

VISTA FIRE PROTECTION DISTRICT

Board of Directors

AGENDA

Meeting Location

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



Regular Meeting
Wednesday, August 14, 2024
1:00 P.M.

BUSINESS SESSION – REGULAR AGENDA

1. PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

3. MOTION WAIVING READING IN FULL OF ALL RESOLUTIONS/ORDINANCES

4. ORAL COMMUNICATION (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 July 22, 2024

b. Payroll Register

Approve Payroll paid on August 7, 2024

\$7,500.00

Approve Payroll Taxes paid on August 7, 2024

\$573.75

\$8,073.75

- c. Accounts Payable
- | | |
|---|--------------------|
| Approve Accounts Payable Check 4222 thru 4228 to be paid August 14, 2024 | \$30,177.61 |
| Auto withdrawal(s) paid on July 8 – August 8, 2024 | <u>\$967.37</u> |
| | <u>\$31,144.98</u> |

- d. Receive and File – Information
- i) Financial Quarterly Report(s) – Information
 - (1) FY24 Budget to Actual GF – June 30, 2024
 - (2) FY24 Budget to Actual FMF – June 30, 2024
 - (3) FY24 Combined Balance Sheet – June 30, 2024
 - (4) Portfolio Summary Report – June 30, 2024
 - Interest Rate Summary
 - (5) Annual Report of Revenues & Expenditures – Fire Mitigation Fees
 - ii) Fire Department Reports
 - (1) *Fire Chief*
 - (2) *Fire Marshal*
 - (3) *District Inspector*
 - (4) *2024 Weed Abatement Activity Inspection – Interim Report*
 - iii) Administrative Manager’s Report
 - iv) Correspondence
 - (1) None

6. CONTINUING BUSINESS

- a. Buena Creek Fuels Management
To discuss the results of the aerial survey and analysis of wildfire risk conducted by FireWatch and determine the next steps.
ACTION REQUESTED: **Direction**
- b. Standards of Covers (SOC) Update
A follow-up discussion showing the trends comparing the SOC of 2010, 2015, 2020 and 2024 data will be delivered to the Board of Directors for information and discussion.
ACTION REQUESTED: **Information**

7. NEW BUSINESS

- a. Special Presentation – “Navigating the Fire Insurance Maze”
Deputy Chief Davidson will deliver a presentation that was presented at the California Fire EMS Disaster Conference entitle “Navigating the Fire Insurance Maze.”
ACTION REQUESTED: **Information**
- b. Vista Fire Protection District Conflict of Interest Code
To discuss and/or the following actions to update the District’s Conflict of Interest Code: **Staff Report 24-14**
- (i) To acknowledge receipt of the 2024 Conflict of Interest Code Biennial Notice and ratify the agency official’s notification that an amendment is required by October 1, 2024;
ACTION REQUESTED: **Acknowledge receipt**
 - (ii) Adopt Resolution No. 2024-05 *entitled* A Resolution of the Board of Directors of the Vista Fire Protection District Amending the Fair Political Practices Commission’s Standard Conflict of Interest Code and Candidate Disclosure Statement and Repealing Board action on August 18, 2022.
ACTION REQUESTED: **Adopt**

- c. Non-Renewal of Additional Fire Inspector Special Services
To discuss and/or authorize the Board President or Administrative Manager to notify the City of Vista Fire Department of its intent to non-renew the Fire Inspector Special Services. [Staff Report 24-15](#)
ACTION REQUESTED: **Authorize notification.**
- d. Vista Fire Protection District - Policies
To discuss and/or provide directions upon review of the proposed Policy No. 1000 - Code of Ethics and Policy No. 1010 - Board Policy and Procedure Manual designed to facilitate the handling by the Board of Directors of its own affairs. [Staff Report 24-16](#)
ACTION REQUESTED: **Direction and/or set an approval date, or approve policies as submitted**
- e. Strategic Plan – Special Meeting
To discuss and schedule a special meeting, preferably the week of September 16th to discuss the completion of the District’s Five-year strategic plan.
ACTION REQUESTED: **Schedule a special meeting date**

- 8. ORAL REPORT(s)
 - a. Fire Chief
 - b. Deputy Chief - Administration
 - c. Administrative Manager
 - d. Legal
 - e. Board of Directors

9. ADJOURNMENT



VISTA FIRE PROTECTION DISTRICT
Board of Directors
Regular Meeting Agenda
Wednesday, August 14, 2024 1:00 pm PT

CERTIFICATION OF POSTING

I certify that on August 8, 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 August 8, 2024



Karlana Rannals
Board Clerk



VISTA FIRE PROTECTION DISTRICT
Rescheduled Regular Board of Directors Meeting
Minutes – July 22, 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 Gomez led the assembly in the Pledge of Allegiance.

2. Roll

Directors Present: Elliott, Gomez, Fougner (*participated via Zoom*), Miller, Ploetz
Directors Absent: None
Staff Present: Karlena Rannals, Administrative Manager; Gerard Washington, Fire Chief;
Bret Davidson, Deputy Chief; Chris Cardinale, Legal Counsel

3. Oral Communication (Public Comment)

No one requested to speak to the Board.

4. Consent Calendar

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR ELLIOTT, CARRIED 4 AYES; 0 NOES; 0 ABSENT; 1 ABSTAIN (Gomez) to approve all items, except 4.a. Minutes, (*a request to pull the item from Director Miller*) on the consent calendar as submitted:

b. Payroll Register

• Payroll paid on July 5, 2024	\$6,483.34
• Payroll taxes paid on July 8, 2024	\$ 495.98
Total	<u>\$6,979.32</u>

c. Accounts Payable

• Accounts Payable Check 4209 thru 4121 paid June 28 & July 22, 2024	\$109,375.17
• Auto withdrawal(s) paid on July 1 – 8, 2024	976.95
Total	<u>\$117,331.44</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) None

Director Miller requested to pull the Minutes for the June 12, 2024 for clarification within the written record. Staff and the Board President responded to his questions.

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR MILLER, CARRIED 4 AYES; 0 NOES; 0 ABSENT; 1 ABSTAIN (Gomez) to approve ITEM 4.a. Minutes of June 12, 2024 as submitted.

5. Continuing Business

a. *Community Wildfire Protection Plan (CWPP)*

President Elliott summarized the process and acknowledged all individuals who assisted in completing the CWPP. This document will serve as a roadmap for the District and the Fire Safe Council of Vista to reduce the risk and create a more fire safe community.

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR MILLER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to ACCEPT the Community Wildfire Protection Plan as approved by all parties to the document.

6. New Business

a. *Fuels Management Along Buena Creek Road*

Director Ploetz delivered a PowerPoint presentation showing through photos the severity of the fuels along Buena Creek Road. The fuels ranged from palm skirts, nonnative flammable palms, and unmanaged areas that have become dumping sites. He has researched the proper ways to obtain the necessary permits, noting grants are available for fuels reduction projects. He summarized that the District has an opportunity for the Buena Creek area to be a model for similar work in other areas of the District, and the District has an obligation as the government entity charged with fire protection to seek the maintenance of safe road corridors that allows residents to evacuate in a “not if” but “when” a wildfire occurs, potentially driven by Santa Ana winds.

b. *Outline of Processes and Obtaining Grants for Fuels Management*

Director Ploetz introduced Caitlin Kreutz and Gus Calderon from FireWatch for the next presentation. Ms. Kreutz and Mr. Calderon delivered their PowerPoint presentation on how FireWatch can assist the District by providing tools to effectively assess and prioritize fire risks. In addition, FireWatch uses an aircraft to collect aerial images of vegetation and utilizes multispectral imaging. In addition to the imaging, FireWatch can assist with grant procurement for risk mitigation. Based upon their successes of grants received, the provided before and after photos of areas within north San Diego County. They responded to questions from the board.

Ms. Rannals distributed a quote received from FireWatch for the Board to consider an aerial survey, image processing, land cover classification and custom web map for \$2,500. At the conclusion of the discussion, the board members supported the project and sought to start the project immediately.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR GOMEZ, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to proceed with the project. Counsel Cardinale noted pursuant to the District’s purchasing policy the Administrative Manager is authorized to sign the contract.

10-minute recess

c. *Standards of Covers (SOC) Update*

Deputy Chief Davidson delivered a PowerPoint presentation reviewing the Standards of Cover response time documents from the SOC's of 2010, 2015, 2020 and 2023. He reminded the board that the data is a "look back" period, and over time how the actual processing times (dispatch) and reflex times have changed. He compared data for high-risk fires assembly of an "effective fire response force" (EFR) and the four SOC's. After comparing all of the response times for Urban/Suburban and Rural from the SOC's for EFR and EMS calls, the data is telling the fire professionals that with the increase in population and traffic, response times have increased from the 2010 SOC in the rural areas on average of approximately two minutes.

Other data points of interest are:

With an increase in population and traffic, response times have gone up from 2010 in the rural areas by an average of about two minutes. Other data points of interest included:

- 2023 SOC data is skewed by COVID-19 (call processing time in 2021/22 went up to two minutes). The 2023 data for rural response is 10:32.
- Population in Vista in 2010 was 96,089 compared to 2023 of 124,000 (23% increase). *This is both the City and the District.*
- The annual call volume in 2010 was 10,200 to 2023 call volume of 16,205 (a 63% increase in call volume).

To address the increase in not only response times but also call volume, the fire department has done the following:

- Added two (2) Basic Life Support (BLS) ambulances in 2024.
- The City of Vista is in the process of installing an AVL Opticom system to speed up travel through primary and secondary roadways.
- Fire personnel are working with City staff to reduce the speed bumps on secondary and tertiary roadways that affect response times.

Staff responded to questions from the board. Director Fougner requested that due to the significant amount of information included in the presentation, he requested continuation of this topic at the August meeting. There were no objections from the board members.

5-minute recess

7. Oral Report(s)

1) *Fire Chief* – In addition to his report submitted, he spoke on the following:

- He distributed a flyer for the "Ignite Your Potential: Young Women's Empowerment Summit" scheduled for August 9 –11, 2024. The program in cooperation with Vista Fire Department, Oceanside Fire Department, North County Fire Protection District, California JAC and FCTC is a

program for all genders, specifically women, to prepare participants for the competitive path to a career in the fire service.

- Potential Arsons in Station 3 and 4 area, primarily trash/dumpster fires.
- Strike Teams have been deployed throughout the state.

2) *Deputy Chief - Administration*

- He reviewed the response data for the month of June.

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

- She reminded the board members that the candidate filing period started July 15 and will conclude August 9.

4) *Legal – Mr. Cardinale* will create a “Professional Services Agreement” template and forward it to the Administrative Manager. In addition, he will be adding standard policies that the District needs on future agendas.

5) *Board of Directors*

- Miller: He conveyed his appreciation for the various presentations presented at this meeting. He also inquired about the number of shake shingle roofs remaining in the District. Chief Washington agreed to research.
- Gomez: he is working with CalFIRE about establishing a FireWise Community. He is also looking forward to accomplishing items with the CWPP.
- Elliott: he encouraged the board members to read “Only Your District Can Prevent Wildfires” located in the CSDA newsletter. In addition, the SB 4673 *Special District Grant Accessibility Act* has been introduced in U.S. Senate. If passed, it will add “special districts” to the definition for grant eligibility.

8. Adjournment

President Elliott adjourned the meeting at 4:26 pm.


Karlana Rannals
Board Clerk

James F. Elliott
President

VISTA FIRE PROTECTION DISTRICT
PAYROLL REGISTER - July (Paid 8/07/24)

Payment No.	Name	Gross
Direct Deposit	Rannals, Karlena	\$ 5,000.00
Direct Deposit	Rannals, Karlena (Bonus)	<u>\$ 2,500.00</u>
		\$ 7,500.00
	Employer Payroll Taxes	
	Federal (Social Security/Medicare)	\$ 573.75
	State	<u>\$ -</u>
		<u><u>\$ 8,073.75</u></u>

VISTA FIRE PROTECTION DISTRICT
ACCOUNTS PAYABLE
August 14, 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 -August 2024 <i>Paid on 8-2-2024</i>	\$877.95
Auto Withdrawal	ADP, Inc.	Jul Payroll Fee <i>Paid on 8-5-2024</i>	\$89.42
		Accounts Payable (Auto withdrawal)	\$967.37
4222	AZTEC LANDSCAPING 7980 Lemon Grove Way Lemon Grove, Ca 91945	Emergency Access Roads, Invoice # L4813, July 2024	\$2,187.50
4223	CITY OF VISTA 200 Civic Center Drive Vista, CA 92084	Fire/EMS - TA#12 Fire Inspector - July 2024	\$16,708.77 \$7,067.72
4224	SD CHAPTER - CSDA 505 Garrett Ave Chula Vista, CA 91940	Chapter Dinner Meeting - August 15	\$80.00
4225	FIREWATCH TEAM, LLC 878 Hollyhock Court Carlsbad, CA 92011	Consultant - Buena Creek Fuels Management Analysis	\$2,500.00
4226	RANNALS, Karlena	Out of Pocket Expenses (Jul 1 - 31, 2024)	\$1,399.62
4227	RGM CONSULTING 815 Sierra Verde Dr. Vista, CA 92084	Monthly Maintenance (August 2024) Inv # 7280	\$150.00
4228	STREAMLINE P.O. Box 207561 Dallas, TX 75320-7561	Monthly Billing for Webhosting Invoice # 67009CA4-0045	\$84.00
		Accounts Payable (Checks)	\$30,177.61
	PAYROLL:		
	See Payroll Register	Employee & Directors	\$7,500.00
	U.S. TREASURY (PAYROLL TAX)	FEDERAL FORM 941-EFT VIA EFTPS-DEPOSIT	\$573.75
		JulY Payroll Total	\$8,073.75
		Total District Expenses - July 2024	\$39,218.73
	CHECK VOID		
	Director		14-Aug-24
			
	Administrative Manager		8-Aug-24

**Accounts Payable
Certification**

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

CERTIFICATION FOR PAYMENT NO. TA #12

CONSULTANT/VENDOR:
City of Vista

BILLING PERIOD:

ADDRESS: 200 Civic Center Drive, Vista, CA 92084

ACCOUNT No.:

DESCRIPTION: Tax Apportionment #12

STATEMENT OF PAYMENT

				Apportionment of Fee	FEE PAYABLE
Gross Tax Apportionment	100%	\$	20,455.35	0%	\$ -
Less Interest Allocation	100%	\$	1,890.06	0%	\$ -
Tax Apportionment	100%	\$	18,565.29	90%	<u>\$ 16,708.76</u>
Invoice Billed #:					\$ 16,708.77
Discrepancy					<u>\$ (0.01)</u>



Certified by: Karlene Rannals, Administrative Manager

30-Jun

Date



Budget vs. Actual

July 2023 through June 2024

	<u>Jul '23 - Jun 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Fees & Assessments	53,797.59	30,000.00	23,797.59	179.33%
Grants	193,400.00	192,000.00	1,400.00	100.73%
Interest (All)	440,441.59	222,984.00	217,457.59	197.52%
Other Income	12,325.00	0.00	12,325.00	100.0%
Property Tax	4,540,268.37	4,535,106.00	5,162.37	100.11%
318 · State PILT (Fish & Game)	98.00			
Total Income	<u>5,240,330.55</u>	<u>4,980,090.00</u>	<u>260,240.55</u>	<u>105.23%</u>
Gross Profit	<u>5,240,330.55</u>	<u>4,980,090.00</u>	<u>260,240.55</u>	<u>105.23%</u>
Expense				
Administrative	25,320.19	57,100.00	-31,779.81	44.34%
Apparel (Logowear)	0.00	2,000.00	-2,000.00	0.0%
Computer/Software	2,056.24	5,000.00	-2,943.76	41.13%
Contractual Services	17,500.00	24,500.00	-7,000.00	71.43%
Fees	51,333.80	57,300.00	-5,966.20	89.59%
Fire Prevention	71,734.89	86,000.00	-14,265.11	83.41%
Fire/EMS Services	4,048,271.51	4,081,600.00	-33,328.49	99.18%
Grant(s)	195,700.00	197,000.00	-1,300.00	99.34%
Hydrant Maintenance	29,383.38	33,383.00	-3,999.62	88.02%
Information Technology	4,483.57	10,500.00	-6,016.43	42.7%
Insurance	4,242.48	3,727.00	515.48	113.83%
Maintenance & Repair	31,195.50	43,500.00	-12,304.50	71.71%
Meeting/Meals	1,572.88	1,500.00	72.88	104.86%
Miscellaneous	893.10	2,000.00	-1,106.90	44.66%
Office Rental	9,900.00	10,200.00	-300.00	97.06%
Personnel	142,114.85	149,768.30	-7,653.45	94.89%
Personnel-Employee Benefit(s)	600.00	600.00	0.00	100.0%
Supplies	663.74	3,150.00	-2,486.26	21.07%
Taxes	0.00	0.00	0.00	0.0%
Training	3,523.69	25,500.00	-21,976.31	13.82%
66900 · Reconciliation Discrepancies	-0.01	0.00	-0.01	100.0%
999 · PY Expenses	0.00	0.00	0.00	0.0%
Total Expense	<u>4,640,489.81</u>	<u>4,794,328.30</u>	<u>-153,838.49</u>	<u>96.79%</u>
Net Ordinary Income	<u>599,840.74</u>	<u>185,761.70</u>	<u>414,079.04</u>	<u>322.91%</u>
Other Income/Expense				
Other Income				
868 · Gain/Loss Valuation Change-Genl	407,785.14	0.00	407,785.14	100.0%
Total Other Income	<u>407,785.14</u>	<u>0.00</u>	<u>407,785.14</u>	<u>100.0%</u>
Other Expense				
Depreciation	17,619.00	17,619.00	0.00	100.0%
Total Other Expense	<u>17,619.00</u>	<u>17,619.00</u>	<u>0.00</u>	<u>100.0%</u>
Net Other Income	<u>390,166.14</u>	<u>-17,619.00</u>	<u>407,785.14</u>	<u>-2,214.46%</u>
Net Income	<u><u>990,006.88</u></u>	<u><u>168,142.70</u></u>	<u><u>821,864.18</u></u>	<u><u>588.79%</u></u>

**General
Fund Detail
Unaudited**

**VISTA FIRE PROTECTION DISTRICT (FY)
Budget vs. Actual DETAIL
July 2023 through June 2024**

	<u>Jul '23 - Jun 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Fees & Assessments				
550 · Fees Collected by City of Vista	0.00	0.00	0.00	0.0%
551 · Ambulance Fees Collected - City	53,797.59	30,000.00	23,797.59	179.33%
Total Fees & Assessments	53,797.59	30,000.00	23,797.59	179.33%
Grants				
575 · ARPA	193,400.00	192,000.00	1,400.00	100.73%
576 · Other	0.00	0.00	0.00	0.0%
Total Grants	193,400.00	192,000.00	1,400.00	100.73%
Interest (All)				
510 · Interest Allocation-Prop Tax	11,436.26	4,451.00	6,985.26	256.94%
511 · Interest-County	194,427.33	118,745.00	75,682.33	163.74%
512 · Interest Investment	234,538.62	99,518.00	135,020.62	235.68%
513 · Interest - Banks	39.38	270.00	-230.62	14.59%
Total Interest (All)	440,441.59	222,984.00	217,457.59	197.52%
Other Income				
560 · Misc. / Other Income	12,325.00	0.00	12,325.00	100.0%
590 · Gain/Loss (Fair Market Value)	0.00	0.00	0.00	0.0%
Other Income - Other	0.00	0.00	0.00	0.0%
Total Other Income	12,325.00	0.00	12,325.00	100.0%
Property Tax				
301 · Current Secured	4,149,083.08	4,157,323.00	-8,239.92	99.8%
302 · Current Unsecured	144,337.52	128,223.00	16,114.52	112.57%
303 · Current Secured HOE	20,121.66	20,921.00	-799.34	96.18%
304 · Current Unsecured HOE	11.12	12.00	-0.88	92.67%
305 · Current Sec St Unitary	77,779.33	68,515.00	9,264.33	113.52%
306 · CurSec Unitary-Railroad	789.31	786.00	3.31	100.42%
307 · CS Qualified Electric	8,855.94	9,089.00	-233.06	97.44%
308 · Delinq Unsecured	-2,191.51	9,270.00	-11,461.51	-23.64%
309 · Delinq Secured HOE	68.66	339.00	-270.34	20.25%
310 · Delinq Unsecured HOE	0.14	0.00	0.14	100.0%
311 · Delinq Unsec State Unitary	0.21	25.00	-24.79	0.84%
312 · Delinq US Unitary-Railroad	-11.91	28.00	-39.91	-42.54%
313 · Discharged DLQ Unsec	14.09	17.00	-2.91	82.88%
314 · Current Secured Supp Roll	131,776.36	127,075.00	4,701.36	103.7%
315 · Current Unsecured Supp Roll	8,062.65	7,664.00	398.65	105.2%
316 · Supplemental HOE	135.60	185.00	-49.40	73.3%
317 · DLQ Unsec SUPP	1,436.12	5,634.00	-4,197.88	25.49%
Total Property Tax	4,540,268.37	4,535,106.00	5,162.37	100.11%
318 · State PILT (Fish & Game)	98.00			
Total Income	5,240,330.55	4,980,090.00	260,240.55	105.23%

**VISTA FIRE PROTECTION DISTRICT (FY)
Budget vs. Actual DETAIL
July 2023 through June 2024**

	<u>Jul '23 - Jun 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Gross Profit	5,240,330.55	4,980,090.00	260,240.55	105.23%
Expense				
Administrative				
351 · Property Tax Refunds	0.00	0.00	0.00	0.0%
600 · Administration/Miscellaneous	490.45	500.00	-9.55	98.09%
601 · Audit	8,100.00	8,600.00	-500.00	94.19%
602 · Board/Staff Meeting Expenses	446.51	1,000.00	-553.49	44.65%
603 · Clerical	0.00	0.00	0.00	0.0%
604 · Dues	1,457.10	1,700.00	-242.90	85.71%
605 · Election Expenditures	0.00	0.00	0.00	0.0%
606 · LAFCO Cost Apportionment	2,298.50	2,300.00	-1.50	99.94%
607 · Legal	10,035.87	40,000.00	-29,964.13	25.09%
608 · Legal Notices	2,491.76	3,000.00	-508.24	83.06%
Administrative - Other	0.00	0.00	0.00	0.0%
Total Administrative	<u>25,320.19</u>	<u>57,100.00</u>	<u>-31,779.81</u>	<u>44.34%</u>
Apparel (Logowear)				
615 · Apparel (Logowear)	0.00	2,000.00	-2,000.00	0.0%
Apparel (Logowear) - Other	0.00	0.00	0.00	0.0%
Total Apparel (Logowear)	<u>0.00</u>	<u>2,000.00</u>	<u>-2,000.00</u>	<u>0.0%</u>
Computer/Software				
620 · Computer(Laptop)	1,621.24	3,000.00	-1,378.76	54.04%
621 · Software	435.00	2,000.00	-1,565.00	21.75%
Computer/Software - Other	0.00	0.00	0.00	0.0%
Total Computer/Software	<u>2,056.24</u>	<u>5,000.00</u>	<u>-2,943.76</u>	<u>41.13%</u>
Contractual Services				
630 · Board Clerk/Treasurer	0.00	0.00	0.00	0.0%
631 · Consultants	17,500.00	24,500.00	-7,000.00	71.43%
Contractual Services - Other	0.00	0.00	0.00	0.0%
Total Contractual Services	<u>17,500.00</u>	<u>24,500.00</u>	<u>-7,000.00</u>	<u>71.43%</u>
Fees				
640 · Administrative Cost-County	42,182.27	46,900.00	-4,717.73	89.94%
641 · Bank and Wire Fees	80.40	200.00	-119.60	40.2%
642 · Investment Fees	8,025.26	8,600.00	-574.74	93.32%
643 · Payroll Processing Fee	1,017.67	1,600.00	-582.33	63.6%
644 · 1099 Processing	28.20			
Fees - Other	0.00	0.00	0.00	0.0%
Total Fees	<u>51,333.80</u>	<u>57,300.00</u>	<u>-5,966.20</u>	<u>89.59%</u>
Fire Prevention				
650 · Community Outreach	0.00	5,000.00	-5,000.00	0.0%
651 · Fire Inspection Services	71,734.89	81,000.00	-9,265.11	88.56%
Fire Prevention - Other	0.00	0.00	0.00	0.0%
Total Fire Prevention	<u>71,734.89</u>	<u>86,000.00</u>	<u>-14,265.11</u>	<u>83.41%</u>

**VISTA FIRE PROTECTION DISTRICT (FY)
Budget vs. Actual DETAIL
July 2023 through June 2024**

	<u>Jul '23 - Jun 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Fire/EMS Services				
660 · Fire & Emergency Medical Srvc	4,048,271.51	4,081,600.00	-33,328.49	99.18%
Fire/EMS Services - Other	0.00	0.00	0.00	0.0%
Total Fire/EMS Services	4,048,271.51	4,081,600.00	-33,328.49	99.18%
Grant(s)				
670 · ARPA	193,400.00	192,000.00	1,400.00	100.73%
671 · Fire Safe Council Vista	2,300.00	5,000.00	-2,700.00	46.0%
672 · Other	0.00	0.00	0.00	0.0%
Grant(s) - Other	0.00	0.00	0.00	0.0%
Total Grant(s)	195,700.00	197,000.00	-1,300.00	99.34%
Hydrant Maintenance				
680 · Hydrant Maintenance	28,026.00	31,383.00	-3,357.00	89.3%
681 · Hydrant Supplies	1,357.38	2,000.00	-642.62	67.87%
Hydrant Maintenance - Other	0.00	0.00	0.00	0.0%
Total Hydrant Maintenance	29,383.38	33,383.00	-3,999.62	88.02%
Information Technology				
690 · Accounting Software	799.00	1,000.00	-201.00	79.9%
691 · Domain Registration	90.68	150.00	-59.32	60.45%
692 · Email Subscription	25.00	900.00	-875.00	2.78%
693 · Maintenance	2,401.99	2,300.00	101.99	104.43%
694 · Website	1,008.00	1,000.00	8.00	100.8%
695 · Website Refresh	0.00	5,000.00	-5,000.00	0.0%
696 · Zoom	158.90	150.00	8.90	105.93%
Information Technology - Other	0.00	0.00	0.00	0.0%
Total Information Technology	4,483.57	10,500.00	-6,016.43	42.7%
Insurance				
700 · Treasurer Bond	0.00	0.00	0.00	0.0%
701 · Insurance-Commercial	4,242.48	3,727.00	515.48	113.83%
Insurance - Other	0.00	0.00	0.00	0.0%
Total Insurance	4,242.48	3,727.00	515.48	113.83%
Maintenance & Repair				
710 · Emergency Access Rds Maint	25,722.50	26,000.00	-277.50	98.93%
711 · Emergency Access Roads-Repair	0.00	12,500.00	-12,500.00	0.0%
712 · Panoramic Estates Rd Maint	0.00	0.00	0.00	0.0%
713 · EAR Gate Repair	5,473.00	5,000.00	473.00	109.46%
Maintenance & Repair - Other	0.00	0.00	0.00	0.0%
Total Maintenance & Repair	31,195.50	43,500.00	-12,304.50	71.71%
Meeting/Meals				
720 · Meeting/Meals	1,572.88	1,500.00	72.88	104.86%
Meeting/Meals - Other	0.00	0.00	0.00	0.0%
Total Meeting/Meals	1,572.88	1,500.00	72.88	104.86%
Miscellaneous				

**VISTA FIRE PROTECTION DISTRICT (FY)
Budget vs. Actual DETAIL
July 2023 through June 2024**

	<u>Jul '23 - Jun 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
725 · Office Set-Up	0.00	0.00	0.00	0.0%
726 · Mileage	397.62	750.00	-352.38	53.02%
727 · Other	495.49	1,250.00	-754.51	39.64%
Miscellaneous - Other	-0.01	0.00	-0.01	100.0%
Total Miscellaneous	893.10	2,000.00	-1,106.90	44.66%
Office Rental				
730 · Smart Space	9,900.00	10,200.00	-300.00	97.06%
Office Rental - Other	0.00	0.00	0.00	0.0%
Total Office Rental	9,900.00	10,200.00	-300.00	97.06%
Personnel				
740 · Directors Compensation	6,300.00	7,000.00	-700.00	90.0%
741 · Administrative Manager	55,000.08	55,000.00	0.08	100.0%
742 · Employer Payroll Tax	4,909.55	4,700.00	209.55	104.46%
743 · Workers' Compensation Insurance	560.48	600.00	-39.52	93.41%
744 · Temporary Employee	75,344.74	82,468.30	-7,123.56	91.36%
Personnel - Other	0.00	0.00	0.00	0.0%
Total Personnel	142,114.85	149,768.30	-7,653.45	94.89%
Personnel-Employee Benefit(s)				
750 · Phone Reimbursement	600.00	600.00	0.00	100.0%
Personnel-Employee Benefit(s) - Other	0.00	0.00	0.00	0.0%
Total Personnel-Employee Benefit(s)	600.00	600.00	0.00	100.0%
Supplies				
760 · Postage	0.00	150.00	-150.00	0.0%
761 · Office Supplies	607.07	2,000.00	-1,392.93	30.35%
762 · Signage	0.00	500.00	-500.00	0.0%
763 · Miscellaneous	56.67	500.00	-443.33	11.33%
Supplies - Other	0.00	0.00	0.00	0.0%
Total Supplies	663.74	3,150.00	-2,486.26	21.07%
Taxes				
770 · Panoramic Estates Taxes	0.00	0.00	0.00	0.0%
Taxes - Other	0.00	0.00	0.00	0.0%
Total Taxes	0.00	0.00	0.00	0.0%
Training				
775 · Conference - Board/Staff	3,301.73	20,000.00	-16,698.27	16.51%
776 · Mandatory Training - Board/Staf	0.00	500.00	-500.00	0.0%
777 · Professional Development-Staff	221.96	5,000.00	-4,778.04	4.44%
Training - Other	0.00	0.00	0.00	0.0%
Total Training	3,523.69	25,500.00	-21,976.31	13.82%
66900 · Reconciliation Discrepancies	-0.01	0.00	-0.01	100.0%
999 · PY Expenses	0.00	0.00	0.00	0.0%
Total Expense	4,640,489.81	4,794,328.30	-153,838.49	96.79%
Net Ordinary Income	599,840.74	185,761.70	414,079.04	322.91%

**General Fund
Detail**

**VISTA FIRE PROTECTION DISTRICT (FY)
Budget vs. Actual DETAIL
July 2023 through June 2024**

	<u>Jul '23 - Jun 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Income				
868 · Gain/Loss Valuation Change-Genl	407,785.14	0.00	407,785.14	100.0%
Total Other Income	<u>407,785.14</u>	<u>0.00</u>	<u>407,785.14</u>	<u>100.0%</u>
Other Expense				
Depreciation				
899 · Depreciation	17,619.00	17,619.00	0.00	100.0%
Depreciation - Other	0.00	0.00	0.00	0.0%
Total Depreciation	<u>17,619.00</u>	<u>17,619.00</u>	<u>0.00</u>	<u>100.0%</u>
Total Other Expense	<u>17,619.00</u>	<u>17,619.00</u>	<u>0.00</u>	<u>100.0%</u>
Net Other Income	<u>390,166.14</u>	<u>-17,619.00</u>	<u>407,785.14</u>	<u>-2,214.46%</u>
Net Income	<u>990,006.88</u>	<u>168,142.70</u>	<u>821,864.18</u>	<u>588.79%</u>

VISTA FIRE PROTECTION DISTRICT (FY)
Fire Mitigation Fund
Revenue vs. Expenditure
July 2023 through June 2024
(unaudited)

	Jul '23 - Jun 24
Ordinary Income/Expense	
Income	
505 · Fire Mitigation Revenue	180,588.50
516 · Interest - FMIT	12,330.65
Total Income	192,919.15
Gross Profit	192,919.15
Net Ordinary Income	192,919.15
Other Income/Expense	
Other Income	
869 · Gain/Loss Valuation Change-FMIT	4,328.48
Total Other Income	4,328.48
Net Other Income	4,328.48
Net Income	197,247.63

Combined Balance Sheet (Cash)

June 30, 2024

Unaudited

	GENERAL FUND		FIRE MITIGATION FUND	TOTAL
	Jun 30, 24		Jun 30, 24	Jun 30, 24
ASSETS		ASSETS		
Current Assets		Current Assets		
Checking/Savings		Checking/Savings		
103 - Wells Fargo Checking	57,376.49			57,376.49
104 - SDCO Investment Pool	2,590,504.57			2,590,504.57
104-01 - SDCO Investment Pool FMV Adj	-51,217.71			-51,217.71
		106 - Cash in Treasury Fire Mitigation	398,140.93	398,140.93
109 - Investment - LAIF	448,350.77	106-01 - FMV Adjustment	-8,818.38	-8,818.38
109-01 - Investment - LAIF FMV Adjustment	-1,670.29			448,350.77
	0.00			-1,670.29
Total Checking/Savings	3,043,343.83	Total Checking/Savings	389,322.55	3,432,666.38
Accounts Receivable				
11000 - Accounts Receivable	11,238.35			11,238.35
Total Accounts Receivable	11,238.35			11,238.35
Other Current Assets		Other Current Assets		
111 - California Asset Management Pro	269,938.12			269,938.12
112 - California CLASS	4,912,412.41			4,912,412.41
113 - California Bank & Trust Wealth	5,050,224.25			5,050,224.25
113-01 - CB&T FMF Adjustment	-154,660.99			-154,660.99
120 - Prepaid Expenses	8,167.23			8,167.23
110 - Taxes Receivable	20,455.35	115 - Fees Receivable - FMF	49,240.80	69,696.15
132 - Accrued Interest Receivable	48,873.58	133 - Accrued Int Receivable-FMIT	4,623.23	53,496.81
		FMF City of Vista Trust	452,765.90	452,765.90
139 - Security Deposit	800.00			800.00
Total Other Current Assets	10,156,209.95	Total Total Other Current Assets	506,629.93	10,662,839.88
Total Current Assets	13,210,792.13	TOTAL ASSETS	895,952.48	14,106,744.61
TOTAL CASH ASSETS	13,210,792.13	TOTAL ASSETS	895,952.48	14,106,744.61
LIABILITIES		LIABILITIES		
Liabilities		Current Liabilities		
Current Liabilities		Accounts Payable		
Accounts Payable		20000 - *Accounts Payable	0.00	32,749.28
20000 - *Accounts Payable	32,749.28		0.00	
Total Accounts Payable	32,749.28	Other Current Liabilities		
Other Current Liabilities		210 - Accounts Payable	0.00	0.00
210 - Accounts Payable	0.00	220 - Salary & Payroll Taxes Payable	0.00	6,979.32
220 - Salary & Payroll Taxes Payable	6,979.32	Total Other Current Liabilities	0.00	6,979.32
Total Other Current Liabilities	6,979.32	Total Other Current Liabilities	0.00	39,728.60
Total Current Liabilities	39,728.60		0.00	39,728.60
Total Liabilities	39,728.60		0.00	39,728.60
		Total CASH	895,952.48	14,067,016.01
Total CASH	13,171,063.53	TOTAL CASH & LIABILITIES	895,952.48	14,106,744.61
TOTAL CASH & LIABILITIES	13,210,792.13	TOTAL CASH & LIABILITIES	895,952.48	14,106,744.61

**Vista Fire Protection District Portfolio Summary
June 30, 2024**

Zions - Asset Allocation (Jun 30, 2024)	Security Type	Original Cost /Cash Balance	Trade Date	Final Maturity	Book Yield
Receivable	CASH	462.26	---	06/30/2024	0.000
GOLDMAN:FS GOVT INST	MMFUND	108,886.62	---	06/30/2024	5.210
FEDERAL HOME LOAN BANKS	AGCY BOND	350,000.00	07/30/2020	08/05/2024	0.480
FEDERAL FARM CREDIT BANKS FUNDING CORP	AGCY BOND	100,000.00	08/20/2020	08/26/2024	0.420
UNITED STATES TREASURY	US GOV	101,635.62	07/26/2023	08/31/2024	5.413
UNITED STATES TREASURY	US GOV	102,700.00	07/26/2023	09/30/2024	5.354
FEDERAL HOME LOAN BANKS	AGCY BOND	160,000.00	08/31/2022	09/30/2024	4.150
UNITED STATES TREASURY	US GOV	108,723.83	07/26/2023	10/31/2024	5.333
UNITED STATES TREASURY	US GOV	199,975.63	07/27/2023	12/15/2024	5.308
FEDERAL HOME LOAN BANKS	AGCY BOND	250,000.00	05/04/2022	05/23/2025	3.983
FEDERAL FARM CREDIT BANKS FUNDING CORP	AGCY BOND	249,750.00	05/29/2020	05/27/2025	0.750
FEDERAL NATIONAL MORTGAGE ASSOCIATION	AGCY BOND	100,000.00	07/31/2020	07/29/2025	0.600
FEDERAL FARM CREDIT BANKS FUNDING CORP	AGCY BOND	249,937.50	07/31/2020	08/04/2025	0.675
FEDERAL FARM CREDIT BANKS FUNDING CORP	AGCY BOND	249,550.00	08/13/2020	08/12/2025	0.607
FEDERAL NATIONAL MORTGAGE ASSOCIATION	AGCY BOND	250,000.00	08/12/2020	09/28/2025	0.625
FEDERAL FARM CREDIT BANKS FUNDING CORP	AGCY BOND	299,850.00	09/18/2020	09/16/2025	0.560
Citibank, N.A.	CD	249,750.00	09/21/2023	09/29/2025	5.353
FEDERAL NATIONAL MORTGAGE ASSOCIATION	AGCY BOND	199,900.00	10/30/2020	10/20/2025	0.590
FEDERAL NATIONAL MORTGAGE ASSOCIATION	AGCY BOND	250,000.00	10/27/2020	10/29/2025	0.600
West Town Bank & Trust	CD	245,000.00	10/23/2020	10/30/2025	0.500
FEDERAL HOME LOAN MORTGAGE CORP	AGCY BOND	500,000.00	10/23/2020	11/10/2025	0.610
FEDERAL HOME LOAN BANKS	AGCY BOND	100,000.00	08/10/2021	08/24/2026	1.100
FEDERAL HOME LOAN BANKS	AGCY BOND	390,000.00	02/07/2023	02/23/2028	5.000

Institutional Liquidity Management (Zions)	---	5,016,071.46	---		2.073%
	Ending Balance QB				

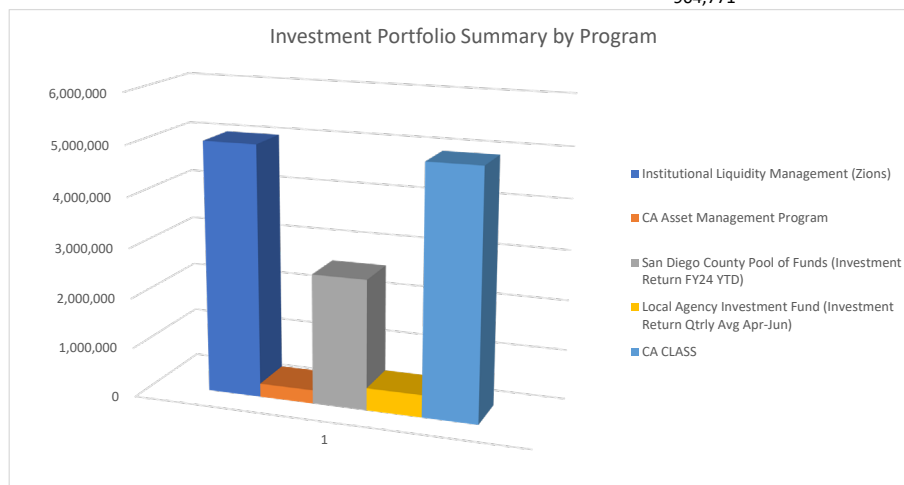
CASH (06/30/2024)

		Current Interest Rate
Interest Receivable	48,874	
Accounts Receivable	11,238	
Wells Fargo Bank	57,376	0.01%
CA Asset Management Program	269,839	5.43%
CA CLASS	4,912,412	5.40%
San Diego County Pool of Funds (Investment Return FY24 YTD)	2,590,505	3.88%
Local Agency Investment Fund (Investment Return Qtrly Avg Apr-Jun)	448,351	4.55%
Total Cash	8,338,595	
Accounts Payable Due 06/30/2024	32,749	
Net Cash	8,305,846	

			Net Investments Available
--	--	--	----------------------------------

Restricted Cash

Fire Mitigation Funds held at City of Vista in Trust	452,766
San Diego County Pool of Funds (Fire Mitigation Fund)	<u>452,005</u>
	904,771



Interest Rate History
Fiscal Year

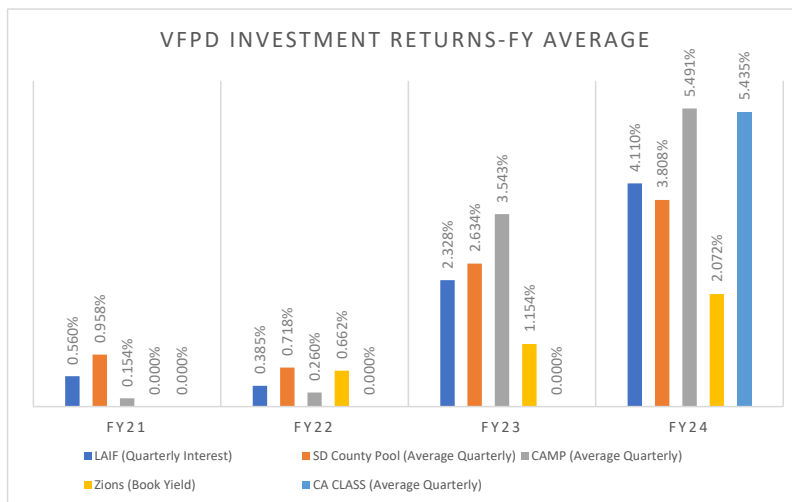
LAIF (Quarterly Interest)					
	Q1	Q2	Q3	Q4	FY Average
FY19	2.160%	2.400%	2.550%	2.570%	2.420%
FY20	2.450%	2.290%	2.030%	1.470%	2.060%
FY21	0.840%	0.630%	0.440%	0.330%	0.560%
FY22	0.240%	0.230%	0.320%	0.750%	0.385%
FY23	1.350%	2.070%	2.740%	3.150%	2.328%
FY24	3.590%	4.000%	4.300%	4.550%	4.110%

SD County Pool (Average Quarterly)					
	Q1	Q2	Q3	Q4	FY Average
FY19	1.951%	2.184%	2.331%	2.429%	2.224%
FY20	2.258%	2.331%	2.015%	1.679%	2.071%
FY21	1.339%	0.961%	0.841%	0.692%	0.958%
FY22	0.684%	0.644%	0.642%	0.903%	0.718%
FY23	1.536%	2.331%	3.196%	3.473%	2.634%
FY24	3.490%	3.892%	3.971%	3.879%	3.808%

CAMP (Average Quarterly)					
	Q1	Q2	Q3	Q4	FY Average
FY19	2.123%	2.203%	2.623%	2.517%	2.367%
FY20	2.307%	1.910%	1.957%	0.720%	1.723%
FY21	0.313%	0.150%	0.100%	0.053%	0.154%
FY22	0.050%	0.050%	0.120%	0.820%	0.260%
FY23	2.183%	3.780%	3.087%	5.123%	3.543%
FY24	5.460%	5.563%	5.507%	5.433%	5.491%

Zions (Book Yield)					
	Q1	Q2	Q3	Q4	FY Average
FY19					0.000%
FY20					0.000%
FY21					0.000%
FY22	0.166%	0.821%	0.851%	0.810%	0.662%
FY23	0.961%	1.152%	1.620%	0.881%	1.154%
FY24	1.963%	2.123%	2.127%	2.073%	2.072%

CA CLASS (Average Quarterly)					
	Q1	Q2	Q3	Q4	FY Average
FY24		5.453%	5.452%	5.399%	5.435%



ANNUAL REPORT OF REVENUES AND EXPENDITURES
CA GOV. CODE 66006 (B)(1) (A) AND (B)

FIRE AGENCY: **ALL PARTICIPATING FIRE AGENCIES**
FISCAL YEAR: **2023/24**

(A) DESCRIPTION OF FEE

The fee is imposed on new development at the time of issuance of a building permit for new construction or expansion. Fee proceeds are used to fund new or expanded fire protection facilities and equipment necessary to meet the additional demand caused by new development in the district.

(B) AMOUNT OF FEE

Fiscal Year 2023-24 Fee Schedule, effective July 1, 2023

Fire Agency	RESIDENTIAL	COMMERCIAL / RETAIL	HOTEL	INDUSTRIAL	MEDICAL	OFFICE	AGRICULTURE*
Alpine FPD	\$0.91	\$0.79	\$0.42	\$0.62	\$1.49	\$2.98	\$0.02
Bonita-Sunnyside FPD	\$1.46	\$1.27	\$0.68	\$1.01	\$2.39	\$4.78	\$0.04
Deer Springs FPD	\$1.89	\$1.64	\$0.88	\$1.30	\$3.08	\$6.16	\$0.06
Lakeside FPD	\$1.33	\$1.16	\$0.62	\$0.91	\$2.17	\$4.34	\$0.04
North County FPD	\$1.05	\$0.91	\$0.49	\$0.72	\$1.71	\$3.42	\$0.03
Rancho Santa Fe FPD	\$2.48	\$2.15	\$1.15	\$1.70	\$4.04	\$8.08	\$0.07
Rincon Del Diablo MWD	\$0.95	\$0.83	\$0.44	\$0.65	\$1.55	\$3.10	\$0.03
San Diego County FPD	\$1.32	\$2.31	\$1.24	\$1.82	\$4.33	\$8.66	\$0.08
San Marcos FPD	\$0.90	\$0.78	\$0.42	\$0.62	\$1.46	\$2.93	\$0.03
San Miguel Consolidated FPD	\$1.47	\$1.28	\$0.69	\$1.01	\$2.40	\$4.80	\$0.04
Valley Center FPD	\$1.12	\$0.97	\$0.52	\$0.77	\$1.83	\$3.66	\$0.03
Vista FPD	\$0.80	\$0.70	\$0.37	\$0.55	\$1.31	\$2.61	\$0.02

KEY: FPD = Fire Protection District; MWD = Municipal Water District.

*Agricultural building as defined by the Uniform Building Code.

ANNUAL REQUIREMENTS
CA GOV. CODE 66000 (D)(1) (A)-(D)

GOV. CODE § 66000

Please Note: pursuant to the requirements in the Mitigation Fee Act and County Fire Mitigation Fee Ordinance, The information in the following sections was provided TO THE COUNTY FOR REPORTING PURPOSES by the INDIVIDUAL participating fire agencies.

1. DESCRIPTION of Fee, Gov. Code § 66006(b)(1)(A)
2. Amount of Fee, Gov. Code § 66006(b)(1)(B)
3. BEGINNING AND ENDING BALANCE OF ACCOUNT, Gov. Code § 66006(b)(1)(C)
4. AMOUNT OF FEES COLLECTED AND INTEREST EARNED, Gov. Code § 66006(b)(1)(D)
5. Public improvement expenditures, Gov. Code § 66006(b)(1)(E)
6. Incomplete public improvements, Gov. Code § 66006(b)(1)(F)
7. Interfund Transfer or Loans, Gov. Code § 66006(b)(1)(G)

ANNUAL REPORT OF REVENUES AND EXPENDITURES
CA GOV. CODE 66006 (B)(1) (C), (D), (G), AND (H)

FIRE AGENCY: VISTA FIRE PROTECTION DISTRICT
FISCAL YEAR: 2023/24
ACCOUNT FUND NO.: 47745

(C) BEGINNING AND ENDING BALANCE OF ACCOUNT

	FMF Fund	City of Vista Trust
Beginning Balance	\$259,085.79	\$452,765.90
Ending Balance	\$452,004.94	\$452,765.90
TOTAL FMF FUNDS AVAILABLE		\$904,770.84

(D) AMOUNT OF FEES COLLECTED AND INTEREST EARNED (REVENUES)

No revenues to report.

Quarter	Fees	Interest
1st	54,659.24	2 249.09
2nd	26,469.26	2,968.05
3rd	50,219.20	3,350.64
4th	49,240.80	3,762.87
TOTAL	180,588.50	12,330.65

(H) REFUNDS

No refunds to report.

Date	Amount
TOTAL	

(G) INTERFUND TRANSFERS/LOANS

If applicable, provide a description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account or fund will receive on the loan.

No interfund transfers or loans to report.

Description	Public Improvement	Repayment Date (for interfund loans only)	Interest Rate (for interfund loans only)

(E) PUBLIC IMPROVEMENT EXPENDITURES

If applicable, identify each public improvement on which fees were expended and the amount of expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees.

No public improvement expenditures to report.

Date	Public Improvement	Total Expenditures (from all revenue sources)	Total FMF Expenditures	Percentage of Public Improvement funded by FMF

(F) INCOMPLETE PUBLIC IMPROVEMENTS

If the fire agency has determined that sufficient funds have been collected to complete financing on an incomplete public improvement that has been identified for use of fee revenues and the public improvement remains incomplete at the time of the report, identify the approximate date by which the construction of the improvement will commence.

No information to report.

Public Improvement	Approximate Start Date of Construction

FIVE-YEAR REQUIREMENTS
CA GOV. CODE 66001 (D)(1) (A)-(D)

GOV. CODE § 66001

Please Note: pursuant to the requirements in the Mitigation Fee Act and County Fire Mitigation Fee Ordinance, The information in the following sections was provided TO THE COUNTY FOR REPORTING PURPOSES by the INDIVIDUAL participating fire agencies.

1. Purpose of fee, Gov. Code § 66001(d)(1)(a)
2. Reasonable Apportionment, Gov. Code § 66001(d)(1)(B)
3. Funding Anticipated for Incomplete Improvements, Gov. Code § 66001(d)(1)(C)
4. ESTIMATED DATE OF FUNDING FOR Incomplete Improvements, Gov. Code § 66001(d)(1)(D)

FIVE-YEAR REQUIREMENTS
CA GOV. CODE 66001 (D)(1) (A)-(D)

FIRE AGENCY: VISTA FIRE PROTECTION DISTRICT
FISCAL YEAR: 2023/24

(A) – (D) FINDINGS FOR UNEXPENDED FUNDS

For the fifth fiscal year following the first deposit in the fund and every five years thereafter, Section 66001 of the Mitigation Fee Act requires the local agency to provide the following findings regarding those funds remaining unexpended.

No unexpended funds to report.

Amount	Purpose of Fee Gov. Code § 66001(D)(1)(A)	Reasonable Apportionment Gov. Code § 66001(D)(1)(B)	Anticipated Funding Gov. Code § 66001(D)(1)(C)	Estimated Funding Date Gov. Code § 66001(D)(1)(D)
All funds	Reconstruction of Vista Fire Station 3	100%	All funds	April 2025

Note: this project is behind schedule, however the construction project started during the FY24 year.

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



Monthly Activity Summary (July 1, 2024 to July 31, 2024)

The following highlights the work activities for the reporting period:

1. 2nd Alarm Fire on S Melrose 2 million dollars’ worth of stock, they estimated they lost 160,000 in produce, Cause suspected Arson.
2. 3rd Alarm in fire District with 1 FF injured, he is back to work.
3. Weed abatement inspections completed as of 7/10: there were 6,020, with a result of 1,261 non-compliance letters going out next week.
4. OES 408 staffed with 4 to the Thompson Fire in Butte County.
5. San Diego Op Area has 6 local government and OES strike teams deployed.
6. EH has occupied the station 3 temp site on June 17. Move in site for fire scheduled for 10/4.
7. Completed Live Fire Drill on Monte Vista Drive
8. Estimated cost of certified mail (postage and handling) of weed abatement notifications is \$19,000. We estimate 1,000 of the approximately 1,500 notifications are located in the Fire District. Fire Admin suggests requesting approximately \$12,333 from the VFPD for reimbursement of postage cost for district resident weed abatement notifications.
9. Chief Halle deployed as public information officer on 7/15 in the sequoia national forest.
10. Captain Vagelatos assigned to the Park Fire outside of Chico, CA as a Communications Manager.
11. Davidson and Vagelatos deployed to the Park Fire; 391,200 acres and broke the record of the Witch Fire in San Diego for the fastest moving fire in a day in California history. Seventh largest fire in the state on record.
12. Closest fire to San Diego County North is the Nixon Fire 4,900 acres with 5% containment. This fire is in Anza/Aguanga on the lower Hwy 79 at the San Diego County border including evacuations in the county.
13. Three van ambulances from Emergency Vehicle Group should arrive in early August.
14. F94 (E121) should be back from Pierce after significant warranty issues on the pump transmission.

TO: BOARD OF DIRECTORS
FROM: MARK VIEROW, FIRE MARSHAL
SUBJECT: MONTHLY ACTIVITY REPORT – FIRE MARSHAL
DATE: AUGUST 8, 2024



Monthly Activity Summary (July 1-31, 2024)

The following highlights the work activities for the reporting period:

1. Projects: The Havens, Gopher Canyon Rd
No change
2270 Primrose, 1 building, 11 apartments
No change
2357 S Santa Fe Ave. La Sabila Senior Living complex 85 Units
Site work continues
2. Plan checks and construction inspections continue.
8 plan checks
11 construction inspections
3. 13,763 new square feet.
\$12,661.96 in fire mitigation fees for July.

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



Monthly Activity Summary (July 1– July 31, 2024)

The following highlights the work activities for the reporting period:

1. Inspector Kozakiewicz evaluated all emergency access roads. All emergency access roads are in good condition.
2. The 2024 weed abatement initial inspections are complete. Reinspection's will follow in the coming weeks.
3. On July 25, 2024, there was a detached garage fire located at 2010 Hawley Drive. Inspector Kozakiewicz and Inspector Topping investigated. Cause of fire was determined to be lithium-ion battery. No injuries.

TO: BOARD OF DIRECTORS
FROM: JAMES KOZAKIEWICZ, FIRE INSPECTOR
SUBJECT: WEED ABATEMENT INSPECTION ACTIVITY REPORT – FIRE
DATE: AUGUST 7, 2024



Weed Abatement Activity Inspection Summary

I am pleased to provide an **interim** report about the 2024 Weed Abatement Program.

All Fire Prevention Personnel, including the temporary Fire Inspectors funded by the District began initial weed abatement inspections June 3rd. In excess of 6,000 courtesy notices were sent starting in April (both City and District). Please note that 748 parcels within the District were not sent notices or inspected because they are not within the VERY HIGH or HIGH Fire Hazard Severity Zone.

The following highlights the weed abatement work activities:

- Between June 3 and August 2, all 6,061 initial weed abatement inspections were completed.
- Of those, 4,699 were determined to have complied.
- 1,362 were not in compliance and have been moved to the re inspection schedule.
- Re inspections are set to begin August 21, 2024.

A final report will be prepared at the conclusion of 2024 Weed Abatement Season.

TO: BOARD OF DIRECTORS
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER
SUBJECT: MONTHLY ACTIVITY REPORT - ADMINISTRATION
DATE: August 8, 2024



Activity Summary (July 1 – 31, 2024)

The following highlights my work activities for the reporting period:

1. Met (in person) July 1 with legal counsel to begin onboarding.
2. Met (in person) July 3 with Director Ploetz
3. Coordinated an upcoming meeting with Vista City Manager, Fire Chief and VFPD representatives, scheduled for August 21.
4. Attended the annual International Association of Administrative Professionals Summit July 9 -15.
5. Met (via Zoom) July 16 with FireStats to discuss a contract for FY25.
6. Prepared agenda items and supporting reports for July 22 Board of Directors meeting.
7. Prepared all accounts payable and financial reports.
8. Participated (via Zoom) July 22 Investment Review with Zions representatives.
9. Attended July 22 Board of Directors meeting.
10. Met (in person) July 23 with Fire Chief
11. Met (in person) July 24 with Fire Chief and legal counsel for continued onboarding.
12. Assisted when requested for information for the November 5 General Election during the candidate filing period.

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

Agenda

6. CONTINUING BUSINESS

B. Standards of Cover (SOC) Update

Standards of Cover Travel Time Intervals

July 1, 2023 through June 30, 2024

The attached report was prepared by Paul Rottenberg from FireStats. The format is in accordance with the contract between the City of Vista and the Vista Fire Protection District, Section 2.G.2.

**EXHIBIT 1
STANDARD OF COVER TRAVEL INTERVALS
July 1, 2023 through June 30, 2024**

This table describes the VFD standard Travel Interval times in accordance with Section 2.G.2.

Incident Type	Risk Level	Unit Complement	Parameter	Population Density		
				Urban	Suburban	Rural
All Risks						
All Risks	n/a	1 Engine or 1 Aerial	Objective	0:05:40	0:06:30	0:08:00
All Risks	n/a	1 Engine or 1 Aerial	90th Percentile	0:07:51	0:10:40	0:09:24
All Risks	n/a	1 Engine or 1 Aerial	Count	1,060	127	392
Fire						
Fire	High	4 Engine, 1 Ambulance, 1 BC, 1 Aerial	Objective	0:09:30	0:11:00	0:11:30
Fire	High	4 Engine, 1 Ambulance, 1 BC, 1 Aerial	90th Percentile	0:16:15	0:08:13	0:19:18
Fire	High	4 Engine, 1 Ambulance, 1 BC, 1 Aerial	Count	6	1	3
Fire	Medium	3 Engine, 1 Ambulance, 1 BC, 1 Aerial	Objective	0:09:00	0:10:30	0:11:00
Fire	Medium	3 Engine, 1 Ambulance, 1 BC, 1 Aerial	90th Percentile	n/a	n/a	0:16:11
Fire	Medium	3 Engine, 1 Ambulance, 1 BC, 1 Aerial	Count	n/a	n/a	2
Fire	Low	1 Engine	Objective	0:05:40	0:08:00	0:08:00
Fire	Low	1 Engine	90th Percentile	0:10:36	0:18:02	0:10:43
Fire	Low	1 Engine	Count	105	16	43
EMS						
EMS	High	1 Engine, 1 Ambulance	Objective	0:06:00	0:08:30	0:09:30
EMS	High	1 Engine, 1 Ambulance	90th Percentile	0:10:19	0:10:43	0:11:19
EMS	High	1 Engine, 1 Ambulance	Count	241	26	68
EMS	Medium	1 Engine, 1 Ambulance	Objective	0:06:00	0:08:30	0:09:30
EMS	Medium	1 Engine, 1 Ambulance	90th Percentile	0:12:29	0:13:01	0:12:11
EMS	Medium	1 Engine, 1 Ambulance	Count	503	54	178
EMS	Low	1 Engine, 1 Ambulance	Objective	0:06:00	0:08:30	0:09:30
EMS	Low	1 Engine, 1 Ambulance	90th Percentile	0:11:15	n/a	0:08:49
EMS	Low	1 Engine, 1 Ambulance	Count	5	n/a	1
Rescue						
Rescue	High	2 Engine, 1 Ambulance, 1 BC, 1 Aerial	Objective	0:09:00	0:10:30	0:11:30
Rescue	High	2 Engine, 1 Ambulance, 1 BC, 1 Aerial	90th Percentile	n/a	n/a	0:07:11
Rescue	High	2 Engine, 1 Ambulance, 1 BC, 1 Aerial	Count	n/a	n/a	1
Rescue	Medium	1 Engine, 1 Ambulance, 1 BC, 1 Aerial	Objective	0:08:30	0:11:00	0:11:00
Rescue	Medium	1 Engine, 1 Ambulance, 1 BC, 1 Aerial	90th Percentile	0:09:00	n/a	0:15:17
Rescue	Medium	1 Engine, 1 Ambulance, 1 BC, 1 Aerial	Count	2	n/a	2
Rescue	Low	1 Engine, 1 Ambulance	Objective	0:08:00	0:08:00	0:09:00
Rescue	Low	1 Engine, 1 Ambulance	90th Percentile	0:13:16	0:16:57	0:12:15
Rescue	Low	1 Engine, 1 Ambulance	Count	43	4	22
Wildland						
Wildland	Red Flag	2 Type 1, 3 Type 3, 1 BC, 1 WT, Aircraft	Objective	0:10:24	0:13:00	0:18:12
Wildland	Red Flag	2 Type 1, 3 Type 3, 1 BC, 1 WT, Aircraft	90th Percentile	n/a	n/a	n/a
Wildland	Red Flag	2 Type 1, 3 Type 3, 1 BC, 1 WT, Aircraft	Count	n/a	n/a	n/a
Wildland	High	2 Type 1, 3 Type 3, 1 BC, 1 WT, Aircraft	Objective	0:10:24	0:13:00	0:18:12
Wildland	High	2 Type 1, 3 Type 3, 1 BC, 1 WT, Aircraft	90th Percentile	n/a	n/a	n/a
Wildland	High	2 Type 1, 3 Type 3, 1 BC, 1 WT, Aircraft	Count	n/a	n/a	n/a
Wildland	Medium	2 Type 1, 2 Type 3, 1 BC	Objective	0:10:24	0:13:00	0:18:12
Wildland	Medium	2 Type 1, 2 Type 3, 1 BC	90th Percentile	n/a	n/a	n/a
Wildland	Medium	2 Type 1, 2 Type 3, 1 BC	Count	n/a	n/a	n/a
Wildland	Low	2 Type 1, 2 Type 3, 1 BC	Objective	0:09:00	0:13:00	0:18:12
Wildland	Low	2 Type 1, 2 Type 3, 1 BC	90th Percentile	n/a	n/a	n/a
Wildland	Low	2 Type 1, 2 Type 3, 1 BC	Count	n/a	n/a	n/a
Hazmat						
Hazmat	Low	1 Engine	Objective	0:05:40	0:06:30	0:08:00
Hazmat	Low	1 Engine	90th Percentile	n/a	n/a	n/a
Hazmat	Low	1 Engine	Count	n/a	n/a	n/a
Hazmat	High	2 Engine, 1 Ambulance, 1 BC, 1 Aerial	Objective	0:09:00	0:10:30	0:11:30
Hazmat	High	2 Engine, 1 Ambulance, 1 BC, 1 Aerial	90th Percentile	n/a	n/a	n/a
Hazmat	High	2 Engine, 1 Ambulance, 1 BC, 1 Aerial	Count	n/a	n/a	n/a

TO: BOARD OF DIRECTORS,
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER
SUBJECT: GOVERNMENT AGENCY BIENNIAL REVIEW, and a RESOLUTION
UPDATING AGENCY CONFLICT OF INTEREST CODE
DATE: AUGUST 8, 2024



RECOMMENDATION

1. Receive and file the 2024 Conflict of Interest Code Biennial Notice;
2. Authorize the Administrative Manager as the Chief Executive Officer to execute the form, and authorize the Administrative Manager to certify to the County of San Diego Clerk of the Board no later than October 1, 2024 that amendments are necessary to the District's code; and
3. Approve Resolution No. 2024-05 amending the Vista Fire Protection District Conflict of Interest Code, which updates the designated positions within the District.

BACKGROUND

The Political Reform Act of 1974 requires local agencies to adopt local Conflict of Interest Codes. The Fire District has had such a code in effect since the 1980s. The District's Code requires disclosure of the financial interests of certain employees, consultants and members of the board if these persons are likely to be involved in decision-making that could affect their own financial interests. All public employees must comply with the State's general conflict of interest laws by abstaining from influencing or making decisions that would affect their own financial interests.

The Board of Directors last amended the Districts Conflict of Interest Code on (Date). State law requires every local governmental agency to periodically review its Conflict-of-Interest Code to determine whether it is accurate and up to date. Updates do not change the basic conflict of interest abstention rules. These rules reflect State law.

Also, as a part of the resolution, there are two Appendixes:

A – *Designated Positions* - The list of designated positions is part of the District's Code and designates which employees must file annual financial disclosure statements. For each designated position, the list establishes the categories of financial interests for which disclosure must be made. Requirements for disclosure differ from job to job in accordance with the kinds of financial interests that might be affected by an officer's or employee's decision making.

B – *Disclosure Categories of Reportable Economic Interests* - The disclosure categories establish the types of financial disclosure that must be made for each position and the Fair Political Practices Commission ("FPPC") forms that must be completed by the employee.

Attachment(s)

1. *County of San Diego Biennial Review Form*
2. *Resolution No. 2024-05*

2024 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Designated Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2024**, via email to:

Form700@sdcountry.ca.gov

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

RESOLUTION No. 2024-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VISTA FIRE PROTECTION DISTRICT AMENDING THE FAIR POLITICAL PRACTICES COMMISSION'S STANDARD CONFLICT OF INTEREST CODE AND CANDIDATE DISCLOSURE STATEMENT and REPEALING BOARD ACTION ON AUGUST 18, 2022

WHEREAS, the Political Reform Act requires certain District Officials, specified in section 87200 of the California Government Code, to file economic disclosure forms ("Form 700") and abstain from making or participating in making governmental decision which have a reasonably foreseeable material effect on an economic interest; and

WHEREAS, the Vista Fire Protection District approved an "Agency Conflict of Interest Code" as required by California Government Code on August 18, 2022; and

WHEREAS, the Fair Political Practices Commission ("FPPC") has adopted a regulation, California Code of Regulations, Title 2, division 6, Section 18730 (hereinafter "CCR 18730"), which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the FPPC after public notice and hearings to conform to amendments in the Political Reform Act.

WHEREAS, consistent with the biennial schedule established by the Fair Political Practices Commission for amending local conflict of interest codes, the District reviews and amends its local conflict of interest code every two years;

NOW, THEREFORE, the Board of Directors of the Vista Fire Protection District does RESOLVE as follows:

1. The Code approved by Board action on August 18, 2022 is hereby repealed.
2. The Conflict-of-Interest Code for the Vista Fire Protection District is hereby amended to read as follows:

CONFLICT OF INTEREST CODE FOR THE VISTA FIRE PROTECTION DISTRICT

The Political Reform Act, Government Code §81000, et. seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission ("FPPC") has adopted a regulation, California Code of Regulations, Title 2, division 6, Section 18730 (hereinafter "CCR 18730"), which contains the terms of a standard conflict of interest code. After public notice and hearing the regulation may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and Appendix A and B, attached to this resolution and a part of it, designating officials, employees and consultants, and establishing disclosure categories, shall constitute the Conflict-of-Interest code of the Vista Fire Protection District (District).

Individuals holding designated positions shall file their Statements of Economic Interests (Form 700s) with the County of San Diego Clerk of the Board of Supervisors.

Resolution No. 2024-05

3. The Conflict-of-Interest Code for the Vista Fire Protection District will become effective the date the Board of Directors approves this resolution.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Vista Fire Protection District on August 14, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JAMES F. ELLIOTT
President

Karlena Rannals
Clerk, Board of Directors

DESIGNATED POSITIONS

<u>Titles</u>	Assigned Disclosure Category
Directors	1
Candidate for Board of Directors	1
Administrative Manager	1
Board Clerk/Secretary.....	1

OTHER REPORTING REQUIREMENTS

Consultants (Defined in FPPC Regulation 18701(a)(2))

The positions of the following consultants presently Retained by the Agency:

Attorney(s)	1
Fire Chief	1

APPENDIX B

DISCLOSURE CATEGORIES OF REPORTABLE ECONOMIC INTERESTS

1. FULL DISCLOSURE

What to report? All investments and business positions in business entities, sources of income including gifts, loans and travel payments, and interests in real property.

What Form 700 schedules? All Schedules. (A through E)

2. DISTRICT-RELATED INCOME

What to report? All investments and business positions in business entities and sources of income including gifts, loans, and travel payments if the source is of a type which provides, manufactures, or supplies services, supplies, materials, machinery or equipment of the type utilized by or subject to the review or approval of the District.

What Form 700 schedules? A, C, D, E

3. DISTRICT-RELATED INCOME, REAL PROPERTY

What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments if the source is of a type which provides, manufactures, or supplies services, supplies, materials, machinery or equipment of the type utilized by or subject to the review or approval of the District and all interests in real property.

What Form 700 schedules? All Schedules (A through E)

4. DIVISION-RELATED INCOME (Administration)

What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments if the source is of a type if the source is of a type which provides, manufactures or supplies equipment, supplies, material, services or machinery of the type utilized by or subject to the review or approval of the department in which that person is employed.

What Form 700 schedules? A, C, D, E

FORM 700 SCHEDULES – DESCRIPTION

Form 700

- Schedules A-1 Investments (Stocks, Bonds, and Other Interests (Ownership Interest is Less than 10%))
- Schedules A-2 Investments, Income and Assets of Business Entities/Trusts (Ownership Interest is 10% or Greater)
- Schedule B Interests in Real Property (Including Rental Income)
- Schedule C Income, Loans and Business Positions (Other than Gifts and Travel Payments)
- Schedule D Income – Gifts
- Schedule E Travel Payments, Advances and Reimbursements

TO: BOARD OF DIRECTORS
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER
SUBJECT: NON-RENEWAL OF ADDITIONAL FIRE INSPECTOR SERVICES
DATE: AUGUST 8, 2024



RECOMMENDATION

To notify the City of Vista Fire Department of the Vista Fire Protection District intent to not renew the contract amendments related to providing additional Fire Inspector Special Services, effective July 1, 2025.

BACKGROUND

The 1st Supplemental Agreement with the Vista Fire Protection District for Fire Inspection Services was approved and became effective July 1, 2010. The agreement was to reimburse the City of Vista Fire Department for the cost for such additional services equal to 50% of the salary not to exceed \$5,000 per month, for a period of one year.

Both parties approved the following amendments:

1. Second Supplemental Agreement – Effective July 1, 2011 – Term: one year
2. Third Supplemental Agreement – Effective July 1, 2012 – Term: one year
3. Fourth Supplemental Agreement - Effective July 1, 2013 – Term: three years
4. Fifth Supplemental Agreement – Effective July 1, 2016 - Term: three years
5. Sixth Supplemental Agreement – Effective July 1, 2019 – Term: three years
6. Eighth Supplemental Agreement – Effective July 1, 2022 – Term: three years

Until the eighth Supplemental Agreement, the cost remained at a level not to exceed \$5,000 per month, or \$60,000 per year. Beginning with the 8th Supplemental Agreement, the cost increased as follows:

- July 1, 2022 – not to exceed \$6,250 per month or \$75,000 annual – FY Cost \$65,036
- July 1, 2023 - not to exceed \$6,500 per month or \$78,000 annual – FY Cost \$71,735
- July 1, 2024 - not to exceed \$6,760 per month or \$81,120 annual – FY Cost \$TBD.

CURRENT SITUATION

There has been significant discussion about the scope of services, and what special services are being provided that is not a part of the “basic” contract under fire prevention services. The City of Vista Fire Department and in conjunction with the Vista Fire Protection District is currently developing a five-year strategic plan which will address the specific needs of the fire protection district.

Staff recommends that the Board of Directors authorize the Board President or Administrative Manager to send a “Notice of Non-renewal for Additional Fire Inspector Special Services” to the City of Vista Fire Department, effective July 1, 2025.

STAFF REPORT

24-16

TO: BOARD OF DIRECTORS
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER
SUBJECT: BOARD POLICIES - ADOPTION
DATE: AUGUST 8, 2024



RECOMMENDATION

Consider the following actions for the Board Policy 1000 – Code of Ethics and Board Policy 1010 – Board Policy and Procedure Manual:

1. Provide direction to staff for further development of policies and procedures;
2. Set an approval date for a future meeting; or
3. Approve Code of Ethics and Policy and Procedure Manual as submitted at the August 14, 2024 Board of Directors meeting.

BACKGROUND

The purpose of these policies (“Policies”) is to assist the Board of Directors of Vista Fire Protection District (“District”) as it sets policy and conducts the business of that District. The purpose of these Policies is to supplement state law and to provide more specific guidelines for the actions of the Board of Directors of the District.

It also serves as a reference guide for employees, providing detailed instructions on how to perform specific tasks, adhere to organizational policies, and ensure compliance with legal and regulatory requirements.

To date, the staff has not been able to determine if the District has ever adopted a code of ethics or created a policy and procedure manual to assist board members with their roles and responsibilities. With the new election process of creating divisions within the District, and potential new board members in the future, having an approved set of policies, will assist any board (new or incumbent) with their roles and responsibilities.

BOARD POLICY AND PROCEDURES

POLICY TITLE	Code of Ethics
POLICY No.	1000
ADOPTED	
REVISED	

1000.1 Background information:

Vista Fire Protection District established its Code of Ethics & Values (the “Code”) to provide clear, positive statements of ethical behavior reflecting the core values of the District and the communities it serves. The Code includes practical strategies for addressing ethical questions and a useful framework for decision-making and managing the day-to-day operations of the District. The Code is developed to reflect the issues and concerns of today's complex and diverse society.

1000.2 Goals of the code of ethics & values:

- a) To make Vista Fire Protection District a better District built on mutual respect and trust.
- b) To promote and maintain the highest standards of personal and professional conduct among all involved in District government, District staff, volunteers, and members of the District's Board. All elected and appointed officials, officers, employees, members of advisory committees, and volunteers of the District, herein called “Officials” for the purposes of this policy.
- c) The Code is a touchstone for members of the District Board and staff in fulfilling their roles and responsibilities.

1000.3 Preamble:

- a) The proper operation of democratic government requires that decision-makers be independent, impartial, and accountable to the people they serve. The Vista Fire Protection District has adopted this Code to promote and maintain the highest standards of personal and professional conduct in the District's government.
- b) All Officials, and others, who participate in the District's government are required to subscribe to this Code, understand how it applies to their specific responsibilities and practice its eight core values in their work. Because we seek public confidence in the District's services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this Code.

1000.4 Applicability:

This Code shall apply to all District Officials as defined in 1000.2 b.

1000.5 Core Value:

As participatory Officials in the District's government, we subscribe to the following Core Values:

- Integrity
- Safety
- Accountability
- Effectiveness
- Respect

1000.6 As a representative of Vista Fire Protection District, I will be ethical.

In practice, this value looks like:

BOARD POLICY AND PROCEDURES

POLICY TITLE	Code of Ethics
POLICY No.	1000
ADOPTED	
REVISED	

- a) I am trustworthy, acting with the utmost integrity and moral courage. I am truthful. I do what I say I will do. I am dependable.
- b) I make impartial decisions, free of bribes, unlawful gifts, narrow political interests, financial, and other personal interests that impair my independence of judgment or action.
- c) I am fair, distributing benefits and burdens according to consistent and equitable criteria.
- d) I extend equal opportunities and due process to all parties in matters under consideration. If I engage in unilateral meetings and discussions, I do so without making voting decisions or any improper or unauthorized representations on behalf of the District.
- e) I show respect for individuals, confidences, and information designated as "confidential."
- f) I use my title(s) only when conducting official District business for information purposes or as an indication of background and expertise carefully considering whether I am exceeding or appearing to exceed my authority.
- g) I will avoid actions that might cause the public or others to question my independent judgment.
- h) I maintain a constructive, creative, and practical attitude toward the District's affairs and a deep sense of social responsibility as a trusted public servant.

1000.7 As a representative of Vista Fire Protection District, I will be professional.

In practice, this value looks like:

- a) I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent, and productive manner.
- b) I approach my job and work-related relationships with a positive, collaborative attitude.
- c) keep my professional education, knowledge, and skills current and growing.

1000.8 As a Representative of Vista Fire Protection District, I will be service-oriented.

In practice, this value looks like:

- a) I provide friendly, receptive, courteous service to everyone.
- b) I attune to and care about the needs and issues of citizens, public Officials and District workers.
- c) In my interactions with constituents, I am interested, engaged and responsive.

1000.9 As a representative of Vista Fire Protection District, I will be fiscally responsible.

In practice, this value looks like:

- a) I make decisions after prudent consideration of their fiscal impact, considering the long-term financial needs of the District, especially its financial stability.
- b) I demonstrate concern for the proper use of District assets (e.g., personnel, time, property, equipment, funds) and follow established procedures.
- c) I make good financial decisions that seek to preserve programs and services for District residents.
- d) I have knowledge of and adhere to the District's Purchasing and Contracting and Allocation of Funds Policies.

BOARD POLICY AND PROCEDURES

POLICY TITLE	Code of Ethics
POLICY No.	1000
ADOPTED	
REVISED	

1000.10 As a representative of Vista Fire Protection District, I will be organized.

In practice, this value looks like:

- a) I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short- and long-term goals.
- b) I follow through in a responsible way, keeping others informed and responding in a timely fashion.
- c) I am respectful of established District processes and guidelines.

1000.11 As a representative of Vista Fire Protection District, I will be communicative.

In practice, this value looks like:

- a) I positively convey the District's care for and commitment to its citizens.
- b) I communicate in many ways, that I am approachable, open-minded, and willing to participate in dialog.
- c) I engage in effective two-way communication, by listening carefully, asking questions, and determining an appropriate response which adds value to conversations.

1000.12 As a representative of Vista Fire Protection District, I will be collaborative.

In practice, this value looks like:

- a) I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding.
- b) I work towards consensus building and gain value from diverse opinions.
- c) I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team.
- d) I consider the broader regional and state-wide implications of the District's decisions and issues.

1000.13 As a representative of Vista Fire Protection District, I will be progressive.

In practice, this value looks like:

- a) I exhibit a proactive, innovative approach to setting goals and conducting the District's business.
- b) I display a style that maintains consistent standards; but is also sensitive to the need for compromise, "thinking outside the box" and improving existing paradigms when necessary.
- c) I promote intelligent and thoughtful innovation in order to forward the District's policy agenda and District services.

1000.14 Enforcement.

Any Official found to be in violation of this Code may be subject to Censure by the District Board. Any member of any advisory Committee found in violation may be subject to dismissal from the Committee. In the case of an employee, appropriate action shall be taken by the Administrative Manager, Fire Chief or by an authorized designee.

VISTA FIRE PROTECTION DISTRICT



Approved and Adopted

Date: **TBD**

BOARD OF DIRECTORS' POLICY AND PROCEDURES MANUAL

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Article I. PURPOSE

Section 1.01 Authority and Purpose.

The Vista Fire Protection District (Fire District) is organized and exists under the Fire Protection District Law of 1987 (Health and Safety Code 13800 *et seq.*). This Board of Director’s Policy and Procedures Manual (Policy) governs the proceedings of the Board of Directors (Board) and is adopted to facilitate the business of the Board. This Policy is subordinate to state and federal law. Unless the provisions of this Policy are required pursuant to the District's enabling legislation or other applicable law (i.e., the Brown Act), a majority of the Board may waive, modify, or suspend each and every provision of this Policy.

This Policy reflects the Board’s commitment to order, consistency, responsiveness, and transparency in its actions and to make clear and readily available to the residents of the District all relevant information about the operations of the Board. In keeping with these principles, a current copy of the Policy is posted on the District’s website.

This Policy is designed solely to facilitate the handling by the Board of Directors of its own affairs. The Policy does not create procedural or substantive rights in any person who is not a member of the Board.

The Board has approved other policies governing or related to the Board and the activities of Directors. These policies, and any other policies adopted by the Board, remain in full force and effect.

Article II. BOARD OFFICERS AND DIRECTORS

Section 2.01 Powers of the Board

The Board is the governing body of the District. Directors are elected or appointed to the Board as provided by law. The legal responsibilities of the Board are set forth by applicable state and federal laws, rules and regulations, and any policies the Board may adopt that hold Directors to standards of conduct above and beyond what is required by law. The role of the Board is to function as a legislative, policy-making, and quasi-judicial body. The Board delegates the administrative, personnel, and executive functions to the Fire Chief and/or Administrative Manager to conduct its legislative and policy-making decisions. (See Article III.)

Section 2.02 Seating of Directors and Administration of the Oath.

Directors are qualified to take office upon certification of the applicable election results by the County elections officer. (Elec. Code § 15372.) Prior to taking office, each Director must take and sign the oath of office, which will remain on file with the Board Clerk.

Section 2.03 Board Vacancies.

Any vacancies on the Board will be filled as required by law. General Counsel will advise the Board of the legal requirements for filling any vacancy. In the event the Board desires to fill a vacancy by appointment, the Board will establish the procedures for evaluating applicants, which may include application submission requirements and deadlines, interview procedures, etc. The Board's appointment process will ensure that all applicants are treated with respect and consideration and will avoid all forms of discrimination.

Section 2.04 Board Officers.

Pursuant to Health and Safety Code 13853, the officers of the Board of Directors are the President, Vice President, and a Board Clerk. The Board Clerk is an employee of the District and not a member of the Board.

Section 2.05 Officer Elections.

At the regular meeting in December of each election year, the Directors will elect a President and Vice President, who will assume their duties upon adjournment of the meeting at which they are elected.

Section 2.06 Duties of the President.

The President serves as the presiding officer of the Board and preserves order and decorum at all meetings of the Board. The President has the same rights as the other Directors with regard to voting, introducing motions, and participating in any discussion.

- The President may function as the official Board representative of the District for ceremonial purposes.
- The President will determine all questions or interpretation of the rules of order, or other questions of procedure requiring ruling during a Board meeting. A majority of the Board may override the President's decision.
- The President may sign all documents on behalf of the Board and District.
- In advance of the January regular Board meeting, the President-elect may designate Directors to serve on the various committees, boards, and liaison positions for the upcoming year, subject to Board approval.

Section 2.07 Duties of the Vice President.

The Vice President serves as acting president in the absence or temporary disability of the President. The Vice President has the same rights as the other Directors with regard to voting, introducing motions, and participating in any discussion. In the absence of both the President and the Vice-president, any Director may call a meeting to order, and the Directors present will thereafter select a Director to chair the meeting.

The Vice President will become President upon the death, resignation, or removal of the President and will serve for the remainder of the President's term.

Article III. FIRE CHIEF AND ADMINISTRATIVE MANAGER

Section 3.01 Responsibilities of Fire Chief and Administrative Manager.

The Fire Chief and/or Administrative Manager are the Executive Officers of the District responsible for administering Board policies, directing District operations, providing day-to-day supervision of District employees, and controlling District expenditures subject to the policies, restrictions, and directions provided by the Board. The Board delegates to the Fire Chief and/or Administrative Manager the authority to determine the actions and procedures necessary for District operations. Responsibilities of the Fire Chief and/or Administrative Manager include, but are not limited to:

1. Preparing Board meeting agendas in collaboration with the Board President, attending all Board meetings, unless excused, and participating in deliberations of the Board as required.
2. Bringing matters that require Board consideration to the Board's attention.
3. Reporting periodically to the Board on significant events and emergencies within the District, including fire fatalities, and on the progress of District programs.
4. Addressing personnel, financial, and capital improvement matters under the direction of the Board.
5. Reporting appointments, demotions, transfers, and dismissals in accordance with the policies of the Board, as applicable.
6. Providing for succession planning within the District to ensure that the District's long-term goals and objectives are met.
7. Providing data and reports to assist the Board in monitoring and overseeing the emergency response functions of the District.
8. Proposing an annual budget to the Board for adoption.

Section 3.02 Delegation of Authority to Act on Claims and Lawsuits.

(a) Claims and Lawsuits.

The Fire Chief and/or Administrative Manager will perform, upon the advice of General Counsel, the following functions of the Board with respect to handling administrative claims presented to the District: ascertaining the sufficiency of claims with respect to the required contents of a claim, notifying claimants of insufficiency, notifying claimants of failure to present claims within the time allowed by law, allowing or denying applications for leave to file late claims, rejecting claims, and allowing claims in whole or in part.

The Fire Chief and/or Administrative Manager may, upon the advice of General Counsel, allow, compromise, or settle any administrative claim or lawsuit against the District up to and including \$5,000.

(b) Workers Compensation Matters.

The Fire Chief and/or Administrative Manager may perform the functions of the Board with respect to workers' compensation claims presented to the District, including those described in Labor Code Sections 5000 *et seq.* for compromise and settlement of the claims. The Fire Chief and/or Administrative Manager may allow, compromise, or settle any workers' compensation claim against the District if the amount to be paid by the District pursuant to the allowance, compromise, or settlement does not exceed \$10,000.

(c) Conflict Waivers and Related Agreements.

In connection with any claims, litigation, transactional, regulatory and other legal matters, the Fire Chief and/or Administrative Manager may approve any and all attorney or law firm conflict waivers, joint defense or prosecution agreements, common interest agreements and similar agreements necessary to efficiently retain legal representation for the District or collaborate with similarly-situated parties engaged in legal matters.

Article IV. GENERAL COUNSEL

Section 4.01 Responsibilities of the General Counsel.

The General Counsel is the chief legal officer of the District. The General Counsel's client is the District as a whole and not a single Director or member of staff. Accordingly, the General Counsel will not take mandatory direction from any individual Director. The General Counsel reports to the Board but may also provide legal counsel at the direction of the Fire Chief and/or Administrative Manager.

General Counsel will attend all District Board meetings unless directed otherwise by the Board President or the Administrative Manager. General Counsel serves at the will of the Board and will commence Board-directed work upon the approval of a motion by a majority of the Board or at the direction of the President of the Board in the event of an emergency legal matter that cannot practically wait for a regular or special Board meeting.

Article V. MEETINGS

Section 5.01 Meetings Generally.

The Board will conduct its meetings and business of the Board in compliance with the requirements of the Ralph M. Brown Act ("the Brown Act" Gov. Code § 54950 *et seq.*) and other applicable provisions of law. The Board will establish the date, time, and location of regular meetings of the Board. Regular meetings of the Board will be held at the Vista Fire Protection District, 450 S. Melrose Dr., Vista on the second Wednesday of each month at 1:00 p.m. The Board President, in consultation with the Administrative Manager, may alter the date or time of a regular meeting, as needed. The Fire Chief, in consultation with the Board Clerk, may alter the location of a regular meeting, as needed. The Board President, or a majority of the Board, may call a special meeting at any time.

Section 5.02 Attendance at Board and Standing Committee Meetings.

Directors are expected to attend all regular and special meetings of the Board and any Standing Committee to which a Director is assigned. Directors may attend Board and Standing Committee meetings via teleconference in accordance with the Brown Act. Directors are expected to participate fully in deliberation and voting.

Directors not assigned to a Standing Committee may, as private citizens, attend those Standing Committee meetings. However, they may only observe and may not speak, comment, or otherwise participate in the Standing Committee meetings. Directors may not attend closed sessions for any Standing Committee to which they are not assigned.

Section 5.03 Role of the President

The President is responsible for timely, fair, and reasonable conduct of the meeting's business. The President's decision on questions of procedure is final, subject to override by a majority of the Board.

Section 5.04 Quorum and Voting.

A majority of the Board (i.e., three) or Committee (i.e., two) constitutes a quorum for the transaction of District business. Except as allowed by law, the approval of a majority of the entire Board (i.e., three) is required for any Board action.

Section 5.05 Rules of Order During Meetings.

The Board prefers a flexible format for meetings and does not insist that its meetings be conducted strictly in accordance with formal rules of procedures. Generally, the conduct of the Board's meetings will be informed by Rosenberg's Rules of Order. Rosenberg's Rules of

Order are intended to set rules that accomplish the following three goals: (1) Rules should establish a framework for the orderly conduct of meetings; (2) Rules should be clear and user-friendly, in particular for the public; and (3) Rules should enforce the will of the majority while protecting the rights of the minority. Failure to comply with Rosenberg's Rules will not invalidate any action taken by the Board.

Section 5.06 Agendas.

The President and the Administrative Manager and/or Fire Chief will collaborate to establish the agenda for each regular and special meeting. The Vice President may participate in the agenda setting process.

Section 5.07 Order of Business.

The Order of Business at Board meetings generally will be as follows:

- Call to Order
- Roll Call
- Pledge of Allegiance
- Public Comment on items not on the agenda.
- Presentations (if any)
- Consent Calendar
- Regular Agenda
- Proposed Agenda Items
- Director Reports
- Adjournment

Any item on the agenda may be taken out of order at the discretion of the President.

Section 5.08 Consent Calendar.

The Administrative Manager and/or Fire Chief may place items which are considered to be of a routine and non-controversial nature on the consent calendar. The Board will act on the entire consent calendar, without discussion of individual items.

Directors may request that any item be removed from the consent calendar (“pulled”), and the Board will then act separately on that item.

Members of the public will have an opportunity to comment on the consent calendar as with any agenda item. Items which are pulled by a Director for discussion will typically be heard after the Board acts on remaining consent calendar items unless the President orders an

earlier or later time.

Section 5.09 Regular Agenda.

In accordance with Rosenberg’s Rules of Order, the Board will follow the basic format below for discussing items on the regular agenda:

- (a) The Board President announces the item.
- (b) The Board President invites the appropriate staff member to present a brief staff report.
- (c) The Board President invites brief clarifying questions from other Directors.
- (d) The Board President invites a motion/second.
 - (i) The Board President invites discussion among Directors (assuming there has been a motion/second for the item). Discussion will be limited to the motion under consideration.
 - (ii) The Board President invites public comment on the item (at the Board President’s discretion, public comment may occur before or after the Board has discussed the item).
 - (iii) The Board President asks for a vote on the item.
 - (iv) The Board President announces the result of the vote.

Section 5.10 Public Comment.

Public comment is encouraged at all Board meetings. The Board Clerk will advise members of the public that filling out a speaker request card is requested, but not required. Public comment is limited to three minutes per speaker, which may be waived or modified by the President.

Section 5.11 Proposed Agenda Items.

Ordinarily, the Board President and Administrative Manager determine the agenda for meetings. However, any Director may suggest during the “Proposed Agenda Items” section of a meeting that an agenda item be placed on a future meeting agenda. The Board will not discuss the proposed agenda items at this time. The Board Clerk will compile all requested items and list them in the Proposed Agenda Item section of the next meeting. At that next meeting, the Board may discuss whether to place the item on a future agenda—ordinarily, all that will be required is a brief explanation from the requesting Director and a call for a motion. All Directors should be mindful of the impact on staff time of adding items to meeting agendas; accordingly, Directors should use the process of requesting items on an agenda sparingly. If the Board votes to approve a Director’s request to add a matter to a

meeting agenda, the Fire Chief, in consultation with the Board President, will determine the appropriate meeting to bring the item to the Board, unless otherwise directed by the Board.

Section 5.12 Director Reports.

Directors will report on meetings they attended for which they are seeking reimbursement from the District, and matters within the roles, responsibilities, and jurisdiction of the District.

Section 5.13 Limitations on Debate.

Directors generally should not speak more than once on any item until every other Director choosing to speak has spoken. Directors should keep their comments to no more than five (5) minutes each time they have the floor, although the time may be extended with the approval of the Board President.

Section 5.14 Dissents, Protests, and Comments.

All Directors have the right to express dissent from, protest to or comment upon any action of the Board. Any Director may state the reason for their dissenting vote for the video or written record, then any Director voting in favor of the action will also have the opportunity to state the reasoning for the vote in favor.

Section 5.15 Adoption of Resolutions.

The Board will ordinarily act by resolution, though the Board may act by motion, resolution, or ordinance. Resolutions are effective upon adoption. Ordinarily, staff will prepare resolutions in advance of the Board meeting at which the resolution will be considered. If a resolution has not been prepared in advance, the Board may adopt the resolution by title. In that case, the General Counsel or staff will prepare the form of the resolution.

Section 5.16 Adoption of Ordinances.

The Board adopts ordinances pursuant to Government Code section 25120 et seq. (See Health & Safety Code § 13861.) Examples of actions that must be taken by ordinance include: the adoption of fees for service, increasing Director compensation above \$100, establishing an employee relations system, and adoption of building standards that are more stringent than those established by the State Fire Marshal. Except as specified by law, ordinances become effective 30 days after final passage.

Section 5.17 Minutes.

The official action of the Board is represented by written minutes as supplemented by the video of the meeting if a video exists. The Board Clerk will prepare the written minutes of each Board and Standing Committee meeting. The written minutes of Board and Standing Committee meetings are in an action format and include at a minimum the date and location of the meeting, identification of public speakers and a summary of their comments for each agenda item, and the actions taken on each agenda item, if any. The written minutes of the Board and Standing Committee meetings will be maintained in the Administration Office of the District.

For convenience, an additional posting of the written minutes may be found on the District's website.

Article VI. BOARD COMMITTEES AND LIAISONS

Section 6.01 Standing Committees.

The Standing Committees will be comprised of two directors. Once the members of a Standing Committee have been established, the members, in consultation with the Administrative Manager, will establish the Committee meeting time and frequency. The Board will provide direction on the matters to be considered by the Standing Committees.

The Board Clerk will maintain a list of the District's current Standing Committees and their membership. The Board President may adjust the list to change the number of Standing Committees, either temporarily or permanently, and to adjust the roster of Directors serving on committees. The President will announce a decision to change the list or roster of Standing Committees at a properly agendized meeting and a majority of the Board may override the President's decision.

Section 6.02 Ad Hoc Committees.

The Board President may create ad hoc committees as the Board President deems necessary for the proper conduct of District business. Ad hoc committees will meet as necessary in accordance with their specific mission and purpose. As with all Committees, the maximum number of directors that may be on an ad hoc committee is two. No minutes are required from an ad hoc committee. Any ad hoc committees will be considered dissolved upon completion of their specific purpose unless their standing is extended by the Board President.

Section 6.03 Board Liaisons.

The Board President will appoint Directors as liaisons/representatives to outside organizations. The Board Clerk will maintain a list of the Directors appointed as liaisons/representatives. The Board President may adjust the list to change the number of liaison/representative organizations, either temporarily or permanently, and to adjust the roster of Directors serving in the role of liaison/representative. The President will announce a decision to change the list or roster at a properly agendized meeting and a majority of the Board may override the President's decision.

Article VII. DIRECTOR COMPENSATION AND REIMBURSEMENT

Section 7.01 Authorized Expenses.

Expenses incurred up to \$2,500 per Director, per calendar year in connection with the following types of activities generally constitute authorized and reimbursable expenses, and do not need pre-expense approval by the Board, as long as the other requirements of this Article and any implementing procedures are met:

- (a) Communicating with representatives of regional, state, and national governments on Board-adopted policy positions;
- (b) Attending conferences or educational seminars designed to improve the skills and knowledge of Directors, so long as the skills and knowledge relate to their position with the District; and
- (c) Participating in regional, state, and national organizations whose activities affect the District's interests.

All other expenses, including expenses over \$2,500 per Director, per calendar year, must be approved by the Board, in a public meeting, before the expense is incurred.

Section 7.02 Expenses Not Eligible For Reimbursement.

Expenses that are not eligible for reimbursement are listed below. Any questions regarding the propriety of a particular type of expense should be resolved by the Board before the expense is incurred.

- (a) The personal portion of any trip;
- (a) Political or charitable contributions;
- (b) Family expenses, including a partner's expenses when accompanying a Director on District-related business, as well as child- or pet-related expenses;
- (c) Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage, and/or golf-related expenses), or other cultural events;
- (d) Alcohol or personal hotel honor bar expenses;
- (e) Tips greater than 20 percent (unless automatically included in the bill);
- (f) Regular commuting costs and personal automobile expenses, including for vehicle maintenance and repairs, traffic citations, insurance, and gasoline;
- (g) Personal losses incurred while on District business; and
- (h) Expenses related to attending a conference or training event after a Director has announced their resignation or after a Director fails to secure re-election to the Board.

Section 7.03 Transportation.

Directors are encouraged to use public transit and carpool to the maximum extent possible when travelling on District business. When transportation is needed for Directors to travel for District business other than in District vehicles, costs are eligible for reimbursement as follows:

- (a) Airfare: Airfares that are reasonable and economical (coach fare) are eligible for reimbursement. Ticket purchases should be made well in advance to take advantage of low fares when possible.
- (b) Automobile: Personal automobile mileage is reimbursed at Internal Revenue Service (IRS) rates in effect at the time of travel. Tolls are eligible for reimbursement unless the charges are incurred as part of the Director's normal commute to or from the District.
- (c) Reimbursement for auto mileage will be capped at the cost of corresponding coach airfare for the same trip when it would be less expensive to fly than drive.
- (d) Car Rental: Rental car costs and fees are authorized for reimbursement only when absolutely necessary and when other transportation is not feasible, or car rental is more economical. Cars are to be reserved at a rate that does not exceed the standard-size car rate.
- (e) Taxis and transportation network companies (TNCs): Taxi fares and TNC (i.e., Uber or Lyft) charges and gratuity (of no more than 20%) will be reimbursed only when shuttle or public transportation is not practical.
- (f) Parking and Shuttles: Reasonable parking costs will be reimbursed. Long-term parking or shuttle service to and from the airport may be claimed as a miscellaneous expense for reimbursement.
- (g) Public Transit: Actual fares for public transit will be reimbursed. Government or group rates should be used whenever available.

Section 7.04 Lodging.

Lodging costs are only reimbursable when Director's travel for purposes set forth in Section 7.1, above. Lodging expenses at the single-room rate will be reimbursed or paid for when travel on District business reasonably requires an overnight stay. Government or group rates should be used whenever available. If such lodging is in connection with a conference, training, or other educational activity, lodging expenses must not exceed the group rate published by the conference sponsor or training provider for the event in question, if such rates are available at the time of booking. If the group rate is not available, reimbursement will be limited to within a reasonable percentage of the U.S. General Services Administration (GSA) rate at the time of travel.

Section 7.05 Meals & Incidental Expenses.

Directors may be reimbursed for meals and incidental expenses whenever Director's travel for purposes set forth in Section 7.1, as otherwise set forth below.

- (a) **Business Meetings:** Actual and reasonable costs of business meals and gratuities are allowed when representing the District, regardless of geographic location. The District will not reimburse a per-diem amount—Directors must submit actual itemized receipts.
- (b) **Conference, Seminar or Training:** When Directors attend conferences, seminars and trainings for the District, reimbursements will be provided for the actual cost of meals, capped by the maximum established GSA for all meals, based on the locations of the events. The District will not reimburse a per-diem amount—Directors must submit actual itemized receipts. If the registration fee includes the cost of meals, Directors may not seek reimbursement for the cost of meals that Directors may elect to have outside of the conference, seminar, or training.
- (c) **Alcohol:** The District will not pay for alcohol or hotel-room personal bar/honor bar expenses.

Section 7.06 Registration Fees.

Registration fees for conferences or meetings will be reimbursed at actual cost.

Section 7.07 Expense Reports and Receipts.

All expense reimbursement requests should be submitted on the District's expense report form. Expense reports should document that the expense in question met the requirements of this Policy. Expense reports must be accompanied by the actual itemized receipts and any other documentation supporting the expense. (E.g., For meals, Directors must submit itemized receipts. For mileage reimbursement, Directors should provide a map of the route taken. For tolls, Directors should submit a copy of the statement (credit card or FasTrak) showing the charge.)

Section 7.08 Reports To The Board.

When a Director attends a conference, training, seminar, or other event for which they are seeking reimbursement from the District, the Director must submit a brief report at the next regular Board meeting. If multiple Directors attended, a joint report may be made. Directors must submit their reports prior to District reimbursement of expenses.

Section 7.09 Compliance With Laws.

Directors should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All District expense reports and accompanying

documentation are public records subject to disclosure under the Public Records Act and other applicable laws.

Section 7.10 Violation Of Policy.

Misuse of public resources or falsifying expense reports in violation of this Policy may result in any or all of the following:

- (a) Loss of reimbursement privileges;
- (b) Restitution to the District;
- (c) The District reporting the expenses as income to State and Federal tax authorities;
and
- (d) Other penalties as permitted by law or this Policy, including but not limited to disciplinary action taken pursuant to Article 11.

Section 7.11 Additional Information.

Additional information may be obtained by reviewing the District's Administrative Policies and Procedures, specifically, Travel Policy 1051.

Article VIII. DIRECTORS' COMPENSATION.

Section 8.01

Pursuant to Health and Safety Code section 13857, Directors may be compensated in an amount not-to-exceed \$100.00 per meeting for all regularly scheduled Board Meetings, Special Meetings, and Committee Meetings up to a maximum of \$400.00 (i.e., four meetings) per month. Directors may notify the Board Clerk that they are declining compensation for attendance at Board meetings.

Article IX. DIRECTORS' APPAREL AND EQUIPMENT

Section 9.01 Director Apparel.

Directors will be issued caps and jackets with the District logo identifying them as Directors. All items must be labeled with the title "Director," or the name tag must be used. Directors will not be issued, or wear safety equipment unless required or requested to do so by the Fire Chief.

Section 9.02 Director Equipment.

Directors currently receive a "Director" official badge (flat, wallet style), Vista Fire District plastic laminated photo identification with lanyard, a 3/4" gold colored name plate with black letters, with their name and position "Director" below. All of the above items should be displayed only while conducting official District business). Directors elected or appointed to the Board after March of 2024 will not be issued official badges.

Directors may also request a District-owned laptop computer, netbook tablet or similar device for conducting District business. Directors may request emergency radio frequencies to be programmed into their own one-way radio (scanner) for listening to various incidents. Directors will not be issued pagers, radios or any device that is capable of two-way communication on local, county, state or federal emergency frequencies or channels. For safety reasons, Directors may not use two-way communications devices on emergency frequencies or channels without proper license, training, and authorization from the Fire Chief.

Directors using any District equipment will comply with all laws concerning the use of public resources, as applicable.

Section 9.03 Return of Equipment and Risk of Loss.

Directors will return District equipment, as described in Section 9.2, upon completion of service. Care of equipment and apparel is the responsibility of the Director. Should any of the apparel or equipment issued by the District be lost or stolen it is the Director's responsibility to pay for any replacements.

Article X. BOARD CODE OF CONDUCT

Section 10.01 Board Code of Conduct.

Directors agree to observe the following code of conduct designed to guide their actions in fulfilling their responsibilities. Directors will:

1. Recognize that the Board's basic function is "policymaking" and not "administration;"
2. Recognize that Directors have no legal authority to act for the Board outside of official meetings;
3. Respect the rights of members of the public to be heard at official meetings, within established parameters and guidelines for public comment;
4. Accept the principle of "majority rule" in Board decisions;
5. Recognize the Administrative Manager's and/or Fire Chief's administrative authority for properly discharging duties within the limits of established Board policies;
6. Present criticisms, complaints, or problems regarding District operations directly to the Fire Chief and discuss them at a regular meeting only after failure of an administrative solution;
7. Declare conflicts of interest into the public record;
8. Conduct all District business in an ethical manner;
9. Refuse to use a position on the Board for personal gain;
10. If observing District personnel while they are engaged in emergency or disaster operations, a Director will not distract or engage personnel in any way. Directors will position themselves so as not to interfere with emergency operations or become a distraction to Command or staff;
11. If assigned to the Emergency Operations Center (EOC) during an emergency or disaster operation, a Director not assigned to specific duty will observe the chain of command under the direction of the Fire Chief or authorized designee Incident Command System (ICS);
12. Refer complaints from residents and property owners of the District directly to the Administrative Manager and Fire Chief;
13. Report issues related to safety, concerns for safety, or hazards to the Fire Chief.
14. Refer policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finance, and programming, directly to the Administrative Manager.
15. Direct inquiries from personnel directly to the Fire Chief. During contract negotiations Directors may not communicate with the bargaining group or members

or employees of the group on any matters related to or pertaining to the negotiation unless such communication is specifically authorized by the Board or the Fire Chief.

16. Give staff the respect and consideration due skilled professional personnel. Poor behavior toward staff is not acceptable. In particular, Directors should adhere to the following policies with regard to District staff:
 - a. Directors should not disrupt District staff while they are in meetings, on the phone, or engrossed in performing their job functions.
 - b. Comments about staff performance should be made to the Administrative Manager and/or Fire Chief privately. Directors should not express concerns about the performance of a District employee in public, to the employee directly, or to the employee's manager.
 - c. Directors may not engage in any form of public humiliation of the staff, nor threaten any such public humiliation to unduly influence decisions or the work of District personnel.

As individuals, Directors may not commit the District to any policy, act, expenditure, or give mandatory direction to the Administrative Manager, Fire Chief, staff, or General Counsel.

1. Directors may not directly provide District records to the press. Any such requests should be directed to the Board Clerk and will be addressed in accordance with the District's obligations under the California Public Records Act.
2. Attend and fully participate in public meetings. Directors should generally avoid interruptions from phone calls or texting.

Section 10.02 Prevention of Harassment, Discrimination and Retaliation.

The District has policy and procedures governing the prevention of harassment, discrimination, and retaliation in the workplace. It is the policy of the District to establish and maintain a work environment free of all forms of harassment, discrimination, and retaliation. Such behaviors are unacceptable and will not be condoned or tolerated on the part of any employee, including Directors. All Directors must be familiar and comply with the District's policy prohibiting such behavior. All new Directors must participate in harassment, discrimination, and retaliation prevention training within six months of joining the Board. All Directors must take harassment, discrimination, and retaliation prevention training at least once every two years. The Clerk of the Board will maintain records of such. The Administrative Manager Chief, in consultation with General Counsel, is responsible for maintaining and updating the harassment prevention policy as necessary to reflect current legal requirements. The Administrative Manager or Board Clerk will provide Directors with a copy of the policy whenever it is revised.

Section 10.03 Media Communications.

The Fire Chief, Administrative Manager (or the President, when appropriate) is responsible for speaking on behalf of the District when communicating, or engaging, with the media. The Fire Chief may delegate the responsibility for communicating to the media to a Director or staff, as appropriate. All media inquiries should be referred to the Fire Chief or Administrative Manager

Directors have all of the rights and privileges of any private citizen to speak with the media. Directors speaking to the media regarding the District should state that they are speaking as an individual and not as a spokesperson for the Board.

Section 10.04 Conflicts of Interest.

Directors will comply with the requirements of California Government Code Section 1090 and the Political Reform Act (Gov. Code Section 81000 *et seq.*), which prohibit actual and apparent conflicts of interest in government contracting and in government decision making. Except as permitted by law, a Director may not have a financial interest in a contract entered into by the District. A Director may not make, participate in making, or in anyway use or attempt to use their official position to influence a decision of the Board if the Director has a prohibited conflict of interest.

A Director may not accept gifts that exceed the limitations specified in California law. Directors must report all gifts, campaign contributions, income, and financial information as required under the District's Conflict of Interest Code and the provisions of the California Political Reform Act and related regulations.

Article XI. COMPLIANCE AND ENFORCEMENT

Section 11.01 Investigation and Determination.

Suspected or alleged violations of District or Board policy by a Director may be reported to the Board President or General Counsel. Upon receipt of the report, the General Counsel will preliminarily investigate the matter to determine whether a violation may exist. If the General Counsel determines that the complaint does not allege a violation of District or Board policy, General Counsel will notify the Board and the matter will be deemed closed absent Board direction. If the General Counsel determines that a violation may have occurred, then the General Counsel will refer the matter to the Board of Directors for further action, including possible referral to an independent outside investigator. In order to address the alleged violation, the Board will conduct such proceedings and utilize such personnel as it deems necessary to determine how the matter may proceed, be resolved, or be reported to the appropriate authorities. As appropriate and necessary, General Counsel may consult with the Board President throughout the investigation process.

Section 11.02 Disciplinary Action.

Upon completion of the process referred to in Section 11.1, the Board of Directors may place the matter on a meeting agenda for possible action and imposition of appropriate discipline. The intended purpose of Article 11 of this Policy is to promote ethical behavior, so disciplining a Director should be considered a last resort and additional training or other corrective processes should be implemented before formal discipline is imposed. If the Board reasonably determines that additional training and other corrective processes likely will not adequately address the issue, then formal discipline may be imposed. Such discipline may include, without limitation, (1) public reprimand or censure, (2) removal from all appointed committee or liaison assignments, (3) referral of the violation to the District Attorney or Grand Jury, (4) request for Director to resign from their Board position, or (5) such other discipline as the Board deems appropriate.