 2022/23.
 - c. Firefighter-Paramedic (FT-all classifications): 6% pay increase for the fiscal year 2022/23.
 - d. Firefighter-EMT (FT-all classifications): 6% pay increase for the fiscal year 2022/23.
- 5) Administrative Captain Position is changed to include:
 - a. The position language in the MOU is updated.
 - b. A \$6177.60 annual Administrative Offset is to be added to the regular rate of pay.
 - c. Sick leave and Vacation accruals will max at the administrative maximum per Policies: 2015-7-13 and 2020-7-01.
 - d. Flexible hours language and process added.
- 6) Sick Leave and Bereavement Policy (2020-7-01) is amended as follows:
 - a. All Ranks: Sick leave accrual rate will be increased to 72hrs. per year (2.769 hrs/pay period). Maximum accrual to remain 240 hours.
 - b. Part-time to Full-time transition language.
- 7) Vacation, PTO, and Comp Time Policy (2015-7-13) is amended to include:
 - a. Terminal Leave Provision
 - b. Administrative Captain Vacation and Flex time leave request process.
 - c. Credit for prior service at time of hire provision.
 - d. Administrative Captain is not eligible for PTO.
- 8) Staffing and Scheduling Policy (2015-08-17) is amended to include:
 - a. Language and clarifications for Open and Vacant positions
 - b. Shift give-away process
 - c. Trade language
 - d. Vacation cancellation language

- 9) The medical benefit would utilize monies already designated as a medical stipend, built into the regular rate of pay, and the District will absorb the increased benefit costs for F/Y 2022/23 for all members. The total medical stipend is anticipated to be \$5,472.00 per member, rolled into their regular rate of pay.
- a. The District will provide, at no cost to the members, the offered Basic life/ AD&D coverage insurance benefit and the Short-term Disability benefit offered by the current provider (Pickering.)
- 10) Language for Acting Pay and Consecutive Hours Worked is updated/changed.
- 11) Education Incentive Pay is added to the MOU. Any member that completes a BA/BS (or higher) degree program is eligible to move one (1) classification higher in their respective rank, not to exceed the Class 1 pay scale. Procedure, limitations, and descriptions are included in the MOU update language.
- 12) The District and the VCFA agree to re-establish the joint Insurance and Benefits Committee to investigate the development of a 401(a) retirement option and a flexible spending program for future negotiations.

Date: 06/09/2022



Joseph Basinski, President
Valley Center Firefighters Association



Josef Napier, Fire Chief
Valley Center Fire Protection District

The Valley Center Fire Protection District And The Valley Center Firefighters' Association

We, the undersigned representatives, do hereby sign into agreement the attached Memorandum of Understanding between the Valley Center Fire Protection District and the Valley Center Firefighters' Association on this, the 21st day of July, 2022.

Phil Bell, VCFPD President

Joseph Basinski, VCFA President

Josef G. Napier, Fire Chief / Negotiator

Jon Blumeyer, Fire Captain / Negotiator

Steve Hutchison, VCFPD Vice President

Andre Paredes, Fire Captain / Negotiator

Regina Roberts, VCFPD Secretary

Austin Paredes, Firefighter / Negotiator

Charlotte Seaborne, VCFPD Treasurer

Jim Davidson, Fire Marshal / Negotiator

Mike O'Connor, VCFPD Board Member

Scott Duncan, Division Chief / Negotiator

Valley Center Fire Protection District

AND



**VALLEY CENTER
FIREFIGHTERS
ASSOCIATION**



Memorandum of Understanding

July 1, 2022-June 30, 2023

**VALLEY CENTER FIRE PROTECTION DISTRICT
MEMORANDUM OF UNDERSTANDING
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MEMORANDUM OF UNDERSTANDING

July 1, 2022- June 30, 2023

SECTION 1: GENERAL

1.1: Preamble

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

1.2: Provisions of Law

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

1.3: SOG and Policies Referenced Within the MOU

Given the constantly evolving nature of the Department, Several District and Department Policies, SOGs, and Guidelines are referenced within this MOU. When referenced, these shall be recognized as binding documents within the scope of this MOU and shall not be amended, altered, or revised without an agreement between both the Administration and the VCFA. However, it is recognized that these documents may need updating or revisions during the term of this agreement and that these changes may be mutually agreed upon outside of the formal meet-and-confer process.

If, however, the changes cannot be mutually agreed to, no changes will be implemented without a formal re-opening of the MOU and a recognized meet-and-confer process.

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

1.4: Agreement Term

The term of this Agreement shall become effective July 1, 2022. This Agreement shall expire and otherwise fully terminate on June 30, 2023. If a successor MOU has not been reached by June 30, 2023, the terms and conditions of the current MOU will be extended until a successor MOU is adopted.

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

1.5: Recognition

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

1.5.1: Recognized Unit Members

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

- Fire Captain (including Administrative Captain)
- Fire Engineer

-Firefighter Paramedic

-Firefighter EMT

1.6: Agreements, Modifications, and Waivers

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

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

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

1.7: Authorized Agents and Representatives

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

SECTION 2: RIGHTS AND PRIVILEGES

2.1: Employee Rights

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

2.2: VCFA Rights

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

(a). To govern its internal affairs;

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

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

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

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

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

(g). VCFA may designate one employee representative to assist an employee in preparing and presenting materials for disciplinary or grievance procedures. The

designated employee representative shall be allowed reasonable release time from regularly scheduled duties for the purpose of investigating and preparing material for such procedures. Supervisors shall be given at least one-day prior written notice in the event release time is requested, unless the supervisor agrees otherwise. Employee representatives, who investigate, prepare, or present materials during off-duty time shall do so on their own time and shall not be considered to be working. Employee representatives and employees who attend personnel hearings during their off-duty time shall do so on their own time and shall not be considered to be working. If an employee who would otherwise be off-duty during the time of a personnel hearing is subpoenaed or ordered to attend the hearing, then the employee shall be considered to be working during the time the employee is in at the hearing in response to the order or subpoena.

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

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

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

2.2.1: VCFA Dues and Payroll Deductions

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

will not be allowed for late forms. A copy of the dues collection, form filled out during the hiring process, will be forwarded to the Association treasurer for records keeping.

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

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

2.3: District Management Rights

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

(a) The right to determine the mission of the District, its advisory boards and commissions and work units.

(b) The right of full exercise and control of the management of the District, supervision of all operations, determination of the methods, means and personnel required to perform any and all work; and composition, assignment, direction, location and determination of the size and mission of the work force.

(c) The right to determine the work to be done by the employees, including establishment of levels of service and staffing patterns.

(d) The right to change or introduce new or improved operations, methods, means, equipment or facilities.

(e) The right to prescribe qualifications for employment and determine whether they are met; to hire, set and enforce performance standards and promote employees; to establish, revise and enforce work rules; to schedule work time; to transfer, reassign or lay off employees; to determine the content of job classifications; to suspend, reduce in step, demote, discharge or otherwise discipline employees for cause; and, to otherwise maintain orderly, effective, efficient operations.

SECTION 3: WORKING CONDITIONS

3.1: Shift Schedules

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

48/96 schedule A, B, C shift

IE: AABBC, repeats

3.2: Administrative Captain

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

(a) The Administrative Captain works 40 hours per calendar week on a 4/10 schedule Monday through Thursday between 7:00 a.m. and 5:00 p.m. and when applicable will receive overtime compensation per this MOU for hours worked in excess of their regular scheduled hours in the calendar week. In the event that the administrative schedule changes, the Fire Chief and the VCFA agree to meet and confer over this issue without re-opening the entire MOU.

(b) The Administrative Captain may work overtime, in an administrative capacity and with the approval of the Fire Chief (or his designee) at 1 ½ X the Administrative Captain regular rate of pay when exceeding the FLSA 80 hr pay period.

(c) The job duties, qualifications, experience, and expectations for the Administrative Captain, as with a Shift Captain, will be outlined in the job description and is subject to management rights.

(c) Employees at the rank of Fire Captain shall be selected for the assignment of Administrative Captain by submitting a letter of interest to the Fire Chief. If no one is selected based on the letter of interest cards (during the Fire Chiefs review), or if no employees submit letters of interest for the assignment, the Fire Chief may assign an employee to the position.

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

promoted while in the position, the employee will leave the assignment upon promotion.

(f) The hourly rate of pay for the Administrative Captain position will be adjusted to ensure that there is no reduction in the annual regular rate of pay. (IE: the administrative regular rate of pay will be adjusted so that the annual salary remains the same as that of the Shift Captain, except that the Holiday Pay will be removed from the equation and “paid” as days off work for the Administrative Captain and an annual amount of \$6177.60 will be added to the total compensation as an administrative offset. The Administrative Captain position will retain the same classification levels as the Shift Captain position.

(g) An Administrative Captain is not subject to force-hire for shift work.

(h) Sick leave and vacation accrual will continue and the rate of accrual meet the accrual rates cited for Administrative personnel (Policies 2015-7-13, and 2020-7-01). (i.e.: Going from 56-hour to 40-hour position, leave hours will be multiplied by 0.7. Going from a 40-hour position back to a 56-hour position, the accrued hours will be multiplied by 1.4.) Any vacation or sick leave hours used will be paid at the regular rate of pay based on the employees’ position at the time the leave was taken.

(i) The Administrative Captain position will include the use of a department vehicle while on duty (when available.) There is no take-home vehicle allowance.

(j) In lieu of overtime hours, the Administrative Captain may “flex” hours during the work week by shifting the work schedule with the approval of the Fire Chief (or designee) (ie: If scheduled for an event on a day off, the Administrative Captain may take an equal number of hours off during his regularly scheduled work period instead of taking overtime.) The Administrative Captain cannot be forced to work outside of the regularly scheduled hours without either voluntarily flexing time or being paid overtime. Flexing of hours must be completed within the same pay period, to avoid any FLSA violations.

(l) District and position seniority will continue to accrue during an Administrative Captain assignment.

3.3: Probationary Period

3.3.1: Initial Probationary Period

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

3.3.2: Promotional Employees

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

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

3.4: District Seniority

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

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

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

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

To determine overall seniority, in the event that two employees have the same hire/promotion date, then the seniority will be determined in the following manner: By employment (FF/PM and FF/EMT) or promotional test ranking (ENG and Capt), and then by total time in the VCFPD (by full-time hire date) would be used to determine seniority.

SECTION 4: PAY AND REIMBURSEMENTS

4.1: Pay Schedules

The current pay schedules for the following ranks:

Class 1, Class 2, and Class 3 Captain/Paramedic

Class 1, Class 2, and Class 3 Captain

Class 1, Class 2, and Class 3 Administrative Captain (EMT and PM)

Class 1, Class 2, and Class 3 Engineer/Paramedic

Class 1, Class 2, and Class 3 Engineer

Class 1, 2, 3 & 4 FF/Paramedic

Class 1, 2, 3 & 4 FF/EMT

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

Captain

See Attachment A-1: Captain Pay Schedule to include a 1% pay increase for F/Y 2022/23

Engineer

See Attachment A-2: Engineer Pay Schedule to include a 3% pay increase for F/Y 2022/23

Firefighter/Paramedic

See Attachment A-3: Firefighter/Paramedic pay schedule to include a 6% pay increase for F/Y 2022/23

Firefighter/EMT

See Attachment A-4: Firefighter/EMT pay schedule to include a 6% pay increase for F/Y 2022/23

4.2: Training/Court Pay

4.2.1: Mandatory Training

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

4.2.2: Court Standby and Appearance Pay:

4.2.2- A: Court Standby Pay

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

4.2.2-B: Court Pay

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

4.3: Acting Pay

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

and they will be placed and paid at the Class-2 level. This is considered a change in classification and not subject to FFBOR unless the change is a result of disciplinary action.

4.4: Holiday Pay

The following are the recognized holidays for the VCFPD:

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

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

4.5: Callback Pay

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

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

4.6: Limit on Consecutive Hours Worked:

Affected employees shall be limited to a maximum of 144 consecutive forced or voluntary hours of time worked followed by a minimum of 12 hours off-duty time. Exceptions: The Fire Chief (or his designee) shall be advised if any member is scheduled to work over the 144 hours and may authorize an extension of the consecutive hours worked. This section does not affect employees assigned to Strike Team or other deployment positions.

4.7: Overpayment Remedy

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

4.8: Reimbursement Pay

4.8.1: Paramedic and EMT License Renewal Reimbursement

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

4.8.2: Tuition Reimbursement

It is the intent of the Valley Center Fire Protection District to reimburse, the classroom costs only, for the certifications and successful completion of classes authorized by the District as outlined in the:

Tuition Reimbursement Policy. SOG # 2021-01-02

4.9: Jury Duty Pay

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

4.9.1: Pay While on Jury Duty

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

4.9.2: Notifying Supervisors

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

4.10: Witness Pay

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

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

4.11 Education Incentive

Members who complete a formal degree program from an accredited college or university at the level of BA/BS or MA/MS (or higher) are eligible to be placed into a pay classification one class higher in the pay scale. IE: A Captain-Paramedic class 2, who completes a Bachelors degree, is eligible to be paid as a Captain-Paramedic, class 1. The classification change must be accompanied by proof of the completed degree submitted to the administration and a completed PAF indicating the change. Only one classification change is allowed, regardless of the number of degrees. A member is eligible for this incentive at any time during employment, including any probationary period, and payment will begin once the PAF paperwork has been completed and at the beginning of the next FLSA period.

SECTION 5: BENEFITS

5.1: Uniform Allowance

Reference the Uniform Policy 2017-02-06

5.2: VCFPD Medical Benefits Plan

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

SOG# 2020-07-02.

5.3: Employee Assistance Program (EAP):

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

5.4: Deferred Compensation Program (457 Savings Account):

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

5.5: 401(a) Public Employer Retirement Contribution Program

The District and the VCFA will establish a committee to develop a defined contribution retirement plan (401(a)) and present that plan to the District and the Membership.

5.6: Payroll Deductions, Station Condiment Funds

Policy: TBD to outline administration vs employee costs.

SECTION 6: HOLIDAYS, LEAVE, AND TRADES

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

Reference:

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

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

6.1.1: Temporary Light Duty Assignment

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

6.2: Shift Trade Policy

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

SECTION 7: GRIEVANCE PROCEDURE

7.1: Purpose:

The purposes and objectives of the grievance procedure are to:

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

7.2: Definitions:

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

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

7.3: Grievance Procedure:

A grievance shall be defined as an allegation by an employee or the Association of a misinterpretation, misapplication or violation of a particular provision of this MOU or the District's Rules and Regulations. The grievance procedure expressly excludes disciplinary matters, employee performance evaluations or improvement plans, decisions made pursuant to management rights, and matters subject to other District complaint procedures.

A. Informal Complaint.

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

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

B. Formal Complaint.

1. Step 1 - Immediate Supervisor.

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

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

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

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

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

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

2. Step II - Fire Division Chief.

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

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

3. Step III - Fire Chief.

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

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

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

SECTION 8: DISCIPLINARY PROCEDURE

8.1: Applicability:

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

8.2: Pre-disciplinary Procedure

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

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

8.3: Informal Disciplinary Appeal Procedure

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

a. Notice of Appeal: Within 5 calendar days of receipt of written notification of punitive action as defined above, the employee shall notify the Fire Chief in writing of the employee's intent to appeal the punitive action. The written notice of appeal shall specify the action being appealed and the substantive and procedural grounds for the appeal.

b. Hearing Officer: In an informal hearing, the Fire Chief or his/her designee shall be the Hearing Officer. The Fire Chief or his/her designee shall conduct the informal hearing in accordance with these procedures. The determination of the Fire Chief shall be final and binding. If the Fire Chief cannot serve as the hearing officer because of actual bias, prejudice or interest as defined by Government Code § 11425.40, then the Fire Chief's designee shall serve as the Hearing Officer. In such cases, the determination of designee shall be final and binding.

c. Burden of Proof: The District shall have the burden of proving by a preponderance of the evidence that the facts which form the basis for the charges occurred, and that the level of penalty was reasonable under the circumstances.

d. Conduct of Informal Hearing:

1) The formal rules of evidence do not apply, although the Hearing Officer shall have discretion to exclude or limit evidence which is incompetent, irrelevant or cumulative, or the presentation of which will otherwise consume undue time. The Hearing Officer may limit the use of witnesses, testimony, evidence and argument. There is no right of intervention, discovery, or prehearing conferences.

2) The parties may present opening statements.

3) The parties may present evidence through documents and testimony.

i. Witnesses shall testify under oath.

ii. Subpoenas may be issued pursuant to Government Code §§ 11450.05 – 11450.50.

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

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

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

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

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

8.4: Formal Disciplinary Appeal Procedure:

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

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

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

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

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

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

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

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

- 1) Adopt the proposed decision in its entirety.
- 2) Reduce or otherwise mitigate the proposed penalty and adopt the balance of the proposed decision.

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

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

Attachments:

		FY 2022-23	
	Classification	Reg. Rate of Pay - Hrly (Incl. Straight-Time + Pro-Pay + Med. Stipend + Holiday Pay)	Annual Total Comp
	Admin Captain-Paramedic - Class 1 (Act. Div. Chief)	\$49.97	\$ 103,942.32
	Admin Captain-Paramedic - Class 2*	\$48.48	\$ 100,833.07
	Admin Captain-Paramedic - Class 3 (Probationary)	\$46.98	\$ 97,723.83
	Admin Captain - Class 1 (Act. Div. Chief)	\$49.81	\$ 103,594.49
	Admin Captain - Class 2*	\$48.31	\$ 100,485.25
	Admin Captain - Class 3 (Probationary)	\$46.82	\$ 97,376.00
	Captain-Paramedic - Class 1 (Act. Div. Chief)	\$34.74	\$ 104,158.61
	Captain-Paramedic - Class 2*	\$33.63	\$ 100,843.29
	Captain-Paramedic - Class 3 (Probationary)	\$32.53	\$ 97,527.98
	Captain - Class 1 (Act. Div. Chief)	\$34.57	\$ 103,657.24
	Captain - Class 2*	\$33.47	\$ 100,341.92
	Captain - Class 3 (Probationary)	\$32.36	\$ 97,026.60
	Engineer-Paramedic - Class 1 (Act. Capt.)	\$24.25	\$ 72,710.33
	Engineer-Paramedic - Class 2*	\$23.50	\$ 70,458.48
	Engineer-Paramedic - Class 3 (Probationary)	\$22.75	\$ 68,206.63
	Engineer - Class 1 (Act. Capt.)	\$24.08	\$ 72,208.95
	Engineer - Class 2*	\$23.33	\$ 69,957.11
	Engineer - Class 3 (Probationary)	\$22.58	\$ 67,705.26
	Firefighter-Paramedic - Class 1 (Act. Eng. on list)	\$20.62	\$ 61,817.45
	Firefighter-Paramedic - Class 2 (D/O qual. off list)	\$19.98	\$ 59,917.01
	Firefighter-Paramedic - Class 3*	\$19.37	\$ 58,080.83
	Firefighter-Paramedic - Class 4 (Probationary)	\$18.76	\$ 56,244.65
	Firefighter-EMT - Class 1 (Act. Eng. on list)	\$19.92	\$ 59,719.65
	Firefighter-EMT - Class 2 (D/O qual. off list)	\$19.31	\$ 57,890.14
	Firefighter-EMT - Class 3*	\$18.72	\$ 56,122.51
	Firefighter-EMT - Class 4 (Probationary)	\$18.13	\$ 54,354.87



VALLEY CENTER FIRE STANDARD OPERATING GUIDELINES



Subject: Sick and Bereavement Leave Policy	<u>Effective Date</u> 07/01/2020	<u>S.O.G. #</u> 2020-7-01
Applies To: All Personnel	7/01/2022	Page 1 of 3

PURPOSE:

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

POLICY:

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

Full time District Fire Captains, Engineers and Firefighters who work 2880 or more hours within a fiscal year after the beginning of employment are entitled to paid sick leave. Sick leave shall be provided at the accrual rate of 2.769 hours per 14 day pay period to a total maximum accrued sick leave bank of 240 hours.

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

Full time District Administrative Staff Employees who work 2000 or more hours within a fiscal year, which includes the District Fire Chief, Division Chief, Battalion Chief, Administrative Captain and Administrative Assistant positions, accrue .02 hours of Sick leave for every hour worked to a maximum accrued sick leave bank of 40 hours annually. Full time District Administrative Staff Employees may carry over the unused balance to subsequent fiscal years to the maximum accrued sick leave bank of 48 hours.

Accrued sick leave has no cash value and shall not be paid out at separation.

Employees who are on paid administrative leave will continue to accrue sick leave at their normal accrual rates.

An employee can take sick leave for him/herself or a family member for preventive care or care of an existing health condition or for specified purposes if you are a victim of domestic violence, sexual assault or stalking. Family members include the employee's parent, child, spouse, fiancé, registered domestic partner, grandparent, grandchild, and sibling. Preventive care would include annual physicals or flu shots.

An employee can take up to 48 hours of Bereavement Leave in a fiscal year, any additional hours may utilize accrued sick leave or vacation with the approval of the Fire Chief for bereavement related to a death of a family member. Family members include the employee's parent, child, spouse, fiancé, registered domestic partner, grandparent, grandchild, and sibling.

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

SCOPE:

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

AUTHORITY AND RESPONSIBILITY:

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

PROCEDURE:

- **Definition of Sick leave or Off Duty Injury Leave Usage:**

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

- **Definition of Bereavement Leave Usage:**

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

- **Notification of Sick leave Usage**

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

- **Returning from Sick leave**

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

- **Recuperation:**

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

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

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

- **Abuse of Sick leave:**

An employee who abuses the above provisions for sick leave will be subject to discipline which may include termination of employment

- **Part-time to Full-Time Transition**

In the event that a part-time employee transitions to full time, the employee's sick leave accrual will change from the part time rate to the full-time accrual rate and any accrued time on the books will remain in the employee's time bank.





VALLEY CENTER FIRE STANDARD OPERATING GUIDELINES



Subject: Vacation, PTO and Comp Time Policy	<u>Effective Date</u> 07/01/2021	<u>S.O.G. #</u> 2015-7-13
Applies To: All Personnel	Revised 7-1-2022	Page 1 of 3

PURPOSE:

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

POLICY:

Vacation, PTO and Comp Time leave is established and administered by District Policy in accordance with California law. Full time District shift employees are entitled to accrue paid Vacation, and Comp Time leave beginning 60 days from the date of hire..

Full time District Administrative Staff Employees are entitled to accrue paid Vacation, PTO, and Comp Time leave beginning 60 days from the date of hire. Accrued Vacation and Comp Time leave can be utilized in no less than 10-hour increments, PTO can be utilized in two-hour increments. The Administrative Captain position is not eligible for PTO.

Employees who are on paid administrative leave will continue to accrue vacation at their normal accrual rates.

VACATION:

Full-Time 24-hour Shift Employees

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

Vacation Accrual rates by annual service for Shift Employees:

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

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

Members already employed as of July 1, 2020 will be "grandfathered" into the vacation system.

Members will accrue vacation at the 5.538 rate of accrual, or at the rate of accrual commensurate with their years of service, whichever is higher.

Full time District Administrative Staff

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

The Administrative Captain may cash out accrued vacation time to a maximum of forty (40) hours once per fiscal year.

Cash out hours for all administrative staff (including the Administrative Captain) must be taken in 10 hour increments.

Holiday Time Off (Administrative Staff)

The following are the recognized holidays for the VCFPD Administrative Staff:

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

For days that land on a normal day off (especially for 4/10 schedule staff), if a holiday lands on a Sunday, employees will take the following Monday off. If the holiday lands on a Friday or a Saturday, the employees will take the last work day of the previous week off.

Vacation Accrual rates by annual service for Administrative Staff:

0-3	years of service	= 80 hours	(3.076 hours per 14 day pay period)
4-6	years of service	= 120 hours	(4.615 hours per 14 day pay period)
7-9	years of service	= 160 hours	(6.153 hours per 14 day pay period)
10 +	years of service	= 200 hours	(7.692 hours per 14 day pay period)

Personal Time Off Leave for Administrative Staff (except the Administrative Captain):

Each eligible Full Time Administrative Staff employee receives 20 hours of PTO at the beginning of the fiscal year. PTO hours do not carry over to the following year.

SCOPE:

The Valley Center Fire Protection District utilizes the Valley Center Fire Protection District Scheduling System to facilitate the scheduling process. This helps ensure employees are able to utilize their accrued Vacation, PTO and Comp Time leave and that those positions

created will be filled with qualified personnel.

AUTHORITY AND RESPONSIBILITY:

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

PROCEDURE:

- **Definition of Vacation Leave Usage:**

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

- **Option to Use Accrued Vacation Leave as "Terminal Leave"**

Instead of being paid in one lump sum, the employee has the option to have accrued vacation leave time paid out at their regular rate of pay over several final pay periods, not to pass the final FLSA pay period of the current fiscal year. The hours will be placed into the payroll system as vacation time off, on the members normally scheduled shift, until all hours are consumed. The member must give a final employment date and no vacation or sick leave is accrued once terminal leave begins. Any deductions (such as health care, union dues, etc) will continue until separation. The employee can work no regular shifts once terminal leave has commenced.

Any employee terminated for cause does not have the option for Terminal Leave use. All accrued vacation, comp, and PTO time will be paid out in a lump sum based on their termination date.

- **Definition of PTO Leave Usage (Administrative Staff Only):**

Personal Time Off Leave (PTO) is paid at the regular rate of pay and accrued to the annual service schedule in this policy. PTO leave may be taken in increments of 10 hours for any personal reason that takes the employee away from work to perform personal business. Eligible employees receive 20 hours of PTO at the beginning of the fiscal year. Unused PTO leave may be cashed out at the end of the fiscal year or upon separation from the District (Either as cash-out or as part of terminal leave). Unused PTO is not carried over to the next year, and will be lost if not taken or cashed out. Administrative Captain is not eligible for PTO.

- **Definition of Comp Time Leave Usage:**

Comp Time leave is accrued when a Full time District Shift Fire Captain, Engineer or Firefighter elects to exchange leave time off for hours worked on an extra shift or assignment. The employee may elect to exchange a maximum of 48 hours of Comp Time leave per fiscal year. When Comp Time Leave is elected for exchange, the hours will be

accrued at the regular rate of pay. The .5 hourly rate of pay beyond 106 hours in the 14-day pay period will be paid to assure the time worked is compensated. Unused Comp Time leave will be cashed out at the regular rate of pay for the time exchanged at the end of the fiscal year or upon separation from the District. No Comp Time will be rolled over to the following fiscal year. Usage of Comp time must follow the same rules as vacation usage.

- **Flex Time Option (Administrative Captain)**

In lieu of overtime hours, the Administrative Captain may "flex" hours during the work week by shifting the work schedule with the approval of the Fire Chief (or designee) (ie: If scheduled for an event on a day off, the Administrative Captain may take an equal number of hours off during his regularly scheduled work period instead of taking overtime.) The Administrative Captain cannot be forced to work outside of the regularly scheduled hours without either voluntarily flexing time or being paid overtime. Flexing of hours must be completed within the same pay period, to avoid any FLSA violations.

- **Notification of Vacation and Comp Time Leave Usage (Full-Time Shift Personnel)**

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

- **Notification of Vacation and Comp Time Leave Usage (Administrative Personnel)**

Administrative personnel will fill out the appropriate vacation request form and transmit the request through channels to the Fire Chief for approval.

- **Notification of PTO Leave Usage**

Full-Time District Administrative Staff Employees shall request Personal Time Off leave via the District scheduling system, no less than five (5) days prior to the requested leave date. This request period is required to provide adequate time to process the request and arrange replacement staffing. Exceptions to this request period may be approved on a case-by-case basis at the sole discretion of the Fire Chief or his/her designee. The Scheduling Officer or a Chief Officer will review PTO leave requests to ensure compliance with this leave policy. If after this review the leave request is approved, the District scheduling system will post the Personal Time Off request.

- **Long Term Vacation, PTO and Comp Time Leave**

It is recognized that employees may take extended time off using their accrued Vacation, PTO and comp time. It is incumbent on the employee and supervisor to assure that all of their required responsibilities to the district organization are met prior to leaving on their extended time off. It is also the responsibility of the employee and their supervisor to meet and go over any threshold incidents, important activities, apparatus changes or repairs and District functions that have occurred in their absence. Long-term Vacation, PTO and Comp Time leave and trades may be combined and taken to a maximum of 31 days or 10 shifts off. The Fire Chief, at his/her discretion, may grant leave time beyond the 31-day or 10 shift thresholds on a case-by-case basis.

- **Employment Credit and Accrual**

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

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

At the discretion of the Fire Chief, based on prior fire service experience and education, newly hired full-time employees (at any rank) may be brought into the vacation accrual system as a four (4) year employee. The employee will continue to move up the accrual scale in three (3) year increments, Seniority will still be based only on time served within the Department.

- **Golden Vacation Picks:**

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

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

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

Once the "Golden" vacation list has been finalized, these dates will be placed into the

scheduling program as openings to be filled through the normal scheduling process and the member taking the vacation time is guaranteed the date off (barring an emergency declaration of the Fire Chief canceling all leave under management privilege.)

A member may remove a chosen Golden vacation date from the calendar by request to the scheduling officer however; once removed the vacation time is no longer guaranteed and must be requested again through the normal vacation request process. A Golden vacation day cannot be rescinded once it has been voluntarily filled by another member.

In the event that a Golden vacation is changed/rendered unnecessary through administrative change (member retirement, shift change, etc.) every effort will be made to honor the "intent" of that members vacation schedule.

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

- **Blackout Dates**

The following dates are ineligible for vacation picks:

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

Except as listed below:

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

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





VALLEY CENTER FIRE

STANDARD OPERATING GUIDELINES



Subject: Staffing & Scheduling	Effective Date 3/2/2020	S.O.G. # 2015-8-17
Applies To: Suppression Personnel	07/01/2022	Page 1 of 7

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

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

AUTHORITY AND RESPONSIBILITY: The Fire Chief has full authority to rule on assignments, special requests, or needs as they may occur.

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

DEFINITIONS:

1) Open Position: A position that has a normally scheduled employee in the position but, due to vacation, illness, etc. is temporarily unfilled. Open Position shifts shall be filled first on a rank for rank basis for the open position, then to qualified actors, then to members willing to work the position which may cause the position qualifications to change (IE: FF/PM to FF/EMT). Force hires for Open Position shifts will be covered rank for rank unless no rated members are available. Following the Force Hire rules below.

2) Vacant Position: A position that currently has no regularly scheduled member, usually caused by retirement, resignation, etc. that has not yet been assigned a regularly scheduled person. Vacant Position shifts can be filled by the lowest qualified person in the position provided that the ALS capabilities of the unit are not eliminated (this may mean moving on-duty personnel around to maintain ALS capabilities.) Force hires for Vacant Positions of Captain or Engineer rank will be rank for rank. Force hires for FF/PM or FF/EMT Vacant Positions can be for either rank, provided ALS capabilities are preserved (personnel movement between stations can occur.) Following the Force Hire rules below.

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

- **Minimum Position Qualifications** - Minimum Position Qualifications shall be determined by personnel classification and/or required certification(s), as set forth by the Valley Center Fire Protection District (VCFPD).

- **Shift Giveaways** - Shifts for Reserve ("part-time") Firefighter/EMT (FF/EMT) and Reserve Firefighter/Paramedic (FF/PM) positions may be given away to other members of the same personnel classification and qualifications provided the scheduling change does not result in an Overtime cost for the VCFPD. Schedule changes resulting in Overtime require prior approval from the Fire Chief.
 - Procedure: A part-time member wishing to give-away a shift will find their own relief and contact the Scheduling Officer (email is preferred) to initiate the give-away. The Scheduling Officer will confirm that the give-away does not result in overtime hours, confirm the acceptance by the member receiving the shift, remove the first scheduled member from the roster (do not place off on vacation or unpaid leave), and then fill the position with the accepting member.
 - Shift Giveaways are NOT considered a trade of hours and may be recorded on the schedule by any Company Officer if the Scheduling Officer is unavailable, following the procedure above..
 - Shift Giveaways should be made between members of the same personnel classification and qualifications whenever possible.
 - Shift Giveaways which result in the elimination of ALS response level (capability) of the apparatus on which the requesting member is assigned are not permitted. Every effort shall be taken to not utilize Captains as the primary paramedic or to cause station to station movement of personnel.
 - Shift Giveaways shall be approved by the Scheduling Officer and may be denied due to lack of available ALS qualified personnel or other operational considerations.

Example:

- A Reserve FF/EMT may give away a shift to another Reserve FF/EMT or a Reserve FF/PM.
 - A Reserve FF/PM may give away a shift to another Reserve FF/PM.
 - A Reserve FF/PM may not give away a shift to a Reserve FF/EMT if doing so would result in the elimination of ALS response level of the apparatus on which the requesting member is assigned.
 - As a last resort, an Engineer or Captain with current PM certification may fill the role as Primary Paramedic.
- **Trades** - Trading of shifts (time) are a privilege granted by the District and are only to be performed by Full-Time personnel. Trades shall not incur a cost to the VCFPD. The regularly scheduled employee will be paid as though they were on duty. Trades shall only be between members of equal rank unless approved by the Fire Chief.

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

Trades shall be initiated through the Crewsense scheduling system with the accepting member initiating the trade in the system.

If a member works a trade for another, and then that member terminates employment before paying back the trade, there shall be no compensation or time off allotted to the "owed" member. A trade is between two members and shall not create overtime or a burden upon the Department to cover positions.

- **Planned Shift Vacancies** - Planned Shift Vacancies are personnel vacancies that have been created due to vacation, injury/personal leave, resignation, promotion, etc. Planned Shift Vacancies exist on the schedule with sufficient time to run through the Crewsense system, usually several days to weeks in advance of the work period. Planned Shift Vacancies shall be filled as follows:
 - **Part-Time Employees** - On approximately the 1st day of the calendar month the Scheduling Officer will send an email to all personnel requesting availability for any open days on the subsequent month. The email will state a cut-off time and date in which a reply must be received by the Scheduling Officer. The Scheduling Officer will then fill the vacancies using the following matrix: (1) Qualifications, (2) Hours Scheduled (lowest), and (3) Seniority. Shifts awarded shall be recorded on CrewSense.
 - **Full-Time Employees** - Full-time employees shall request time off via Crew Sense, no greater than forty-five (45) days or less than five (5) days prior to the requested leave date or through the "Golden Vacation" request. This request period is required to provide adequate time to process the request and arrange replacement staffing. Exceptions to this request period may be approved on a case-by-case basis at the sole discretion of the Fire Chief or his/her designee. The Scheduling Officer or a Chief Officer will review leave requests to ensure compliance with VCFPD policy. If after this review the leave request is approved, CrewSense will fill the Planned Shift vacancy using the following matrix: (1) Qualifications; (2) Hours Scheduled (lowest); and (3) Seniority in Rank. If no one volunteers for the vacancy, it shall then be sent out to qualified "actors". If the vacancy remains unfilled, it will then go to Force Hire (see "Force Hire" below).
 - **Vacation Leave** - Full-time employees may enter Vacation leave requests on CrewSense in accordance with the following guidelines:
 1. Only one (1) member per rank may be granted Vacation on any given day.
 2. Vacation shall be submitted for approval no greater than forty-five (45) days and no less than five (5) days prior to the requested date.
 3. Once a Vacancy is filled, Vacation can only be cancelled if the filling party agrees to release the shift back to the member. This is disallowed if the vacation day was used to prevent a force hire. If unfilled, a vacation request can be rescinded by the issuing member.
 4. There are seven (7) "Restricted-Vacation" dates, in which employees must secure their own relief ("coverage") in order to take Vacation on that date. This policy exists to minimize Force Hires on the Restricted-Vacation dates. "Restricted-Vacation" dates include: 1) New Year's Day, 2) Easter, 3) Independence Day, 4) Thanksgiving Day, 5) Christmas Eve 6) Christmas Day, and 7) New Year's Eve. Personnel desiring "Restricted-Vacation" dates off shall find their own "coverage", then submit the request in writing to their supervisor, also carbon copying ("cc") the coverage member. After the supervisor's review and approval of the request, the supervisor will then add the change to the Roster.

- **Unplanned Shift Vacancies** - Unplanned Shift Vacancies are personnel vacancies that have been created due to an unexpected occurrence such as sick leave, acute injury, family emergency, etc. Unplanned Shift Vacancies shall be filled as follows:

- **Part-Time Employees** - Personnel taking time off resulting in an Unplanned Shift Vacancy should make every effort to find coverage for his/her shift. Personnel shall contact the on-duty Station 1 Company Officer to provide notification of the reason for the vacancy and the status of arranged coverage. If personnel do not have coverage, the Station 1 Company Officer will send an email and text message to all qualified members requesting availability to work and stipulating a ten-minute cut-off for response to the request.

If multiple members are "available" to work, The Crewsense shall fill the vacancy using the following matrix: (1) Qualifications, (2) Hours Scheduled within the current Pay Period (lowest), and (3) Seniority. All "available" personnel shall be notified of the staffing decision and the staffing modification recorded on the official schedule. In the event the Station 1 Company Officer is unavailable (e.g. incident commitment), the on-duty Station 2 Company Officer may be notified.

- **Full-Time Employees** - Personnel taking time off resulting in an Unplanned Shift Vacancy shall enter the vacancy in CrewSense as early as possible. Due to the probability of the vacancy requiring a Force Hire, the requesting member shall also verbally notify the Station 1 Company Officer via phone. The Station 1 Company Officer will send out a Callback via CrewSense to all personnel within the Rank, in order of lowest to highest hours. If occurring the morning of the affected shift, CrewSense will give the receiver one (1) minute to decide if s/he wants to accept the shift.

CrewSense shall fill the vacancy using the following matrix: (1) Qualifications, (2) Hours Scheduled within the fiscal year and (3) Seniority in Rank. If no one accepts the shift, the vacancy will be sent to other qualified personnel ("actors") of that rank. If after this step the vacancy continues to be unfilled, a ForceHire will be performed within the personnel of the vacant rank.

- **Force Hires** - If a situation arises in which no relief can be scheduled, a Force Hire may occur. Although rare, this is considered an "Order" from an Officer and failure to comply may result in disciplinary action.

The staffing and scheduling system will maintain a Force Hire List similar to a "card box". If a vacancy is not filled after running the lists of qualified personnel and "actors", the Station 1 Captain shall access the Force Hire List for the vacant rank and notify the first available candidate from the list. Once the candidate accepts the Force Hire, it will be entered on the roster, coded as Force Hire. The candidate will then be dragged to the bottom of the Force Hire List with the date and "LF" entered in the comments box. "LF" stands for "Last Forced".

The Force Hire procedure shall be as follows:

- **Part-Time Employees:**
 - "Planned Vacancies" shall be filled no later than five (5) days prior to the affected shift. Members may be notified at home of an impending Force Hire.
 - "Unplanned Vacancies" shall be filled by off-going personnel. Personnel on the

roster the preceding shift are considered "off going".

- CrewSense shall fill the vacancy using the following matrix: (1) Qualifications, (2) Hours Scheduled within the Pay Period of the vacancy (lowest), and (3) Hire Date (lowest seniority).
- Once the member accepts the Force Hire, Force Hired time worked shall be entered on the roster, coded as "Force Hire".
- If multiple shifts are open to be force-hired; the first member up for force-hire will fill the first open shift, the next member up will fill the next shift, etc.
- After having been notified, Force Hired personnel may find their own relief at any time prior to the commencement of the Force Hired shift. Personnel finding their own relief prior to the commencement of the Force Hired shift are responsible for the following:
 - 1) Via email, notifying the Scheduling Officer or the on-duty Station 1 Company Officer as soon as possible after arranging relief.
 - 2) Carbon Copying (cc) the email above to the member agreeing to provide relief.
 - 3) Members failing to perform this notification procedure may have the Force Hire relief denied.
- The Scheduling Officer or on-duty Company Officer shall record the change on the daily roster.
- Personnel may also find their own relief during the Force Hired shift with prior on-duty Company Officer's approval. The on-duty Company Officer shall be notified of any changes and the change recorded on the daily roster.
- A member must work at least 50% of the open force-hire hours in order to count as a force-hire and move to the bottom of the list.
- Voluntary Force Hire relief shall be entered on the roster, coded as "Regular" time worked, not a force-hire.
- **Full-Time Employees:**
 - "Planned Vacancies" shall be Force Hired once the Availability List is completed and five (5) days prior to the affected shift when possible. "Unplanned Vacancies" shall be Force Hired once the Availability List is completed.
 - After having been notified, Force Hired personnel may find their own relief at any time prior to or during the shift with the on-duty station Company Officer's approval. The on-duty Company Officer shall be notified of any changes and the change recorded on the daily roster. Personnel finding Force Hire coverage shall NOT receive wages and other compensation for the covered time.
 - Voluntary Force Hire relief shall be entered on the roster, coded as "Regular" ("RE") time worked.
 - Exclusion from Force Hire - An employee may be excluded from a Force Hire for the following: (1) Prior approved Vacation or Personal Leave on the adjoining duty shift, either before or after; (2) illness or dependent illness (upon return to duty, the employee shall submit an Official Report thru channels, summarizing the circumstances for the Force Hire Exclusion due to illness - protected medical information should be excluded from the Official Report); and (3) Special Assignment for the District which is scheduled to occur during the time of the Force

Hire. This includes classes or training specifically paid for or sponsored by the Department

- Situations that DO NOT exclude a Force Hire: (1) Working for another employer, including, but not limited to, another emergency medical service provider; (2) school, including, but not limited to, Paramedic School; and (3) multiple consecutive shifts unless the fatigue results in illness (see above).
- **Working Out of Classification** - Personnel which have met Minimum Position Qualification requirements, and have been approved in writing by the Fire Chief, may work out of their regular personnel classification. Such periodic work assignments shall be considered "Acting" positions and primarily apply to the following personnel classifications: (1) Engineer, (2) Captain, and (3) Division Chief.
 - If working out of classification results in Overtime, prior approval by the Fire Chief is required.
 - In the event no qualified personnel are available to work out of classification, personnel shall be subject to Force Hire in accordance with this SOG.
- **Over-time** - Full-Time personnel, excluding Chief Officers, Community Risk Reduction, and Administration staff, are Fair Labor Standards Act (FLSA) non-exempt employees and managed in payroll under those provisions based on a 28-day FLSA work cycle. In accordance with FLSA, Over-time for non-exempt employees will be based on hours worked in excess of 106 hours in the 14-day pay period (reference: 28-day FLSA cycle 212 hour threshold). Hours worked exceeding the 106 hour threshold shall be compensated at 1.5 times the Regular Rate of Pay.

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

- **Early Relief** - Any relief or partial Shift Giveaway between the hours of 0800 to 0700 shall require prior approval by the on-duty Company Officer, and result in the personnel physically on-duty receiving compensation for the time worked (recorded on the Daily Roster). Relief between 0700-0800 hours shall be considered a "courtesy" between the involved personnel.
- **Proper Relief**- Proper relief from shift begins prior to the shift start time of 0800 hours or anytime during the shift as required for relief. Proper relief consists of a one for one qualified personnel change and PPE is placed on the assigned apparatus. A verbal comprehensive turnover report of information regarding the previous shift responses, unusual incidents, training, equipment use, damage and deficiencies shall take place prior to relief between all off-going and on-coming personnel.

Additionally, off-going AND on-coming Paramedics are responsible for assuring ALS Narcotics Logs are reviewed and signed by both off-going and on-coming personnel, and narcotics keys are properly turned over.

Company Officers are responsible for assuring that all personnel are properly relieved before the start of the shift or as relief is needed anytime during the shift. Company Officers are responsible for the operational readiness of all equipment used to perform

emergency operations. Company Officers are responsible for logging the assigned crew onto the MDC and CrewSense as necessary.

- **Disputes or Grievances** - Any disputes or grievances may be elevated through the Chain of Command. The on-duty Company Officer, District Scheduling Officer, Division Chief, and Fire Chief may be involved in resolution, as necessary.

APPROVED: _____


Josef Napier, Fire Chief

DATE: _____



TREASURER'S REPORT

BOARD OF DIRECTORS' PACKET

VALLEY CENTER FIRE PROTECTION DISTRICT

Valley Center Fire Protection District

Balance Sheet

As of June 30, 2022

	Jun 30, 22
ASSETS	
Current Assets	
Checking/Savings	
11011 · Petty Cash	67.06
1101 · General Operating #4811	18,111.78
1102 · Payroll Acct #2271	12,269.81
11013 · Fire Foundation #8451	2,150.00
11014 · Explorer #8469	14,563.09
11015 · Training #7024	17,543.14
11016 · Grant Acct #7073	1,041,221.11
11021 · VCFPD Oracle Gen Fund - #47850	976,791.95
11022 · VCFPD Mitigation Fund - #47855	976,483.74
11023 · CFD 2008-01 - #47853	486,906.05
Total Checking/Savings	3,546,107.73
Accounts Receivable	
11000 · Accounts Receivable	1,691.00
Total Accounts Receivable	1,691.00
Other Current Assets	
11200H · Accounts Receivable CFD08	1,041.15
11200D · Account Receivable Grant Fund	28,346.30
11200B · Accounts Receivable General	9,863.12
11200A · Account Receivable Mitigation	128,658.72
Total Other Current Assets	167,709.29
Total Current Assets	3,715,508.02
Fixed Assets	
1502100 · Engines and Vehicles	2,510,620.15
1500014 · Bldg Improvements	1,362,213.78
1501000 · Const in Progress	59,072.00
1503100 · Furniture & Equipment	1,744,128.04
15902 · General Fixed Asset - Depreciat	-4,323,915.00
16000 · Land	151,600.00
Total Fixed Assets	1,503,718.97
TOTAL ASSETS	5,219,226.99
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	90,235.04
Total Accounts Payable	90,235.04
Credit Cards	
8180 · 8180 CitiBank	2,331.25
9349 · 9349-VCFPD	6,343.21
Total Credit Cards	8,674.46
Other Current Liabilities	
20001 · Lease Liability	10,397.43
24000 · Payroll Liabilities	
24700 · PTO & Sick Time Accrual Payable	102,772.73
23200 · Wages Payable	586.50
24100 · FF Assoc Dues& Cond Fee Payable	451.00
24300 · Cafe Health Payable	57,591.16
24400 · ACF Local Payable	30.00
24500 · 457 Payable	5,532.80
24600 · Payroll Taxes Payable	709.34
Total 24000 · Payroll Liabilities	167,673.52

12:54 PM

07/13/22

Accrual Basis

Valley Center Fire Protection District

Balance Sheet

As of June 30, 2022

	Jun 30, 22
Total Other Current Liabilities	178,070.95
Total Current Liabilities	276,980.45
Total Liabilities	276,980.45
Equity	
39100 · Restricted Grants and Contribut	322,094.53
39000 · Investment in Gen Fixed Asset	1,503,718.97
30000 · Opening Balance Equity	2,289,279.59
32000 · Retained Earnings	58,870.26
Net Income	768,283.19
Total Equity	4,942,246.54
TOTAL LIABILITIES & EQUITY	5,219,226.99

Valley Center Fire Protection District

Profit & Loss

June 2022

	Jun 22
Ordinary Income/Expense	
Income	
GRANT REVENUE	
45000 · Fire Explorer Post Donations	288.00
Total GRANT REVENUE	288.00
OPERATING REVENUE	
40150 · Misc Revenue	5.00
40700 · Community Development Fees	9,248.72
Total OPERATING REVENUE	9,253.72
Total Income	9,541.72
Expense	
TRAINING	
50000 · Explorer Post	66.58
50200 · Tuition & Reference Materials	1,420.00
50400 · Target Solutions	-1,691.00
50500 · Training & Expenses	1,395.50
50600 · Training Expenses - UASI	2,454.80
Total TRAINING	3,645.88
OVERHEAD / ADMINISTRATIVE SERV	
51000.1 · Administrative Support Expenses	3,958.15
51001 · Contingencies & Misc.	164.23
51002 · Recruitment and On Boarding Exp	340.76
51003 · Bank Fees / Interest Expense	50.00
51004 · IT Equipment & Software	11.63
51005 · Office & Computer Supplies	1,470.18
51006 · Election/Annexation Service	-673.00
Total OVERHEAD / ADMINISTRATIVE SERV	5,321.95
CONTRACT SERVICES	
51100 · Broadband Services & Telephone	1,149.09
51101 · Professional & Contract Svcs	7,625.00
51103 · Contract Labor	755.00
51104 · Printing, Repro & Digital Map Serv	715.00
51108 · Modular Buildings	991.08
51110 · MDC Equip Replacement-HP Lease	500.89
Total CONTRACT SERVICES	11,736.06
COMMUNITY RISK REDUCTION	
51200 · CRRD Operational Expenses	140.85
51203 · POST Recertification Materials	15.00
Total COMMUNITY RISK REDUCTION	155.85
FIRE FACILITIES	
FIRE STATION #1	
51301 · #1 Facility Maint/Repairs	1,668.95
51302 · #1 Utilities	401.46
Total FIRE STATION #1	2,070.41
FIRE STATION #2	
51310 · #2 Facility Maint/Repairs	1,333.59
51312 · #2 Utilities	991.56
Total FIRE STATION #2	2,325.15
FIRE STATION #3	800.00
Total FIRE FACILITIES	5,195.56
FIRE APPARATUS	
51400 · Operations Expense	2,887.51

Valley Center Fire Protection District
Profit & Loss
June 2022

	Jun 22
51401 · Apparatus Shop Tools/Rpr Supp	691.90
51402 · Fuel	4,928.55
Total FIRE APPARATUS	8,507.96
OPERATIONS	
51501 · Fireline Meals	868.07
51504 · Station Uniforms	292.69
Total OPERATIONS	1,160.76
COMMUNICATIONS	
51601 · RCS Communication Fees	3,770.00
Total COMMUNICATIONS	3,770.00
PARAMEDIC EMERGENCY SUPPLIES	
51700 · Medical Equipment & Supplies	4,267.14
Total PARAMEDIC EMERGENCY SUPPLIES	4,267.14
MEMBERSHIPS & ASSOCIATIONS	
51800 · Dues & Subscriptions	300.00
Total MEMBERSHIPS & ASSOCIATIONS	300.00
PAYROLL-ADMINISTRATIVE	
60000 · Division Chief-Operations/Train	12,126.75
60200 · Battalion Chief-Fire Marshal	17,074.24
60300 · Administrative Captain	12,586.88
60400 · Administrative Asst-Office Mgr.	5,937.12
60500 · Bookkeeper	3,766.00
60600 · Fire Chief	13,097.55
Total PAYROLL-ADMINISTRATIVE	64,588.54
PAYROLL - OPERATIONAL PERSONNEL	
61000 · Fire Engineers	73,390.14
63000 · Firefighter-Paramedics	75,952.03
64000 · Fire Captains	57,026.06
Total PAYROLL - OPERATIONAL PERSONNEL	206,368.23
PAYROLL EXPENSES	
66008 · Employer Taxes-FICA,SUTA,FUTA	20,426.57
66003 · Payroll Service	595.79
66004 · Health Benefit Costs	6,251.67
PAYROLL EXPENSES - Other	-11,634.73
Total PAYROLL EXPENSES	15,639.30
CAPITAL PROJECTS	
70004 · Fire Station Development Costs	90,031.46
Total CAPITAL PROJECTS	90,031.46
Total Expense	420,688.69
Net Ordinary Income	-411,146.97
Other Income/Expense	
Other Expense	
80000 · Suspense	217.82
Total Other Expense	217.82
Net Other Income	-217.82
Net Income	-411,364.79

Valley Center Fire Protection District

Profit & Loss Budget vs. Actual

July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
GRANT REVENUE				
48000 · Applied Grant Income-Other	1,130,115.87	336,288.00	793,827.87	336.1%
45000 · Fire Explorer Post Donations	10,347.37	500.00	9,847.37	2,069.5%
47000 · Applied SHSGP Grant Income	13,738.00	14,150.00	-412.00	97.1%
Total GRANT REVENUE	1,154,201.24	350,938.00	803,263.24	328.9%
NON-OPERATING REVENUE				
30100 · Mitigation Fees Capital Expendi	682,702.91	224,735.00	457,967.91	303.8%
30120 · Mitigation Interest	3,978.75	5,000.00	-1,021.25	79.6%
Total NON-OPERATING REVENUE	686,681.66	229,735.00	456,946.66	298.9%
OPERATING REVENUE				
30130 · CFD2008-1 Interest	1,562.14	1,250.00	312.14	125.0%
40150 · Misc Revenue	6,107.99			
49000 · NCD JPA Capital Equipment Reimb	15,915.21	0.00	15,915.21	100.0%
40000 · Benefit Fees/Standby (315001)	1,625,934.71	1,680,943.51	-55,008.80	96.7%
40100 · Taxes, Property (315000)	626,573.32	580,801.24	45,772.08	107.9%
40200 · CFD-2000-1 (315002)	297,400.99	300,304.69	-2,903.70	99.0%
40300 · CFD-2008-01 (315003)	175,089.92	151,289.05	23,800.87	115.7%
40400 · General Fund Interest	4,685.27	24,516.20	-19,830.93	19.1%
40500 · Mercy Transport Fees	29,400.00	42,000.00	-12,600.00	70.0%
40600 · First Responder Fees	15,998.66	15,260.00	738.66	104.8%
40700 · Community Development Fees	242,673.07	120,000.00	122,673.07	202.2%
40800 · Fire Prevention Inspection Fees	29,268.35	7,000.00	22,268.35	418.1%
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 - Other	141,927.32	0.00	141,927.32	100.0%
Total 40900 · CFAA Reimbursement	141,927.32	155,000.00	-13,072.68	91.6%
41000 · Fixed Asset Disposal	0.00	15,000.00	-15,000.00	0.0%
42000 · Incident Cost Recovery-Fire USA	7,316.00	20,000.00	-12,684.00	36.6%
43000 · Training Reimb-Target & Palomar	21,255.00	22,889.00	-1,634.00	92.9%
44000 · Fire Foundation Fund	14,063.63	15,000.00	-936.37	93.8%
46000 · Applied UASI Grant Income	4,608.30	13,500.00	-8,891.70	34.1%
Total OPERATING REVENUE	3,259,779.88	3,164,753.69	95,026.19	103.0%
Total Income	5,100,662.78	3,745,426.69	1,355,236.09	136.2%
Expense				
TRAINING				
50000 · Explorer Post	3,887.04	500.00	3,387.04	777.4%
50100 · EMT & Paramedic License Renewal	4,233.73	4,500.00	-266.27	94.1%

Valley Center Fire Protection District
Profit & Loss Budget vs. Actual
July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
50200 • Tuition & Reference Materials	3,748.37	7,850.00	-4,101.63	47.7%
50300 • Station & Apparatus References	0.00	2,500.00	-2,500.00	0.0%
50400 • Target Solutions	5,658.10	6,603.00	-944.90	85.7%
50500 • Training & Expenses	31,256.77	20,300.00	10,956.77	154.0%
50600 • Training Expenses - UASI	9,922.64	4,800.00	5,122.64	206.7%
Total TRAINING	58,706.65	47,053.00	11,653.65	124.8%
OVERHEAD / ADMINISTRATIVE SERV				
51000.1 • Administrative Support Expenses	3,958.15	0.00	3,958.15	100.0%
51000 • Service Awards & Commendations	890.36	1,000.00	-109.64	89.0%
51001 • Contingencies & Misc.	4,443.46	10,000.00	-5,556.54	44.4%
51002 • Recruitment and On Boarding Exp	10,108.17	11,800.00	-1,691.83	85.7%
51003 • Bank Fees / Interest Expense	504.53	1,500.00	-995.47	33.6%
51004 • IT Equipment & Software	2,044.61	2,500.00	-455.39	81.8%
51005 • Office & Computer Supplies	6,841.27	6,500.00	341.27	105.3%
51006 • Election/Annexation Service	2,620.63	10,000.00	-7,379.37	26.2%
Total OVERHEAD / ADMINISTRATIVE SERV	31,411.18	43,300.00	-11,888.82	72.5%
CONTRACT SERVICES				
51100 • Broadband Services & Telephone	63,009.76	70,000.00	-6,990.24	90.0%
51101 • Professional & Contract Svcs	71,431.66	39,460.00	31,971.66	181.0%
51102 • Equipment Rental/Copier Lease	7,197.04	87,000.00	-79,802.96	8.3%
51103 • Contract Labor	13,489.46	10,910.00	2,579.46	123.6%
51104 • Printing, Repro & Digital Map Serv	19,281.43	13,000.00	6,281.43	148.3%
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	11,138.72	8,300.00	2,838.72	134.2%
51109 • Burn Inst/Youth Fire Prevent	0.00	642.00	-642.00	0.0%
51110 • MDC Equip Replacement-HP Lease	6,010.68	6,000.00	10.68	100.2%
Total CONTRACT SERVICES	225,299.95	267,152.00	-41,852.05	84.3%
COMMUNITY RISK REDUCTION				
51200 • CRRD Operational Expenses	2,472.45	5,250.00	-2,777.55	47.1%
51201 • CERT	0.00	500.00	-500.00	0.0%
51203 • POST Recertification Materials	180.00	500.00	-320.00	36.0%
Total COMMUNITY RISK REDUCTION	2,652.45	6,250.00	-3,597.55	42.4%
FIRE FACILITIES				
FIRE STATION #1				
51301 • #1 Facility Maint/Repairs	23,600.47	14,650.00	8,950.47	161.1%
51302 • #1 Utilities	20,093.66	23,415.00	-3,321.34	85.8%
Total FIRE STATION #1	43,694.13	38,065.00	5,629.13	114.8%
FIRE STATION #2				

Valley Center Fire Protection District
Profit & Loss Budget vs. Actual
July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
51310 · #2 Facility Maint/Repairs	12,473.89	14,650.00	-2,176.11	85.1%
51312 · #2 Utilities	15,914.82	18,915.00	-3,000.18	84.1%
Total FIRE STATION #2	28,388.71	33,565.00	-5,176.29	84.6%
FIRE STATION #3	800.00	0.00	800.00	100.0%
Total FIRE FACILITIES	72,882.84	71,630.00	1,252.84	101.7%
FIRE APPARATUS				
51400 · Operations Expense	98,688.97	76,500.00	22,188.97	129.0%
51401 · Apparatus Shop Tools/Rpr Supp	5,958.10	8,300.00	-2,341.90	71.8%
51402 · Fuel	50,836.15	50,000.00	836.15	101.7%
Total FIRE APPARATUS	155,483.22	134,800.00	20,683.22	115.3%
OPERATIONS				
51500 · Breathing Air Equip Maintenance	3,582.28	4,000.00	-417.72	89.6%
51501 · Fireline Meals	1,115.00	3,000.00	-1,885.00	37.2%
51502 · SHSGP Grant PPE	2,146.75	14,150.00	-12,003.25	15.2%
51503 · Equipment Grant	0.00	10,500.00	-10,500.00	0.0%
51504 · Station Uniforms	23,108.10	14,000.00	9,108.10	165.1%
Total OPERATIONS	29,952.13	45,650.00	-15,697.87	65.6%
COMMUNICATIONS				
51600 · North County Dispatch	167,071.62	135,000.00	32,071.62	123.8%
51601 · RCS Communication Fees	26,496.00	12,400.00	14,096.00	213.7%
Total COMMUNICATIONS	193,567.62	147,400.00	46,167.62	131.3%
PARAMEDIC EMERGENCY SUPPLIES				
51700 · Medical Equipment & Supplies	17,618.02	15,000.00	2,618.02	117.5%
51701 · Cardiac Monitor Calibration/Rpr	0.00	4,000.00	-4,000.00	0.0%
Total PARAMEDIC EMERGENCY SUPPLIES	17,618.02	19,000.00	-1,381.98	92.7%
MEMBERSHIPS & ASSOCIATIONS				
51800 · Dues & Subscriptions	10,664.99	11,457.00	-792.01	93.1%
Total MEMBERSHIPS & ASSOCIATIONS	10,664.99	11,457.00	-792.01	93.1%
PAYROLL-ADMINISTRATIVE				
60000 · Division Chief-Operations/Train	120,380.71	95,508.72	24,871.99	126.0%
60200 · Battalion Chief-Fire Marshal	100,629.10	82,000.00	18,629.10	122.7%
60300 · Administrative Captain	52,709.05	0.00	52,709.05	100.0%
60400 · Administrative Asst-Office Mgr.	51,703.05	41,815.84	9,887.21	123.6%
60500 · Bookkeeper	19,831.00	24,327.13	-4,496.13	81.5%
60600 · Fire Chief	113,512.08	103,839.20	9,672.88	109.3%

Valley Center Fire Protection District
Profit & Loss Budget vs. Actual
 July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Total PAYROLL-ADMINISTRATIVE	458,764.99	347,490.89	111,274.10	132.0%
PAYROLL - OPERATIONAL PERSONNEL				
61000 · Fire Engineers	518,283.65	412,111.00	106,172.65	125.8%
62000 · Reserve Firefighters (PT)	0.00	261,360.00	-261,360.00	0.0%
63000 · Firefighter-Paramedics	705,925.57	274,569.00	431,356.57	257.1%
64000 · Fire Captains	638,340.26	591,388.00	46,952.26	107.9%
65000 · CFAA Wages	41,911.09	120,000.00	-78,088.91	34.9%
Total PAYROLL - OPERATIONAL PERSONNEL	1,904,460.57	1,659,428.00	245,032.57	114.8%
PAYROLL EXPENSES				
66008 · Employer Taxes-FICA,SUTA,FUTA	182,110.21	0.00	182,110.21	100.0%
66001 · Employee Taxes, FICA,SUTA,SDI	0.00	174,204.09	-174,204.09	0.0%
66002 · FASIS Workers Comp Emp Asst	175,050.44	150,712.88	24,337.56	116.1%
66003 · Payroll Service	5,383.06	9,800.00	-4,416.94	54.9%
66004 · Health Benefit Costs	71,870.06	33,524.00	38,346.06	214.4%
PAYROLL EXPENSES - Other	-10,779.06			
Total PAYROLL EXPENSES	423,634.71	368,240.97	55,393.74	115.0%
CAPITAL PROJECTS				
70012 · Cardiac Monitor Replacement	84,817.03			
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%
70004 · Fire Station Development Costs	479,549.66	486,000.00	-6,450.34	98.7%
70005 · New Station Consulting	21,192.99	90,000.00	-68,807.01	23.5%
70006 · Fire Station PPE Lockers	9,257.00	9,735.00	-478.00	95.1%
70007 · Fire Station Electrical Resilia	153,880.00	236,288.00	-82,408.00	65.1%
70008 · MDC Replacement Program	17,476.17	20,000.00	-2,523.83	87.4%
Total CAPITAL PROJECTS	766,172.85	978,023.00	-211,850.15	78.3%
Total Expense	4,351,272.17	4,146,874.86	204,397.31	104.9%
Net Ordinary Income	749,390.61	-401,448.17	1,150,838.78	-186.7%
Other Income/Expense				
Other Expense				
80000 · Suspense	217.82			
Total Other Expense	217.82			
Net Other Income	-217.82	0.00	-217.82	100.0%
Net Income	749,172.79	-401,448.17	1,150,620.96	-186.6%