



VISTA FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – June 12, 2024

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

REGULAR AGENDA

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

1. Pledge of Allegiance

Director Ploetz led the assembly in the Pledge of Allegiance.

2. Roll

Directors Present: Elliott, Fougner, Miller, Ploetz

Directors Absent: Gomez

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

3. Open Discussion with the Board (Public Comment)

No one requested to speak to the Board.

4. Consent Calendar

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR FOUNGNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT (*Gomez*); 0 ABSTAIN to approve all items on the consent calendar as submitted:

a. *Board of Directors Minutes*

- i) Board of Directors minutes of May 8, 2024
- ii) Board of Directors minutes of May 30, 2024

b. *Payroll Register*

• Payroll paid on June 7, 2024	\$4,583.34
• Payroll taxes paid on June 7, 2024	\$ <u>350.63</u>
Total	<u>\$4,933.97</u>

c. *Accounts Payable*

• Accounts Payable Check 4195 thru 4208 paid June 12, 2024	\$221,335.26
• Auto withdrawal(s) paid on April 10 – May 8, 2024	<u>960.34</u>
Total	<u>\$222,295.60</u>

d. *Receive and File*

- i) Fire Department Reports
 - (1) *Fire Chief*
 - (2) *Fire Marshal*
 - (3) *District Inspector*
- ii) Administrative Manager’s Report
- iii) Correspondence
 - (1) Fire Apparatus Ribbon Cutting Ceremony

5. Continuing Business

a. *Appointment of Alvarez-Glasman & Colvin to Provide Attorney Services to the Vista Fire Protection District*

The ad hoc committee and staff summarized the staff report provided. They reported that two proposals were evaluated and both firms were interviewed. Based on the information in the proposals and subsequent interviews, the subcommittee recommended Alvarez-Glasman & Colvin to provide legal services to the District with Chris Cardinale serving as general counsel. Mr. Cardinale was present to respond to questions from the board.

MOTION BY DIRECTOR FUGNER, SECOND BY DIRECTOR PLOETZ, CARRIED 4 AYES; 0 NOES; 1 ABSENT (*Gomez*); 0 ABSTAIN to approve the selection of Alvarez-Glasman & Colvin to provide attorney services to the Vista Fire Protection District, and authorize the President to execute the contract.

President Elliott on behalf of the Board of Directors conveyed their appreciation to Mr. Pfister for the services that he and his firm White & Bright has provided for over 25 years. Mr. Pfister extended his appreciation and assured the board that he will be available to assist in the transition or other services if requested.

6. Public Hearing(s)

a. *Fixed Charge Special Assessment for Weed Abatement Unpaid Charges*

President Elliott opened and closed the public hearing. Ms. Rannals reported that there were no written comments submitted.

7. New Business

a. *Resolution No. 2024-04*

Ms. Rannals summarized the staff report provided. She informed the Board that this resolution is necessary to levy assessments on the 2024/2025 property tax roll for collection of delinquent 2023 weed abatement charges. The two delinquent parcel owners will have until July 31, 2024 to pay the city. If it remains unpaid, then the District will reimburse the City for abatement costs and the District will then levy the special assessment to the property by August 10, 2024, the County of San Diego deadline. Staff responded to questions from the board.

MOTION BY DIRECTOR FUGNER, SECOND BY DIRECTOR MILLER, and ADOPTED Resolution No. 2024-04 *entitled* A Resolution of the Vista Fire Protection District Approving and Confirming a Report and Account for Abatement of Weeds, Shrubs, Dead Trees, and Waste Mater for Fiscal Year 2022-23, and Ordering the Assessment of Unpaid Charges on the following roll call vote:

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

b. *Preliminary Budget FY 2024-25*

Ms. Rannals delivered a PowerPoint presentation on the Preliminary Budget for FY25. She reports that preliminary revenue projection \$4,860 (in thousands) decreased (6.3%). The revenue anticipated is primarily from the San Diego County Tax Assessor's FY25 estimated receivables (\$4,550). She informed

the board that at this time, she is awaiting the annual assessed valuation report to determine the true budgetary impact of the Mar Vista Detachment; the remainder of the revenue is comprised of Grant, Interest and Miscellaneous revenue.

She reports that the overall Operating Budget of \$4,658 (in thousands) decreased (1.3%). She summarized the expenditure changes between the proposed budget and FY24 estimated expenditures that include:

- Emergency Services – \$4,095 (+.3%) - this is where 90% of the tax revenue goes to fund the emergency response and fire prevention services.
- Personnel Cost – \$149 (+4.9%) – the increase is a result Fire Inspector contract increase, salary adjustment for the Administrative Manager, and a placeholder of \$75,000 should the District retain the services of a Community Outreach Coordinator or Grant Writer.
- Grant – \$3 – the District received a onetime grant from the ARPA (American Rescue Plan Act) Grant for the reconstruction of Fire Station 3. The \$3 is the balance of the monies committed to the Fire Safe Council of Vista.
- Contractual/Maintenance/Supplies – \$86 (+3.6%) – this increase represents increased costs in services and supplies.
- All Other – \$325 (+14.3%) – these expenses include training, staff professional development, weed abatement, and the basic increase for all other costs.

She also provided an overview of the District’s cash position and she responded to questions from the Board.

MOTION BY DIRECTOR FOUIGNER, SECOND BY DIRECTOR MILLER, to approve the Preliminary Budget for FY25 as presented on the following roll call vote:

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

President Elliott announced that the District will schedule a public hearing for adopting the Final Budget on September 11, 2024, and he further requested that the Board Clerk notify the public of the hearing according to all applicable codes.

c. CSDA Board of Directors Election

Ms. Rannals informed the Board that she has received the ballot from CSDA to elect a member to the CSDA Board of Directors, Southern Network, Seat A. There are three candidates, including the incumbent Jo Mackenzie. She requested board direction for casting the ballot on behalf of Vista Fire Protection District.

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR MILLER, CARRIED 4 AYES; 0 NOES; 1 ABSENT (*Gomez*); 0 ABSTAIN to support Jo Mackenzie to the CSDA Board of Directors, Southern Network, Seat A.

d. *Board of Directors Meeting – July 10, 2024*

Ms. Rannals informed the Board that she would not be attending the July meeting due to a conference on the east coast, and because of the time difference and conference schedule, she could not participate remotely. Director Fougner also informed the Board that he would also not be in attendance. Ms. Rannals requested consideration that the meeting is cancelled since the agenda is light. The board members after deliberating that since the “standards of cover” report and the new response times reports would be discussed, they agreed to reschedule the meeting, in lieu of cancelling.

MOTION BY DIRECTOR FUGNER, SECOND BY DIRECTOR PLOETZ, CARRIED 4 AYES; 0 NOES; 1 ABSENT (*Gomez*); 0 ABSTAIN to reschedule the July 10 board meeting, to Monday, July 22 at 1pm at the SmartSpace location.

8. Oral Report(s)

1) *Fire Chief* – Chief Washington reported that there were several questions that arose out of the 2:2:1 meeting that he was unable to attend due to travel. He met with Ms. Rannals to review all questions that he or Chief Davidson will respond to.

- Q: Buena Creek Road Clearance – when is this scheduled? Chief Davidson responded that staff contacted CalFire and was informed that Buena Creek Road was completed March 28th and Gopher Canyon was completed April 17th. Because of the growth, CalFire intends to revisit the roads in October.
- Q: Is there an update on Station 3 Construction? Chief Washington responded that personnel would move to the temporary station in September. Demolition is anticipated in October. The cost of construction has increased significantly, however, now all costs have been capped, and the current cost is approximately \$15 million.
- Q: Weed Abatement Program – What is the update? Chief Davidson responded that inspections started on June 10th. One part time inspector will work Friday & Saturdays. To date: 305 inspections are complete, staff have received 335 phone calls, and notice of violations has started to be sent, which starts the 30-day period for compliance.
- Q: Response Time Data – Will the report restart in July? Chief Davidson responded that the Tableau data does not break down the calls between the City and District. For the month of May, personnel responded to 1,438 total calls for service of which 1,045 were responses to the City/District; 393 responses were mutual or automatic aid. In addition, they transported 696 patients.
- Q: What is the status of the speed bumps/humps? Chief Davidson responded that the fire department is working with the City’s traffic engineer to review the recommended locations. They are recalculating the response time to account for the “slowing” and “speeding” of the

apparatus in cooperation with the consultant. They are also looking at the times using both primary and secondary roads traveled. This topic remains ongoing.

- Q: What is the timeline for approval of the Standards of Cover (SOC)? Chief Washington responded that he would like to have the District accept the new SOC by the time the Fire Department starts their strategic planning process in September. Both the City and the District are striving for a common set of facts in Urban/Suburban and Rural times. Director Fougner requested that the District receive 2015 and 2020 SOC's for reference, even though the District never had the opportunity to see the "look back" data or approve the updated SOC. Chief Washington agreed to provide the documents to Ms. Rannals for distribution to the board members upon request.
- Q: How can the District provide input on the accuracy of the maps in the hazard and high hazard areas? Chief Washington intends to contact Chief Meecham of CalFire to get more information as to how the maps are developed. He understands that some of the hazard areas may be misclassified. Staff will continue to research.

2) Deputy Chief - Administration

- The fire department intends to offer a "Women's Empowerment Camp" in cooperation with Oceanside and North County FPD, August 9-11.
- Staff recently attended the annual EMS Conference.

3) Administrative Manager – Ms. Rannals: In addition to her report, she reported on the following:

- She has received notification that the election filing period will be July 15 – August 9. She has confirmed that divisions A; B and C are in place. Should an incumbent choose not to file, then the filing period is extended for 5 days for that division only. As a point of interest, the current number of registered voters throughout the District is 12,577.
- She will be attending the IAAP Conference July 9 – 15 in New York City. Although she will be out of the office, she will continue to monitor messages.

4) Legal – Mr. Pfister – No report. Mr. Cardinale is grateful for the opportunity to serve the District as new legal counsel.

5) Fire Safe Council of Vista – Update: Director Gomez in his absence submitted a written report to the Ms. Rannals:

- He attended the annual Fire Safe Council Awards luncheon.
- He contacted Captain Shoots from CAL FIRE who is going to assist the Council in getting communities in the city/district to be Fire Wise Communities approved through NFPA. This will help reduce the number of homes being turned down from having fire insurance coverage. This program will also assist us in educating residents in their community.
- They are currently working on our yearly budget for the next meeting, meeting date to be determined.
- The CWPP has been signed by all parties and is approved.
- On behalf of the Fire Safe Council, they would like to thank the Vista Fire Protection District Board on assisting us with the Grant and support. I had the CWPP pass my desk and have signed to forward to Chief Washington

6) *Board of Directors*

- None

10-minute recess

9. Closed Session

Pursuant to the following section, the board met in closed session from 3:10 pm – 3:50 pm, and discussed the following:

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54957: Public Employee Performance Evaluation
 - 1) Administrative Manager
All board members listed, Administrative Manager Rannals and Chris Cardinale (Legal Counsel) attended and participated in the discussion.

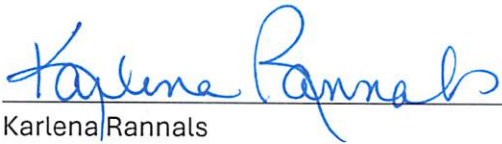
10. Closed Session Report Out

Upon reconvening, President Elliott reported that the Administrative Manager’s performance and salary was discussed.

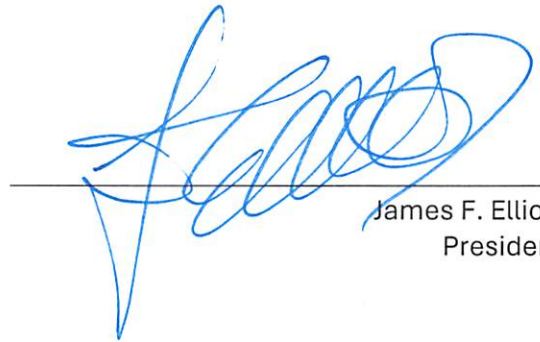
MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR FOUNGNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT (*Gomez*); 0 ABSTAIN to revise the Administrative Manager’s annual compensation to \$60,000 effective July 1, 2024; and pay a one-time performance bonus of \$2,500 on July 22, 2024.

11. Adjournment

President Elliott adjourned the meeting at 3:53 pm.



Karlene Rannals
Board Clerk



James F. Elliott
President