

VISTA FIRE PROTECTION DISTRICT

Board of Directors

AGENDA

Meeting Location

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



Regular Meeting
Wednesday, March 8, 2023
10:00 A.M.

Announcement: *In advance of the regular Board of Directors meeting, all board members and the public are invited to attend a Meet and Greet with the interim Fire Chief for Vista Fire Protection District from 9 – 10 am.*

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 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
Approve the Board of Directors minutes of February 8, 2023

- b. Payroll Register
 - Approve** Payroll paid on March 7, 2023 \$4,496.25
 - Approve** Payroll Taxes paid on paid on March 8, 2023 \$343.97
 - \$4,840.22
- c. Accounts Payable
 - Approve** Accounts Payable Check 4031 thru 4041 to be paid March 8, 2023 \$12,254.77
 - Auto withdrawal(s) paid on Feb 01 - Mar 2, 2023 \$1,691.06
 - \$13,945.83
- d. Receive and File - Information
 - i) Fire Department Reports
 - (1) *District Fire Inspector*
 - (2) *Fire Marshal*
 - (3) *Fire Chief/Deputy Chief*
 - (4) *Fire Department Performance Report – January 2023*
- e. Ad Hoc Committee Reports
 - i) *Community Wildfire Protection Plan*
- f. Administrative Manager’s Report
- g. Correspondence
 - i) Barry T Willis, candidate for San Diego County Local Agency Formation Commission
 - ii) Ross Pike, candidate for San Diego County Local Agency Formation Commission

5. ORAL REPORT(s)

- a. Fire Chief/Deputy Chief
- b. Fire Marshal
- c. Administrative Manager
- d. Legal
- e. Board of Directors
 - i) CSDA Chapter Meeting
 - ii) Special District Leadership Academy
 - iii) Administrative Manager Annual Performance Evaluation Process

6. CONTINUING BUSINESS

- a. Sixth Supplemental Agreement

To provide an update regarding a solution to the potential overpayment of costs for fire inspection services.

ACTION REQUESTED: **Information/Update**
- b. Sale of Surplus Real Property

To discuss and provide an update regarding sale of surplus real property Located at 2319 Panoramic, Vista, California, 92084 to Buyers Praveen Kumar Koratala and Sree Lakshmi Koratala

ACTION REQUESTED: **Information/Update**

7. NEW BUSINESS

- a. Financial Audit Services

To discuss and/or authorize the contract extension for independent audit services with C.J. Brown & Company CPAs or request the distribution of a Request for Qualifications (RFQ) for audit services.

[Staff Report 23-08](#)

Action Requested: **Authorize contract extension or direct staff to distribute an RFQ for audit services**
- b. Fire Chief Interview Panelist

To discuss and/or appoint a representative(s) to serve as the District’s representative to the stakeholder interview panel for the recruitment of the City of Vista Fire Chief.

ACTION REQUESTED: **Appoint representative and alternate**

c. Local Agency Formation Commission Election

To discuss and/or authorize the President to cast the ballot on behalf of the Fire District to elect a regular and alternate special district member on the Local Agency Formation Commission (LAFCO)
ACTION REQUESTED: **Authorize President to cast ballot**

8. DIRECTORS' ANNOUNCEMENTS & WRITTEN COMMUNICATIONS

Directors are invited to make announcements and share written communications.

9. MOTION FOR ADJOURNMENT



VISTA FIRE PROTECTION DISTRICT
Board of Directors Regular Meeting Agenda
Wednesday, March 8, 2023 10:00 am PT

CERTIFICATION OF POSTING

I certify that on March 3, 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 March 3, 2023



Karlana Rannals
Board Clerk



VISTA FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – February 8, 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

Director Miller led the assembly in the Pledge of Allegiance.

2. Roll Call

Directors Present: Elliott, Fougner, Miller, Ploetz

Directors Absent: Gomez

Staff Present: Karlena Rannals, Administrative Manager, Craig Usher, Deputy Chief, and Fred Pfister, Legal Counsel

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

MOTION BY DIRECTOR MILLER, 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)

Ross Pike, Director, North County Fire Protection District spoke to the board seeking support for his candidacy for LAFCO as a representative to the 57 special districts in San Diego County. He summarized his experience serving as a board member not only to North County Fire Protection District, but also the Mission Resource Conservation District and the Fallbrook Planning Commission.

5. Consent Calendar

Ms. Rannals informed the board that a correction to the minutes was made that corrected a board member attendance.

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

a. Board of Directors Minutes

i. Board of Directors minutes of January 11, 2023

b. Payroll Register

i. Payroll paid on February 7, 2023

\$7,081.25

ii. Payroll taxes paid on February 7, 2023

541.72

Total

\$7,622.97

c. Accounts Payable

i. Accounts Payable Check 4022 thru 4030 to be February 8, 2023

\$9,133.23

ii. Auto withdrawal(s) paid on February 1, 2023

802.95

Total

\$9,936.18

d. *Receive and File*

- i) Fire Department Reports
 - (1) *District Fire Inspector*
 - (2) *Fire Marshal*
 - (3) *Fire Chief*
 - (4) *Fire Department Performance Report – November – December 2022*

e. Ad Hoc Committee Reports

- i) *Community Wildfire Protection Plan*

f. Administrative Manager's Report

g. Finance

- i) Profit & Loss Statement – January 31, 2023
 - (1) General Fund
 - (2) Fire Mitigation Fund
- ii) Balance Sheet (Combined) – January 31, 2023
 - (1) General Fund & Fire Mitigation Fund

6. Oral Report(s)

- a. *Fire Chief/Deputy Chief* – Deputy Chief Usher informed the board that the interim Fire Chief Roy Palmer started January 17th. The recruitment for a replacement Fire Chief will commence once the new City Manager is hired. The new City Manager will then hire the new Fire Chief based on the newest hiring policy that includes a series of panels that include community stakeholders, labor representatives and other department heads. He requested that the Board add to their March agenda the selection of the District's representative for the hiring panel. Once selected, he will notify Human Resource.
- b. *Fire Marshal* – Chief Usher reported that the staff is preparing for the upcoming weed abatement season. He also informed the Board on the hiring of a new fire inspector who started February 6. He will bring the inspector to the next meeting for introduction.
- c. *Administrative Manager – Ms. Rannals*
 - i. She registered 3 district representatives to attend the CSDA Leadership Academy from February 26 – March 1 in La Quinta, CA.
 - ii. She reports that going forward, she will submit the financial reports on a quarterly basis. She is wanting to redesign a report that is more meaningful to the Board.
 - iii. A "meet and greet" is planned with Chief Palmer for March 8 at 9am, one hour in advance of the next regular board meeting.
 - iv. The tours of North County Dispatch JPA are scheduled for March 14 & 15.
 - v. She reminded all board members to complete the ethics and harassment training and provide her a copy of the certificate of completion.
- d. *Legal - Mr. Pfister* – there are no pending issues to report

7. Continuing Business

a. *Resolution No. 2023-02 – Eighth Supplemental Agreement*

Ms. Rannals and Deputy Chief Usher summarized the staff report provided. The report clearly defines what costs are included for reimbursement, and further defines typical "additional" duties of the Fire Inspector. At the conclusion of the discussion (pros and cons) of the amendment, the Board by consensus desired to continue the additional services of the Fire Inspector.

MOTION BY DIRECTOR FUGNER, SECOND BY DIRECTOR ELLIOTT to approve Resolution No. 2023-02 *entitled* A Resolution of the Board of Directors of the Vista Fire Protection District, County of San Diego, California, Approving Eighth Supplemental Agreement Between the Vista Fire Protection District and the City of Vista for Fire Inspection Services on the following roll call vote:

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

b. Sixth Supplemental Agreement

President Elliott summarized the discussions with Chief Usher for possible solutions to the potential overpayment of fire inspection services. Chief Usher reported that he has been authorized to look at available properties as a trade for possible office and meeting space for the District. At the conclusion of the discussion, the board agreed to let Chief Usher continue to work on a solution and he and President Elliott will bring forth a broader resolution for the matter in a few months.

10-minute recess

8. New Business

a. Resolution No. 2023-03

President Elliott reported that the Title Company has specifically requested the resolution authorizing and documenting authorized signatures for the sale of the property at 2319 Panoramic, Vista. Director Fougner requested that the sale price be included in the resolution, which thru discussion with legal counsel the resolution was amended to add the following language:

“WHEREAS, the Board previously obtained a written appraisal of the Property in the same amount as the purchase price by Buyers; and”

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR FUGNER, to adopt Resolution No. 2023-03 *entitled* A Resolution of the Board of Directors of the Vista Fire Protection District Approving the Sale of Surplus Real Property Located at 2319 Panoramic, Vista, California, 92084 to Buyers Praveen Kumar Koratala and Sree Lakshmi Koratala and approved on the following roll call vote:

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

b. Annual Weed Abatement Letter

Deputy Chief Usher summarized the process for the annual weed abatement and what property owners are sent the notification letters. In addition to the notice included in the meeting material, a “cover letter” is also sent to residents within the Fire District.

The Board is in concurrence with the correspondence submitted by Deputy Chief Usher, with the notation of changing the referenced code from “municipal” to “the Consolidated Fire Code.” No action taken by the Board of Directors.

c. *Board Policies*

Ms. Rannals and President Elliott summarized the need for the policies, since for the first-time board and staff will be attending training at the expense of the District. The purpose of the travel policy clearly defines types of training the District will support, and what expenses will be reimbursed and what will not. Staff responded to questions from the Board.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR FOUIGNER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the following board policies:

1. 1050 – Training, Education, Conferences
2. 1051 – Reimbursement Policy – Travel and Expenses

d. *Budget Authorization(s)*

i. Contract - Managed Technology Services with RGM Consulting

Ms. Rannals summarized the staff report provided. She reports that the benefit of retaining such service is having a subject matter expert assisting in implementation of appropriate solutions, such as new hardware or data processing software, maintenance of the system, computer security, and the company’s expertise in preventing breaches. She responded to questions from the Board.

MOTION BY DIRECTOR FOUIGNER, SECOND BY DIRECTOR PLOETZ, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize the following:

1. Administrative Manager execute contract with RGM Consulting for Managed Technology Services
2. Approve monthly expenditure for the remainder of FY23 up to \$1,000
3. Approve *Implementation Contingency* of \$500, if needed

ii. Contract – Website Update with RGM Consulting

Ms. Rannals summarized the staff report provided. She reports that the Vista Fire Protection District current website www.vistafireprotectiondistrict.org needs an update. The current website is powered by Streamline. With her current restrictions of staff time and the necessary skills, she recommended that the Board authorize the services of a third-party vendor RGM Consulting to update the District’s website, with the goal of launching the redesign by July 1, 2023. She responded to questions from the Board.

MOTION BY DIRECTOR FOUIGNER, SECOND BY DIRECTOR PLOETZ, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize the following:

1. Administrative Manager execute contract with RGM Consulting for a website update and refresh
2. Approve project expenditure in FY23 for up to \$5,000

iii. Contract – Repair Drainage on Emergency Access Roads - Aztec Landscaping

Director Ploetz summarized the staff report prepared. He and Director Miller surveyed the drainage along the District’s emergency access roads. In conjunction with their inspection, they determined that the soil should be removed that is piling up behind the sandbags that is causing standing water/flooding along the access roads. A quote was solicited from Aztec Landscaping to conduct the repair.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR FUGNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to proceed with the drainage repair on the emergency access road and authorize the expense of \$632.20 to Aztec Landscaping.

9. Directors’ Announcements & Written Communications

Director Ploetz: informed the Board that thru his ethics training he was made aware that special districts could adopt the “Uniform Public Construction Cost Accounting Act” which sets higher level of competitive bidding. This option should be explored.

He also made an inquiry about roadway clearance and the authority that the District has on how much can be cleared. Director Fougner had an electronic copy of the Memorandum of Agreement between The Fish and Wildlife Service of the United States Department of Fish and Game, The California Department of Forestry, The San Diego County Fire Chief’s Association and The Fire District’s Association of San Diego County (Signed February 26, 1997 that addressed his question. He will forward to the Administrative Manager for information and distribution to the board members.

Director Elliott: reported that he and Director Ploetz will meet with the interim Fire Chief and Deputy Chief, and a meet and greet with the City of Vista Mayor, John Franklin on Thursday February 23.

10. Motion for Adjournment

MOTION BY DIRECTOR FUGNER, SECOND BY DIRECTOR PLOETZ, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to adjourn at 1:06 pm.


Karlana Rannals
Board Clerk

James F. Elliott
President

**VISTA FIRE PROTECTION DISTRICT
PAYROLL REGISTER - FEBRUARY 2023 (Paid 03/07/23)**

Payment No.	Name	Gross
Direct Deposit	Rannals, Karlena	\$ 4,496.25
		<u>\$ 4,496.25</u>
	Employer Payroll Taxes	
	Federal (Social Security/Medicare)	\$ 343.97
	State	<u>\$ -</u>
		<u>\$ 4,840.22</u>

VISTA FIRE PROTECTION DISTRICT
ACCOUNTS PAYABLE
March 3, 2023

COMMITTEE	Check #	PAYEE & ADDRESS	DESCRIPTION	AMOUNT
ASSIGNED				
Admin	Auto Withdrawal	SmartSpace Vista (c/o SVN Vanguard) 4455 Murphy Canyon Road, Ste 200 San Diego, CA 92123	Space Rent - February 2023 <i>Paid 02-01-2023</i>	\$802.95
Admin	Auto Withdrawal	SmartSpace Vista (c/o SVN Vanguard) 4455 Murphy Canyon Road, Ste 200 San Diego, CA 92123	Space Rent - March 2023 <i>Paid 03-01-2023</i>	\$802.95
Admin	Auto Withdrawal	ADP, Inc.	January Payroll Fee <i>Paid on 02-10-2023</i>	\$85.16
			Accounts Payable (Auto withdrawal)	\$1,691.06
Admin	4031	WHITE AND BRIGHT 970 Canterbury Place Escondido, CA 92025	Legal Fees - District Business INVOICE #9430 (January)	\$3,647.00
Facilities	4032	AZTEC LANDSCAPING 7980 Lemon Grove Way Lemon Grove, Ca 91945	EMERGENCY ACCESS ROADS, INV# L2611 PAR VALLEY, FABRY LANE, CATALINA & DEEB HARDELL LANE, EL PASO ALTO, February 2023	\$2,082.00
Facilities	4032	AZTEC LANDSCAPING 7980 Lemon Grove Way Lemon Grove, Ca 91945	EMERGENCY ACCESS ROADS, INV# L2612 Remove Extra Soil, Par Valley; Fabry Lane; Hardell Lane Catalina & Deeb Access Roads	\$632.20
Fin 'l	4033	LITTLE YELLOW BUDDIES 13615 Fairlane Road Valley Center, CA 92082	Serviced Hydrants - Qty 83	\$2,241.00
Admin				
Fin 'l	4033	LITTLE YELLOW BUDDIES 13615 Fairlane Road Valley Center, CA 92082	Hydrant Supplies	\$406.00
Admin				
Admin	4034	RANNALS, Karlena	Out of Pocket Expenses (Feb 1 - Mar 1, 2023)	\$850.14
Admin	4034	RANNALS, Karlena	Phone Reimbursement (Jan 1 - Mar 31, 2023)	\$150.00
Admin	4035	RGM CONSULTING 815 Sierra Verde Dr. Vista, CA 92084	Installation Remote Monitoring & Manager + Prorated Monthly Maintenance (February 2023) Inv # 7078	\$245.00
Admin	4035	RGM CONSULTING 815 Sierra Verde Dr. Vista, CA 92084	Monthly Maintenance (March 2023) Inv # 7091	\$150.00
Admin	4036	SAN DIEGO UNION-TRIBUNE P.O. Box 740665 Los Angeles, CA 90074	REF SDT17510405 LEGAL NOTICES	\$206.90
VOID	4037	VOID		
	4038	STREAMLINE P.O. Box 207561 Dallas, TX 75320-7561	Monthly Billing for Webhosting INVOICE # 67009CA4-0028	\$75.00
Admin				
Admin	4039	WHITE AND BRIGHT 970 Canterbury Place Escondido, CA 92025	Legal Fees - District Business INVOICE #9605 (February)	\$1,386.61
VOID	4040	VOID		
Admin	4041	PLOETZ, John	CSDA Leadership Academy Mileage & Misc	\$182.92
Fin 'l			Accounts Payable (Checks)	\$12,254.77
		PAYROLL: See Payroll Register	Employee & Directors	\$4,496.25
		U.S. TREASURY (PAYROLL TAX)	FEDERAL FORM 941-EFT VIA EFTPS-DEPOSIT	\$343.97
			January Payroll Total	\$4,840.22
			Total District Expenses - February 2023	\$18,786.05
		Director	DATE: March 08, 2023	
		I have reviewed the Accounts Payable and have determined that sufficient funds are available. The accounts		
				
		Administrative Manager	DATE: March 08, 2023	

TO: BOARD OF DIRECTORS
FROM: CRAIG USHER, DEPUTY CHIEF / FIRE MARSHAL
SUBJECT: MONTHLY ACTIVITY REPORT – FIRE INSPECTOR
DATE: MARCH 03, 2023



Monthly Activity Summary (February 1 – 28, 2023)

The following highlights the work activities for the reporting period:

1. Evaluated all emergency roads.
2. Inspected parcels and issued 0 hazardous fire area inspection notices.
3. Completed weed abatement work verification.
4. Had 0 face-to face opportunities out in the field and provided 0 *Living with Wildfire* brochure.
5. Received a few public service requests that resulted in no field visits.
6. Replaced no fire lane signs.

Future Activity

1. Assess all district emergency roads.
2. Continue assessing fire hazard threats in the Vista Fire Protection District.
3. Engage district residents in the field and answer their fire department related questions.
4. Quickly respond to all citizen service requests regarding any hazardous conditions.
5. Replace faded or illegible "Fire Lane" signs and document their location.
6. Continue to monitor emergency response map book and GIS software tool inconsistencies.

TO: BOARD OF DIRECTORS
FROM: CRAIG USHER, DEPUTY CHIEF
SUBJECT: MONTHLY ACTIVITY REPORT – FIRE MARSHAL
DATE: MARCH 03, 2023



Monthly Activity Summary (February 1 – 28, 2023)

The following highlights the work activities for the reporting period:

1. Projects: No new projects of note
2. Fire Code adoption by San Diego County for Board of Supervisors February 2023, will go into effect in April 2023.
3. 2023 Weed abatement process starting, flow chart to be presented at April meeting.

Future Activity

1. District inspector duties discussion-February 2023 meeting, staff to discuss based on newest contract amendment.

TO: BOARD OF DIRECTORS
FROM: ROY PALMER, INTERIM FIRE CHIEF
CRAIG USHER, DEPUTY CHIEF
SUBJECT: MONTHLY ACTIVITY REPORT – FIRE CHIEF’S REPORT
DATE: MARCH 03, 2023



Monthly Activity Summary (February 1 – 28, 2023)

The following highlights the work activities for the reporting period:

1. One firefighter/paramedic finishing background check, anticipate March to start internal academy.
2. One new Fire Inspector started on Feb. 6, 2023. Second new Fire Inspector started Feb. 27, 2023.
3. One Fire Inspector released from City employment.
4. New Fire Inspector position posted, round one interviews at the end of March.
5. New office Temp started in February to ease workload on staff.
6. City Manager—John Conley named CM pending approval of employment contract.
7. Fire Chief—Full time position, anticipate posting position after new CM in place.
8. Station 3—Design team completed additional plans for offsite work. Newest floor plan available for review, full design services to start soon.



January 2023 Monthly Incident Report

1. Monthly Activity Report
 - A. Response Travel Time Report: Total calls of 1,364 of which 1,128 were counted in the response summary. Calls not counted in the Response Travel Time Report include:
 1. Non-priority responses
 2. Cancelled while responding
 3. Staged for sheriff.
 4. Responding to another jurisdiction for Automatic/Mutual Aid.
 5. No 'on scene' MST by responding apparatus.
 - B. USR 5 year monthly comparison City and District *
2. Response Time Chart
3. Total Response time >10 minutes in Fire District

SW Jan 2023 Cover



Monthly Activity Report

January 2023

Response travel time last month (cad)			
	Total	City	District
Number of incidents	1,090	946	144
Number of urgent calls	891	781	110
Average travel time *	4:57	4:49	5:57
75 th fractal travel time *	6:07	5:52	7:39
90 th fractal travel time *	8:49	8:44	9:40

Response travel time last 12 months (cad)			
	Total	City	District
Number of incidents	12,958	11,037	1,921
Number of urgent calls	9,872	8,517	1,355
Average travel time *	4:32	4:23	5:32
75 th fractal travel time *	5:30	5:17	6:47
90 th fractal travel time *	7:50	7:27	9:29

* First unit on scene and emergency calls only-includes automatic aid units

Automatic Aid		
	Current month	Year-to-date
Given	369	369
Received	343	343

Ambulance Transports		
	Current month	Year-to-date
Vista	560	560
Other Agencies	176	176

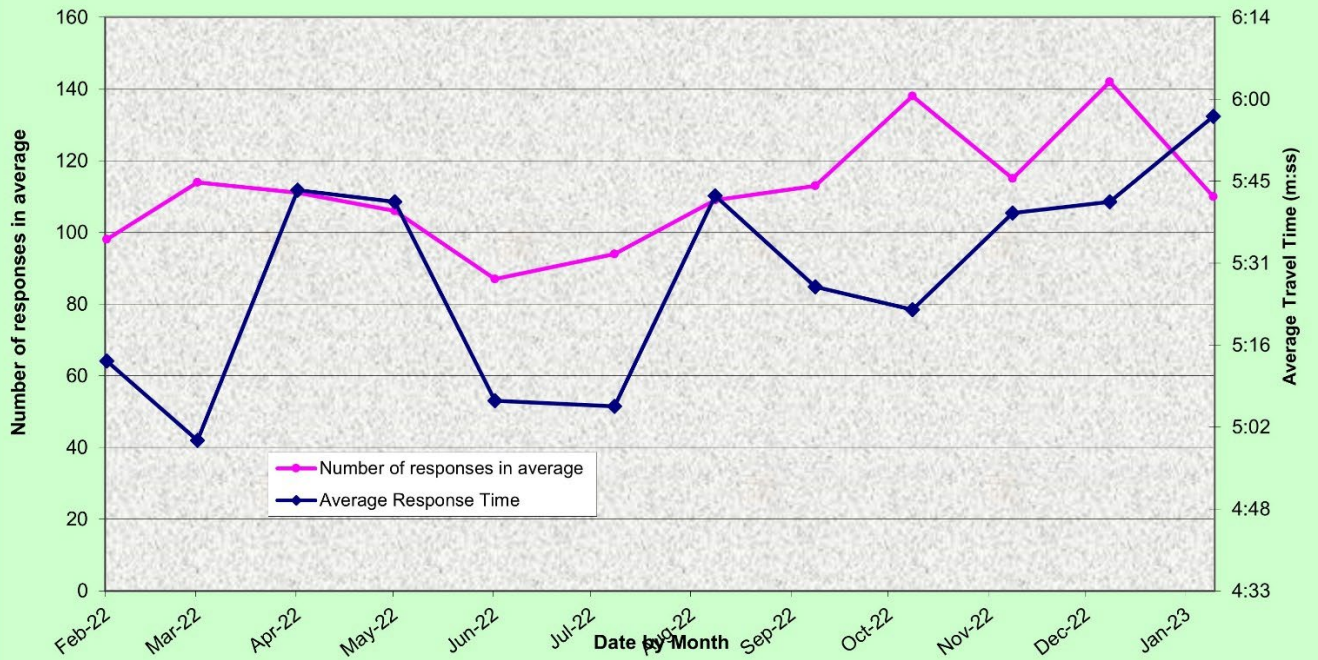
Jan 2022

USR 5-year travel time monthly comparison -City						
	Urban		Suburban		Rural	
Year	Unit Responses	90th	Unit Responses	90th	Unit Responses	90th
2019	7,123	0:05:38	529	0:06:19	61	0:07:03
2020	6,840	0:06:07	571	0:06:53	55	0:07:11
2022	6,627	0:06:02	569	0:06:34	55	0:07:15
2023 YTD	607	0:7:06	43	0:07:30	9	0:07:34
<i>Δ YTD previous year</i>		+0:01:04			+0:00:56	+0:00:19

USR 5-year travel time monthly comparison-District						
	Urban		Suburban		Rural	
Year	Unit Responses	90th	Unit Responses	90th	Unit Responses	90th
2019	804	0:06:01	431	0:07:13	196	0:10:13
2020	736	0:06:21	344	0:07:45	200	0:10:02
2021	599	0:06:27	388	0:07:47	188	0:10:13
2022	576	0:06:14	350	0:07:31	206	0:10:11
2023 YTD	47	0:07:31	22	0:08:38	17	0:11:24
<i>Δ YTD previous year</i>		+0:01:17			+0:01:07	+0:01:13

Dispatched Incident volume types	Jan	Year to date
Alarm	67	67
Fire	92	92
Medical and Other	1,181	1,181
Total	1,364	1,364

Fire District Average Travel Time 12 month



Data retrieved from Tableau Server at NCDJPA

Note: Incident count used in averages does not include the following:
 Not completed incidents, Mutual Aid Given, Other Aid Given, Cancelled in route,
 Not priority, Fill-in Standby, No arrival and Invalid Dates/Times

Response Time = turnout time + travel time

January 2023 Response times >10 minutes in Vista Fire District

Master Incident Number Response time	Date and time	Call type	Street Name
2023-000018 AV 0:10:54	1/1/2023 0:48 E124 from quarters	MEDICAL AID	2280 PRIMROSE
2023-001102 0:13:36	1/4/2023 14:57 T126 from quarters	ALARM	2363 Via Subria
2023-003985 0:12:36	1/14/2023 16:24 E122 from quarters	MEDICAL AID	3883 Robinhood Ln
2023-004170 Canyon Rd 0:11:02	1/15/2023 4:06 E122 from quarters	MEDICAL AID	3738 Bluebird
2023-004758 0:10:03	1/17/2023 2:51 E122 from quarters	MEDICAL AID	3598 Royal Rd
2023-007482 Las Lomas 0:11:31	1/26/2023 12:34 E122 from quarters	MEDICAL AID	3696 Camino De

TO: BOARD OF DIRECTORS
FROM: CRAIG USHER, DEPUTY CHIEF
SUBJECT: MONTHLY ACTIVITY REPORT – CWPP Sub-Committee
DATE: MARCH 08, 2023



Monthly Activity Summary (February 1 – 28, 2023)

This month the CWPP Sub Committee Dir. Miller 7 Dir. Ploetz, and DC Usher did not meet to discuss progress on the application of recommendations contained in the CWPP. Below are minutes & action items discussed from the January meeting. Our next meeting will be in March to discuss the *preferred actions* after each item below and a report will be provided on progress made at the April meeting.

1. Research qualified vendors to do the work, such as Aztec Landscaping and Power land Equipment. Jerry Hill and Brooks Cavanaugh are resources. Probably need three bids. Dir. Ploetz to contact Jerry. *Receive updated information.*
2. Maps/aerial photos provided to directors to get estimates for the work along Buena Creek from South Sant Fe to San Marcos border.
3. DC Usher suggests Buena Creek Road from Verona Hills to Monte Vista as the most critical area; divide into quarter-mile sections and prioritize. *Verify this is group priority.*
4. No partnerships establish to work with on weed clearing along roadways. No updates from Cal-Fire for start dates. *Follow up.*
5. Discussed providing signage and public messaging at the site to be cleared with a link to district website. *Staff to follow up with group.*
6. Discussed options of working with property owners in new development on SE side of Buena Creek x Sugarbush to use a demonstrative section. *Staff to follow up with group.*
7. Discussed having a “Meet and Greet” fire safety day at a location to be determined to demonstrate fire safety in the wildland, options for home/property owners, and answer general fire safety questions. Planning for May 2023. *Staff to follow up with group.*
8. Discussed adding a mailer to home/property owners in the target area to the district weed abatement mailing in April. *Staff to follow up with group.*
9. Discussed having the CWPP posted on the district website as well as posting out 1-year goals with progress notes. *Staff to follow up with group.*

Future Activity

1. Conduct a site visit with contractors to get cost estimates.
2. Mark goals accomplished as completed and report to Board successes.

TO: BOARD OF DIRECTORS
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER
SUBJECT: MONTHLY ACTIVITY REPORT - ADMINISTRATION
DATE: March 3, 2023



Activity Summary (February 1 – 28, 2023)

The following highlights my work activities for the reporting period:

1. Prepared and posted agenda and supporting reports for February 8, 2023 meeting.
2. Attended February 8 Board of Directors meeting.
3. Met February 14 with Matt Rubel, District Representative for Senator Catherine Blakespear, 38th District. Highlights of the meet and greet conversation include:
 - a. The transition to a 50% ZEV fleet by 2024 poses several challenges for local agencies. There is a strong and growing coalition across the state that is talking about this issue. The Senator's office is glad to be in the loop and we are grateful that your organizations are thinking proactively about starting to make the transition. (This affects local agencies that have fleet).
 - b. There are concerns related to the expiration of the Governor's emergency declaration and transition back to in-person public meetings of governing authorities. It appears this transition has the potential to affect some of the smaller agencies more profoundly.
 - c. The Senator's staff plans to additional research on San Diego LAFCO and the current concern on for local agencies having to submit for review and approval of contracts.
4. Prepared preliminary agenda and supporting reports for March 8, 2023 meeting.
5. Submitted Annual Compensation Report for CY 2022 to State Controller's Office.
6. Attended meeting with Chief Palmer, Deputy Chief Usher and Directors' Elliot and Ploetz on February 23.
7. Attended meeting with Mayor Franklin and Directors' Elliott and Ploetz on February 23.
8. Attended CSDA Leadership Academy February 26 – March 1 in La Quinta, CA.

The highlights do not include emails, phone calls, and other requests for review/comments on district topics.

Total time worked (February 1 – February 28, 2023): 81.75 hours
Eight-month total: 585.5

Future Activity

1. Development of Purchasing Policy
2. Financial Organization
3. Website Refresh
4. Continue reorganization of files

Baron T “Barry” Willis for San Diego LAFCO Representative

To President Jim Elliott and all the Board members at Vista Fire Protection District . I am Barry Willis, the Special Districts Representative for San Diego LAFCO. I serve on the Alpine Fire Protection Board as Vice-President. My Board nominated me to run for this position and is endorsing my efforts. I am travelling throughout the county to visit every Special District to ask for their support of my re-election and to find out the issues that are of most importance to you.

Since being elected to San Diego LAFCO Board in May 2019 I have not missed one LAFCO meeting and therefore I have not missed any votes. My main objective is to always listen attentively to what is important to you as Board Members.

I am including my mobile phone number (619.985.0752) with the idea to ask that you not hesitate to call me with any issues or concerns that you may have when it comes to LAFCO.

Regarding my background I am attaching my Resume and wish to tell you that I am a San Diego native, growing up in the Allied Gardens/San Carlos area and attending Patrick Henry High School. I also graduated locally at UC San Diego. I am asking for your vote for my seat for LAFCO and I welcome your feedback on any number of issues that concern or interest you.

Sincerely,

Baron T “Barry” Willis
Special Districts Representative
San Diego LAFCO
Btwillis9@gmail.com

Baron T. Willis
1931 Boulders Lane
Alpine CA 91901
Mobile: 619-985-0752
Home: 619-749-8840
btwillis9@gmail.com

EDUCATION

U.C. Berkeley/ University of California, San Diego

Major: Pre-Law Program/Bachelor of Arts in Political Science

Minor: Psychology

College for Financial Planning

Chartered Retirement Planning Counselor Designation

2017-2023

Kaplan Financial Education

Series 7 Stock Broker License

Chelsea Financial Services Broker Training Programs

Life Insurance and Financial Planning, (Multi-State)

COMMUNITY INVOLVEMENT:

Commissioner- San Diego LAFCO 2019- Present

2550 Fifth Avenue Suite 725

San Diego, CA 92103

619.321.3380

Alpine Fire Protection District Board

Vice President 2023 - 2027

Board Member - 2018 - 2022

Alpine Kiwanis

Member - 2018 - Present

Board Member 2019- Present

East County Federal Credit Union

President 2019-2023 Supervisory Board Committee

Santee Chamber of Commerce

Executive Board Member - 1996-1998

Elected to handle budgetary and Administrative issues at the local Santee Chamber

Relevant Skills and Strengths:

- Owner/Operator of successful insurance company
- Office Administrator of success Counseling Business in East County
- Over 10 years in Senior Management position
- Excellent Mediation and Negotiation Skills
- Active in Alpine and surrounding communities helping seniors, homeless and special needs groups
- Strong supporter of our military, public safety and homeless populations

- Excellent Customer Service Skills
- Committed to the safety and future of our community and surrounding communities
- Actively involved in community organizations
- Working knowledge of vocational rehabilitation and clinical procedures in counseling office that specializes in Worker's Compensation and Expert Testimony.
- HIPAA trained and compliant; ensuring confidentiality of sensitive medical, mental health and personal information; reviewed confidential and sensitive med/legal files.
- Experience with Workers Compensation and assisting injured workers with re-employment/return to work benefits; identifying suitable employment opportunities after reviewing physical disabilities and permanent restrictions. Assisted government employees in return-to-work with suitable and gainful employment.
- Heavy interaction with injured workers, physicians, attorneys, insurance carriers and claims adjusters, psychologists, government entities, schools and employers.
- Performed client intake
- Conducted Labor Market research, and Labor Market reports
- Reviewed and analyzed Sub Rosa tapes
- Excellent Microsoft Office, PC and Mac experience; managed electronic client data files
- Exceptional interpersonal and organizational skills, reliable and personable

PROFESSIONAL EXPERIENCE

Hartley Cylke Pacific Insurance Agency, San Diego, CA

Insurance Broker - 2003 – Present - (FT)

Responsible for Group Medical, Life and Health Insurance and various Fix Annuities, Retirement Planning and assisting clients with their insurance needs.

Chelsea Advisory Services , San Diego, CA

Insurance Broker - 1997 - Present - (PT)

Investment Advisor Representative that specializes in Retirement Planning, Series 7 Stock Broker license. Life Insurance and Financial Planning with clients.

Jeannette S. Clark & Associates Inc.

Office Administrator 10/1/2009 - Present - (PT), El Cajon, CA

Office Administrator and Logistics Manager for Certified Department of Labor Counseling/Vocational Rehabilitation and Personal Counseling Office: Responsible for Drafting and editing legal documents and correspondence, assisted Worker's Compensation clientele (injured Department of Labor, veterans and other government workers) with re-employment/ return to work benefits. Working knowledge of clinical procedures in vocational rehabilitation in a Counseling office. Heavy interaction with physicians, attorneys, psychologists, government entities, insurance carriers and claims adjusters, schools and employers. Performed client intake. Review confidential and sensitive medical files and brief attorneys; conduct labor market research surveys; reviewed, analyzed Sub Rosa tapes; generate legal and general correspondence including drafting expert witness statements; cash handling experience. Troubleshooting of PC/Mac and

software. Electronic data management and filing. Excellent client relations. Greet clients, provide assistance in person and via phone. Answer telephones, respond to e-mails, schedule client appointments, and coordinate travel arrangements.

Denny's Restaurants

Restaurant Manager - 1981 - 1983, Pacific Beach, CA

Responsible for managing, marketing, scheduling, interviewing, hiring and termination of employees, teaching employees how to maintain a safe work place, food orders, front and back staff, cost of sales, budgets, cash handling, working with vendors and customer service.

COMMUNITY INVOLVEMENT:

Alpine Fire Protection District Board

Board Member - 2018

Alpine Kiwanis

Member - 2018

Santee Chamber of Commerce

Executive Board Member - 1996-1998

Elected to handle budgetary and Administrative issues at the local Santee Chamber

From: [Ross Pike](#)
To: [Karlana Rannals](#)
Subject: Ross Pike for SDLAFCO
Date: Monday, February 27, 2023 3:15:11 PM
Attachments: [Ross Pike for SDLAFCO \(Letter and Resume\).pdf](#)

Hi Karlana,

It was so great meeting your board and getting to know the local concerns facing your special district! I wanted to follow up with a copy of my resume and a letter explaining my candidacy to represent our special districts on SDLAFCO. Please forward this on to your board members.

Please reach out to me with any concerns or questions.

Thank you so much,
Ross

—

sent from my iPhone

ROSS PIKE

he/him/his

Director • District 1 | Board of Directors

North County Fire Protection District | 330 S. Main Ave, Fallbrook, CA 92028

T: 760-723-2023 - C: 616.446.0874

rpik@ncfire.org | www.ncfire.org



This email is public information. Correspondence to and from this email address is recorded and may be viewed by third parties and the public upon request.

ROSS PIKE

NORTH COUNTY FIRE PROTECTION DISTRICT

February 21, 2023

Dear San Diego County Special Districts,

I've had the pleasure of traveling around San Diego County over the past few weeks to meet many of you and it has been enlightening to hear about the experiences your districts are facing and how you interact with SDLAFCO. Thank you for your time and for sharing your stories!

SDLAFCO encourages orderly growth, promotes the logical formation and determination of local agency boundaries, discourages urban sprawl, and preserves open space and prime agricultural lands. From there, our Special Districts provide essential services to constituents, ratepayers, and community residents to achieve the goals of their unique agencies. Our SDLAFCO Commissioners present as one of the few outlets for representation and it's important that our Commissioners work to provide better collaboration between SDLAFCO and our Special Districts. As Directors, Trustees, and Board members, we understand that our agencies must adapt to the changing world we live in and our Special Districts must have a voice in the process that impacts them.

I am uniquely qualified and have been fortunate to be nominated by North County Fire Protection District and received support from Mission Resource Conservation District where I serve as a new Board Member. Also, serving on a Community Planning Group has provided me an education in land use experience where I serve on subcommittees advising on roads, traffic, and public facilities. All these roles require close attention to detail, commitment to the community, and dedication. That experience provides critical perspectives when voting on matters before SDLAFCO.

As a leader in the recent redistricting efforts, I attended every redistricting commission meeting which often would go on until nearly midnight and was able to activate our Community Planning Group in the process. Fallbrook was the first Planning Group to send a letter to the Redistricting Commission and the two letters I authored were well-received which resulted in bipartisan support and unanimous votes by my colleagues. I also led the community to submit comments with 397 comments mentioning Fallbrook compared to 470 comments for Oceanside, a city more than triple our size. Our efforts were successful and the input we submitted helped shape the final map of Supervisor District 5.

Local control matters. We represent the communities we live in and serve. We know what is best for our neighbors because we live in the same community as them. Serving as an alternate and attending the meetings for the North County Dispatch Joint Powers Authority has allowed for me to see how both Special Districts and cities were able to band together to provide essential services at healthy savings to our taxpayers by each district and city bringing their own independent perspectives and skills/services to the table, all while still maintaining all of our own local autonomy.

Please reach out to me if you have any questions or want to talk about anything. I always tell my constituents that they elect me to do a job, which means to get things done effectively and thoughtfully. I not only welcome your input, but I ask for it. As your Special District Representative to SDLAFCO, I would represent you and ensure that the voice of the Special Districts in San Diego County is heard.

Thank you for your time and consideration. I respectfully ask for your Board's vote to represent you and all our special districts as the Special Districts Representative on the San Diego Local Agency Formation Commission.

Respectfully,



Ross Pike
Director
North County Fire Protection District
rpike@ncfire.org

ROSS PIKE

NORTH COUNTY FIRE PROTECTION DISTRICT

ELECTED & APPOINTED LEADERSHIP

ELECTED DIRECTOR, BOARD OF DIRECTORS

NORTH COUNTY FIRE PROTECTION DISTRICT | Jul 2022 - present

- North County Fire serves a 90 square-mile area including Fallbrook, Bonsall, De Luz, and Rainbow
- Through labor negotiations, secured the highest bilingual incentive pay in San Diego County to ensure the district, serving our 50% Latino community ensuring culturally-competent care
- Use pre-established relationships in order to build coalitions connecting NCFPD leadership with potential grants, funding, and lobbying opportunities
- Partner with community organizations and nonprofits to ensure we are providing the highest level of care and services are reaching as many community members as possible

ALTERNATE, BOARD OF DIRECTORS

NORTH COUNTY DISPATCH JOINT POWERS AUTHORITY (JPA) | Jul 2022 - present

North County Dispatch Joint Powers Authority, or North Comm, provides fire and medical emergency dispatch services to most city fire departments and fire district agencies in North San Diego County and private security dispatch to the Rancho Santa Fe Patrol.

ELECTED BOARD MEMBER

FALLBROOK COMMUNITY PLANNING GROUP | Jan 2021 - present

- Advise San Diego County, County Supervisors, and SANDAG on Fallbrook land use matters
- Led community redistricting efforts by drafting public statements and organizing strategic initiatives, including two letters sent by the Fallbrook Planning Group that inspired other planning groups to send letters
- Serve on the Circulation (roads, traffic circulation, and sidewalks) and Public Facilities Committees (utility-related projects)
- Member of the Ad-Hoc Social Media Committee to establish social media guidelines for the Fallbrook Planning Group and its members
- As Board Secretary, drafted board and committee agendas, issued information to the local newspaper, and disseminated information through social media reaching an average of 1,800-2,800 people per post
- Write speeches and prepares talking points for weekly public engagements

APPOINTED DIRECTOR, BOARD OF DIRECTORS

MISSION RESOURCE CONSERVATION DISTRICT | Jan 2023 - present

MRCD works to promote the conservation of soil, water, and other natural resources in the San Luis Rey and Santa Margarita watersheds through effective planning that ensures a healthy ecosystem and provides economic benefits and quality of life for landowners/land occupants and the general public. Through partnerships with water agencies, MRCD works with ratepayers to assist with conservation and savings on water bills.

RELEVANT WORK EXPERIENCE

CHIEF OF STAFF/CAMPAIGN MANAGER

COUNTY SUPERVISOR CAMPAIGN | Feb 2022 - Dec 2022

- Managed daily campaign operations
- Supervised staff in various roles including communications, field operations, and volunteer recruitment
- Drafted and disseminated campaign messaging through media, surrogates, and digital outlets
- Coordinated calendar for speaking engagements, fundraisers, and community appearances
- Interfaced with community groups, elected officials, partnering campaigns, and political organizations
- Coordinated with 23 overlapping campaigns (school board, city council, special districts) in the 2,200 square-mile district

LOCAL COMMUNITY SERVICE & LEADERSHIP

Member, Fallbrook Chamber of Commerce

Advisor, Board of Directors, Fallbrook Village Association

which promotes and supports the economic, physical and cultural revitalization of the Fallbrook area.

Strategic Steering Committee Chair, Fallbrook Village Association

led the committee to establish the organization's first strategic plan


Member, Friends of the Fallbrook Library

Member & Fundraiser, Fallbrook Land Conservancy

Fundraiser, Fallbrook Animal Sanctuary



PERSONAL

 760-723-2012 (office)

 rpike@ncfire.org

 ncfire.org/board-director-ross-pike

EDUCATION

 **Grand Rapids Community College**
Communications

 **Bellevue University**
Business Management

CERTIFICATIONS

 **Leading Diverse Teams**
University of California-Irvine


 **People & Business Leadership**
Bellevue University


 **Successful Negotiation**
University of Michigan

MEMBERSHIPS & AFFILIATIONS

- Fallbrook Chamber of Commerce
- California Special Districts Association (CSDA)
- Society for Human Resource Management (SHRM)
- American Management Association
- American Association of Political Consultants (AAPC)
- Young Elected Officials Network

AWARDS & RECOGNITION

 "Awesome Award" on behalf of Rady Children's Hospital for Children's Miracle Network fundraising (2021)

 "Benham Service & Civic Engagement Award" for civic engagement and community outreach (2012)

TO: BOARD OF DIRECTORS
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER
SUBJECT: FINANCIAL AUDIT SERVICES – FY23
DATE: MARCH 3, 2023



RECOMMENDATION

Staff recommends the Board of Directors consider and provide direction for the following options:

1. Exercise the contract option for one year (FY23) or two additional years (FY23 & FY24) an agreement with the C. J. Brown & Company CPAs (formerly Fedak & Brown) for audit services; or
2. Distribute a Request for Qualifications (RFQ) for financial auditor services

BACKGROUND

Each year the Fire District is required to retain an independent auditor to conduct a financial audit in accordance with State Controller's Minimum Audit Requirements for California Special Districts.

The District distributed a Request for Qualifications (RFQ) in 2020. Upon review of all RFQ's received, the Board of Directors selected Fedak & Brown for a three-year contract, with the option of two additional years that may be exercised. The audit fees for each optional fiscal year does not exceed \$8,100; however, the Administrative Manager added that the auditors file on behalf of the District the State Controller's Report for an added cost of \$500.

A requirement posted on the California State Controller's office that was effective January 1, 2013, is that auditor rotation requirements specified in Government Code section 12410.6(b) apply to public accounting firms providing audit services to local agencies. This law indicates that commencing with FY 2013-14, a local agency shall not employ a public accounting firm to provide audit services to a local agency if the lead audit partner or coordinating audit partner having primary responsibility for the audit, or the audit partner responsible for reviewing the audit, has performed audit services for that local agency for **six consecutive fiscal years**. Note: the Board of Directors does not have to be concerned at this time with this requirement.

CURRENT SITUATION

Should the Board concur with the option of distributing an RFP, staff requests whether the Finance Committee desires to be involved in the process and/or recommendation? Staff anticipates that the earliest date that a recommendation could be made to the Board is May 2023.



**Certified
Public
Accountants**



**Consultants
& Advisors**



VISTA FIRE PROTECTION DISTRICT

**Cost Proposal
to Provide Audit Services**

**For the Years Ending
June 30, 2020—2022
(Optional Years 2023—2024)**

**Christopher J. Brown CPA, CGMA
Charles Z. Fedak CPA, MBA**

6081 Orange Avenue
Cypress, California 90630

1945 Chicago Avenue, Suite C-1
Riverside, California 92507

Phone: (657) 214-2307

Email: chris@fedakbrownllp.com
chuck@fedakbrownllp.com

California BOA License Number: 7723





Charles Z. Fedak, CPA, MBA
Christopher J. Brown, CPA, CGMA
Andy Beck, CPA

Fedak & Brown LLP

Certified Public Accountants

Cypress Office:
6081 Orange Avenue
Cypress, California 90630
(657) 214-2307
FAX (714) 527-9154

Riverside Office:
1945 Chicago Avenue, Suite C-1
Riverside, California 92507
(951) 783-9149

August 1, 2020

Mr. Jeffrey C. Golden, Treasurer
Vista Fire Protection District
651 East Vista Way
Vista, CA 92084

Re: Request for Audit Services Proposal

Dear Mr. Golden:

Based on our understanding of the Vista Fire Protection District (District) requirements, our maximum fee for annual audit services, at our discounted rates for the fiscal year ending June 30, 2020 will be **\$7,850**. This fee is based on our understanding of the District's audit requirements.

Also for your consideration, we have included our fees for additional years if you wish to exercise this option. Assuming there is no substantial change in the District's activities and operations, our fee for the optional fiscal years ending June 30, 2023 through 2024, will be **\$7,850**, respectively.

Our estimate for out-of-pocket expenses is separate and may not be utilized in total to the amount estimated. Again, these fees are based on the estimated costs to complete the audit. The components of this audit services fee proposal and out-of-pocket costs for the fiscal years ending June 30, 2020 through 2024, are itemized in the attached Exhibits.

Our not-to-exceed fee proposal is contingent upon our understanding of your requirements and the assistance we require as noted in our original audit technical proposal.

Additional services not included in this proposal will be based on our discounted billing rates based on the level of experience required. We would execute a separate contract for these services, if they are requested by the District.

I am authorized to make representations for Fedak & Brown LLP and am duly authorized to sign a contract with the District.

Christopher J. Brown, CPA CGMA

August 1, 2020

Date

Exhibit I – Proposed Hours and Our Fees

Proposed Hours and Our Fees

We anticipate that, for the fiscal years ending June 30, 2020 through 2024, the audit of the District will require approximately 90 audit hours. These hours, by major area, are summarized as follows:

Financial Statement Audit Hours				
Audit Steps	Partner	Manager	Staff	Total
Planning	1	2	8	11
Controls Testwork	2	3	20	25
Substantive Testwork	3	5	25	33
Reporting	4	5	12	21
Total	10	15	65	90

As shown above, we expect approximately 28% of engagement hours to come from the Partners, Managers, and Supervisors assigned to the engagement.

Working on the premise that we will be provided with all the documents listed per our audit requirements (will be provided prior to commencement of fieldwork), we expect to perform the audit of the District at fees as stated in the attached Schedule of Professional Fees on Page 3 for the fiscal year ending June 30, 2020, and optional years 2023 through 2024, respectively.

Our fees are based on the product of the time spent on the engagement and the billing rates of the individuals assigned, plus out-of-pocket costs (such as report reproductions, typing, postage, travel, copies, telephone, etc.). We will obtain the assistance of District's personnel to the extent possible and otherwise endeavor to keep these charges to a minimum. We will submit progress billings monthly to your office as our work progresses, which will be due and payable thirty days from the date of the invoice.

Based upon the present size and scope of the activities of the District, we expect to perform the services enumerated above at our standard hourly rates. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to the audit.

In accordance with the Office of Management and Budget, we will maintain our work papers for a minimum of seven years and make them available to the District, state agencies, the General Accounting Office, and other parties upon the direction of the District. We have provided a breakdown of our current hourly rates, which would apply to this engagement on the attached Schedule of Professional Fees by Hours on Pages 4 and 5 of this cost proposal.

We want the Board to understand that we will provide **any** assistance and answer **any** questions that the District's staff or members of the Boards may have when they arise for the entire duration of our contract. We find it important to stay abreast of the District's activities and issues during the entire engagement.

We would like to thank you and the Board for the opportunity to submit a proposal for the auditing services of the District. Because of our experience in special districts and agencies, we will provide you with accounting updates (GASB) to assist in your operations as well as meet the audit needs of the organization. We will also continually make recommendations on these and other matters that come to our attention. We are proud of the professional services we provide and encourage you to make inquiries to any of our clients about their satisfaction with our services and the quality of our staff.

Exhibit II – Schedule of Professional Fees

Vista Fire Protection District

Engagement Fees By Fiscal Years	Audit Service Fees*	Not-to-Exceed Estimate of Out of Pocket Costs**	Total Audit
Fiscal Year 2020	\$ 7,850	250	8,100
Fiscal Year 2021	7,850	250	8,100
Fiscal Year 2022	<u>7,850</u>	<u>250</u>	<u>8,100</u>
Total Three Year Contract	\$ <u>23,550</u>	<u>750</u>	<u>24,300</u>
Optional Years			
Fiscal Year 2023	\$ <u>7,850</u>	<u>250</u>	<u>8,100</u>
Fiscal Year 2024	\$ <u>7,850</u>	<u>250</u>	<u>8,100</u>

* Professional fiscal audit services fees – labor only. Includes preparation of the Annual Financial Report.

** Estimate of out-of-pocket costs consist of: travel, mileage, postage and printing costs.

Exhibit III – Schedule of Professional Fees by Hours

Vista Fire Protection District Fiscal Year 2020

Breakdown of Fees by Hours

Fiscal Year 2020:	Hours	Hourly Rates	Total
District's Annual Financial Report			
Partner - Engagement & Technical	10	\$ 150	\$ 1,500
Manager/Supervisor	15	120	1,800
Staff	65	70	4,550
Total Financial Statement Audit for 2020	90		7,850
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)			250
Total Audit for 2020			\$ 8,100

Vista Fire Protection District Fiscal Year 2021

Breakdown of Fees by Hours

Fiscal Year 2021:	Hours	Hourly Rates	Total
District's Annual Financial Report			
Partner - Engagement & Technical	10	\$ 150	\$ 1,500
Manager/Supervisor	15	120	1,800
Staff	65	70	4,550
Total Financial Statement Audit for 2021	90		7,850
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)			250
Total Audit for 2021			\$ 8,100

Vista Fire Protection District Fiscal Year 2022

Breakdown of Fees by Hours

Fiscal Year 2022:	Hours	Hourly Rates	Total
District's Annual Financial Report and Net Revenue Coverage			
Partner - Engagement & Technical	10	\$ 150	\$ 1,500
Manager/Supervisor	15	120	1,800
Staff	65	70	4,550
Total Financial Statement Audit for 2022	90		7,850
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)			250
Total Audit for 2022			\$ 8,100

Exhibit III – Schedule of Professional Fees by Hours

**Vista Fire Protection District
Optional - Fiscal Year 2023**

Breakdown of Fees by Hours

	<u>Hours</u>		<u>Hourly Rates</u>		<u>Total</u>
Fiscal Year 2023:					
District's Annual Financial Report					
Partner - Engagement & Technical	10	\$	150	\$	1,500
Manager/Supervisor	15		120		1,800
Staff	65		70		4,550
Total Financial Statement Audit for 2023	90				7,850
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)					250
Total Audit for 2023				\$	8,100

**Vista Fire Protection District
Optional - Fiscal Year 2024**

Breakdown of Fees by Hours

	<u>Hours</u>		<u>Hourly Rates</u>		<u>Total</u>
Fiscal Year 2024 Audit of:					
District's Annual Financial Report					
Partner - Engagement & Technical	10	\$	150	\$	1,500
Manager/Supervisor	15		120		1,800
Staff	65		70		4,550
Total Financial Statement Audit for 2024	90				7,850
Out-of-Pocket Expenses (Travel, Postage & Printing Costs)					250
Total Audit for 2024				\$	8,100



San Diego County
Local Agency Formation Commission
 Regional Service Planning | Subdivision of the State of California

BALLOT AND VOTE CERTIFICATION FORM

February 27, 2023

TO: Independent Special Districts in San Diego County

FROM: Tamaron Lockett, Commission Clerk

SUBJECT: **Ballot and Vote Certification Form | Election to Regular and Alternate Special District on LAFCO Commission**

On December 19, 2022, the San Diego Local Agency Formation Commission (LAFCO) solicited nominations pursuant to Government Code Section 56332(c)(1) to fill a vacant and unexpired term as an alternate special district member on the LAFCO Commission. A total of five nominations were received following a 60-day filing period: (a) three regular members; and (b) two alternate members.

San Diego LAFCO is now issuing ballots to all 57 independent special districts in San Diego County and inviting each district to cast a ballot. Write-in candidates are permitted, and spaces have been provided for that purpose. **Only cast one vote for each nominee on the ballot and vote certification form; a ballot that is cast for more than indicated number of positions the vote will be disregarded.** The ballot and vote certification form along with nominee resumes provided by the candidates are attached.

State Law specifies a district’s vote is to be cast by its presiding officer, or an alternate member designated by the board and a valid signature is required on the ballot. **A ballot received without a signature will be voided.** A minimum of **29** ballots must be received to certify that a legal election was conducted. A candidate for a special district LAFCO Commission member must receive at least a majority of the votes cast to be elected. The ballots will be kept on file in this office and will be made available upon request.

Ballots may be submitted by mail, courier, hand delivered, FAX or via email to tamaron.lockett@sdcounty.ca.gov, include **“Special District LAFCO Ballot”** and your **“District Name”** in the subject title, if necessary to meet the submission deadline, but the original for must be submitted. The deadline for receipts of the ballots by LAFCO is **Friday, April 14, 2023**, any ballots received after the deadline will be voided. All election materials will be available on the website: www.sdlafco.org. Should you have any questions, please contact me at 619-321-3380.

Tamaron Lockett
 Commission Clerk

Attachments

- 1) Ballot and Vote Certification Form-Regular and Alternate
- 2) Nominees Resumes

Administration: Keene Simonds, Executive Officer 2550 Fifth Avenue, Suite 725 San Diego, California 92103 T 619.321.3380 E lafco@sdcounty.ca.gov www.sdlafco.org	Chair Jim Desmond County of San Diego Joel Anderson County of San Diego Nora Vargas, Alt. County of San Diego	Kristi Becker City of Solana Beach Dane White City of Escondido John McCann, Alt. City of Chula Vista	Vice Chair Stephen Whitburn City of San Diego Mami von Wilpert, Alt. City of San Diego	Jo MacKenzie Vista Irrigation Barry Willis Alpine Fire Protection David A. Drake, Alt. Rincon del Diablo	Andy Vanderlaan General Public Harry Mathis, Alt. General Public
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2023 SPECIAL DISTRICTS ELECTION
BALLOT and VOTE CERTIFICATION
FOR REGULAR LAFCO SPECIAL DISTRICT MEMBER

VOTE FOR ONLY ONE

James Pennock []
(Vallecitos Water District)

Ross Pike []
(North County Fire Protection District)

Barry Willis¹ []
(Alpine Fire Protection District)

Write-Ins

_____ []

_____ []

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that I cast the votes of the _____
(Name of Independent Special District)
at the 2023 Special Districts Selection Committee Election.

(Signature)

(Print Name)

(Date)

(Print Title)

Please note: The order in which the candidates' names are listed was determined by random selection.

The Ballot and Vote Certification form can be submitted electronically to: tamaron.luckett@sdcounty.ca.gov.

1 Incumbent member

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2023 SPECIAL DISTRICTS ELECTION
BALLOT and VOTE CERTIFICATION
FOR ALTERNATE LAFCO SPECIAL DISTRICT MEMBER

VOTE FOR ONLY ONE

David Drake¹ []
(Rincon del Diablo Municipal Water District)

Jeff Griffith []
(Vallecitos Water District)

Write-Ins

_____ []

_____ []

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that I cast the votes of the _____
(Name of Independent Special District)
at the 2023 Special Districts Selection Committee Election.

(Signature)

(Print Name)

(Date)

(Print Title)

Please note: The order in which the candidates' names are listed was determined by random selection.

The Ballot and Vote Certification form can be submitted electronically to: tamaron.luckett@sdcounty.ca.gov.

¹ Incumbent member

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ATTACHMENT A

**NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION
REGULAR MEMBER**

The Vallecitos Water District is pleased to nominate James Pennock as a
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as a regular special district member with a term expiring 2027.

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.


(Presiding Officer Signature)

Glenn Pruim
(Print name)

General Manager
(Print Title)

2/7/23
(Date)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two-pages
- Must be submitted with Nomination Form

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Jim Pennock
jpennock@sbcglobal.net
760-815-4402

I look to utilize the interpersonal relationship skills and knowledge obtained through running my own business for the past 30 years to help propel public agencies to be more effective and efficient. I hope to increase moral and attitude within human resources and increase financial responsivity through effective planning and budgeting. Found to be Hardworking, honest and innovative in my approaches to helping others succeed.

EXPERIENCE

Pennock Insurance Agency

01-Aug-2020 - Present

Sales and service of Insurance contracts

Select Quote Home/Auto and Commercial

01-Jan-2019 – 01-June 2020

Received incoming calls for Sales of Policies

Wawanesa Insurance

01-Mar-2017 – 01-Jan 2019

Focused on Retention of Policies within Company

Farmers Insurance Group

01-Aug-1991 - 11-Aug-2016 – Insurance Agency Owner

I enjoyed a long career as an Insurance agent with Farmers Insurance.

Operated my own agency for 25 years - growing from 0 to 2900 policies and generating millions of dollars in annual premium.

Director of Sales – Recruited, trained and mentored producers: helped them meet their income goals

Focused on all lines of business - Home / Auto / Life / Health and Commercial.

Managed day to day sales, service, claims, underwriting of personal and commercial lines policies.

Managed accounting, finance, human resource.

Oversaw all Financial Management of agency, including auditing and reporting

EDUCATION

Brigham Young University / United States International University -

Graduated in 1991 with BS in International Business Administration

Other Skills and Experience

- * **Fluent in English and Spanish**
- * **Teacher in San Marcos Unified School District**
- * **Provided consulting for Public Administration policies**
- * **Served on Student and Neighborhood relations committee for City of San Marcos**
- * **Served on the Budget Review committee for City of San Marcos 2009-2011**
- * **Served on the Planning Commission for City of San Marcos 2013-2015**
- * **Served as Chairman of Kit Carson District for Boy Scouts of America**
- * **Coached multiple youth sports teams for last 30 years**
- * **Served on multiple boards with non-profits over last 30 years**

*** Board Member for Hope Legacy 2017 to Present: assist youth to become self-reliant in area of education and finances.**

***Petco Park Customer service agent for San Diego Padres games**

***Board Member for Vallecitos Water District in San Marcos 2020 – Present**

***Board Member for Encina Waste Water 2023**

ATTACHMENT A

**NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION
REGULAR MEMBER**

The North County Fire Protection District is pleased to nominate Ross Pike as a
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as a regular special district member with a term expiring 2027.

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.

Cindy Acosta

(Presiding Officer Signature)

Cindy Acosta

(Print name)

Board President NCFPD

(Print Title)

01/30/2023

(Date)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two-pages
- Must be submitted with Nomination Form

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ROSS PIKE

NORTH COUNTY FIRE PROTECTION DISTRICT

February 21, 2023

Dear San Diego County Special Districts,

I've had the pleasure of traveling around San Diego County over the past few weeks to meet many of you and it has been enlightening to hear about the experiences your districts are facing and how you interact with SDLAFCO. Thank you for your time and for sharing your stories!

SDLAFCO encourages orderly growth, promotes the logical formation and determination of local agency boundaries, discourages urban sprawl, and preserves open space and prime agricultural lands. From there, our Special Districts provide essential services to constituents, ratepayers, and community residents to achieve the goals of their unique agencies. Our SDLAFCO Commissioners present as one of the few outlets for representation and it's important that our Commissioners work to provide better collaboration between SDLAFCO and our Special Districts. As Directors, Trustees, and Board members, we understand that our agencies must adapt to the changing world we live in and our Special Districts must have a voice in the process that impacts them.

I am uniquely qualified and have been fortunate to be nominated by North County Fire Protection District and received support from Mission Resource Conservation District where I serve as a new Board Member. Also, serving on a Community Planning Group has provided me an education in land use experience where I serve on subcommittees advising on roads, traffic, and public facilities. All these roles require close attention to detail, commitment to the community, and dedication. That experience provides critical perspectives when voting on matters before SDLAFCO.

As a leader in the recent redistricting efforts, I attended every redistricting commission meeting which often would go on until nearly midnight and was able to activate our Community Planning Group in the process. Fallbrook was the first Planning Group to send a letter to the Redistricting Commission and the two letters I authored were well-received which resulted in bipartisan support and unanimous votes by my colleagues. I also led the community to submit comments with 397 comments mentioning Fallbrook compared to 470 comments for Oceanside, a city more than triple our size. Our efforts were successful and the input we submitted helped shape the final map of Supervisor District 5.

Local control matters. We represent the communities we live in and serve. We know what is best for our neighbors because we live in the same community as them. Serving as an alternate and attending the meetings for the North County Dispatch Joint Powers Authority has allowed for me to see how both Special Districts and cities were able to band together to provide essential services at healthy savings to our taxpayers by each district and city bringing their own independent perspectives and skills/services to the table, all while still maintaining all of our own local autonomy.

Please reach out to me if you have any questions or want to talk about anything. I always tell my constituents that they elect me to do a job, which means to get things done effectively and thoughtfully. I not only welcome your input, but I ask for it. As your Special District Representative to SDLAFCO, I would represent you and ensure that the voice of the Special Districts in San Diego County is heard.

Thank you for your time and consideration. I respectfully ask for your Board's vote to represent you and all our special districts as the Special Districts Representative on the San Diego Local Agency Formation Commission.

Respectfully,



Ross Pike
Director
North County Fire Protection District
rpike@ncfire.org



ROSS PIKE

NORTH COUNTY FIRE PROTECTION DISTRICT

ELECTED & APPOINTED LEADERSHIP

ELECTED DIRECTOR, BOARD OF DIRECTORS

NORTH COUNTY FIRE PROTECTION DISTRICT | Jul 2022 - present

- North County Fire serves a 90 square-mile area including Fallbrook, Bonsall, De Luz, and Rainbow
- Through labor negotiations, secured the highest bilingual incentive pay in San Diego County to ensure the district, serving our 50% Latino community ensuring culturally-competent care
- Use pre-established relationships in order to build coalitions connecting NCFPD leadership with potential grants, funding, and lobbying opportunities
- Partner with community organizations and nonprofits to ensure we are providing the highest level of care and services are reaching as many community members as possible

ALTERNATE, BOARD OF DIRECTORS

NORTH COUNTY DISPATCH JOINT POWERS AUTHORITY (JPA) | Jul 2022 - present

North County Dispatch Joint Powers Authority, or North Comm, provides fire and medical emergency dispatch services to most city fire departments and fire district agencies in North San Diego County and private security dispatch to the Rancho Santa Fe Patrol.

ELECTED BOARD MEMBER

FALLBROOK COMMUNITY PLANNING GROUP | Jan 2021 - present

- Advise San Diego County, County Supervisors, and SANDAG on Fallbrook land use matters
- Led community redistricting efforts by drafting public statements and organizing strategic initiatives, including two letters sent by the Fallbrook Planning Group that inspired other planning groups to send letters
- Serve on the Circulation (roads, traffic circulation, and sidewalks) and Public Facilities Committees (utility-related projects)
- Member of the Ad-Hoc Social Media Committee to establish social media guidelines for the Fallbrook Planning Group and its members
- As Board Secretary, drafted board and committee agendas, issued information to the local newspaper, and disseminated information through social media reaching an average of 1,800-2,800 people per post
- Write speeches and prepares talking points for weekly public engagements

APPOINTED DIRECTOR, BOARD OF DIRECTORS

MISSION RESOURCE CONSERVATION DISTRICT | Jan 2023 - present

MRCDC works to promote the conservation of soil, water, and other natural resources in the San Luis Rey and Santa Margarita watersheds through effective planning that ensures a healthy ecosystem and provides economic benefits and quality of life for landowners/land occupants and the general public. Through partnerships with water agencies, MRCDC works with ratepayers to assist with conservation and savings on water bills.

RELEVANT WORK EXPERIENCE

CHIEF OF STAFF/CAMPAIGN MANAGER

COUNTY SUPERVISOR CAMPAIGN | Feb 2022 - Dec 2022

- Managed daily campaign operations
- Supervised staff in various roles including communications, field operations, and volunteer recruitment
- Drafted and disseminated campaign messaging through media, surrogates, and digital outlets
- Coordinated calendar for speaking engagements, fundraisers, and community appearances
- Interfaced with community groups, elected officials, partnering campaigns, and political organizations
- Coordinated with 23 overlapping campaigns (school board, city council, special districts) in the 2,200 square-mile district

LOCAL COMMUNITY SERVICE & LEADERSHIP

Member, Fallbrook Chamber of Commerce

Advisor, Board of Directors, Fallbrook Village Association

which promotes and supports the economic, physical and cultural revitalization of the Fallbrook area.

Strategic Steering Committee Chair, Fallbrook Village Association

led the committee to establish the organization's first strategic plan

Member, Friends of the Fallbrook Library

Member & Fundraiser, Fallbrook Land Conservancy

Fundraiser, Fallbrook Animal Sanctuary

PERSONAL

760-723-2012 (office)

rpik@ncfire.org

ncfire.org/board-director-ross-pike

EDUCATION

Grand Rapids Community College
Communications

Bellevue University
Business Management

CERTIFICATIONS

Leading Diverse Teams
University of California-Irvine

People & Business Leadership
Bellevue University

Successful Negotiation
University of Michigan

MEMBERSHIPS & AFFILIATIONS

- Fallbrook Chamber of Commerce
- California Special Districts Association (CSDA)
- Society for Human Resource Management (SHRM)
- American Management Association
- American Association of Political Consultants (AAPC)
- Young Elected Officials Network

AWARDS & RECOGNITION

"Awesome Award" on behalf of Rady Children's Hospital for Children's Parade Network fundraising (2021)

"Benjam Service & Civic Engagement Award" for civic engagement and community outreach (2017)

ATTACHMENT A

**NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION
REGULAR MEMBER**

The ALPINE FIRE PROTECTION DISTRICT is pleased to nominate BARRY WILLIS as a
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as a regular special district member with a term expiring 2027.

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.


(Presiding Officer Signature)

Stephen R. Taylor
(Print name)

PRESIDENT

(Print Title)

1/17/23
(Date)

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JAN 25 2023

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- Must be submitted with Nomination Form

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Baron T. Willis
btwillis9@gmail.com

EDUCATION

U.C. Berkeley/ University of California, San Diego

Major: Pre-Law Program/Bachelor of Arts in Political Science

Minor: Psychology

College for Financial Planning

Chartered Retirement Planning Counselor Designation

2017-2023

Kaplan Financial Education

Series 7 Stock Broker License

Chelsea Financial Services Broker Training Programs

Life Insurance and Financial Planning, (Multi-State)

COMMUNITY INVOLVEMENT:

Commissioner- San Diego LAFCO 2019- Present

2550 Fifth Avenue Suite 725

San Diego, CA 92103

619.321.3380

Alpine Fire Protection District Board

Vice President 2023 - 2027

Board Member - 2018 - 2022

Alpine Kiwanis

Member - 2018 - Present

Board Member 2019- Present

East County Federal Credit Union

President 2019-2023 Supervisory Board Committee

Santee Chamber of Commerce

Executive Board Member - 1996-1998

Elected to handle budgetary and Administrative issues at the local Santee Chamber

Relevant Skills and Strengths:

- Owner/Operator of successful insurance company
- Office Administrator of success Counseling Business in East County
- Over 10 years in Senior Management position
- Excellent Mediation and Negotiation Skills
- Active in Alpine and surrounding communities helping seniors, homeless and special needs groups
- Strong supporter of our military, public safety and homeless populations

- Excellent Customer Service Skills
- Committed to the safety and future of our community and surrounding communities
- Actively involved in community organizations
- Working knowledge of vocational rehabilitation and clinical procedures in counseling office that specializes in Worker's Compensation and Expert Testimony.
- HIPAA trained and compliant; ensuring confidentiality of sensitive medical, mental health and personal information; reviewed confidential and sensitive med/legal files.
- Experience with Workers-Compensation and assisting injured workers with re-employment/return to work benefits; identifying suitable employment opportunities after reviewing physical disabilities and permanent restrictions. Assisted government employees in return-to-work with suitable and gainful employment.
- Heavy interaction with injured workers, physicians, attorneys, insurance carriers and claims adjusters, psychologists, government entities, schools and employers.
- Performed client intake
- Conducted Labor Market research, and Labor Market reports
- Reviewed and analyzed Sub Rosa tapes
- Excellent Microsoft Office, PC and Mac experience; managed electronic client data files
- Exceptional interpersonal and organizational skills, reliable and personable

PROFESSIONAL EXPERIENCE

Hartley Cylke Pacific Insurance Agency, San Diego, CA

Insurance Broker - 2003 - Present - (FT)

Responsible for Group Medical, Life and Health Insurance and various Fix Annuities, Retirement Planning and assisting clients with their insurance needs.

Chelsea Advisory Services , San Diego, CA

Insurance Broker - 1997 - Present - (PT)

Investment Advisor Representative that specializes in Retirement Planning, Series 7 Stock Broker license. Life Insurance and Financial Planning with clients.

Jeannette S. Clark & Associates Inc.

Office Administrator 10/1/2009 - Present - (PT), El Cajon, CA

Office Administrator and Logistics Manager for Certified Department of Labor Counseling/Vocational Rehabilitation and Personal Counseling Office: Responsible for Drafting and editing legal documents and correspondence, assisted Worker's Compensation clientele (injured Department of Labor, veterans and other government workers) with re-employment/ return to work benefits. Working knowledge of clinical procedures in vocational rehabilitation in a Counseling office. Heavy interaction with physicians, attorneys, psychologists, government entities, insurance carriers and claims adjusters, schools and employers. Performed client intake. Review confidential and sensitive medical files and brief attorneys; conduct labor market research surveys; reviewed, analyzed Sub Rosa tapes; generate legal and general correspondence including drafting expert witness statements; cash handling experience. Troubleshooting of PC/Mac and

software. Electronic data management and filing. Excellent client relations. Greet clients, provide assistance in person and via phone. Answer telephones, respond to e-mails, schedule client appointments, and coordinate travel arrangements.

Denny's Restaurants

Restaurant Manager - 1981 - 1983, Pacific Beach, CA

Responsible for managing, marketing, scheduling, interviewing, hiring and termination of employees, teaching employees how to maintain a safe work place, food orders, front and back staff, cost of sales, budgets, cash handling, working with vendors and customer service.

COMMUNITY INVOLVEMENT:

**Alpine Fire Protection District Board
Board Member - 2018**

**Alpine Kiwanis
Member - 2018**

**Santee Chamber of Commerce
Executive Board Member - 1996-1998
Elected to handle budgetary and Administrative issues at the local Santee Chamber**

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ATTACHMENT B

NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION
ALTERNATE MEMBER

The Republic del Diablo MUD is pleased to nominate Daniel Drake as a
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as an alternate special district member with a term expiring 2027.

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.

Jan Murtland
(Presiding Officer Signature)

Jan Murtland
(Print name)

President
(Print Title)

1/26/2023
(Date)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two-pages
- Must be submitted with Nomination Form

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David A. Drake

Escondido, CA

daviddrake@cox.net

David Drake is one of the original inventors and co-founder of SmartCover Systems. He served as the initial head of engineering and wrote the formative software. He currently is a member of the Board of Directors of SmartCover. In 2020, he was named as the Industry Icon by Water and Wastes Digest.

David Drake was elected as Vice President of the Association of California Water Agencies Joint Powers Insurance Authority in September of 2022. He was subsequently appointed to the ACWA Board of Directors.

Mr. Drake was elected as an Alternate Commissioner for Special Districts to the San Diego County Local Area Formation Commission (LAFCO) in July, 2022.

Mr. Drake was appointed to the Board of Directors in January of 2006 as the Division II representative of Rincon del Diablo Municipal Water District's Parent District and Improvement District "E."

Mr. Drake has served in engineering and management roles since 1974. He was a Member of the Technical Staff at the Jet Propulsion Laboratory, Manager of Engineering at Oak Industries, Software Unit Manager at Digital Equipment Corporation, CIO and VP at Mitchell International, Internet Service Architect at SAIC, and Co-founder and Enterprise Architect of SmartCover Systems in Escondido, CA. He holds 15 US and five foreign patents and has three pending patents. He graduated from Caltech in Engineering and is a Life Member of the Caltech Alumni Association. In 2017 he was named a Life Member of Institute of Electrical and Electronics Engineers (IEEE) and was awarded his Masters Degree in Electrical Engineering from USC.

Mr. Drake has lived in Escondido since 1979.

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ATTACHMENT B

**NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION
ALTERNATE MEMBER**

The Palomar Health is pleased to nominate Jeff Griffith as a
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as an alternate special district member with a term expiring 2027.

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district whom resides in San Diego County.

Linda Greer Chair
(Presiding Officer Signature)

Linda Greer RN Chair
(Print name)

2/19/23
(Date)

PLEASE ATTACH RESUME FOR NOMINEE

- Limit two pages
- Must be submitted with Nomination Form

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FEB 20 2023

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Jeff Damon Griffith

EDUCATION:

Butte College, Oroville, California
Associates Degree-1994
Certificate of Achievement-Paramedic
Enterprise High, Redding, California

LICENSES:

State of California:
Paramedic
Commercial Driver License "A"

WORK EXPERIENCE:

10/01/2021 – Present	Palomar College Part-Time Faculty Emergency Medical Education 1140 W Mission Rd. San Marcos, CA 92069 (760) 744-1150
02/29/2006 – 12/21/2021	Cal Fire/Riverside Unit Glen Oaks Station #96 Temecula Division/Battalion 15 (951) 302-7502 Fire Captain – Schedule "A"
11/06/2012 – Present	Palomar Health District 2185 Citracado Parkway Escondido, CA 92029 Phone: (442) 281-5000 Board of Directors, Vice Chair
10/23/1988 -09/11/2006	CDF/Ramona Fire Department Battalion 8 829 San Vicente Road Ramona, CA 92065 (760) 788-2222 Position: Fire Apparatus Engineer/Paramedic Schedule "A" Proctor/Field Training Officer

Additional Information:

As of November 6, 2012, I have been elected to the Board of Directors for Palomar Health. It is a seven-member board with a term of four years. The responsibility of the Board Member is to develop and ensure that the organization's mission and vision statements are carried out in an effective and ethical manner. To that end, the member is accountable for oversight and implementation of policies and monitoring of the organizations performance in establishment of strategic direction, financial stewardship, quality outcomes and leadership of the Healthcare District.

Palomar Health is the largest public health district in the State of California serving communities in an 850-square mile area and a trauma center that covers more than 2,200 square miles of South Riverside and North San Diego Counties.

Currently, I am Vice Chair and Chair the Governance Committee and I have been re-elected to another four-year term as of November 8, 2016.

I have also been certified in Essentials of Healthcare Governance.

As of September 24, 2013, I have been appointed to the San Diego County Health Services Advisory Board (HSAB) to represent District 3. I continued until 2016.

As of April 21, 2017, I have been appointed to San Diego County Medical Reserve Corps as a "Disaster Service Worker" The San Diego Medical Reserve Corps (MRC) is a community-based group of local medical and health workers who can serve as volunteers during a local health emergency. The mission of the San Diego County Medical Reserve Corps (MRC) is to enhance San Diego County's ability to respond to public health emergencies or disasters with a team of trained health professionals. The MRC accomplishes this by:

- Involving volunteers in response drills and exercises
- Linking MRC members with local public health initiatives and education campaigns for ongoing community engagement

In 2021, I was appointed to the Association of California Healthcare Districts (ACHD) to serve as a member of the Board of Directors. ACHD works with numerous state and local entities to promote the role of Healthcare Districts play in the responding to the specialized health needs of tens of millions of California while also have direct accountability to the communities that Districts serve. I have been assigned to the Advocacy and Governance committees.

If you have any questions, please give me a call.