



**VISTA FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – February 8, 2023**

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

**REGULAR AGENDA**

President Elliott called to order the regular meeting of the Vista Fire Protection District Board of Directors at 10:00 AM at the “Smart Space” conference room located at 450 South Melrose Drive, Vista CA.

1. Pledge of Allegiance

Director Miller led the assembly in the Pledge of Allegiance.

2. Roll Call

Directors Present: Elliott, Fougner, Miller, Ploetz

Directors Absent: Gomez

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

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

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

4. Open Discussion with the Board (Public Comment)

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

5. Consent Calendar

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

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

*a. Board of Directors Minutes*

i. Board of Directors minutes of January 11, 2023

*b. Payroll Register*

i. Payroll paid on February 7, 2023

\$7,081.25

ii. Payroll taxes paid on February 7, 2023

541.72

Total

\$7,622.97

*c. Accounts Payable*

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

\$9,133.23

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

802.95

Total

\$9,936.18

d. *Receive and File*

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

e. Ad Hoc Committee Reports

- i) *Community Wildfire Protection Plan*

f. Administrative Manager's Report

g. Finance

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

6. Oral Report(s)

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

7. Continuing Business

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

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

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

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

*b. Sixth Supplemental Agreement*

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

*10-minute recess*

8. New Business

*a. Resolution No. 2023-03*

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

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

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

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

*b. Annual Weed Abatement Letter*

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

After extended discussion concerning past incidents of noticing property owners to clear alongside roadway easements owned by the San Diego Water Authority, Deputy Chief Usher assured the Board the Department will have procedures in place to notify the San Diego Water Authority when necessary to clear brush without noticing or demanding abatement by the adjoining property owner.

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

c. *Board Policies*

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

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

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

d. *Budget Authorization(s)*

i. Contract - Managed Technology Services with RGM Consulting

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

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

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

ii. Contract – Website Update with RGM Consulting

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

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

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

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

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

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

9. Directors’ Announcements & Written Communications

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

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

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

10. Motion for Adjournment

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



Karlena Rannals  
Board Clerk



James F. Elliott  
President