



**COUNTY OF SAN DIEGO  
SAN DIEGO COUNTY FIRE  
PROTECTION DISTRICT**

**STATEMENT OF PROCEEDINGS**

***THE MINUTES OF THE SAN DIEGO COUNTY FIRE  
PROTECTION DISTRICT***

**April 22, 2025**

STATEMENT OF PROCEEDINGS  
COUNTY OF SAN DIEGO  
SAN DIEGO COUNTY FIRE PROTECTION DISTRICT  
REGULAR MEETING

**TUESDAY, APRIL 22, 2025, 9:00 AM**  
COUNTY ADMINISTRATION CENTER  
BOARD CHAMBER, ROOM 310  
1600 PACIFIC HIGHWAY, SAN DIEGO, CA 92101

- A. REGULAR SESSION – Regular Meeting was called to order at 1:03 p.m.

PRESENT: Directors Terra Lawson-Remer, Vice-Chair; Joel Anderson; Monica Montgomery Steppe; also, Andrew Potter, Clerk of the Board of Supervisors.

ABSENT: Director Jim Desmond; (District 1 Seat Vacant)

- B. Statement (just cause) and/or Consideration of a Request to Participate Remotely (emergency circumstances) by a Director, if applicable.
- C. Non Agenda Public Communication: Opportunity for individuals to speak to the Board on any subject matter within the Board’s jurisdiction but not an item on the agenda. In accordance with the Board’s Rules of Procedure, individuals may only speak at one Non-Agenda Public Communication session per meeting. The speaker may select which session (General Legislative or Land Use Legislative Session) to address the Board for Non-Agenda Public Communication at their convenience.
- D. Approval of the Statement of Proceedings/Minutes for the meeting of December 10, 2024.

**ACTION:**

ON MOTION of Director Montgomery Steppe, seconded by Director Anderson, the Board of Directors of the San Diego County Fire Protection District approved the Statement of Proceedings/Minutes for the meeting of December 10, 2024.

AYES: Anderson, Lawson-Remer, Montgomery Steppe

ABSENT: Desmond; (District 1 Seat Vacant)

NOTICE: THE BOARD OF SUPERVISORS MAY TAKE ANY ACTION WITH RESPECT TO THE ITEMS INCLUDED ON THIS AGENDA. RECOMMENDATIONS MADE BY COUNTY STAFF DO NOT LIMIT ACTIONS THAT THE BOARD OF SUPERVISORS MAY TAKE. MEMBERS OF THE PUBLIC SHOULD NOT RELY UPON THE RECOMMENDATIONS IN THE BOARD LETTER AS DETERMINATIVE OF THE ACTION THE BOARD OF SUPERVISORS MAY TAKE ON A PARTICULAR MATTER.

## **Agenda Items**

### **DISCUSSION ITEM**

<b>Agenda #</b>	<b>Subject</b>
1.	NOTICED PUBLIC HEARING: ANNUAL FIRE MITIGATION FEE PROGRAM RESOLUTIONS AUTHORIZING CONTINUED PARTICIPATION AND ADOPTION OF A CAPITAL IMPROVEMENT PLAN

**1. SUBJECT: NOTICED PUBLIC HEARING:  
ANNUAL FIRE MITIGATION FEE PROGRAM RESOLUTIONS  
AUTHORIZING CONTINUED PARTICIPATION AND ADOPTION OF  
A CAPITAL IMPROVEMENT PLAN (DISTRICTS: ALL)**

**OVERVIEW**

The County of San Diego created a Fire Mitigation Fee (FMF) Program following the adoption of an ordinance by the County Board of Supervisors on December 11, 1985 (11). The purpose of the FMF Program is to collect and allocate funds to fire agencies in the unincorporated area of San Diego County so they may provide long-term capital facilities and equipment to serve new development. These funds allow fire agencies, lacking legal authority to directly impose and collect mitigation fees, to provide capital facilities and equipment for fire suppression or emergency medical services, including station construction, station expansion or improvements, and fire or emergency medical apparatus to serve new developments in their districts.

To participate in the FMF Program, fire agencies must adopt a resolution on an annual basis: (1) authorizing participation in the FMF Program and identifying the percentage of the maximum fee for collection (Attachment A), and (2) adopting a plan for the future use of FMF revenue (Attachment B). The Fire Mitigation Fee Program Fee Maximum Chart (Attachment C) includes the proposed fee schedule for San Diego County Fire Protection District (SDCFPD) and reflects the Los Angeles Construction Cost Index annual increase of 0.9% for all participating agencies for Fiscal Year 2025-26. Lastly, a waiver of Board Policy B-29 is requested because San Diego County Fire staff time to administer the program is not eligible for reimbursement from FMF revenue.

The actions in today's request fulfill these requirements and will allow for the continued use of fire mitigation fees to fund expenditures related to new development within the boundaries of the San Diego County Fire Protection District and the other eleven fire protection agencies in the unincorporated area.

**RECOMMENDATION(S)  
EXECUTIVE DIRECTOR**

1. Adopt the Resolution entitled: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN DIEGO COUNTY FIRE PROTECTION DISTRICT TO PARTICIPATE IN THE COUNTY OF SAN DIEGO FIRE MITIGATION FEE PROGRAM FOR FISCAL YEAR 2025-26 (Attachment A, on file with the Clerk of the Board).
2. Adopt the Resolution entitled: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SAN DIEGO COUNTY FIRE PROTECTION DISTRICT TO ADOPT A CAPITAL IMPROVEMENT PLAN FOR THE USE OF FIRE MITIGATION FEE REVENUE (Attachment B, on file with the Clerk of the Board).
3. Waive Board Policy B-29, Fees, Grant, Revenue Contracts-Department Responsibility for Cost Recovery, which requires prior approval of grant applicants and full-cost recovery of grants.

**EQUITY IMPACT STATEMENT**

The County of San Diego’s Fire Mitigation Fee (FMF) Program was established as a mechanism for collecting and allocating funds to the thirteen local fire agencies in unincorporated areas of San Diego County. These funds allow other fire agencies, who lack legal authority to directly impose and collect development impact fees, to provide capital facilities and equipment to serve new developments in their districts. More than 80 percent of the San Diego County Fire Protection District’s jurisdictional area qualifies as a disadvantaged unincorporated community, based on a San Diego Local Agency Formation Commission report. Continued participation in the FMF program will provide necessary funding for capital improvements and fire safety resources to help create healthy, safe, and resilient communities in the unincorporated areas of San Diego County.

**SUSTAINABILITY IMPACT STATEMENT**

The proposed actions in today’s request support the County of San Diego’s (County) Sustainability goals to provide just and equitable access to services by ensuring fire protection agencies in the unincorporated areas of the County can address future needs for fire protection and emergency medical services in their communities.

**FISCAL IMPACT**

If approved, the San Diego County Fire Protection District (SDCFPD) will continue to participate in the County’s Fire Mitigation Fee (FMF) Program and will use funds collected for capital improvement projects and equipment purchases within the boundaries of the SDCFPD. The FMF annually will generate approximately \$2,000,000 in revenue beginning in Fiscal Year 2025-26. Costs for equipment purchases and facility improvements will be included as needed in future Operational Plans for San Diego County Fire. There will be no change in net General Fund cost and no additional staff years will be required.

The FMF Program does not recover costs associated with the administrative support provided by County Fire and will be funded with existing General Purpose Revenue budgeted in San Diego County Fire.

**BUSINESS IMPACT STATEMENT**

N/A

**ACTION:**

Noting for the record that this item was heard on April 23, 2025; ON MOTION of Director Lawson-Remer, seconded by Director Montgomery Steppe, the Board of Directors of the San Diego County Fire Protection District continued this item to May 6, 2025.

AYES: Lawson-Remer, Montgomery Steppe, Desmond

NOT PRESENT: Anderson

ABSENT: (District 1 Seat Vacant)

The Board of Directors of the San Diego County Fire Protection District recessed at 7:53 p.m., then reconvened at 9:00 a.m. on April 23, 2025 to continue consideration of the matters on the agenda. There being no further business, the Board of Directors of the San Diego County Fire Protection District adjourned the meeting at 1:18 p.m.

ANDREW POTTER  
Clerk of the Board of Directors of the  
San Diego County Fire Protection District

Notes By: Vizcarra

NOTE: This Statement of Proceedings sets forth all actions taken by the San Diego County Fire Protection District on the matters stated, but not necessarily the chronological sequence in which the matters were taken up.

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Approved by the Board of Directors, on Tuesday, May 6, 2025.



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TERRA LAWSON-REMER  
Vice-Chair

Attest:



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ANDREW POTTER  
Clerk of the Board