

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 13, 2024
1:00 P.M.

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 staff 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 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. SPECIAL PRESENTATION(S)
 - a. *Weed Abatement*
Inspector James Kozakiewicz will deliver a PowerPoint presentation reviewing the 2024 Weed Abatement Inspection Program
 - b. *Standards of Cover*
Deputy Chief Bret Davidson will deliver a PowerPoint presentation outlining the Standards of Cover for delivering emergency services within the city and district.
4. 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.

5. CONSENT CALENDAR
 - a. Board of Directors Minutes
 - i) **Approve** the Board of Directors minutes of February 14, 2024

- b. Payroll Register
 - Approve** Payroll paid on March 7, 2024 \$6,024.28
 - Approve** Payroll Taxes paid on paid on March 7, 2024 \$460.86
 - \$6,485.14
- c. Accounts Payable
 - Approve** Accounts Payable Check 4169 thru 4175 to be paid March 13, 2024 \$311,651.23
 - Auto withdrawal(s) paid on February 10 – March 9, 2024 \$965.88
 - \$312,617.11
- d. Receive and File – Information
 - i) Fire Department Reports
 - (1) *Fire Chief*
 - (2) *Fire Marshal*
 - (3) *District Inspector*
 - ii) Administrative Manager’s Report
 - iii) Correspondence
 - (1) None

6. CONTINUING BUSINESS

- a. None

7. NEW BUSINESS

- a. Request for Records Destruction

To discuss and/or authorize the file destruction listing and authorize the president to execute the destruction request. [Staff Report 24-05](#)
ACTION REQUESTED: **Approve**
- b. Request for Qualifications (RFQ) for Legal Services

To discuss and/or authorize the distribution of the RFQ for legal services. [Staff Report 24-06](#)
Action Requested: **Authorize distribution of RFQ**
- c. FY25 Budget Direction

Open discussion for creating a “Community Outreach Coordinator” position (employee or contract), directing staff to research costs, position description, for potential inclusion in the FY25 operating budget.
Action Requested: **Direction**

8. ORAL REPORT(s)

- a. Fire Chief
- b. Deputy Chief - Administration
- c. Administrative Manager
- d. Legal
- e. Fire Safe Council of Vista - Update
- f. Board of Directors

9. ADJOURNMENT

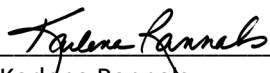


VISTA FIRE PROTECTION DISTRICT
Board of Directors
Regular Meeting Agenda
Wednesday, March 13, 2024 1:00 pm PT

CERTIFICATION OF POSTING

I certify that on March 7, 2024 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 7, 2024



Karlena Rannals
Board Clerk



VISTA FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – February 14, 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

President Elliott led the assembly in the Pledge of Allegiance.

2. Roll

Directors Present: Elliott, Gomez, Miller, Ploetz

Directors Absent: Fougner

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

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 GOMEZ, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted:

a. *Board of Directors Minutes*

- i) Board of Directors minutes of January 17, 2024
- ii) Board of Directors minutes of January 31, 2024

b. *Payroll Register*

- Payroll paid on February 7, 2024 \$6,018.84
- Payroll taxes paid on February 7, 2024 \$ 460.44
- Total** **\$6,479.28**

b. *Accounts Payable*

- Accounts Payable Check 4157 thru 4168 paid January 17, 2024 \$636,886.03
- Auto withdrawal(s) paid on January 8 – February 9, 2024 998.78
- Total** **\$637,884.81**

c. *Receive and File*

- i) Financial Quarterly Reports – Information
 - (1) FY24 Budget to Actual GF – January 31, 2024
 - (2) FY24 Budget to Actual FMF – December 31, 2023
 - (3) FY24 Combined Balance Sheet - December 31, 2023
 - (4) Portfolio Summary Report - December 31, 2023
- ii) Fire Department Reports
 - (1) *Fire Chief*
 - (2) *Fire Marshal*
 - (3) *District Inspector*

- iii) Administrative Manager's Report
- iv) Correspondence
- (1) None

5. Public Hearing

a. Ordinance 2024-01

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

6. Continuing Business

a. Ordinance 2024-01

Ms. Rannals reported that there were no changes to the language of the ordinance from the first reading to this meeting, and once adopted would become effective March 15, 2024, well in advance of the weed abatement season for 2024.

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR MILLER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to adopt Ordinance 2024-01 *entitled* An Ordinance of the Vista Fire Protection District to Declare Certain Waste Material as a Public Nuisance, Provide for Abatement and Removal Thereof, and Provide for the Cost of Said Abatement to be a Lien Upon Private Property.

7. New Business

a. *Resolution 2024-01*

Ms. Rannals summarized the staff report provided. She reported that the District is a member of the California Special Districts Association (CSDA) and at their request encouraged all special districts to join the coalition by passing a board resolution in opposition to the Ballot Initiative. She noted that while the District does not have a special assessment, this could potentially limit the District's ability to raise revenue needed to provide essential services.

Board members discussed the necessity of the resolution, and a few believed that it was too early to take a position on the subject.

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR GOMEZ, AND FAILED to adopt Resolution 2024-01 on the following vote 2 AYES; 2 NOES; 1 ABSENT; 0 ABSTAIN.

b. *Request for Records Destruction*

Ms. Rannals submitted a staff report requesting authorization to destroy records pursuant to the adopted records retention schedule.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR GOMEZ, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize the destruction of records pursuant to the records retention schedule and authorize the President to sign the document showing approval for the destruction of records and authorize and any costs associated with the destruction.

c. *Call for Nominations | Regular Special District Member Election on LAFCO*

Ms. Rannals reported that any board member is eligible to submit their name as a candidate and asked if there was any interest. She noted that the incumbent Jo McKenzie intends to be a candidate. No board member expressed an interest.

d. *Budget Authorization*

Ms. Rannals summarized the staff report provided. She reminded the board that this request is an outcome of the board workshop held January 31st, and the desire to create a 5-year strategic plan that will align with the City of Vista Fire Department and its strategic plan as a part of the accreditation process. FireStats will be the same vendor developing the City's strategic plan, and it makes the most sense to have the same firm. Staff responded to questions from the board.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR GOMEZ, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the expense to FireStats for the development of a strategic plan, for an amount not to exceed \$12,300, and authorize the Fire Chief or Administrative Manager to execute the contract.

e. *Annual Weed Abatement Letters*

Chief Davidson reviewed the process when sending the annual weed abatement notices. He noted a change in the procedure, as the first letter a "Courtesy Notice" will be sent to all property owners within the fire protection district. Through discussions, board members believed that the letter was not clear enough as to what should be done to clean their property. In addition, there are property owners that do not have an abatement issue, so they should consider adding a safety message to the letter. Also, the time limit within the first notice should be clarified. Then starting June 1, after inspections, the "Notice to Abate" will be sent, and the time limits outlined in the letters will be followed. At the conclusion of the discussion, Chief Davidson will request that Inspector Kozakiewicz deliver a presentation at the next meeting regarding the weed abatement process.

8. Oral Report(s)

1) *Fire Chief* – Chief Washington in addition to his report:

- Seven firefighters/paramedics are currently in an academy.
- EMT program is going very well. They intend to incorporate a mentorship program with the cadet program.
- In cooperation with other North County fire agencies, Vista personnel are participating in a Battalion Chief and a Captains Academy.

2) Deputy Chief - Administration

- Fire Prevention Inspectors: they received eighty-five applications for two positions and have been narrowed to five candidates. They intend to select two for backgrounds.
- Forced Abatement: there is one forced abatement where staff are having a tough time finding the responsible party since the property owner passed away.
- Board Workshop – January 31, 2024: He that the workshop went very well.

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

- She highlighted an item in her report noting a rent increase for office space. The rent will increase from \$800 per month to \$875.
- The temporary employee hired, Yadira Correa, has done an excellent job, and her last day will be February 15 since she has gained full-time employment with the City of Vista Fire Department.
- She received a Notice of Vacancy from LAFCO. Andrew Vanderlaan resigned his seat on the Commission.
- She participated in a “meet and greet” with staff representatives for Brian Maienschein, serving in the California State Assembly, representing the 76th district.
- She sought direction from the board on the old records. Do they really want scanned documents such as accounts payable from the 1970s and 80s? The direction was to identify the type of documents, list date periods, and destroy after approval.
- She received from the Office of Emergency Services, the American Rescue Plan Act Grant check in the amount of \$193,400, which was deposited. She has requested and received an invoice from the City of Vista to reimburse for reconstruction of Fire Station 3.

4) Legal – Mr. Pfister – unable to attend. No report.

5) Fire Safe Council of Vista – Update: Director Gomez reported that they are looking forward to getting involved with the CERT program, fire sprinkler education, etc.

6) Board of Directors

- Gomez: inquired about the Home Inspection Program offered through the Fire Safe Council of San Diego County. Director Ploetz responded that in excess of forty households have requested an inspection.
- Miller: requested an update on the Kawano project, 300-acre development. Chief Washington will follow up.

9. Adjournment

President Elliott adjourned the meeting at 3:10 pm.


Karlana Rannals
Board Clerk

James F. Elliott
President

VISTA FIRE PROTECTION DISTRICT
PAYROLL REGISTER - December (Paid 3/07/24)

Payment No.	Name	Gross
Direct Deposit	Correa, Yadira	\$ 1,440.94
Direct Deposit	Rannals, Karlana	<u>\$ 4,583.34</u>
		\$ 6,024.28
	Employer Payroll Taxes	
	Federal (Social Security/Medicare)	\$ 460.86
	State	<u>\$ -</u>
		<u><u>\$ 6,485.14</u></u>

**VISTA FIRE PROTECTION DISTRICT
ACCOUNTS PAYABLE
March 13, 2024**

Check #	PAYEE & ADDRESS	DESCRIPTION	AMOUNT
Auto Withdrawal	SmartSpace Vista (c/o SVN Vanguard) 4455 Murphy Canyon Road, Ste 200 San Diego, CA 92123	Space Rent - March 2024 <i>Paid on 3-1-2024</i>	\$877.95
Auto Withdrawal	ADP, Inc.	February Payroll Fee <i>Paid on 3-8-2024</i>	\$87.93
		Accounts Payable (Auto withdrawal)	\$965.88
4169	AZTEC LANDSCAPING 7980 Lemon Grove Way Lemon Grove, Ca 91945	Emergency Access Roads, Invoice # L4041, February 2024	\$2,187.50
4170	CITY OF VISTA 200 Civic Center Drive Vista, CA 92084	Fire/EMS - TA#7 Fire Inspector - February 2024 ARPA Grant Reimbursement - Reconstruction VTA3	\$105,286.87 \$5,517.17 \$193,400.00
4171	LITTLE YELLOW BUDDIES 13615 Fairlane Road Valley Center, CA 92082	Serviced Hydrants - Qty 158	\$4,266.00
4172	RANNALS, Karlena RANNALS, Karlena	Out of Pocket Expenses (Feb 1 - 29, 2024) Telephone Reimbursement	\$230.17 \$150.00
4173	RGM CONSULTING 815 Sierra Verde Dr. Vista, CA 92084	Monthly Maintenance (Mar 2024) Inv # 7232	\$150.00
4174	SAN DIEGO UNION-TRIBUNE P.O. Box 740665 Los Angeles, CA 90074	Inv 0011649153 Legal Notices Notice of Ordinance No. 2024-01 Adoption	\$379.52
4175	STREAMLINE P.O. Box 207561 Dallas, TX 75320-7561	Monthly Billing for Webhosting Invoice # 67009CA4-0040	\$84.00
		Accounts Payable (Checks)	\$311,651.23
	PAYROLL:		
	See Payroll Register	Employee & Directors	\$6,024.28
	U.S. TREASURY (PAYROLL TAX)	FEDERAL FORM 941-EFT VIA EFTPS-DEPOSIT	\$460.86
		December Payroll Total	\$6,485.14
		Total District Expenses - February 2024	\$319,102.25
	CHECK VOID		
	Director		13-Mar-24
			
	Administrative Manager		7-Mar-24

**Accounts Payable
Certification**

Vista Fire Protection District
450 S. Melrose Dr., Ste 105
Vista, CA 92081

CERTIFICATION FOR PAYMENT NO. 235571

CONSULTANT/VENDOR:
City of Vista

BILLING PERIOD:

ADDRESS: 200 Civic Center Drive, Vista, CA 92084

ACCOUNT No.:

DESCRIPTION: Tax Apportionment #7

STATEMENT OF PAYMENT

				Apportionment of Fee	FEE PAYABLE
Gross Tax Apportionment	100%	\$	(116,985.41)	0%	\$ -
Less Interest Allocation	100%	\$	-	0%	\$ -
Tax Apportionment (Net)	100%	\$	(116,985.41)	90%	<u>\$ (105,286.87)</u>
Invoice Billed #:					\$ (105,286.87)
Discrepancy					<u>\$ 0.00</u>



Certified by: Karlana Rannals, Administrative Manager

2/20/2024

Date



TO: BOARD OF DIRECTORS
FROM: GERARD WASHINGTON, FIRE CHIEF
SUBJECT: MONTHLY ACTIVITY REPORT – FIRE CHIEF’S REPORT
DATE: March 6, 2024



Monthly Activity Summary (February 1, 2024 to March 6, 2024)

The following highlights the work activities for the reporting period:

1. Two new fire inspectors start on 3/11/24.
2. A BLS ambulance is in service and periodically a third ambulance will cover BLS116 when it goes down.
3. Fire is down to six new Firefighter/Paramedics going to ambulance shift ride-outs.
4. Ambulance fee recommendation will be finalized next month.
5. Station 3 temporary station moving into the temporary station planned in August.
6. The new Opticom system was approved by City Council for \$1.2 million to change all intersections using GPS Opticom systems. This should speed up response time on primary and secondary roadways.
7. A new Type VI engine is being placed in service.
8. Training included a new hire academy and SDG&E training.
9. There are new department physicals and cancer screenings next month.

TO: BOARD OF DIRECTORS
FROM: MARK VIEROW, FIRE MARSHAL
SUBJECT: MONTHLY ACTIVITY REPORT – FIRE MARSHAL
DATE: March 4, 2024



Monthly Activity Summary (February 1-29, 2024)

The following highlights the work activities for the reporting period:

1. Projects:
 - The Havens, Bonsall Oaks, Gopher Canyon Rd
 - The 3 models have had final inspections.
 - 10 production units have had fire sprinkler hydro inspections.
 - No change**
2. Plan checks and construction inspections continue.
 - 4 plan checks
 - 4 construction inspections
 - 1 site visit for homeowner planning projects.
3. Was not able to attend the County Fire Marshal meeting in February due to Fire Inspector interviews.
4. Two new fire inspectors will start on March 11, 2024.

TO: BOARD OF DIRECTORS
FROM: James Kozakiewicz, Fire Inspector
SUBJECT: MONTHLY ACTIVITY REPORT – FIRE
DATE: March 6, 2024



Monthly Activity Summary (February 1, 2024 – March 6, 2024)

The following highlights the work activities for the reporting period:

1. Inspector Kozakiewicz evaluated all emergency access roads. The El Paso Alto gate is failing and will need to be repaired in time due to the weight of the barrel lock becoming too much for the existing footings. The emergency access roads at Deeb, Hardell, and Fabry need abatement, and inspector Kozakiewicz will notify Aztec Landscaping.
2. 2126 Warmlands has moved to forced abatement. Waiting for approval of abatement from the city attorney.
3. Inspector Kozakiewicz attended Plan Examiner 1B training.
4. Inspector Kozakiewicz and staff are continuing work on the weed abatement program for the 2024 season.
5. There was a fire located at 3325 Fairview Lane on February 19, 2024. There are no injuries to report. Suppression staff were able to extinguish the fire with a garden hose and fire extinguisher. Fire was determined to be from a ceiling fan malfunction.
6. Inspector Kozakiewicz obtained a Crowd Manager certification.
7. All state mandated R2 and E occupancies have been inspected.
8. Inspector Kozakiewicz attended the Fire Safe Council coffee chat. Presentation on SAFE Grant Program 2024.

TO: BOARD OF DIRECTORS
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER
SUBJECT: MONTHLY ACTIVITY REPORT - ADMINISTRATION
DATE: MARCH 7, 2024



Activity Summary (February 1 – 29, 2024)

The following highlights my work activities for the reporting period:

1. Prepared agenda items and supporting reports, and distribution for February 14 Board of Directors meeting.
2. Attended (via Zoom) February 13 a meeting with Assemblyman Brian Maienschein's district office staff.
3. Attended February 14 Board of Directors meeting.
4. Received and deposited (02/14) the check from San Diego County Office of Emergency Services for American Rescue Plan Act Grant
5. Attended with Chief Washington the CSDA Quarterly Dinner Meeting
6. Attended (via Zoom) SDCFCA – Administrative Section Meeting
7. Met (in person) February 21 with Directors' Elliott and Ploetz
8. Met (via Zoom) February 22 with Chiefs' Washington & Davidson
9. Prepared RFQ for legal services for board member review
10. Submitted February 28 the 2023 Government Compensation in California Report
11. Prepared agenda items for March 13 Board of Directors meeting

NOTE: Our temporary employee (Yadira) accepted a full-time position with the City of Vista Fire Department. Her last day was Thursday, February 15.

Future Activity

1. Board Policies
2. Website Refresh
3. Continue reorganization of files

STAFF REPORT

24-05

TO: BOARD OF DIRECTORS,
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER
SUBJECT: REQUEST FOR RECORDS DESTRUCTION
DATE: MARCH 7, 2024



RECOMMENDATION

Approve the destruction of records pursuant to the District's Records Retention Schedule and authorize the President to sign the document showing approval for the destruction.

BACKGROUND

On May 11, 2022, the Board of Directors adopted Policy No. 3010 establishing a Records Retention Policy and Schedule. Certain records were identified as eligible for destruction, per the policy. The listing of all records and relevant sections from the records retention schedule is attached.

CURRENT SITUATION

Since retaining the services of temporary help, Ms. Correa focused her attention to the supporting board meeting material, which is currently being scanned so that the material is "searchable." We are retaining a hard copy of the agenda and minutes. Unfortunately, many of the minutes are not signed, but we do have documents.

Attachment 1, Schedule of Minutes is included to show as of this date.

ATTACHMENTS

1. Schedule of Minutes
2. File Destruction Listing
3. Memorandum - Request for Records Destruction

Destruction Listing - March 13, 2024

Folder	Description	Period	Eligible for Destruction	Legal Authority
Admin-Board	Supplemental Board Meeting Material	4/13/1988	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	11/13/1989	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	1/8/1991	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	8/14/1991	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	8/28/1991	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	9/11/1991	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	10/1/1991	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	10/9/1991	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	11/10/1991	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	2/12/1992	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	2/12/1992	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	3/11/1992	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	4/8/1992	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	11/9/1994	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	12/14/1994	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	1/11/1995	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	2/8/1995	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	3/8/1995	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	4/12/1995	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	4/12/1995	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	5/16/1995	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	6/14/1995	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	8/9/1995	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	2/20/1996	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	3/13/1996	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	4/10/1996	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	6/12/1996	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	7/10/1996	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	8/9/1996	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	8/14/1996	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	9/11/1996	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	10/9/1996	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	11/13/1996	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	12/11/1996	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	2/10/1997	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	3/12/1997	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	5/14/1997	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	9/10/1997	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	10/8/1997	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	11/12/1997	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	1/14/1998	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	2/11/1998	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	3/3/1998	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	3/11/1998	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	4/8/1998	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	5/13/1998	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	6/10/1998	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	7/8/1998	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	8/8/1998	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	9/9/1998	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	10/14/1998	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	11/11/1998	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	12/9/1998	Yes	GC 34090(d)
Admin-Finance	W2s; 941; DE7	12/31/1998	Yes	GC 34090(d); IRS Reg. 31.6001-1(e)(2); R&T 19534
Admin-Board	Supplemental Board Meeting Material	1/13/1999	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	6/10/1999	Yes	GC 34090(d)
Admin-Finance	W2s; 941; DE7	12/31/1999	Yes	GC 34090(d); IRS Reg. 31.6001-1(e)(2); R&T 19534
Admin-Finance	W2s; 941; DE7	12/31/2000	Yes	GC 34090(d); IRS Reg. 31.6001-1(e)(2); R&T 19533
Admin-Finance	W2s; 941; DE7	12/31/2001	Yes	GC 34090(d); IRS Reg. 31.6001-1(e)(2); R&T 19532

Destruction Listing - March 13, 2024

Folder	Description	Period	Eligible for Destruction	Legal Authority
Admin-Finance	W2s; 941; DE7	12/31/2002	Yes	GC 34090(d); IRS Reg. 31.6001-1(e)(2); R&T 19531
Admin-Finance	W2s; 941; DE7	12/31/2003	Yes	GC 34090(d); IRS Reg. 31.6001-1(e)(2); R&T 19530
Admin-Board	SCO Financial Reports - Work Papers	6/30/2006	Yes	GC 34090(d)
Admin-Board	SCO Financial Reports - Work Papers	6/30/2007	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	6/11/2008	Yes	GC 34090(d)
Admin-Board	SCO Financial Reports - Work Papers	6/30/2008	Yes	GC 34090(d)
Admin-Board	SCO Financial Reports - Work Papers	6/30/2009	Yes	GC 34090(d)
Admin-Board	SCO Financial Reports - Work Papers	6/30/2010	Yes	GC 34090(d)
Admin-Board	SCO Financial Reports - Work Papers	6/30/2011	Yes	GC 34090(d)
Admin-Board	SCO Financial Reports - Work Papers	6/30/2012	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	11/14/2012	Yes	GC 34090(d)
Admin-Board	SCO Financial Reports - Work Papers	6/30/2013	Yes	GC 34090(d)
Admin-Board	SCO Financial Reports - Work Papers	6/30/2014	Yes	GC 34090(d)
Admin-Board	SCO Financial Reports - Work Papers	6/30/2015	Yes	GC 34090(d)
Admin-Board	SCO Financial Reports - Work Papers	6/30/2016	Yes	GC 34090(d)
Admin-Board	SCO Financial Reports - Work Papers	6/30/2017	Yes	GC 34090(d)
Admin-Board	SCO Financial Reports - Work Papers	6/30/2018	Yes	GC 34090(d)
Admin-Finance	CAMP Investment Statements	01-01-1998/06-30-2001	Yes	GC 34090(d)
Admin-Finance	Accounts Payable/Payroll	06-30-1995/06-30-1996	Yes	GC 34090(d)
Admin-Finance	Census Reports	07-01-1981/03-31-1999	Yes	GC 34090(d)
Admin-Finance	Accounts Payable/Payroll	07-01-1991/06-30-1992	Yes	GC 34090(d)
Admin-Finance	Audit work papers	07-01-1991/06-30-1992	Yes	GC 34090(d)
Admin-Finance	Accounts Payable/Payroll	07-01-1992/06-30-1993	Yes	GC 34090(d)
Admin-Finance	Audit work papers	07-01-1993/06-30-1993	Yes	GC 34090(d)
Admin-Finance	Accounts Payable/Payroll	07-01-1993/06-30-1994	Yes	GC 34090(d)
Admin-Finance	Accounts Payable/Payroll	07-01-1994/06-30-1995	Yes	GC 34090(d)
Admin-Finance	Audit work papers	07-01-1994/06-30-1995	Yes	GC 34090(d)
Admin-Finance	Audit work papers	07-01-1995/06-30-1996	Yes	GC 34090(d)
Admin-Finance	Accounts Payable/Payroll	07-01-1996/06-30-1997	Yes	GC 34090(d)
Admin-Finance	Public Financial Mgmt - Investment Invoices	07-01-1997/06-30-2002	Yes	GC 34090(d)
Admin-Finance	Accounts Payable/Payroll	07-01-1997/12-31-1997	Yes	GC 34090(d)
Admin-Finance	CAMP Investment Statements	07-31-1999/06-30-2002	Yes	GC 34090(d)
Admin-Finance	Public Financial Mgmt - Investment Invoices	07-31-2000/06-30-2002	Yes	GC 34090(d)
Admin-Board	Legal Advertising	1983-2015	Yes	GC 34090(d)
Admin-Board	Schedule of Appeals	1995-2003	Yes	GC 34090(d)
Admin-Finance	Budget WorkPapers	1999-2015	Yes	GC 34090(d)
Admin-Finance	Budget WorkPapers	2008-2013	Yes	GC 34090(d)
Admin-Finance	CD - FIRST FOUNDATION BANK	2010-2012	Yes	GC 34090(d)
Admin-Finance	Budget Requirements	FY1987	Yes	GC 34090(d)
Admin-Finance	Budget Requirements	FY1988	Yes	GC 34090(d)
Admin-Finance	Budget Requirements	FY1989	Yes	GC 34090(d)
Admin-Finance	Budget Requirements	FY1991	Yes	GC 34090(d)
Admin-Finance	Budget Requirements	FY1992	Yes	GC 34090(d)
Admin-Finance	Budget Requirements	FY1993	Yes	GC 34090(d)
Admin-Finance	Budget Requirements	FY1994	Yes	GC 34090(d)
Admin-Finance	Budget Requirements	FY1995	Yes	GC 34090(d)
Admin-Finance	Budget Requirements	FY1996	Yes	GC 34090(d)
Admin-Finance	Budget Requirements	FY1996	Yes	GC 34090(d)
Admin-Finance	Budget Requirements	FY1997	Yes	GC 34090(d)
Admin-Finance	Budget Requirements	FY1998	Yes	GC 34090(d)
Admin-Finance	Budget Requirements	FY1998	Yes	GC 34090(d)
Admin-Finance	Budget Requirements	FY2000	Yes	GC 34090(d)
Admin-Finance	Budget Requirements	FY2001	Yes	GC 34090(d)
Admin-Finance	Budget Requirements	FY2002	Yes	GC 34090(d)
Admin-Finance	Budget Requirements	FY2003	Yes	GC 34090(d)
Admin-Finance	Budget Requirements	FY2006	Yes	GC 34090(d)

MEMORANDUM

FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER
SUBJECT: REQUEST FOR RECORDS DESTRUCTION
DATE: MARCH 7, 2024



On 05/11/22, the Board of Directors adopted Policy No. 3010 establishing a Records Retention Policy and Schedule. Per the policy and schedule, certain records were identified as eligible for destruction. A listing of those records and relevant sections from the records retention schedule are attached.

Please sign below showing your approval for the destruction of the attached listing of records.

James F. Elliott, President
Board of Directors

Administrative Manager/Custodian of Records

CERTIFICATE OF DESTRUCTION

I, Karlena Rannals, do hereby certify that the records listed on the attached were properly disposed of on _____ via shredding or other service.
date

Karlana Rannals
Administrative Manager

Original: Destruction of Records Listing
Attachment:

- Records Destruction List

STAFF REPORT

24-06

TO: BOARD OF DIRECTORS,
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER
SUBJECT: REQUEST FOR QUALIFICATIONS (RFQ) FOR LEGAL SERVICES
DATE: MARCH 7, 2024



RECOMMENDATION

Review and/or authorize the attached RFQ for distribution to seek proposals from firms to provide legal services.

BACKGROUND

At the January 31, 2024 Board Workshop, the board discussed the benefits of a firm that has in-depth knowledge of special districts. There are specific issues for fire districts, such as 201 rights, and automatic aid to name a few current issues. The board reiterated that they are happy with the current legal counsel; however, it is unknown when the last request for qualifications (RFQ) was made. Direction was given to the Administrative Manager develop and RFQ for the board to review and authorize its distribution with a target meeting date of March 2024.

CURRENT SITUATION

The RFQ template was obtained from another fire district in San Diego County and has been developed in cooperation with the Board President. The RFQ will be posted on the District website, the RFP Clearinghouse hosted by California Special Districts Association, and directly forwarded to a list of firms already obtained.

ATTACHMENTS

1. Request for Qualifications for Legal Services

Vista Fire Protection District



REQUEST FOR QUALIFICATIONS (RFQ) FOR GENERAL COUNSEL LEGAL SERVICES

Submittal Deadline: Tuesday, April 16, 2024 at 3:00 PM (PT)

VISTA FIRE PROTECTION DISTRICT
REQUEST FOR QUALIFICATIONS

Filing Deadline Tuesday, April 16, 2024 at 3:00 PM (PT)
Notice Inviting Proposal

NOTICE IS HEREBY GIVEN that Vista Fire Protection District (VFPD) is soliciting proposals from qualified and interested firms and individuals with a minimum of ten (10) years of California local government law experience to submit written proposals to provide General Counsel legal services. Firms and individuals are invited to submit proposals for the full range of legal services, including fire district and general government law practices. As General Counsel, the selected law firm or individual will be expected to provide a wide range of legal services to the District. The law firm or individual will be selected by the Board of Directors and will work closely with the Board, Administrative Manager, Fire Chief and staff as needed.

Sealed proposals will be received by Karlena Rannals, Administrative Manager of the Vista Fire Protection District, for furnishing all labor, materials and all other items and facilities necessary therefore, as in delineated the in strict accordance with the Request for Qualifications for “General Counsel Legal Services.”

To receive the RFQ, Proposers shall contact Karlena Rannals, Administrative Manager, at (760) 688-7588 or krannals@vistafpd.org. Proposals may be submitted on or before the due date and time. The solicitation receipt and evaluation of proposals and the selection of the Counsel will conform to the following schedule (*Note: dates are subject to change*):

District Releases RFQ	March 14, 2024
Questions Due	March 28, 2024
Question Response Due	April 7, 2024
Proposal Due Date	April 16, 2024
Proposal Evaluation/Review (short list of firms identified)	April 30, 2024
Interviews of short list of firms (If applicable)	May 15, 2024
Contract Negotiation with top-ranked firm(s):	Commence week of May 20th
Board of Directors Award	June 12, 2024

Proposals must be received at the Office of the VFPD Addministrative Manager, 450 South Melrose Drive, Vista, CA 92081-6664, by 4:00 P.M. on TBD. Written proposal and one (1) electronic copy (.PDF format) on a removable flash drive shall be submitted in **sealed** envelope marked clearly and legibly on the outside with “**General Counsel Legal Services.**”

Email, fax or other electronic submissions will NOT be accepted.

Proposals shall be submitted via FedEx, UPS, US Mail, or Walk-in Delivery to:

Attn: Karlena Rannals, Administrative Manager
Vista Fire Protection District
450 South Melrose Drive
Vista, CA 92081-6664

All Questions relative to the RFQ documents prior to the deadline for questions shall be directed to: Karlena Rannals, Administrative Manager via email: krannals@vistafpd.org or telephone: (760) 688-7588.

1. PURPOSE:

The Vista Fire Protection District (VFPD) Board of Directors invites interested firms and individuals with a minimum of ten (10) years of California local government law experience to submit written proposals to provide General Counsel legal services. Firms and individuals are invited to submit proposals for the full range of legal services, including fire district and general government law practices. As General Counsel, the selected law firm or individual will be expected to provide a wide range of legal services to the District. The law firm or individual will be selected by the Board of Directors and will work closely with the Board, Administrative Manager, Fire Chief and Staff as needed.

2. BACKGROUND:

The Vista Fire Protection District was formed on July 14, 1944 by the San Diego County Board of Supervisors. At that time, the area served by VFPD included what is now the City of Vista as well as the current VFPD service area. Over the years the incorporation of the City of Vista and annexations to the City of Vista have changed the boundaries.

Currently VFPD serves approximately twenty (20) square miles of unincorporated area, with a population of about 20,000 residents, generally east of the City of Vista.

Fire protection services are provided to VFPD by the City of Vista through a contract that sets out the relationship, services, compensation, and obligations of both parties. Although the contract is renewable, and can be extended, the current contract will expire in 2056.

Because of the contract with the City of Vista, VFPD does not employ any emergency responders. The VFPD staff currently consists of one employee, the Administrative Manager.

The Fire Chief for the City of Vista, Chief Gerard Washington, is named as Fire Chief for VFPD within the contract and has all of the duties and responsibilities that go with that office. The City of Vista is responsible for hiring the Fire Chief and managing the Fire Department.

VFPD’s annual budget for FY 2023/24 is approximately \$4.7 million. Approximately 90% of the total operating budget is paid to the City of Vista for fire protection and related services.

The Administrative Manager is appointed by the Board of Directors and has full responsibility for managing the daily operations of the District and is the primary contact with the City of Vista. The Administrative Manager is also responsible for the implementation of policies approved by the Board.

A five-member Board of Directors governs the District. Members of the Board are elected from five election Districts and serve four-year staggered terms.

3. SCOPE OF SERVICES:

The anticipated services will include, but are not limited to, the following:

- (a) Represent and advise the Board of Directors as the governing body and all District Officers in all matters of law pertaining to their offices.
- (b) Represent and appear for any District Officer and/or employee or any former District Officer and/or employee in legal proceedings in which any such officer or employer is entitled by law to representation furnished by the District.
- (c) Attend regular meetings of the Board of Directors and special meetings when required, and provide legal advice and opinions as requested by the Board of Directors, Administrative Manager, or Fire Chief.

- (d) To be promptly available for telephone consultation and to render written opinions on given issues related to District business in a timely manner.
- (e) Approve the form and content of Board of Directors policies, District contracts and all performance bonds, certificates of insurance and like documents tendered to the District on a requested basis.
- (f) Prepare or review all Ordinances, Resolutions, Contracts, Agreements, Deeds, Leases, title reports, and all other legal documents as requested by the Administrative Manager or designee.
- (g) Provide recommendation and advice when requested by the Board of Directors pertaining to the retention of and employment of outside law specialists in complex and important matters in which the District may be involved.
- (h) Investigate all claims and complaints by or against the District and prepare civil cases and act as trial counsel as required and requested by the Board of Directors, Administrative Manager, or Fire Chief.
- (i) Review citations for violations of District ordinances in accordance with criminal/civil law and procedures; prepare and try infractions, misdemeanors and ordinance violations as required and requested by the Board of Directors, Administrative Manager, or Fire Chief.
- (j) Prepare extended legal opinions of a complex nature as requested by the Board of Directors, Administrative Manager, Fire Chief, or designee.
- (k) Provide legal assistance and consultation to the Administrative Manager, Fire Chief or designee as requested on matters of property acquisition, eminent domain, property rights and property management, including cell sites, trespass, encroachment, lessor/lessee obligations and easements.
- (l) Consult with the Board or Administrative Manager, as appropriate, on personnel matters, labor relations matters, retirement, litigation, worker's compensation, and other matters concerning District business as requested (in matters that may not otherwise be covered by District agreements with other legal resources).
- (m) Oversee and manage the legal affairs of the District and ensure that the policies, programs and activities of the District and its employees and agents are conducted in compliance with all applicable law and that the best interests of the District are otherwise protected to the fullest extent possible.

The selected law firm shall provide the full normal range of services of the General Counsel as described above. Among other things, the General Counsel shall have expertise on:

- California and Federal Fire District law
- Ralph M. Brown Act (California Government Code Section 54952 et seq.)
- Meyers-Milias-Brown Act (California Government Code Section 3500 et seq.)
- California Public Records Act (Govt. Code Section 6200 et seq.)
- California Conflict Of Interest law (Govt. Code Section 1090)
- Political Reform Act of 1974 (Govt. Code Section 81000 et seq.)
- California Tort Claims Act (Govt. Code Section 815 et seq.)
- California Environmental Quality Act (California Public Resources Code Section 21000 et seq.)
- Public Contract Code (including California Public Contract Code Section 20810- 20813)
- Public works construction
- Labor Code
- Laws and regulations specific to the conduct of special district business
- Federal Americans with Disabilities Act.

The selected law firm shall establish and maintain services to the District in case of the unavoidable absence of the lead attorney **through temporary or backup legal services satisfactory to the District**. The General Counsel will provide the District with education and in-service seminars as mutually agreed to maintain a level of education among the Board of Directors, Staff and Management, to the fullest extent possible, to increase the knowledge of

District Staff and Board Members and to reduce liability.

The Board of Directors holds its Regular Meeting on the second Wednesday of each calendar month at 1:00 PM unless otherwise determined by the Board of Directors. Special Meetings may be held on a date determined by the Board of Directors. Closed Sessions may be held prior to or after Open Sessions. Workshops may be held during Open Session at a time determined by the Board of Directors. The General Counsel may be asked to attend Special Meetings, Closed Sessions, and Workshops. The District does not require the General Counsel to hold regular office hours but expects the selected law firm to be available to attend meetings in person or remotely (via video, web-streaming, or teleconference) if needed.

Prior to initiation of any work on a given matter, the District may request a written statement of the estimated cost of such work. The District requests proposals covering the full scope of requested legal services, including fire and general government services.

The District expects the primary attorney to coordinate with the Administrative Manager prior to delegating legal services work to other associates within the firm. If consultation between attorneys in the firm is anticipated, the primary attorney should notify the Administrative Manager prior to consultation to determine if the scope of work needs to be modified or authorization to continue should be rescinded.

4. RFQ RESPONSE FORMAT:

The RFQ respondent shall also submit an electronic copy (PDF format) of the RFQ response with all the information requested. To simplify the proposal evaluation process, the District is seeking RFQ responses in the following format: ***Important-Please submit your RFQ responses with section breaks/cover pages corresponding to the lettered items in the section below. Failure to follow the Proposal form and Content may be grounds for rejection on the basis of being non-responsive.**

5. PROPOSAL FORM AND CONTENT:

A. Proposal Submittal:

All pages of the proposal must be numbered consecutively. The proposal must be organized in accordance with the list of proposal contents. The proposal must provide specific and succinct responses to all questions and requests for information.

Respondents must include the following items in their proposals addressing the Scope of Services above. Proposals and the fee schedule must be valid, and binding for 180 days following the proposal due date and may become part of the agreement with the District.

B. Letter of Transmittal:

Include a cover letter signed by a duly authorized representative of the firm. The cover letter must include name, address, telephone number (cell phone number preferred but not required) and e-mail address of the firm submitting the proposal. In addition, the name, title, address, telephone number, and e-mail address of the person or persons who are authorized to represent the firm and to whom correspondence should be directed shall be included. An unsigned proposal is a ground for rejection.

C. Table of Contents:

Include a clear identification of the submitted material by section and by page number.

D. Summary:

Introduce the proposal and summarize the key provisions of the proposal. Based on your firm's expertise and qualifications, explain why your firm is best suited to provide the services described herein.

E. Statement of Understanding:

Include a detailed statement of understanding of the legal services to be provided. If there are services listed in this RFQ that the firm will not be able to provide, please be certain to address that in your response.

F. Background and Experience:

1. Official name and address and specify the type of entity (partnership, LLC, corporation, etc.).
2. Describe the firm's background and history, including the number of years in practice. Describe in detail the firm's fire and public agency legal services expertise.
3. List the location of office(s) that would serve the District.
4. Provide an organization chart and staffing plan identifying key personnel, related lines of authority and responsibility of those team members who will provide the services described in this RFQ.

G. Approach to Legal Services:

1. Describe your view of the role of the General Counsel, your interaction with the Board of Directors, Administrative Manager, and Fire Chief. Describe your style of participation in Board meetings and workshops.
2. Describe how you might manage conflicting direction from the Board and the Administrative Manager, Fire Chief, and City of Vista.
3. Describe how the firm would keep the District informed about the status of litigation and other legal matters.
4. Provide your best example of a written communication to a governing body about a legal issue, prepared within the past two years and not to exceed four pages, in which options are explained and a recommendation is given. (Redaction of privileged information is expected.)
5. Describe how you track and manage legal fees and costs to ensure the District's legal costs are held to a minimum.
6. Describe how you would proactively advise the District about legal developments or issues of concern, without being asked. If you use newsletters or other published communications, please describe the general content and frequency of publication.
7. Please identify the most significant Fire District policy, program, or legal matter that the firm has managed within the past five years, explain in detail why the matter was significant and indicate the outcome of the legal matter.
8. Please provide the most creative advice the firm has provided to a public agency client within the past five years, explain why the advice was creative and describe the outcome of the matter upon which the advice was provided.
9. Describe your view of the role of the District's legal counsel with the public and media.
10. Please identify whether the firm has had an agreement with a public agency terminated within the past five years and provide contact information for persons knowledgeable regarding the contract's termination.

H. Proposed Attorney(s):

Name the person whom you propose to designate as the General Counsel and Assistant General Counsel. Provide the following resumé information for each designee:

1. Certificates or licenses, including the date of admission to the State Bar of California;
2. Description of education, including names of educational institutions and degrees conferred;

3. Professional background and professional associations;
4. Experience with and knowledge of the law relating to public agencies (particularly fire districts and/or local government agencies);
5. Specific areas of expertise and training; and
6. Provide names and detailed qualifications for all other attorneys in your firm who are proposed to provide supporting legal services in support of the primary attorney(s).

I. References and Potential Conflicts of Interest:

1. Provide contact information for three public agency clients for which services have been provided by the proposed General Counsel and Assistant General Counsel in the last five years, so reference checks can be conducted. Please include the contact person's name, agency, phone, and email address.
2. List all public clients within the San Diego Region for whom your firm currently provides services under a fee for services basis or on a retainer basis and indicate the services provided. Identify any foreseeable or potential conflicts of interest that could result from such representation and the manner in which you would propose to resolve such conflicts.
3. For the person proposed as General Counsel, list all public clients that person presently represents as General Counsel, Deputy General Counsel or Assistant General Counsel, along with the meeting dates and times for each governing body.
4. List all private clients of your firm such as fire contractors, construction contractors, land developers or other contractors that could potentially pose a conflict of interest while representing the District.
5. Identify all situations in the last five years in which your firm represented a public entity in a litigated or administrative proceeding and the decision or outcome was adverse to that public entity. Similarly, please identify all situations within the last five years in which your firm represented a public entity in a litigated or administrative proceeding and the decision or outcome was beneficial to the public entity.
6. If, within the past five years the firm, or any of the attorneys employed by the firm has been sued by a public agency for legal malpractice, been the subject of a legal malpractice claim, been the subject of a complaint filed with the State Bar, or received discipline imposed by the State Bar, please describe in detail the circumstances of said suit, claim, complaint, or discipline.

J. Compensation and Reimbursement (in a separate, sealed envelope marked **Compensation/Reimbursement**):

1. Please provide either a monthly retainer fee or hourly billing rate and specific expenses proposed for compensation and/or reimbursement for the above legal services, with the list of services "Provided Regularly" and "Provided On An As-needed Basis."
2. The District may accept and incorporate the proposed retainer or fee schedule as part of the award/agreement process without further negotiations or, alternatively, may use it as the basis for negotiations.
3. Consequently, firms are encouraged to provide their best pricing.
4. If the firm incorporates a routine adjustment to its billing rates to account for inflation, stipulate the criteria, specific index cited and the anticipated timing for adjustments.
5. The District anticipates that the General Counsel Legal Services Agreement that may be awarded through this RFQ process will be an evergreen type of agreement with a thirty (30) day at-will termination provision. The selected firm shall identify how it proposes to be considered for rate increases and at what intervals.

K. Agreement:

At the conclusion of the RFQ process, negotiations for an agreement between the District and the selected firm will proceed. If the District engages a firm in negotiations and satisfactory agreement provisions cannot be reached, then negotiations may be terminated, and the District may elect to contact another firm. This sequence may continue until an agreement is reached.

The District contemplates entering into a legal services agreement containing its standard terms and conditions which will include specific standards for the firm's billing of costs and services. The agreement will also set forth requirements for the exercise of efficient billing judgment, billing documentation and insurance requirements. The contract will contain an express provision that in the event of any dispute concerning any matter regarding the agreement, each party agrees to bear its own attorney's fees. In addition, the agreement will require that it be governed by California law, without regard to conflict of laws principles and that venue for any dispute be in San Diego County.

L. Additional Information:

In this section, provide any other information that the firm believes is applicable to the evaluation of the proposal or your qualifications for providing the proposed legal services. You may use this section to address those aspects of your services that distinguish your firm from other firms.

6. **REVIEW AND SELECTION PROCESS:**

A. Process:

A selection panel will evaluate proposals and conduct interviews with the top respondent(s). Firms will be evaluated based on experience, qualifications, approach to the services requested, and cost of services. The selection panel for commencement of contract negotiations will identify the firm determined to be best qualified to perform this service. If contract negotiations are successful, the selection panel will forward the recommended contract to the Board of Directors for their consideration.

B. Evaluation Criteria:

The following information will be considered during the evaluation process:

1. Experience and qualifications identified in the Proposal (i.e., fire district, local government, and employment practices).
2. Cost of providing services.
3. Complete and clear response to requested matters in the Proposal.
4. Familiarity with laws and regulations governing California fire districts and public agencies.
5. Communication skills.
6. References from other client fire districts and local government agencies.
7. Depth and breadth of experience and expertise in the practice of law, most specifically in those areas most often encountered in fire districts and/or local government operations.
8. Other qualifications/criteria as deemed appropriate.

7. **GENERAL TERMS AND CONDITIONS:**

A. Limitation: This RFQ does not commit the District to award a contract, to pay any cost incurred in the preparation of a response or to procure or contract for services or supplies. The District reserves the right to reject any or all proposals for any reason and to amend, modify or terminate the RFQ process in any manner at any time.

B. Award: The firm/entity chosen may be required to participate in negotiations and to submit such revisions of its proposal as may result from negotiations. The District reserves the right to award a contract without discussion based upon the initial proposals.

C. Signature: Each proposal must be signed on behalf of an officer authorized to bind the firm.

8. PROPOSAL SUBMISSION:

Proposals should be responsive to the questions set forth in this RFQ. All materials that are submitted shall be deemed to be part of the responding proposal and will be incorporated in any subsequent agreement between the District and any selected firm.

Proposals must be received at the Office of the VFPD Administrative Manager, 450 South Melrose Drive, Vista, CA 92081-6664, by 4:00 P.M. on TBD. Written proposal and one (1) electronic copy (.PDF format) on a removable flash drive shall be submitted in **sealed** envelope marked clearly and legibly on the outside with “**General Counsel Legal Services.**”

Email, fax or other electronic submissions will NOT be accepted.

Proposals shall be submitted via FedEx, UPS, US Mail, or Walk-in Delivery to:

Attn: Karlena Rannals, Administrative Manager
Vista Fire Protection District
450 South Melrose Drive
Vista, CA 92081-6664

9. SELECTION PROCESS AND TIME FRAME *(Evaluation/interview dates subject to change)*

District Releases RFQ	March 14, 2024
Questions Due	March 28, 2024
Question Response Due	April 7, 2024
Proposal Due Date	April 16, 2024
Proposal Bid Evaluation/Review (short list of firms identified)	April 30, 2024
Interviews of short list of firms (If applicable)	May 15, 2024
Contract Negotiation with top-ranked firm(s):	Commence week of May 20th
Board of Directors Award	June 12, 2024

- **Attachment A – 2024 Organizational Chart**

Attachment A
2024 Organizational Chart

