

**June 4, 2024**

**STATEMENT OF PROCEEDINGS**

*The Minutes of the*

***SAN DIEGO COUNTY FIRE PROTECTION  
DISTRICT  
REGULAR MEETING***

**COUNTY OF SAN DIEGO**

STATEMENT OF PROCEEDINGS  
COUNTY OF SAN DIEGO  
SAN DIEGO COUNTY FIRE PROTECTION DISTRICT  
REGULAR MEETING  
**TUESDAY, JUNE 4, 2024, 10:00 AM**  
COUNTY ADMINISTRATION CENTER, ROOM 310  
1600 PACIFIC HIGHWAY  
SAN DIEGO, CA 92101

- A. REGULAR SESSION – Regular Meeting was called to order at 10:05 a.m.

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

- 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 members of the public to speak to the Board on any subject matter within the Board’s jurisdiction but not an item on today’s agenda.
- D. Approval of the Statement of Proceedings/Minutes for the meeting of May 21, 2024.

**ACTION:**

ON MOTION of Director Anderson, seconded by Director Desmond, the Board of Directors of the San Diego County Fire Protection District approved the Statement of Proceedings/Minutes for the meeting of May 21, 2024.

AYES: Vargas, Anderson, Lawson-Remer, Montgomery Steppe, Desmond

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**

<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

THIS PAGE IS INTENTIONALLY LEFT BLANK.

**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.

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 ceiling for collection (Attachment A), and (2) adopting a plan for the future use of FMF revenue (Attachment B). The Fire Mitigation Fee Program Fee Schedule (Attachment C) reflects the proposed fee schedule for Fiscal Year 2024-25. Lastly, a waiver of Board Policy B-29 is requested because County Fire staffing costs to administer the Fire Mitigation Fee Program will not be recovered by program fees.

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

**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 2024-25 (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 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 in Fiscal Year 2024-25. 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 property tax and existing General Purpose Revenue budgeted in San Diego County Fire.

#### **BUSINESS IMPACT STATEMENT**

N/A

#### **ACTION:**

ON MOTION of Director Vargas, seconded by Director Montgomery Steppe, the Board of Directors of the San Diego County Fire Protection District took action as recommended, on Consent, and adopted Resolution No. 24-051, 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 2024-25; and, Resolution No. 24-052, 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.

AYES: Vargas, Anderson, Lawson-Remer, Montgomery Steppe, Desmond

There being no further business, the Board of Directors of the San Diego County Fire Protection District adjourned at 2:59 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.

**THIS PAGE IS INTENTIONALLY LEFT BLANK.**


Approved by the Board of Directors, on Wednesday, June 26, 2024.



---

NORA VARGAS  
Chair

Attest:



---

ANDREW POTTER  
Clerk of the Board