

**VISTA FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes –September 14, 2022**

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

Director Fougner called to order the regular meeting of the Vista Fire Protection District Board of Directors at 6:00 PM at the “Smart Space” conference room located at 450 South Melrose Drive, Vista CA.

Pledge of Allegiance

Rancho Buena Vista High School Student Jack Venn led the assembly in the Pledge of Allegiance.

1. Roll Call

Directors Present: Fougner, Gomez, Miller, Ploetz

Directors via Zoom: None

Directors Absent: Elliott

Staff Present: Bret Davidson, Deputy Chief; Jeremy Nichols, Fire Inspector, Fred Pfister, Esq., Legal Counsel, and Karlana Rannals, Board Clerk

2. Approval of this Meeting’s Agenda

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR GOMEZ, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the agenda as submitted.

3. Motion Waiving Reading in Full All Resolutions/Ordinances

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

4. Open Discussion with the Board (Public Comment)

Jack Venn attended the meeting informing the board members that he was attending as a part of his government class, and this meeting was one of six that he must attend for credit. President Fougner welcomed him on behalf of the Board.

5. Approval of the Minutes

MOTION BY DIRECTOR GOMEZ, SECOND BY DIRECTOR MILLER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the following minutes as submitted:

a. Board of Directors Special (in lieu of regular) Meeting minutes held August 18, 2022.

6. Fire Department Reports

a. *District Fire Inspector:* Fire Inspector Nichols reported on the previous month’s activities that included the following:

- i. Evaluated all emergency access roads;
- ii. Inspected 334 parcels, noting 16 hazardous fire inspection notices were issued;
- iii. Encountered 11 face-to-face opportunities in the field;
- iv. Received six public service requests that resulted in six field parcel assessments, of which two hazardous fire area notices were issued.

He responded to questions from the board, specifically to the board members requesting a map of the fire access signage locations. He will follow-up with Chief Usher upon his return on the request.

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- b. *Fire Marshal*: Deputy Chief Usher was unable to attend as he was deployed to a fire assignment.
 - i. District Update: no report
 - ii. CWPP Progress Report: Directors Ploetz and Miller provided a brief summary of their meeting with Chief Usher. They deferred the report until the next regular meeting.
- c. *Fire Chief*: Chief Vander Pol was unable to attend due to a scheduled vacation.
 - i. District Performance Report: no report
 - ii. Agency Update: no report

7. Officers' Reports

- a. *Accounts Payable*: MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR MILLER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN approving the August 2022 Accounts Payable and Payroll Request that include the Treasurer's certification for the availability of funds.
- b. *Treasurer's Report*: Administrative Manager Rannals summarized the reports in the absence of the Treasurer. She discussed the following topics:
 - i. Fire Mitigation Fee Fund Balance: there is no change in the balance of June 30, 2022 as the monies received are distributed quarterly.
 - ii. Investment Portfolio as of August 31: the investment totals and rates of return were provided for information.
- c. *Administrative Manager's Report*: Ms. Rannals reported that there was no additional information to the monthly report submitted. She requested direction for the future agenda items listed:
 - i. *Resolution setting date, time, and location of board meetings*: She reported that since the board meetings have been rotating to different locations, it is necessary to update the meeting resolution. At the conclusion of the discussion, the board members agreed to continue to meet monthly on the 2nd Wednesday, modify the meeting time to 5pm, and continue to meet at "Smart Space" conference room located at 450 South Melrose Drive, Vista CA. She will prepare the resolution for adoption at the next regular meeting.
 - ii. *District Seal*: She reported that the proposed District seal was previously distributed. She sought consensus to adopt the graphic as the new District seal. All board members agreed, and she will prepare the resolution for adoption at the next regular meeting.
 - iii. *Signature Authority*: She reported that there is the need to update signature authority noting that there are board members listed as signatories who are no longer serving on the board. Director Ploetz agreed to be a signatory on the accounts. The Board directed her to confer with Director Elliott and bring the resolution to update signatures to the next regular meeting.
 - iv. *Mandatory Ethics & Harassment*: She reported that she has an individual lined up to deliver the mandatory training for ethics. The ethics training needs to be completed in December (to get everyone on the same cycle) after an election year. The board members agreed to conduct the mandatory training online.
 - v. *Office Space*: She reported that since the Treasurer intends to retire at the end of the year, the District will need to find a location to have as an official address, in addition to a location to store necessary files. The office available at "Smart Space" is too small. The board members asked Chief Davidson to see if there was any opportunity for an office to lease at City Hall. They also requested that the Administrative Manager serve as the point of contact for optional locations.
- d. *Legal Affairs*: Mr. Pfister – nothing to report.

8. Committee Reports

- a. *Fuel Modification*: President Fougner acknowledged some confusion for this topic as this is the same as the CWPP under the Fire Marshal report. It will be corrected for the next meeting. Director Ploetz reported that he met with Chief Usher and the consensus was to report monthly. However, he requested to defer the report to the next regular meeting when Chief Usher is available to attend.
- b. *Response Times*: In the absence of Chief Vander Pol, Director Miller reported that he is awaiting a cost from FireStats to provide an annual audit of the monthly information that is provided by the City. He believes that there will be value in the annual report from a third party. He anticipates having more information next month.

9. Public Hearing

- a. *Final Budget Fiscal Year 2022-2023*: President Fougner opened and closed the public hearing. Ms. Rannals informed the Board that she had not received any written correspondence regarding the final budget.

10. New Business

- a. *Resolution No. 2022-08*

Ms. Rannals summarized the staff report and the purpose of the resolution that establishes committed and/or constrained fund balances for FY22. Staff evaluates the District's equity (or fund balance) to ensure the appropriate reserves are allocated to meet the constraints of GASB 54, in addition to the long- and short-term financial needs of the District. Resolution No. 2022-08 meets GASB 54 criteria and Exhibit A reallocates the unassigned fund balances to achieve the long and short-term financial needs. She responded to questions from the board.

MOTION BY DIRECTOR GOMEZ, SECOND BY DIRECTOR FOUGNER, and APPROVED Resolution No. 2022-08 *entitled* a resolution of the Board of Directors of the Vista Fire Protection District Establishing Committed and/or Constrained Fund Balances for FY22 on a roll call vote:

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

Ten-minute recess

- b. *Article XIII B California Constitution Appropriation Limit*

- i. Ms. Rannals summarized the staff report provided. She reported that she recommends that the Board of Directors select the following formula to calculate the District's new appropriation limit for the 2022/2023 fiscal year:

- 1. Change in California per capital personal income (7.55%) for the Cost-of-Living Factor; and
- 2. Change in population within San Diego County average (-.08%).

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR GOMEZ, and APPROVED to accept staff's recommendation for calculation of the District's appropriations limit on the following roll call vote:

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

ii. *Resolution No. 2022-09*

Ms. Rannals informed the Board that this resolution required by the State of California reflects the Board's action of selecting the formula to calculate the District's appropriations limit.

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR FUGNER, and ADOPTED Resolution No. 2022-09 *entitled* a Resolution of the Board of Directors of the Vista Fire Protection District Determining the 2022/2023 Appropriations of Tax Proceeds on the following roll call vote:

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

c. *Final Budget FY2022/23*

- i. Ms. Rannals summarized the staff report provided. She reported that overall revenues were expected to grow 4.2%, and planned expenditures to increase 6.7% over the previous fiscal year. She highlighted the new budget categories that included information technology, training, and depreciation. She responded to questions from the board.

MOTION BY DIRECTOR FUGNER, SECOND BY DIRECTOR GOMEZ, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN approving the final budget for FY2022/23.

ii. *Resolution No. 2022-10*

Ms. Rannals reported that the resolution presented formalizes the previous action and the approved FY23 Final Budget will become an attachment to the resolution.

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR FUGNER, and ADOPTED Resolution No. 2022-10 *entitled* a Resolution of the Board of Directors of the Vista Fire Protection District Adopting a Final Budget for Fiscal Year 22-23 on the following roll call vote:

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

d. *Fire Line Parking Signage*

Ms. Rannals summarized the staff report provided by Chief Usher. There was no additional information provided from fire department staff in attendance.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR GOMEZ, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize the purchase of Fire Lane Parking Signage not to exceed \$500

e. *Eighth Supplement Agreement - Draft*

President Fougner provided informational background on the supplemental amendments for additional services provided by the Fire Inspector. The cost not to exceed \$5,000 has been the same for several amendments, however, the 40% increase with no justification appears very high. The Administrative Manager was requested to meet with the Fire Department leadership to discuss the costs, obtain the specific items that are included in the supplemental agreement and be the primary contact and report at the next meeting.

Ms. Rannals also suggested that the Board consider an action at the next meeting to cover the FY23 first quarter cost, if an invoice is presented at the current cost not to exceed \$5,000 per month. She was given direction to prepare such a board action.

f. *Ordinance No. 2023-01*

Ms. Rannals in the absence of Chief Usher reported on the requirements to adopt the ordinance *entitled* An Ordinance of the Vista Fire Protection District Which Adopts the 2023 California Fire Code and the 2021 International Fire Code with Certain Amendments, Additions, and Deletions. She noted that she could not speak to the contents of the document.

President Fougner encouraged all board members read the document and bring forth any questions or concerns at the next meeting. The Board agreed to schedule the public hearing and the ordinance adoption at the October 12, 2022 meeting. In addition, he requested that the board clerk notice the meeting for the scheduled actions pursuant to all applicable codes.

g. *District Fees AB38 Defensible Space Inspections*

- i. AB38 Defensible Space Inspections:
- ii. Inspection Fees

Ms. Rannals reported that Chief Usher requested the items for the agenda. Since he was unable to attend due to his deployment, she informed the board that from her discussions with Chief Usher, he was seeking direction from the Board and/or legal counsel on the necessity of the District having a separate ordinance to collect fees. She reported that she had informed the Chief that the Health & Safety Code specifically calls for the Board to adopt an ordinance, noting the fees can be the same as the City. At the conclusion of the discussion, the Board provided the Administrative Manager direction to pursue a Fee Ordinance and direction to legal counsel to provide additional research on the topic.

h. *District Website*

Director Ploetz requested the matter be agenzized to discuss what needs to be done to get the website updated. The ad hoc committee for Fuel Modification intend to place the Community Wildfire Protection Plan on the website, but the site is in the need of updating. He informed the Board that he was willing to serve on the committee.

President Fougner provided additional informational background on the website and agreed to appoint an ad hoc committee to explore the current website and other options. The ad hoc committee will consist of Director's Fougner and Ploetz and Administrative Manager Rannals.

i. *Employment Contract*

President Fougner reported that the contract presented for approval was the result of direction provided at the last meeting, and through discussions with Ms. Rannals. Ms. Rannals conveyed her appreciation for the recognition with the compensation adjustment.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR GOMEZ, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve as submitted Amendment No. 1 Employment Agreement Between Karlana Rannals And Vista Fire Protection District.

11. Continuing Business

- a. *Emergency Access Roads*: Director Ploetz reported that the roads continue to be in good condition.

12. Closed Session

- a. Director Miller reported that there was no need for closed session as there was no information to share.

13. Directors' Announcements & Written Communications

- a. Director Gomez: inquired from Chief Davidson as to what type of activities did the Fire Department plan to participate for Fire Prevention Week in October, making a specific inquiry about Día De Los Muertos at Rancho Guajome Adobe on October 29. Chief Davidson did not have specific information, but would convey the query to Chiefs' Vander Pol and Usher.
- b. President Fougner: he requested that Chief Davidson follow up on the planned HOA meeting at the Vista Valley Country Club and that he be notified of the date and time.

14. Motion for Adjournment

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR GOMEZ and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to adjourn at 8:57 pm.

Karlana Rannals
Board Clerk

Robert Fougner
President