

VISTA FIRE PROTECTION DISTRICT

Board of Directors

AGENDA

Meeting Location

“Smart Space” Office Center
450 South Melrose Drive
Vista, CA 92081



Rescheduled Regular Meeting
Wednesday, November 15, 2023
10:00 A.M.

Americans with Disabilities Act: If you need special assistance to participate in this meeting, please contact the Board Clerk 760-688-7588. Notification 48 hours prior to the meeting will enable the district staff to make reasonable arrangements to assure accessibility to the meeting.

Rules for Addressing Board of Directors: Members of the audience who wish to address the Board of Directors are requested to complete a form near the entrance of the meeting room and submit it to the Board Clerk. Any person may address the Board on any item of Board business or Board concern. The Board cannot act on any matter presented during Public Comment but can refer it to staff for review and possible discussion at a future meeting. As permitted by State Law, the Board may act on matters of an urgent nature or which require immediate attention.

Agendas: Agenda packets are available for public inspection 72 hours prior to scheduled meetings posted on the District’s website www.vistafireprotectiondistrict.org or by contacting the Clerk of the Board at krannals@vistafpd.org

BUSINESS SESSION – REGULAR AGENDA

- 1. PLEDGE OF ALLEGIANCE
- 2. ROLL CALL
- 3. OPEN DISCUSSION WITH THE BOARD (Public Comment)
The Board invites District residents and others in attendance to address the Board on any matter of public concern related to the District’s business.

All items listed on the Consent Calendar are considered routine and will be enacted by one motion without discussion unless Board Members, Staff, or the public requests removal of an item for separate discussion and action. The Board of Directors has the option of considering items removed from the Consent Calendar immediately or under Continuing Business.

- 4. CONSENT CALENDAR
 - a. Board of Directors Minutes
 - i) **Approve** the Board of Directors minutes of October 11, 2023
 - b. Payroll Register
 - Approve** Payroll paid on November 7, 2023 \$4,583.34
 - Approve** Payroll Taxes paid on November 7, 2023 \$350.63
 - \$4,933.97
 - c. Accounts Payable
 - Approve** Accounts Payable Check 4132 thru 4139 to be paid November 15, 2023 \$225,554.14
 - Auto withdrawal(s) paid on October 7 – November 7, 2023 \$888.11
 - \$226,442.25
 - d. Receive and File – Information

- i) Financial Quarterly Report(s) – Information
 - (1) FY24 Budget to Actual GF – September 30, 2023
 - (2) FY24 Revenue vs. Expenditures FMF – September 30, 2023
 - (3) FY24 Combined Balance Sheet – September 30, 2023
 - (4) Portfolio Summary Report – September 30, 2023
 - Interest Rate Summary
 - ii) Fire Department Reports
 - (1) *Fire Chief*
 - (2) *Fire Marshal*
 - (3) *District Inspector*
 - iii) Administrative Manager’s Report
 - iv) Correspondence
 - (1) None
5. ORAL REPORT(s)
- a. Fire Chief
 - b. Deputy Chief - Administration
 - c. Administrative Manager
 - d. Legal
 - e. Fire Safe Council of Vista - Update
 - f. Board of Directors
6. CONTINUING BUSINESS
- a. Community Wildfire Protection Plan (CWPP)
To review the revised CWPP plan submitted to the Fire Safe Council of San Diego County for approval.
ACTION REQUESTED: [Information](#)
7. NEW BUSINESS
- a. Independent Auditor’s Report FY 2022/2023 (Time Certain: 10:30 am)
The independent auditor Jonathon Abadesco, Fedak & Brown, LLP will make a presentation on the financial status of the Fire District for FY23 and present any findings resulting from the year-end audit to the Board of Directors.
ACTION REQUESTED: [Accept](#)
 - b. Purchasing Policy
To discuss and/or approve a new Purchasing and Contracting Policy:
 - 1) Policy No. 4020 – Purchasing & Contracting Policy
[Staff report 23-19](#)
ACTION REQUESTED: [Approve](#)
 - c. Contract Renewal – Landscaping Contract
To discuss and/or approve the Agreement Between the Vista Fire Protection District and Aztec Landscaping, Inc. for Emergency Access Road Maintenance, Weed Abatement, and As Needed Services. [Staff Report 23-20](#)
ACTION REQUESTED: [Approve](#)

d. Board of Directors Meeting Calendar

To discuss and confirm the CY23 meeting schedule. [Staff Report 23-21](#)

ACTION REQUESTED: **Confirm dates and/or modify board meeting schedule, if necessary**

e. Board of Directors/Staff Workshop

To discuss and/or schedule a workshop to discuss staff roles and responsibilities, and the strategic direction of the District.

ACTION REQUESTED: **Schedule board workshop date. Note, this is a special meeting.**

f. City of Vista Fire Department – Mission Statement

To discuss the updated Mission Statement.

ACTION REQUESTED: **Information**

g. Training – Certificate of Achievement in Fire District Leadership

To select any/or all board members and/or staff interesting in attending the training scheduled for December 8 & 9, at San Miguel Fire & Rescue Fire Station No. 15.

ACTION REQUESTED: **Identify participants to register for the training by November 29, 2023.**

8. DIRECTORS' ANNOUNCEMENTS & WRITTEN COMMUNICATIONS

Directors are invited to make announcements and share written communications.

9. ADJOURNMENT

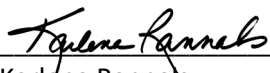


VISTA FIRE PROTECTION DISTRICT
Board of Directors
Regular Meeting Agenda
Wednesday, November 15, 2023 10:00 am PT

CERTIFICATION OF POSTING

I certify that on November 11, 2023 a copy of the foregoing agenda was posted on the District's website and near the meeting place of the Board of Directors of Vista Fire Protection District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Vista, California on November 11, 2023



Karlena Rannals
Board Clerk