



VISTA FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – October 11, 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 10:00 AM at the “Smart Space” conference room located at 450 South Melrose Drive, Vista CA.

1. Pledge of Allegiance

Administrative Manager Rannals 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; Robbie Ford, Deputy Chief, and Kalli Sarkin, Legal Counsel

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

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR MILLER, 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)

Chase O’Farrell, Policy Advisor to Supervisor Jim Desmond, Fifth District summarized his roles and responsibilities for the Supervisor. He informed the Board that the Supervisor’s is available to assist should a need arise.

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*

1. Board of Directors minutes September 20, 2023

b. *Payroll Register*

1. Payroll paid on October 7, 2023	\$5,983.34
2. Payroll taxes paid on October 7, 2023	\$ <u>457.73</u>
Total	\$6,441.07

c. *Accounts Payable*

1. Accounts Payable Check 4123 thru 4130 paid October 11, 2023	\$23,196.81
2. Auto withdrawal(s) paid on September 8 – October 6, 2023	<u>901.95</u>
Total	\$24,098.76

d. *Receive and File*

- i) Fire Department Reports
 - (1) Deputy Chief – Administration
 - (2) Fire Marshal

(3) *District Fire Inspector*

- ii) *Administrative Manager's Report*
- iii) *Correspondence - Incoming*
 - (1) Jim Desmond, Supervisor Fifth District

6. Oral Report(s)

- a. *Fire Chief* – Chief Washington was not in attendance.
- b. *Deputy Chief – Administration*: Deputy Chief Ford reported the following:
 - 1. An all-hands fire department meeting was held October 3rd with Chief Washington who shared his vision for the City and District. He conveyed his appreciation to President Elliott and Ms. Rannals for attending the meeting representing the District. Several changes have occurred that include, Chief Ford is reassigned to serve as the Operations Chief. He will continue the responsibility and oversight for the reconstruction of fire station 3; Chief Davidson has been reassigned to Deputy Chief Administration that includes the Fire Prevention staff. He will serve as the new point of contact between the Fire Department and District.; Battalion Chief Steve Wecklich has been promoted to Division Chief and will oversee the Emergency Services Section which includes the implementation of the new BLS ambulances.
 - 2. The CWPP rewrite is complete, however; they are still waiting on the maps.
 - 3. The barrel lock was installed at the gate on El Paso Alto.
 - 4. The 1st BLS ambulance will start October 23.
 - 5. The Fire Chief interviewed eleven Firefighter/Paramedics. All new hires are scheduled to begin a 6-week academy in January.
 - 6. October is breast cancer awareness month, and all personnel are supporting the cause thru wearing "awareness" t-shirts and pins.
 - 7. All in attendance were invited to the Open House at Fire Station 1 on October 14, 2023. This is in observance of Fire Prevention Week.
- c. *Administrative Manager – Ms. Rannals*: She reminded the board that the November 8 regular meeting was rescheduled to November 15. Planned for the November meeting will be the meeting calendar for 2024. She informed the Board that she will be out of town from November 4 – 8, 2023 attending the Board Secretary/Clerk Conference sponsored by California Special Districts Association.
- d. *Legal – Ms. Sarkin* – she reminded the Board that direction was given to Mr. Pfister to write a letter to Anchor Point conveying their dissatisfaction with the final product delivered for the Community Wildfire Protection Plan (CWPP), since it was not delivered in the acceptable template by CalFire. A letter was mailed with a check in the amount of \$12,500 to settle the dispute. Ms. Rannals reported to legal counsel, that the check cleared the bank on September 22, 2023. While there is no guarantee that Anchor Point will continue to pursue the balance owed, they believe at this time the matter is closed.
- e. *Fire Safe Council of Vista – Update*: Director Gomez was unable to attend, however, Ms. Rannals read his report submitted that included:
 - 1. the first meeting held September 19th
 - 2. He is working to recruit more residents to join the Council

3. He is working with the city on a booth at Día De Los Muertos at Rancho Guajome Adobe that will include the purchase of shirts and a banner for branding
4. They had to reschedule the Fire Sprinkler appointment

f. *Board of Directors*

1. Miller: expressed his appreciation for his “ride along” with Inspector Kozakiewicz. He also suggested that the inspector conduct an “on-site” visit at the quarry.
2. Ploetz: expressed his appreciation for the effort and completion of the barrel lock assembly. He also had a conversation with Emergency Manager Ed Kramer about the CWPP. He doesn’t understand why it is taking so long to get the maps. He also inquired about the timing of when the roads that CalFire has included in the maps to be cleared. Chief Ford will follow-up on both items.

7. Continuing Business

a. *Contract with FireStats*

Deputy Chief Ford summarized his staff report. He reminded the board members a vacancy still exists at NorthComm which provides the statistical data. He did note that someone has been hired, but has not started their position. Also, he stated that at the July meeting it was determined that there is a data analysis difference between the professional statistician and the report prepared by fire department staff.

Director Fougner requested that Fire Stats quarterly report focus on his objective of ensuring the accuracy of the Department’s performance reports. He further elaborated that the Department’s “monthly report” has been honed over for a period of many years, to provide a simple analysis of the Department’s response times as compared with the contract’s standards. Specifically, the most valuable information in those monthly reports are the two charts which summarize the data and he requests that they be replicated all reports from Fire Stats. The goal is to increase the Board’s confidence in the accuracy of the data they are being given.

During extended discussion, Director Fougner emphasized we are not asking Fire Stats to determine contract compliance. That is the Board’s responsibility. However, what we are asking is for accurate data so the Board can make that determination.

Director Miller stated that since the inception of the contract, the question is 1) how do we evaluate; and 2) are the terms of the contract being met?

Deputy Chief Ford responded to questions from the board. At the conclusion of the discussion, direction was given to staff:

1. Ask FireStats that if they are retained for reporting, can the current template be used to provide a quarterly report? This will preserve the continuity that the format reflects.
2. Ask FireStats to prepare an annual report in person.
3. Ask FireStats, from their professional expertise, what else should the board be looking at?
4. Inform FireStats that the board is interested in trends, specifically long-term trends.

There was no action taken by the Board, as they agreed to defer any further discussion or action on this matter to the regular board meeting scheduled for December 13, 2023.

8. New Business

a. *Investment Policy*

Ms. Rannals summarized the staff report requesting approval of Policy No. 4010 – Investment of District Funds and adopting Resolution No. 2023-10.

She reported that California Government Code §53646 governs that the District has a Policy that governs the investment of surplus funds for purposes of generating investment income for the District. And, It is required that the Board to periodically review and approve amendments to the Policy so that it reflects and responds to the changing economic and investment market. The last comprehensive review of the District’s Policy was conducted in 2011. She also reported that she had discussed and reviewed with President Elliott, as he is assigned to the finance ad hoc committee.

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR FOUGNER, and ADOPTED Resolution No. 2023-10 *entitled* a Resolution of the Board of Directors of the Vista Fire Protection District Amending the Investment of District Funds Policy and incorporating Policy No. 4010 – Investment of District Funds as Exhibit A on the following roll call vote:


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

9. DIRECTORS’ ANNOUNCEMENTS & WRITTEN COMMUNICATIONS

a. None

10. Adjournment

President Elliott adjourned the meeting at 11:43 pm.



Karlana Rannals
Board Clerk



James F. Elliott
President