



VISTA FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – December 13, 2023

These minutes reflect the order in which items appeared on the meeting agenda and do not necessarily reflect the order in which items were considered.

REGULAR AGENDA

President Elliott called to order the regular meeting of the Vista Fire Protection District Board of Directors at 1:00 PM at the “Smart Space” conference room located at 450 South Melrose Drive, Vista CA.

1. Pledge of Allegiance

Deputy Chief Davidson led the assembly in the Pledge of Allegiance.

2. Roll

Directors Present: Elliott, Fougner, Miller, Ploetz

Directors Absent: Gomez

Staff Present: Karlena Rannals, Administrative Manager; Gerard Washington, Fire Chief; Bret Davidson, Deputy Chief, James Kozakiewicz, Fire Inspector; and Fred Pfister, Legal Counsel

3. Motion waiving reading in full of all Resolutions/Ordinances

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR FOUIGNER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

4. Open Discussion with the Board (Public Comment)

No one requested to speak to the Board.

5. Consent Calendar

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR FOUIGNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted:

a. *Board of Directors Minutes*

- Board of Directors minutes November 15, 2023

b. *Payroll Register*

▪ Payroll paid on December 7, 2023	\$4,583.34
▪ Payroll taxes paid on December 7, 2023	\$ <u>350.63</u>
Total	\$4,933.97

c. *Accounts Payable*

▪ Accounts Payable Check 4140 thru 4148 paid December 13, 2023	\$11,470.63
▪ Auto withdrawal(s) paid on November 8 – December 7, 2023	<u>888.11</u>
Total	\$12,358.74

d. *Receive and File*

- i) Fire Department Reports
 - (1) *Fire Chief*
 - (2) *Fire Marshal*
 - (3) *District Fire Inspector*

- ii) Administrative Manager’s Report
- iii) Travel Report - Rannals
- iv) Correspondence
- (1) None

6. Continuing Business

a. *Contract with FireStats*

Deputy Chief Davidson summarized his staff report, noting that in conjunction with Division Chief Wecklich, the monthly or quarterly report can be prepared by FireStats. Chief Wecklich spends numerous hours on a monthly basis compiling the report in the format that the Board is accustomed to seeing. However, the statistician, Paul Rottenberg from FireStats does look at the data differently. He also reported that he is the project manager for the fire department’s accreditation and is the City and District “Standards of Coverage” is under review, which includes call volume, location, road speed, travel time, etc., and he understands that the report is a mechanism in place for contract compliance.

The board members, through discussion noted that the monthly report is important to some board members, and times have changed. The question is if there is a better way to report the response times for the urban, suburban, and rural areas. It was suggested to table the topic and discuss it at a future meeting.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR FOUIGNER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to table the matter to a future meeting or planned board workshop.

7. New Business

a. *Resolution No. 2023-11*

Ms. Rannals reported that this resolution updates the time of day in which the Board of Directors will conduct their monthly meeting. The meeting time is changing from 10am to 1pm.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR FOUIGNER, and ADOPTED Resolution No. 2023-11 *entitled* a Resolution of the Board of Directors of the Vista Fire Protection District Establishing Time and Place of Regular Meetings, Holiday, and Emergencies on the following roll call vote:

AYES:	Elliott, Fougner, Miller, Ploetz
NOES:	None
ABSENT:	Gomez
ABSTAIN:	None

b. *Resolution No. 2023-12*

Ms. Rannals summarized the staff report. She introduced Bob Schull and Crystal Lynn of California CLASS, who attended via Zoom. The California CLASS Joint Powers Authority is another pooled investment option available to the District and sponsored by both the League of California Cities and California Special Districts Association. Both representatives responded to questions from the Board.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR PLOETZ, and ADOPTED Resolution No. 2023-12 *entitled* a Resolution of the Board of Directors of the Vista Fire Protection District Establishing an Account with the California CLASS Joint Powers Investment Pool and authorize the Administrative Manager to execute all documents needed. In addition, upon establishment of a new account, authorize the Finance Committee to move monies from LAIF, County of San Diego, and Zions (when investments mature) on the following roll call vote:

AYES:	Elliott, Fougner, Miller, Ploetz
NOES:	None
ABSENT:	Gomez
ABSTAIN:	None

President Elliott (as a member of the ad hoc Finance Committee) informed the Board that the representatives at Zions were instructed as investment matured, not to reinvest the monies.

c. *Resolution No. 2023-13*

Ms. Rannals informed the Board that this resolution updates signature authority for all financial accounts, including the new account with California CLASS. The resolution removes the previous accountant and adds the Fire Chief as a backup signer. She responded to questions from the board.

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR FOUGNER, and ADOPTED Resolution No. 2023-13 *entitled* a Resolution of the Board of Directors of the Vista Fire Protection District Designating Officers & Employees with Authority to Invest, Transfer, and Expend Funds, Establishing Signature Authority for Banking Purposes and Establishing Fund Controls on the following roll call vote:

AYES:	Elliott, Fougner, Miller, Ploetz
NOES:	None
ABSENT:	Gomez
ABSTAIN:	None

d. *Resolution No. 2023-14*

Chief Davidson reported that existing law requires the Fire Chief of any district providing fire protection services and their authorized representatives to inspect every building used as a public or private school within their authority, for the purpose of enforcing specified building standards, not less than once each year, as provided. The law also requires the governing authority to acknowledge receipt of the report in a resolution or a similar formal document. This resolution confirms that all required inspections were completed.

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR FOUGNER, and ADOPTED Resolution No. 2023-14 *entitled* a Resolution of the Board of Directors of the Vista Fire Protection District Acknowledging Receipt of a Report made by the Fire Chief Regarding Required Inspection of Certain Occupancies Pursuant Section 13146.2 and 13146.3 of the California Health and Safety Code on the following roll call vote:

AYES:	Elliott, Fougner, Miller, Ploetz
NOES:	None
ABSENT:	Gomez
ABSTAIN:	None

e. *Emergency Access Road Presentation*

Inspector James Kozakiewicz delivered a PowerPoint presentation on the different emergency access roads within the fire district. He summarized the six access roads maintained by the District, noting its egress, road width, and status of its maintenance. Chief Davidson informed the board members that these man-made fuel breaks are useful for fire operational purposes, noting the ability to stage engines, brush engines and emergency personnel in the event of a wildfire. However, it is not for people to use as an evacuation route. The staff has developed an operational plan to unlock the gates on red flag days. They responded to questions from the board. There was no action taken by the board; however, future discussions were requested for the following:

- Emergency Access Roads – Public Safety should use them, not individuals.
- Obtain recommendations for the safety professionals for improvements.
- Informational presentation on Zone Haven

10-minute recess

f. *Contract Renewal – “Little Yellow Buddies”*

Ms. Rannals summarized the staff report. This contract if approved will become effective January 1, 2024, and expire in eighteen (18) months, (expires June 30, 2025). This initial agreement period will align closer with the contract renewal (September 2025) with the City of Vista, at such time a Request for Proposal may need to be done. In addition, the dollar amount per hydrant did not change. She responded to questions.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR FOUNGER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN the contract between the Vista Fire Protection District and Jim Wold, doing business as “Little Yellow Buddies, and authorize the President to execute the contract.

8. Oral Report(s)

a. *Fire Chief* – Chief Washington reports no additional information to his submitted report.

b. *Deputy Chief – Administration*: Deputy Chief Davidson reported the following:

- Fire Inspector position open
- Conveyed his appreciation for Director Ploetz and Ms. Rannals for attending the family holiday event.

c. *Administrative Manager – Ms. Rannals*: She reminded the board the following:

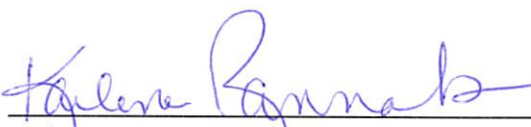
- January 10, 2024 board meeting was rescheduled to January 17, 2024
- January 31, 2024 is the planned Board Workshop that will be held at City Hall. The time is from 9 am – 2 pm, and lunch will be provided for all attendees.
- ARPA Grant – she updated the board that with the assistance of Robin Biglione, project manager, additional grant funds of \$1,400 were approved, and she was able to get preapproval from County Office of Emergency Services to get reimbursed for planning and design costs in lieu of the actual HVAC system. This is extremely important since the grant funding expires June 30, 2024.
- In the absence of Director Gomez, she inquired if the Board of Directors would like to contribute to the holiday meal for those individuals having to work Christmas. At the conclusion of the discussion,

she was given direction to work with fire department leadership and keep the expense at \$300 or under.

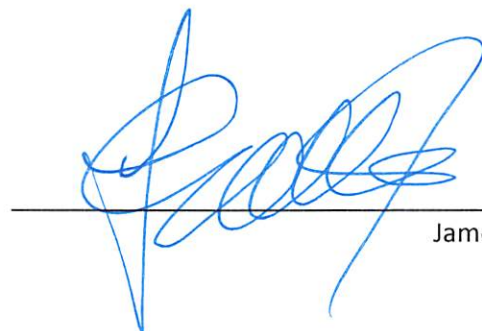
- d. *Legal – Mr. Pfister* – he reported that he has been working with the City Attorney for Vista on the Memorandum of Agreement between the District and the San Diego County Fire Protection District. He is currently reviewing the proposed edits, desiring to protect 201 rights, and ensuring that the District does not have any liability. There is no rush to get this document approved. He responded to questions from the board.
- e. *Fire Safe Council of Vista – Update*: Director Gomez was unable to attend – no report.
- f. *Board of Directors*
 - Elliott – FDAC Fire District Leadership Training: he reported that he attended the two-day training held at San Miguel Fire District along with Chief Washington. The training was similar to the training he attended earlier this year sponsored by CSDA.
 - Ploetz: he reported on the grant that the Fire Safe Council of San Diego County received to create a Home Assessment Program. This program open to any resident in the service area is strictly education and nonregulatory. The program intends to help residents identify priorities for wildfire resilience and connect them to resources to increase their safety.
 - Miller:
 1. Inquired to Chief Washington on the status of the Kawano project, a proposed three hundred acre proposed annexation to the City of Vista. He has heard that the project will not move forward. Chief Washington agreed to research.
 2. Questioned the schedule for road clearing within the district, specifically Gopher Canyon Road. He was advised that the tentative schedule is spring of next year.
 3. Fire Insurance – asked if there was anything that the Board could do to assist residents about obtaining homeowners insurance. Not only have the costs increased significantly, but many policies are being cancelled. A consideration was to look at possible opportunities from the Community Wildfire Protection Plan (CWPP) and target residents in the severe and high hazard zones.
 4. Inquired to Chief Washington if the “wall time” has improved? Chief Washington responded that he has a meeting planned for January 2024 to discuss the matter with Tri City Hospital, noting that there is a small decrease in “wall time” but it is still an issue. The hospital CEO is very receptive to fixing the problem.

9. Adjournment

President Elliott adjourned the meeting at 3:55 pm.



Karlena Rannals
Board Clerk



James F. Elliott
President