

VISTA FIRE PROTECTION DISTRICT

Board of Directors

AGENDA

Meeting Location

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



Regular Meeting

Wednesday, February 14, 2024  
1:00 P.M.

Americans with Disabilities Act: If you need special assistance to participate in this meeting, please contact the Board Clerk 760-688-7588. Notification 48 hours prior to the meeting will enable the district staff to make reasonable arrangements to assure accessibility to the meeting.

Rules for Addressing Board of Directors: Members of the audience who wish to address the Board of Directors are requested to complete a form near the entrance of the meeting room and submit it to the Board Clerk. Any person may address the Board on any item of Board business or Board concern. The Board cannot act on any matter presented during Public Comment but can refer it to staff for review and possible 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](http://www.vistafireprotectiondistrict.org) or by contacting the Clerk of the Board at [krannals@vistafpd.org](mailto:krannals@vistafpd.org)

**BUSINESS SESSION – REGULAR AGENDA**

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. OPEN DISCUSSION WITH THE BOARD (Public Comment)  
The Board invites District residents and others in attendance to address the Board on any matter of public concern related to the District’s business.

All items listed on the Consent Calendar are considered routine and will be enacted by one motion without discussion unless Board Members, Staff, or the public requests removal of an item for separate discussion and action. The Board of Directors has the option of considering items removed from the Consent Calendar immediately or under Continuing Business.

4. CONSENT CALENDAR
  - a. Board of Directors Minutes
    - i) **Approve** the Board of Directors minutes of January 17, 2024
    - ii) **Approve** the Board of Directors minutes of January 31, 2024
  - b. Payroll Register

<b>Approve</b> Payroll paid on February 7, 2024	\$6,018.84
<b>Approve</b> Payroll Taxes paid on paid on February 7, 2024	\$460.44
	<u>\$6,479.28</u>
  - c. Accounts Payable

<b>Approve</b> Accounts Payable Check 4157 thru 4168 to be paid February 14, 2024	\$636,886.03
Auto withdrawal(s) paid on January 10 – February 9, 2024	\$998.78
	<u>\$637,884.81</u>

d. Receive and File – Information

- i) Financial Quarterly Report(s) – Information
  - (1) FY24 Budget to Actual GF – January 31, 2024
  - (2) FY24 Budget to Actual FMF – December 31, 2023
  - (3) FY24 Combined Balance Sheet – December 31, 2023
  - (4) Portfolio Summary Report – December 31, 2023
    - Interest Rate Summary
- ii) Fire Department Reports
  - (1) *Fire Chief*
  - (2) *Fire Marshal*
  - (3) *District Inspector*
- iii) Administrative Manager’s Report
- iv) Correspondence
  - (1) None

5. PUBLIC HEARING

a. Ordinance 2024-01

Ordinance 2024-01: An Ordinance of the Vista Fire Protection District to Declare Certain Waste Material as a Public Nuisance, Provide for Abatement and Removal Thereof, and Provide for the Cost of Said Abatement to be a Lien Upon Private Property.

ACTION REQUESTED: **A call for public comment (oral or written)**

6. CONTINUING BUSINESS

a. Ordinance 2024-01

To discuss and/or adopt Ordinance 2024-01 *entitled* An Ordinance of the Vista Fire Protection District to Declare Certain Waste Material as a Public Nuisance, Provide for Abatement and Removal Thereof, and Provide for the Cost of Said Abatement to be a Lien Upon Private Property.

ACTION REQUESTED: **Adopt**

7. NEW BUSINESS

a. Resolution 2024-01

To discuss and/or approve Resolution No. 2024-01 *entitled* A Resolution of the Board of Directors of the Vista Fire Protection District to Oppose Initiative 21-0042SA1 [Staff Report 24-02](#)

ACTION REQUESTED: **Adopt**

b. Request for Records Destruction

To discuss and/or authorize the file destruction listing and authorize the president to execute the destruction request. [Staff Report 24-03](#)

ACTION REQUESTED: **Approve**

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

To discuss the interest of a board members seeking nomination for the Special District Representative for the San Diego Local Agency Formation Commission Regular Member. Election materials will be mailed no later than Friday, March 1, 2024

Action Requested: **Discussion and/or authorization for the President to sign the nomination form.**

d. Budget Authorization

The discuss and/or authorize a contract with FireStats to assist with the planned Strategic Planning Session scheduled for late spring 2024. [Staff Report 24-04](#)

Action Requested: **Authorize consultant expense and the Fire Chief or Administrative Manager to execute a contract.**

e. Annual Weed Abatement Letters

The Deputy Chief will discuss and solicit feedback from the Board regarding the notices sent to property owners within the Fire District for upcoming weed abatement season.

Action Requested: **Information and/or direction**

8. ORAL REPORT(s)

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

9. ADJOURNMENT

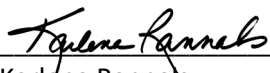


VISTA FIRE PROTECTION DISTRICT  
Board of Directors  
Regular Meeting Agenda  
Wednesday, February 14, 2024 1:00 pm PT

CERTIFICATION OF POSTING

I certify that on February 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 February 8, 2024

  
\_\_\_\_\_  
Karlena Rannals  
Board Clerk



**VISTA FIRE PROTECTION DISTRICT**  
**Rescheduled Regular Board of Directors Meeting**  
**Minutes – January 17, 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 1:03 PM at Vista Fire Station No. 5, 2900 South Melrose Drive, Vista CA.

1. Pledge of Allegiance

Director Ploetz led the assembly in the Pledge of Allegiance.

2. Roll

Directors Present: Elliott, Fougner, Gomez (*arrived at 1:08 pm*), Miller, Ploetz

Directors Absent: None

Staff Present: Karlena Rannals, Administrative Manager; Gerard Washington, Fire Chief (*arrived at 1:14 pm*); Bret Davidson, Deputy Chief

3. Open Discussion with the Board (Public Comment)

No one requested to speak to the Board.

4. Consent Calendar

MOTION BY DIRECTOR FOUIGNER, SECOND BY DIRECTOR MILLER, CARRIED 4 AYES; 0 NOES; 1 ABSENT (*Gomez*); 0 ABSTAIN to approve the balance of the consent calendar, with the removal of item 4 a. i) Board of Directors minutes of December 13, 2023 as submitted:

a. *Payroll Register*

• Payroll paid on January 5, 2024	\$5,683.34
• Payroll taxes paid on January 5, 2024	\$ <u>434.78</u>
Total	\$6,118.12

b. *Accounts Payable*

• Accounts Payable Check 4149 thru 4155 paid January 17, 2024	\$1,337,221.40
• Auto withdrawal(s) paid on December 8, 2024 – January 7, 2024	<u>899.18</u>
Total	\$1,337,221.40

c. *Receive and File*

- i) Fire Department Reports
  - (1) *Fire Chief*
  - (2) *Fire Marshal*
  - (3) *District Inspector*
- ii) Administrative Manager's Report
- iii) Correspondence
  - (1) County of San Diego – Annual Report of Fire Mitigation Fee

The board members discussed the following matter on the Consent Calendar:

a. *Board of Directors Minutes*

- Board of Directors minutes December 13, 2023

Director Miller stated that the Minutes under item 8. F. *Director Comments* is written in a manner that implies “financial assistance” which was not his intent. He requested that the minutes under his item 3 “Fire Insurance” is modified to the following:

Fire Insurance – asked if there was anything that the Board could do to assist residents about obtaining homeowners insurance. Not only have the costs increased significantly, but many policies are being cancelled. A consideration was to look at opportunities from the Community Wildfire Protection Plan (CWPP) and target residents in the severe and high hazard zones.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR FOUIGNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the December 13, 2023 minutes, as amended.

5. Continuing Business

a. *None*

6. New Business

a. *Ordinance 2024-01*

Ms. Rannals, Administrative Manager reviewed the process for ordinance adoption, noting that the last time Ordinance No. 18 was approved was in 2003. Knowing that changes have occurred over 20 years, she requested that the City Staff review and update. Chief Davidson reported that the Fire Inspector and Fire Marshal have reviewed the proposed language and are ensuring that the notices to the residents are updated and that they are responsive to the public.

The Board members stressed the importance of communicating with the public and identifying clearly up front in the notice of what must be abated will help resolve issues. Chief Davidson reported that the new inspection program will allow the inspector to take photos of the violations and include that documentation along with the notice.

At the conclusion of the discussion the board was comfortable with the content of the ordinance and the President set the public hearing for February 14 and final adoption, with instruction to the Board Clerk to notice the hearing pursuant to all applicable codes. Ms. Rannals reports that based upon the date of the public hearing, the Ordinance would become effective March 15, well in advance of the first weed abatement notice being sent.

b. *Board of Directors Meeting – April 10, 2024*

Ms. Rannals reported that she is aware that two board members will be out of town on this scheduled meeting date, and that she will also be out of town; however, can video conference to attend the meeting. President Elliott requested consideration to reschedule the meeting to April 17<sup>th</sup>.

MOTION BY DIRECTOR GOMEZ, SECOND BY DIRECTOR FOUNGNER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to reschedule the regular meeting from April 10 to April 17, 2024, noting no change in meeting time or location.

7. Oral Report(s)

a. *Fire Chief* – Chief Washington in addition to his report:

- Board Workshop – January 31, 2024

President Elliott requested a 30-minute time limit on this topic, as it is intended to only identify topics and prioritize the agenda for the workshop. Chiefs' Washington and Davidson led the discussion for topics of concern, and not the strategic direction of the District. Chief Washington noted a separate strategic planning session is planned. The workshop ideas included:

- Role and Responsibilities of the Fire Inspector (In contract vs. out of contract)
- Standards of Coverage
- Board Responsibilities vs. Staff Responsibilities
- Board of Directors Relationship with Fire Safe Council
- Service Level Needs Outside of Contract
- Fire Statistics Reporting
- Legal Representation

At the conclusion of the time, board and staff agreed to the following agenda:

- Board vs. Staff Responsibilities
- Roles and Responsibilities of the Fire Inspector (2010 contract vs. Amendment #8)
- Standards of Coverage
  - Fire Statistics Reporting
- Legal Services

Chief Washington also reported on the shortage of firefighting personnel, noting that the Suppression force has fourteen vacancies in addition to a shortage of inspectors. They, along with numerous other agencies nationwide, are experiencing the same recruitment shortage.

b. *Deputy Chief – Administration*: Deputy Chief Davidson reported the following:

- As noted previously, there are two fire inspector vacancies and they received eighty-five applications. The selection process is progressing.
- Because of the 14 Firefighter vacancies, they may have to consider “brown outs.” The forced hires are taking a toll on the personnel, for they are not able to go home until a replacement comes in for them.

*Director Gomez departed the meeting at 3:09 pm*

- c. *Administrative Manager – Ms. Rannals:* In addition to her report, she reported on the following:
  - It is time to file the annual Form 700 Conflict of Interest Statements. Due date, April 1.
  - With the assistance of Robin Biglione, and the Management Analyst in the City’s Engineering Department, and Finance, the invoice and supporting documentation was provided for submission of the American Rescue Plan Act (ARPA) in the amount of \$193,400. Once the money has been received from the Office of Emergency Services, a check will be issued to the City of Vista for the reconstruction of Fire Station 3.
  - All W2’s and 1099’s was processed and delivered.
  - She made an initial \$500,000 contribution to California CLASS, transferring funds from the Local Agency Investment Fund.
  - The annual State Controller’s Report will be submitted the week of January 22<sup>nd</sup> ahead of the January 31, 2024 deadline.
  - She has hired a temporary employee, Yadira Correa who worked at the City of Vista Fire Department. The temporary contract does not exceed four hundred hours.
- d. *Legal – Mr. Pfister – unable to attend. No report.*
- e. *Fire Safe Council of Vista – Update:* Director Gomez left the meeting early. There was no report.
- f. *Board of Directors*
  - Ploetz: reported that the Fire Safe Council of San Diego County has set up pilot program offering a free wildfire home assessment. To date, twenty-six residents have signed up. Notification for this program was conducted by sending mail through specific postal routes.

8. Adjournment

President Elliott adjourned the meeting at 3:25 pm.

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Karlana Rannals  
Board Clerk

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James F. Elliott  
President





## VISTA FIRE PROTECTION DISTRICT Special Board of Directors Meeting Minutes – January 31, 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.

### **SPECIAL AGENDA**

President Elliott called to order the special meeting of the Vista Fire Protection District Board of Directors at 9:04 AM at the “Vista” conference room located at 200 Civic Center Drive, Vista CA.

#### 1. Pledge of Allegiance

President Elliott led the assembly in the Pledge of Allegiance.

#### 2. Roll

Directors Present: Elliott, Fougner, Gomez, Miller, Ploetz

Directors Absent: None

Staff Present: Karlena Rannals, Administrative Manager; Gerard Washington, Fire Chief; Brett Davidson, Deputy Chief; Robbie Ford, Deputy Chief; Steve Wecklich, Division Chief; Mark Vierow, Fire Marshal; James Kozakiewicz, Fire Inspector; and Maia Hodge, Management Analyst

#### 3. Open Discussion with the Board (Public Comment)

No one requested to speak to the Board.

#### 4. NEW BUSINESS

##### *a. Board Workshop*

President Elliott welcomed all attendees to the workshop.

Chief Washington extended his appreciation to all who prepared for the workshop and informed the board members that the workshop is intended to address areas of concern, and not the strategic direction of the District. A separate strategic plan meeting is recommended sometime in the spring. He provided an overview of the following topics to be addressed by him and the staff:

- 1) Board vs. Staff Responsibilities
- 2) Roles and Responsibilities of the Fire Inspector (2010 Contract vs. Amendment #8)
- 3) Standards of Coverage – Fire Statistics Reporting
- 4) Legal Services

#### Summary Discussion:

##### 1) *Board vs. Staff Responsibilities* – Chief Washington

He reviewed the role of the board members (policy) vs. the role of staff (deliverables). He requested that going forward, any board member request be funneled to the District’s Administrative Manager in which this person will forward requests to the Fire Chief and Deputy Chief. His request is related to the Chain of Command structure that the staff follows.

##### 2) *Roles and Responsibilities of the Fire Inspector (2010 Contract vs. Amendment #8)*

Chief Davidson delivered a PowerPoint presentation highlighting all the services and the workload provided within the Fire Prevention Section. In addition to fire inspections, there are plan checks, fire

investigations, weed abatement, public education, public records requests, training, and meeting representation.

3) *Standards of Coverage – Fire Statistics Reporting*

Chief Davidson and Chief Wecklich delivered a PowerPoint presentation reviewing the process that they are completing for accreditation, which includes a 5-year lookback of response time data. The board and staff discussed the frequency of the statistical reports provided and concluded to provide the reports quarterly. At this time, the board will evaluate the reports presented and determine at a future date if District specific data is warranted on a quarterly basis. The board members also requested that when the “Standards of Cover” is distributed for review and discussion, an Executive Summary is included.

4) *Legal Services*

President Elliott gave his reasons for this topic of discussion, and questioned would the board be better served with a firm that has in depth knowledge of special districts. There are specific issues for fire districts, such as 201 rights, and automatic aid to name some current issues. He reiterated that he is happy with the current legal counsel, he brought forward the discussion since he is unaware when the last request for proposal (RFP) was done. At the conclusion of the discussion, the board requested that the Administrative Manager develop and RFP for the board to review and authorize its distribution with a target meeting date of March 2024.

5. Adjournment

President Elliott adjourned the meeting at 1:47 pm.

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Karlana Rannals  
Board Clerk


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James F. Elliott  
President

**VISTA FIRE PROTECTION DISTRICT**  
**PAYROLL REGISTER - December (Paid 2/07/24)**

Payment No.	Name	Gross
Direct Deposit	Correa, Yadira	\$ 1,435.50
Direct Deposit	Rannals, Karlana	<u>\$ 4,583.34</u>
		\$ 6,018.84
	Employer Payroll Taxes	
	Federal (Social Security/Medicare)	\$ 460.44
	State	<u>\$ -</u>
		<u><u>\$ 6,479.28</u></u>

**VISTA FIRE PROTECTION DISTRICT**  
**ACCOUNTS PAYABLE**  
**February 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 - January 2024 <i>Paid on 2-1-2024</i>	\$802.95
Auto Withdrawal	ADP, Inc.	January W-2 Fee Paid on 1-31-24	\$107.90
Auto Withdrawal	ADP, Inc.	January Payroll Fee <i>Paid on 2-8-2024</i>	\$87.93
		<b>Accounts Payable (Auto withdrawal)</b>	<b>\$998.78</b>
4157	AZTEC LANDSCAPING 7980 Lemon Grove Way Lemon Grove, Ca 91945	Emergency Access Roads, Invoice # L4041, January 2024	\$2,187.50
4158	CJ Brown & Company CPAs 10805 Holder St, Ste 150 Cypress, CA 90630	Final Billing on audit of Financial Statements - FY23	\$804.00
4159	CITY OF VISTA	Fire/EMS - TA#6	\$619,741.65
4159	200 Civic Center Drive Vista, CA 92084	Fire Inspector - December 2023	\$5,758.75
4160	CSDA-San Diego Chapter (Treasurer) 505 Garrett Avenue Chula Vista, CA 91910	Dinner Meeting Registration Rannals/Washington	\$140.00
4161	LITTLE YELLOW BUDDIES	Serviced Hydrants June - Qty 244	\$6,048.00
4161	LITTLE YELLOW BUDDIES 13615 Fairlane Road Valley Center, CA 92082	Reimbursement Materials	\$318.78
4162	PLOETZ, John	Reimbursement Mileage	\$62.98
4163	RANNALS, Karlena	Out of Pocket Expenses (Jan 1 - 31, 2024)	\$1,028.89
4164	RGM CONSULTING 815 Sierra Verde Dr. Vista, CA 92084	Monthly Maintenance (Feb 2024) Inv # 7224	\$150.00
4168	SAN DIEGO UNION-TRIBUNE P.O. Box 740665 Los Angeles, CA 90074	Inv 017556866 Legal Notices Ordinance No. 2024-01	\$474.96
4165	STREAMLINE P.O. Box 207561 Dallas, TX 75320-7561	Monthly Billing for Webhosting Invoice # 67009CA4-0039	\$84.00
4166	WHITE AND BRIGHT 970 Canterbury Place Escondido, CA 92025	Legal Fees - District Business Invoice #12013 (Jan 2024)	\$86.52
		<b>Accounts Payable (Checks)</b>	<b>\$636,886.03</b>
	PAYROLL:		
	See Payroll Register	Employee & Directors	\$6,018.84
	U.S. TREASURY (PAYROLL TAX)	FEDERAL FORM 941-EFT VIA EFTPS-DEPOSIT	\$460.44
		<b>December Payroll Total</b>	<b>\$6,479.28</b>
		<b>Total District Expenses - January 2024</b>	<b>\$644,364.09</b>
4167	CHECK VOID		
	Director		14-Feb-24
			
	Administrative Manager		8-Feb-24

**Accounts Payable  
Certification**

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

CERTIFICATION FOR PAYMENT NO. 25553

CONSULTANT/VENDOR:  
City of Vista

BILLING PERIOD:

ADDRESS: 200 Civic Center Drive, Vista, CA 92084

ACCOUNT No.:

DESCRIPTION: Tax Apportionment #6

**STATEMENT OF PAYMENT**

				Apportionment of Fee	FEE PAYABLE
Gross Tax Apportionment	100%	\$	688,608.51	0%	\$ -
Less Interest Allocation	100%	\$	-	0%	\$ -
Tax Apportionment (Net)	100%	\$	688,608.51	90%	<u>\$ 619,747.66</u>
Invoice Billed #:					\$ 619,741.65
Discrepancy					<u>\$ 6.01</u>



Certified by: Karlana Rannals, Administrative Manager

1/16/2024

Date



## VISTA FIRE PROTECTION DISTRICT (FY)

## Budget vs. Actual

July 2023 through January 2024

02/07/24

Accrual Basis

	Jul '23 - Jan 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Fees &amp; Assessments</b>	23,044.48	30,000.00	-6,955.52	76.8%
<b>Grants</b>	0.00	192,000.00	-192,000.00	0.0%
<b>Interest (All)</b>	203,578.34	222,984.00	-19,405.66	91.3%
<b>Other Income</b>	12,047.95	0.00	12,047.95	100.0%
<b>Property Tax</b>	2,495,451.95	4,535,106.00	-2,039,654.05	55.0%
<b>318 · State PILT (Fish &amp; Game)</b>	98.00			
<b>Total Income</b>	<u>2,734,220.72</u>	<u>4,980,090.00</u>	<u>-2,245,869.28</u>	<u>54.9%</u>
<b>Gross Profit</b>	2,734,220.72	4,980,090.00	-2,245,869.28	54.9%
<b>Expense</b>				
<b>Administrative</b>	21,461.75	57,100.00	-35,638.25	37.6%
<b>Apparel (Logowear)</b>	0.00	2,000.00	-2,000.00	0.0%
<b>Computer/Software</b>	1,993.74	5,000.00	-3,006.26	39.9%
<b>Contractual Services</b>	5,000.00	12,000.00	-7,000.00	41.7%
<b>Fees</b>	5,431.63	57,300.00	-51,868.37	9.5%
<b>Fire Prevention</b>	41,264.07	86,000.00	-44,735.93	48.0%
<b>Fire/EMS Services</b>	2,245,900.75	4,081,600.00	-1,835,699.25	55.0%
<b>Grant(s)</b>	750.00	197,000.00	-196,250.00	0.4%
<b>Hydrant Maintenance</b>	2,835.00	33,383.00	-30,548.00	8.5%
<b>Information Technology</b>	2,462.00	10,500.00	-8,038.00	23.4%
<b>Insurance</b>	4,242.48	3,727.00	515.48	113.8%
<b>Maintenance &amp; Repair</b>	20,258.00	43,500.00	-23,242.00	46.6%
<b>Meeting/Meals</b>	561.97	1,500.00	-938.03	37.5%
<b>Miscellaneous</b>	154.67	2,000.00	-1,845.33	7.7%
<b>Office Rental</b>	5,600.00	10,200.00	-4,600.00	54.9%
<b>Personnel</b>	38,774.35	77,300.00	-38,525.65	50.2%
<b>Personnel-Employee Benefit(s)</b>	300.00	600.00	-300.00	50.0%
<b>Supplies</b>	440.53	3,150.00	-2,709.47	14.0%
<b>Taxes</b>	0.00	0.00	0.00	0.0%
<b>Training</b>	2,967.45	25,500.00	-22,532.55	11.6%
<b>66900 · Reconciliation Discrepancies</b>	0.04	0.00	0.04	100.0%
<b>999 · PY Expenses</b>	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<u>2,400,398.43</u>	<u>4,709,360.00</u>	<u>-2,308,961.57</u>	<u>51.0%</u>
<b>Net Ordinary Income</b>	333,822.29	270,730.00	63,092.29	123.3%

# VISTA FIRE PROTECTION DISTRICT (FY)

## Budget vs. Actual

July 2023 through January 2024

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	<u>Jul '23 - Jan 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense				
Other Expense				
Depreciation	8,809.50	17,619.00	-8,809.50	50.0%
Total Other Expense	8,809.50	17,619.00	-8,809.50	50.0%
Net Other Income	-8,809.50	-17,619.00	8,809.50	50.0%
Net Income	<u>325,012.79</u>	<u>253,111.00</u>	<u>71,901.79</u>	<u>128.4%</u>

**VISTA FIRE PROTECTION DISTRICT (FY)**  
**Profit & Loss Budget vs. Actual**  
 July through December 2023

	<u>Jul - Dec 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
400 · Fire Mitigation Fees	81,128.50	98,404.00	-17,275.50	82.4%
401 · Interest - FMIT	5,217.14	0.00	5,217.14	100.0%
<b>Total Income</b>	<u>86,345.64</u>	<u>98,404.00</u>	<u>-12,058.36</u>	<u>87.7%</u>
<b>Gross Profit</b>	86,345.64	98,404.00	-12,058.36	87.7%
<b>Expense</b>				
799 · Fire & Emergency Med. Svcs-FMIT	0.00	225,827.00	-225,827.00	0.0%
<b>Total Expense</b>	<u>0.00</u>	<u>225,827.00</u>	<u>-225,827.00</u>	<u>0.0%</u>
<b>Net Ordinary Income</b>	86,345.64	-127,423.00	213,768.64	-67.8%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
869 · Gain/Loss Valuation Change-FMIT	13,146.86	0.00	13,146.86	100.0%
<b>Total Other Income</b>	<u>13,146.86</u>	<u>0.00</u>	<u>13,146.86</u>	<u>100.0%</u>
<b>Net Other Income</b>	13,146.86	0.00	13,146.86	100.0%
<b>Net Income</b>	<u><b>99,492.50</b></u>	<u><b>-127,423.00</b></u>	<u><b>226,915.50</b></u>	<u><b>-78.1%</b></u>



**Combined Balance Sheet**  
**Dec 31, 2023**

	GENERAL FUND		FIRE MITIGATION FUND	
	<u>Dec 31, 23</u>		<u>Dec 31, 23</u>	<u>TOTAL</u> <u>Dec 31, 23</u>
<b>ASSETS</b>		<b>ASSETS</b>		
<b>Current Assets</b>		<b>Current Assets</b>		
<b>Checking/Savings</b>		<b>Checking/Savings</b>		
103 · Wells Fargo Checking	81,883.92			81,883.92
104 · SDCO Investment Pool	7,198,709.75			7,198,709.75
109 · Investment - LAIF	933,771.20	106 · Cash in Treasury Fire Mitigation	315,449.60	315,449.60
112 · California CLASS	0.00			933,771.20
<b>Total Checking/Savings</b>	<u>8,214,364.87</u>	<b>Total Checking/Savings</b>	<u>315,449.60</u>	<u>8,529,814.47</u>
<b>Accounts Receivable</b>				
11000 · Accounts Receivable	3,875.04			3,875.04
<b>Total Accounts Receivable</b>	<u>3,875.04</u>			<u>3,875.04</u>
<b>Other Current Assets</b>		<b>Other Current Assets</b>		
111 · California Asset Management Pro	261,477.07	115 · Fees Receivable - FMF	26,469.26	26,469.26
113 · California Bank & Trust Wealth	5,830,792.41	133 · Accrued Int Receivable-FMIT	3,512.57	83,856.09
120 · Prepaid Expenses	0.00			0.00
132 · Accrued Interest Receivable	80,343.52			
139 · Security Deposit	800.00	<b>Total Total Other Current Assets</b>	<u>29,981.83</u>	<u>6,203,394.83</u>
<b>Total Other Current Assets</b>	<u>6,173,413.00</u>			
<b>Total Current Assets</b>	<u>14,391,652.91</u>	<b>TOTAL ASSETS</b>	<u>345,431.43</u>	<u>14,737,084.34</u>
<b>TOTAL CASH ASSETS</b>	<u><u>14,391,652.91</u></u>			
		<b>LIABILITIES</b>		
<b>LIABILITIES</b>				
<b>Liabilities</b>		<b>Current Liabilities</b>		
<b>Current Liabilities</b>		<b>Accounts Payable</b>		
<b>Accounts Payable</b>		20000 · *Accounts Payable	0.00	1,332,518.64
20000 · *Accounts Payable	1,332,518.64	<b>Total Accounts Payable</b>	<u>0.00</u>	
<b>Total Accounts Payable</b>	<u>1,332,518.64</u>	<b>Other Current Liabilities</b>		
<b>Other Current Liabilities</b>		210 · Accounts Payable	0.00	0.00
210 · Accounts Payable	0.00	220 · Salary & Payroll Taxes Payable	0.00	6,118.12
220 · Salary & Payroll Taxes Payable	6,118.12	<b>Total Other Current Liabilities</b>	<u>0.00</u>	<u>6,118.12</u>
<b>Total Other Current Liabilities</b>	<u>6,118.12</u>			
<b>Total Current Liabilities</b>	<u>1,338,636.76</u>	<b>Total Current Liabilities</b>	<u>0.00</u>	<u>1,338,636.76</u>
<b>Total Liabilities</b>	<u>1,338,636.76</u>		0.00	1,338,636.76
		<b>Total CASH</b>	<u>345,431.43</u>	<u>13,398,447.58</u>
<b>Total CASH</b>	<u>13,053,016.15</u>	<b>TOTAL CASH &amp; LIABILITIES</b>	<u><u>345,431.43</u></u>	<u><u>14,737,084.34</u></u>
<b>TOTAL CASH &amp; LIABILITIES</b>	<u><u>14,391,652.91</u></u>			

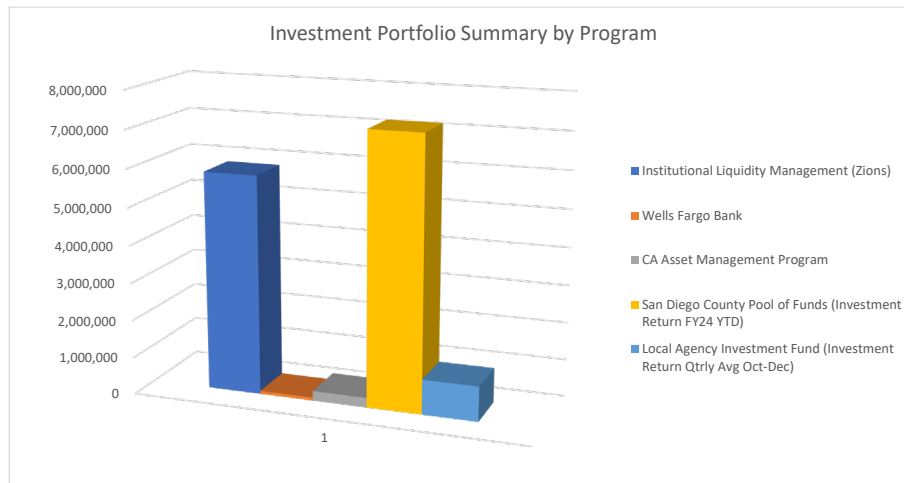
**Vista Fire Protection District Portfolio Summary  
December 31, 2023**

Zions - Asset Allocation (Dec 31, 2023)	Security Type	Original Cost /Cash Balance	Trade Date	Final Maturity	Book Yield
Receivable	CASH	1,467.68	---	12/31/2023	0.000
GOLDMAN:FS GOVT INST	MMFUND	330,583.92	---	12/31/2023	5.250
FEDERAL HOME LOAN BANKS	AGCY BOND	360,000.00	02/09/2022	02/28/2024	2.085
UNITED STATES TREASURY	US GOV	209,398.44	06/29/2021	03/31/2024	0.406
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	3.735
FEDERAL FARM CREDIT BANKS FUNDING CORP	AGCY BOND	249,750.00	05/29/2020	05/27/2025	0.750
FEDERAL FARM CREDIT BANKS FUNDING CORP	AGCY BOND	199,950.00	06/17/2020	06/16/2025	0.785
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	08/28/2025	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
<b>Institutional Liquidity Management (Zions)</b>	---	<b>5,808,172.62</b>	---	<b>06/01/2025</b>	<b>2.123</b>
	Ending Balance	5,830,792.41			

CASH (12/31/2023)		Current Interest Rate
Interest Receivable	80,344	
Accounts Receivable	3,875	
Wells Fargo Bank	81,884	0.01%
CA Asset Management Program	261,477	5.55%
San Diego County Pool of Funds (Investment Return FY24 YTD)	7,198,710	3.89%
Local Agency Investment Fund (Investment Return Qtrly Avg Oct-Dec)	933,771	4.00%
<b>Total Cash</b>	<b>8,560,061</b>	
Accounts Payable Due 12/31/2023	1,338,637	
<b>Net Cash</b>	<b>7,221,424</b>	

**Net Investments Available**

**Restricted Cash**  
San Diego County Pool of Funds (Fire Mitigation Fund) 345,431



TO: BOARD OF DIRECTORS  
FROM: GERARD WASHINGTON, FIRE CHIEF  
SUBJECT: MONTHLY ACTIVITY REPORT – FIRE CHIEF’S REPORT  
DATE: FEBRUARY 8, 2024



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## **Monthly Activity Summary (January 1, 2024 to February 5, 2024)**

The following highlights the work activities for the reporting period:

1. Nine EMTs started work on 1/8/24.
2. Seven new Firefighter/Paramedics started work on 2/5/24 and the academy is underway.
3. Consultants visited City Hall in early January 2024 for standards of coverage research.
4. Station 3 temporary station sealed bids will be opened together. The plan is to move into the temporary station in August.
5. A workshop was held at the Vista Civic Center between VFPD and City of Vista on 1/31/24.
6. A BLS ambulance goes in service at the end of the month.
7. Discussed an ambulance van and viewed one on 2/2/24. A demonstration will occur on 2/8/24.
8. Fire Inspector job recruitment is still underway. The first round of interviews is complete and the second round will be scheduled soon.

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



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## Monthly Activity Summary (January 1-31, 2024)

The following highlights the work activities for the reporting period:

1. Projects:  
Silverado – Multifamily, 425 block of Smilax.  
15 buildings, 15 complete  
All Fire Department inspections have been completed for this project.  
  
The Havens, Bonsall Oaks, Gopher Canyon Rd  
The 3 models have had final inspections.  
10 production units have had fire sprinkler hydro inspections.  
**No change**
2. Plan checks and construction inspections continue.  
6 plan checks  
5 construction inspections  
2 site visits for homeowners planning projects.
3. Was not able to attend the County Fire Marshal meeting in January.

TO: BOARD OF DIRECTORS  
FROM: JAMES KOZAKIEWICZ, FIRE INSPECTOR  
SUBJECT: MONTHLY ACTIVITY REPORT  
DATE: FEBRUARY 8, 2024



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## **Monthly Activity Summary (January 1, 2024 – January 31, 2024)**

The following highlights the work activities for the reporting period:

1. Inspector Kozakiewicz shadowed Defensible Space Assistance Program inspectors to ensure standards are being met.
2. 2126 Warmlands has moved to forced abatement. Waiting for approval of proposal from Aztec Landscaping.
3. Inspector Kozakiewicz attended Plan Examiner 1A training.
4. Inspector Kozakiewicz and staff are currently working on updating the weed abatement program for the 2024 season.

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



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## Activity Summary (January 1 – 31, 2024)

The following highlights my work activities for the reporting period:

1. Met via teleconference (January 8) with Chief Washington
2. Met via teleconference (January 8) with President Elliott
3. Prepared agenda items and supporting reports, and distribution for January 17 Board of Directors meeting.
4. Met, in person, (January 16) with President Elliott
5. Completed Investment Application and Portal Training for California CLASS –
  - a. Initiated and completed two financial transfers.
    - i. \$500,000 from LAIF → CLASS – transfer date January
    - ii. \$331,000 from ZIONS → CLASS – transfer date January 25
6. Submitted invoice and supporting documentation to San Diego County Office of Emergency Services for American Rescue Plan Act Grant
7. Met (January 18) with Zions Representatives and President Elliott re: investment portfolio.
8. Hired a temporary employee, Yadira Correa, starting January 16. Hours not to exceed 400.
9. Attended January 17 Board of Directors meeting.
10. Received notice (January 22) of rent increase for SmartSpace - \$800 → \$875 effective March 1, 2024
11. Met January 24 with Chief Washington and designated staff to plan Board Workshop
12. Prepared Financial Quarterly Reports
13. Prepared/Delivered District Form 1099's for CY2023
14. Submitted in cooperation with District Financial Auditor's Office the annual State Controller's report.
15. Contacted LAFCo referencing the "Certificate of Completion" for the Mar Vista Annexation – *Note: recorded April 11, 2023. This will affect District revenue FY25.*
16. Prepared and attended (January 31) Board of Directors Workshop

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

NOTE: Our temporary employee (Yadira) is working with me on the scanning and filing of District documents, with a priority on board agenda, minutes and scanning supporting board documents.

## Future Activity

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

# ORDINANCE 2024-01

## AN ORDINANCE OF THE VISTA FIRE PROTECTION DISTRICT TO DECLARE CERTAIN WASTE MATERIAL AS A PUBLIC NUISANCE, PROVIDE FOR ABATEMENT AND REMOVAL THEREOF, AND PROVIDE FOR THE COST OF SAID ABATEMENT TO BE A LIEN UPON PRIVATE PROPERTY

The Board of Directors of the Vista Fire Protection District ordain as follows:

Section 1: Findings, Definitions, and notices.

01.01: The enactment of this ordinance is pursuant to the authority contained in California Health and Safety Code section 13879, and Division 12, Part 5, (commencing with section 14875 and Division 12, Part 6, sections 14930 and 14931.

01.02: **Findings**

- A. The topography of the Vista Fire Protection District presents problems of emergency services, including fire protection. Hilly terrain has narrow, winding roads with very little circulation, preventing rapid access and orderly evacuation. Many of these hills are covered with highly combustible natural vegetation. In addition to access and evacuation problems the terrain makes delivery of water very difficult.
- B. A majority of all native vegetation within the Vista Fire Protection District constitutes a seasonal and recurrent nuisance pursuant to the Health and Safety Code Section 14900.0. The accumulation of waste material on private property creates a fire hazard and is injurious to the health, safety, and general welfare of the public. These materials are declared to be a public nuisance and shall be abated to the satisfaction of the Fire Chief or their authorized representative.
- C. Cultivated and useful grasses and pasture shall not be declared a public nuisance. However, if the Fire Chief or his authorized representative shall determine a hazard exists adjacent to the improved property from fire exposure, an adequate fire break may be constructed to prevent the spread of fire or ensure public safety.

01.03: **Combustible Vegetation Defined**

Means any vegetation in its natural state will ignite, burn, and transmit fire from native or landscaped plants to any building or other vegetation. Combustible vegetation includes dry grass, brush, weeds, litter, and any vegetation that is dead, dying, or diseased, dead palm fronds (skirts), or other combustible vegetation which creates a fire hazard.

01.04: **Waste Material Defined**

For the purposes of this ordinance, waste material is defined as unused or discarded matter having no substantial market value which is exposed to the elements and not enclosed in a structure concealed from public view. Waste material includes, but is not limited to:

A. Weeds which bear seeds of a downy or wingy nature, sagebrush, chaparral, poison oak, dry grass, brush, litter, or other flammable, noxious, or dangerous material which endangers the public safety by creating a fire hazard.

01.05: **Public Nuisance Defined**

For the purposes of this ordinance, public nuisance is defined as waste material, which, by reason of its location or character, may hamper or interfere with the prevention or suppression of fire upon the premises or any adjacent property, or which creates a fire hazard.

01.06: **Abatement Defined**

For purposes of this ordinance, abatement is defined as the removal of the hazard or public nuisance as defined herein. It shall be the responsibility of the property owner to ensure compliance with other local or State or Federal laws, including those pertaining to sensitive lands or threatened or endangered species, when abatement is ordered. Violations of any such law may subject the property owner to penalties prescribed therein.

01.07: **Notice to Abate Public Nuisance**

If it is determined that a public nuisance, as defined in this ordinance or fire hazard as herein defined, exists on any lot, premises, sidewalk, parking lot, or street adjacent areas, the Fire Chief or an authorized representative(s) shall cause a notice to be issued to abate the nuisance. The notice shall be entitled: **“NOTICE TO CLEAN PREMISES”** in letters not less than one inch in length and which shall, in legible characters, direct the abatement of the nuisance refer to this article and section for particulars. Notice to clean premises served by means other than posting as provided by this section will contain a description of the property in general terms reasonably sufficient to identify the location of the nuisance.

01.08: **Time Limit for Completing Abatement**

Within thirty days from the date of service of the first notice, or in the case of an appeal to the Fire District, thirty days from the determination thereof, it shall be the duty of the landowner, the agent of the owner, or the person in possession of the premises to comply with the requirements of the notice and abate the premises.

Should a second or third notice be delivered, it will be the duty of the owner, the agent of the owner, or the person in possession of any lot or premise with in the Vista Fire Protection District to abate the nuisance or fire hazard as stated ten (10) days from the date of notification as provided herein, or in case of an appeal to the Board of Directors, within ten (10) days from the determination thereof, unless the same is sustained, to remove the nuisance as stated



**01.09: Service of Notice**

The notice required by the Health and Safety Code § 14875 through 14922 may be served in any of the following manner:

- A. By personal service on the owner, adult occupant or adult in charge or control of the property.
- B. By regular or certified mail addressed to the owner or person in charge and control of the property at the address shown on the last available assessment roll, or otherwise known.
- C. By posting in a conspicuous place on the land, adjacent public right of way a notice in conformance with the Health and Safety Code Section 14891 and similar to section 14892, not more than one hundred (100) feet in distance apart, along such right of way with at least one notice posted on each lot or parcel .
- D. It is the responsibility of the parcel owner or property owner to ensure the address with the County of San Diego Tax Assessor is current and valid. Mailings returned for insufficient or invalid addressing shall be considered a valid attempt to notify.

**01.10: Appeal to the Board of Directors**

At any time after receipt of the abatement notice and up to seven days prior to the final clearance date as specified in the notice, the owner or person occupying or controlling the premises may appeal to the Vista Fire Protection District Board of Directors. The appeal shall be in writing and filed with the Fire Marshal and Clerk of the Board. At the next or regular adjourned meeting of the Board of Directors, the board shall proceed to hear and make a determination on the appeal, which determination shall be final and conclusive. The Fire Marshal or Board Clerk shall notify the individual of the date and time of the meeting.

**01.11: Violation**

The owner, occupant, or agent of any property within the Vista Fire Protection District who fails to abate a public nuisance or violates any of the provisions contained in this ordinance, shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not more than one thousand dollars (\$1,000) or imprisonment for a period not to exceed six months, or both.

**01.12: Abatement of Public Nuisance by Fire Chief**

Upon the failure, neglect or refusal of any owner or agent, after notice, to properly comply with the order to remove or destroy the waste material within the time specified in this ordinance, the Fire Chief or an authorized representative may cause such work to be done. When the work has been completed, a report of the proceedings and an accurate account of the cost on each separate property shall be filed with the Fire Prevention Bureau.

- A. If the Board determines that it is in the best interest of the District and its citizens, the Board may contract out the abatement process. Upon completion of the abatement, the District may lien the property as set forth herein and may assign its interest to the contractor as full or partial payment. Pursuant to Health and Safety Code section

14901, the officer, board, or commission, and his or its assistants, deputies, employees, or contracting agents, or other representatives may enter upon private property for the purpose of removing the weeds.

**01.13 Cost of Abatement to be Paid by Owner of Property**

Costs for abatement shall include any and all administrative costs including, but not limited to, cost of mailing, fire district personnel's time, computer retrieval, plus contractors' abatement cost. When the District has completed the work ordered to be done, or has paid for such work to be done, the actual cost thereof, together with the administrative costs, shall be charged to the owner of the property, and the owner, or an agent, shall be billed by mail, if not paid prior. The bill shall inform the owner that he or she has thirty days to pay the entire bill and that failure to pay will result in a lien on the property.

**01.14: Hearing for Failure to Pay for Cost of Abatement**

Where the full amount due to the District is not paid by the owner within thirty days after the date of the bill, the Board shall conduct a hearing pursuant to Health and Safety Code sections 14910 et seq. The District shall post a notice three days prior to the hearing pursuant to Health and Safety Code section 14906. The Board of Directors shall review the report on accounting on the abatement at the hearing. The owner of the property may present a written or oral protest or objection to the report on accounting. At the conclusion of the hearing, the Board of Directors shall either approve the report on accounting as submitted or modify it. The decision of the Board of Directors shall be final and conclusive.

**01.15: Special Assessments**

The District shall charge the property owner the full amount due. Pursuant to Health and Safety Code sections 14915 through 14922, a copy of the report, as confirmed, shall be turned over to the auditor of the county, on or before the tenth day of August following such confirmation, and the auditor shall enter the amounts of the respective assessments against respective parcels of land as they appear on the current assessment roll.

**01.16: Lien on Property for Cost of Abatement**

The amount approved by the Board of Directors shall be charged to the property owner and constitute a lien against the property. Failure to pay the amount determined by the Board of Directors may result in foreclosure of the lien and sale of the property to pay for the abatement.

**01.17: Liability of Successive Owners**

Every successive owner of property who neglects to abate a continuing nuisance upon, or in the use of, such property, created by a former owner, is liable therefore in the same manner as the one who first created it. (California Civil Code section 3483).

**01.18 Validity of Ordinance**

Should any section, paragraph, sentence or word of this ordinance or the codes referenced herein, be declared invalid, it is the intent of the Board that it would have adopted all other portions of the ordinance independent of the invalid portions and those portions not deemed invalid will remain in full force and effect.

Section 2: This Ordinance is hereby adopted by the Board of Directors as the District's procedure for the abatement of certain waste material.

**Section 3: Effective Date of Ordinance**

03.01: This Ordinance shall become effective thirty (30) days following its passage and adoption.

03.02: The Secretary to the Board of Directors will certify the adoption of this Ordinance and cause the same to be published in the manner required by law.

03.03: First Read at a regular meeting of the Board of Directors of the Vista Fire Protection District of the County of San Diego, California, on the 17<sup>th</sup> day of January 2024. A second reading, public hearing and final adoption occurred at a regularly scheduled meeting on the 14<sup>th</sup> day of, February 2024, by the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

Attest:

By:

\_\_\_\_\_  
Karlana Rannals  
Board Clerk

\_\_\_\_\_  
James F. Elliott  
President, Board of Directors

Date:

Date:

\_\_\_\_\_

\_\_\_\_\_

TO: BOARD OF DIRECTORS,  
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER  
SUBJECT: RESOLUTION NO. 2024-01 – OPPOSE INITIATIVE 21-0042SA1  
DATE: FEBRUARY 8, 2024

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## RECOMMENDATION

Approve Resolution 24-01 opposing Ballot Initiative 21-0042A1, and direct Staff to provide the approved Resolution to the California Special Districts Association.

## BACKGROUND

The purported “Taxpayer Protection and Government Accountability Act,” a statewide initiative measure to amend the California Constitution sponsored by the California Business Roundtable (“CBRT”), is the most consequential proposal to limit the ability of the state and local governments to enact, modify, or expand taxes, assessments, fees, and property-related charges since the passage of Proposition 218 (1996) and Proposition 26 (2010). If enacted, public agencies would face a drastic rise in litigation that could severely restrict their ability to meet essential services and infrastructure needs.

On February 1, 2023, California Secretary of State Shirly Weber issued a memo to all county clerks/registrars of voters announcing that proponents of Initiative 21-0042A1, or Initiative 1935 as now numbered by the Secretary of State, had filed the necessary number of valid signatures to make it eligible for the November 5, 2024, General Election ballot. Proponents now have until June 27, 2024, to consider withdrawing the initiative before the Secretary of State officially certifies it for the ballot.

## CURRENT SITUATION

Ballot Initiative 21-0042A1 would result in the loss of billions of dollars annually in critical state and local funding, restricting the ability of local agencies and the State of California to fund services and infrastructure by:

- Adopting new and stricter rules for raising taxes, fees, assessments, and property related fees.
- Amending the State Constitution, including portions of Propositions 13, 218, and 26, among other provisions, to the advantage of the initiative’s proponents and plaintiffs, creating new grounds to challenge these funding sources and disrupting fiscal certainty.
- Restricting the ability of local governments to issue fines and penalties to corporations and property owners that violate local environmental, water quality, public health, public safety, fair housing, nuisance, and other laws and ordinances.

The initiative includes provisions that would retroactively void all state and local taxes or fees adopted after January 1, 2022, if they did not align with the provisions of this initiative. This may also affect indexed fees that adjust over time for inflation or other factors. Effectively, it would allow voters throughout California to invalidate the prior actions of local voters, undermining local control and voter-approved decisions about investments needed in their communities.

CSDA has joined a coalition of local government leaders in adopting an opposing position on Initiative 21-0042A1 and encourages all special districts, partners, and community leaders to join the coalition by passing a board resolution.

## **FISCAL IMPACT**

In addition to the billions of dollars at risk state-wide, the initiative would introduce new legal and financial risks to the District. The District has already taken steps to report financial data and information in a more transparent manner.

## RESOLUTION NO. 2024-01

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VISTA FIRE PROTECTION DISTRICT TO OPPOSE INITIATIVE 21-0042SA1

**WHEREAS** an association representing California’s wealthiest corporations and developers is spending millions to push a deceptive proposition aimed for the November 2024 statewide ballot; and

**WHEREAS** the proposed proposition, Initiative 21-0042A1, has received the official title: “LIMITS ABILITY OF VOTERS AND STATE AND LOCAL GOVERNMENTS TO RAISE REVENUES FOR GOVERNMENT SERVICES. INITIATIVE CONSTITUTIONAL AMENDMENT;” and

**WHEREAS** the measure includes provisions that would make it more difficult for local voters to pass measures needed to fund local services and infrastructure, and would limit voter input by prohibiting local advisory measures where voters provide direction on how they want their local tax dollars spent; and

**WHEREAS** the measure exposes taxpayers to new costly litigation, limits the discretion and flexibility of locally elected boards to respond to the needs of their communities, and injects uncertainty into the financing and sustainability of critical infrastructure; and

**WHEREAS** the measure severely restricts state and local officials’ ability to protect our environment, public health and safety, and our neighborhoods against those who violate the law; and

**WHEREAS** the measure creates new constitutional loopholes that would allow corporations to pay less than their fair share for the impacts they impose on our communities, including local infrastructure, our environment, water quality, air quality, and natural resources; and

**WHEREAS** the measure threatens billions of dollars currently dedicated to state and local services, and could force cuts to fire and emergency response as well as public schools, law enforcement, public health, parks, libraries, affordable housing, services to address homelessness, mental health services, and more; and

**WHEREAS** the measure would also reduce funding for critical infrastructure like streets and roads, public transportation, ports, drinking water, sanitation, utilities, and more.

**THEREFORE, BE IT RESOLVED** that the Vista Fire Protection District opposes Initiative 21-0042A1.

**BE IT FURTHER RESOLVED** that the Vista Fire Protection District will join the No on Initiative 21-0042A1 coalition, a growing coalition of public safety, labor, local government, infrastructure advocates, and other organizations throughout the state.

We direct staff to email a copy of this adopted resolution to the California Special Districts Association at [advocacy@csda.net](mailto:advocacy@csda.net).

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

AYES:

NOES:

ABSENT:

ABSTAIN:

---

James F. Elliott  
President

ATTEST:

---

Karlana Rannals  
Secretary

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# STAFF REPORT

24-03

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TO: BOARD OF DIRECTORS,  
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER  
SUBJECT: REQUEST FOR RECORDS DESTRUCTION  
DATE: FEBRUARY 8, 2024



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## RECOMMENDATION

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

## BACKGROUND

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

## CURRENT SITUATION

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

Attachment 1, Schedule of Minutes is included to show as of this date, where the gaps are in organizing the records. We are still going through the supporting material and will provide an update upon completion of those records.

## ATTACHMENTS

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



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# MEMORANDUM

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FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER  
SUBJECT: REQUEST FOR RECORDS DESTRUCTION  
DATE: FEBRUARY 14, 2024



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

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

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James F. Elliott, President  
Board of Directors

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Administrative Manager/Custodian of Records

## CERTIFICATE OF DESTRUCTION

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

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Karlana Rannals  
Administrative Manager

Original: Destruction of Records Listing  
Attachment:

- Records Destruction List

Destruction Listing - February 14, 2024

Folder	Description	Period	Eligible for Destruction	Legal Authority
Admin-Board	Supplemental Board Meeting Material	8/27/1990	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	7/19/1995	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	9/13/1995	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	10/11/1995	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	11/7/1995	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	11/8/1995	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	12/13/1995	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	1/10/1996	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	2/14/1996	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	1/8/1997	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	2/12/1997	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	4/9/1997	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	6/11/1997	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	7/9/1997	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	3/10/1999	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	8/13/1999	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	6/12/2002	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	7/10/2002	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	8/14/2002	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	9/11/2002	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	10/9/2002	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	11/13/2002	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	2/12/2003	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	3/12/2003	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	4/9/2003	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	5/14/2003	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	6/3/2003	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	6/11/2003	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	6/23/2003	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	7/9/2003	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	8/13/2003	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	9/10/2003	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	10/8/2003	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	11/5/2003	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	11/12/2003	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	12/10/2003	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	3/10/2004	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	4/14/2004	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	4/28/2004	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	5/12/2004	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	5/12/2004	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	6/9/2004	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	7/14/2004	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	8/11/2004	Yes	GC 34090(d)

Destruction Listing - February 14, 2024

Folder	Description	Period	Eligible for Destruction	Legal Authority
Admin-Board	Supplemental Board Meeting Material	8/25/2004	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	9/8/2004	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	9/8/2004	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	10/4/2004	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	11/10/2004	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	12/8/2004	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	1/19/2005	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	2/9/2005	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	3/9/2005	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	4/13/2005	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	5/18/2005	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	6/8/2005	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	7/9/2005	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	7/13/2005	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	8/10/2005	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	9/14/2005	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	10/12/2005	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	11/9/2005	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	12/14/2005	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	1/11/2006	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	1/21/2006	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	2/8/2006	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	2/13/2006	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	3/4/2006	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	3/8/2006	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	4/12/2006	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	5/17/2006	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	6/14/2006	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	7/12/2006	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	8/9/2006	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	9/13/2006	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	10/11/2006	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	11/8/2006	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	1/11/2007	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	2/14/2007	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	3/14/2007	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	4/11/2007	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	5/9/2007	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	6/13/2007	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	7/11/2007	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	8/8/2007	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	9/12/2007	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	10/10/2007	Yes	GC 34090(d)

Destruction Listing - February 14, 2024

Folder	Description	Period	Eligible for Destruction	Legal Authority
Admin-Board	Supplemental Board Meeting Material	11/14/2007	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	12/12/2007	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	6/11/2008	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	10/8/2008	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	11/12/2008	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	12/10/2008	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	1/14/2009	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	2/11/2009	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	2/11/2009	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	3/11/2009	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	4/8/2009	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	5/13/2009	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	6/10/2009	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	7/8/2009	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	8/5/2009	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	9/9/2009	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	10/14/2009	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	11/11/2009	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	12/9/2009	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	1/13/2010	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	2/10/2010	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	3/10/2010	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	4/14/2010	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	5/1/2010	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	6/9/2010	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	7/14/2010	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	7/30/2010	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	8/11/2010	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	9/8/2010	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	10/13/2010	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	11/10/2010	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	12/8/2010	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	1/12/2011	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	3/9/2011	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	4/13/2011	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	5/11/2011	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	6/8/2011	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	7/13/2011	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	8/10/2011	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	9/14/2011	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	10/12/2011	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	11/9/2011	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	12/14/2011	Yes	GC 34090(d)

Destruction Listing - February 14, 2024

Folder	Description	Period	Eligible for Destruction	Legal Authority
Admin-Board	Supplemental Board Meeting Material	1/11/2012	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	2/8/2012	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	3/14/2012	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	4/11/2012	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	5/9/2012	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	5/12/2012	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	6/13/2012	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	7/11/2012	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	8/8/2012	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	9/12/2012	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	10/10/2012	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	1/9/2013	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	3/13/2013	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	4/10/2013	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	5/8/2013	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	6/12/2013	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	7/10/2013	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	8/14/2013	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	9/11/2013	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	10/9/2013	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	11/13/2013	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	1/8/2014	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	2/12/2014	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	3/12/2014	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	4/9/2014	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	5/14/2014	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	6/11/2014	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	7/9/2014	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	8/13/2014	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	10/8/2014	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	11/12/2014	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	12/10/2014	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	1/14/2015	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	2/11/2015	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	3/11/2015	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	4/8/2015	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	5/13/2015	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	6/10/2015	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	7/8/2015	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	8/12/2015	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	9/9/2015	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	10/14/2015	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	11/11/2015	Yes	GC 34090(d)

Destruction Listing - February 14, 2024

Folder	Description	Period	Eligible for Destruction	Legal Authority
Admin-Board	Supplemental Board Meeting Material	12/9/2015	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	2/10/2016	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	2/13/2016	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	3/9/2016	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	5/11/2016	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	6/8/2016	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	8/10/2016	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	10/12/2016	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	1/11/2017	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	3/8/2017	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	9/12/2018	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	10/10/2018	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	11/14/2018	Yes	GC 34090(d)
Admin-Board	Supplemental Board Meeting Material	12/12/2018	Yes	GC 34090(d)



## Agenda/Minutes

### Documented

Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Minutes												
2006	X	X	X	X	X	X	X	X	X	X	X	X
2007	X	X	X	X	X	X	X	X	X	X	X	X
2008					X				X	X	X	X
2009	X	X	X	X	X	X	X	X	X		X	X
2010	X	X	X		X	X	X	X	X	X	X	X
2011	X	X	X	X	X	X	X	X	X	X	X	X
2012	X	X	X	X	X	X	X	X	X	X	X	X
2013	X	X	X	X	X	X	X	X	X	X	X	X
2014	X	X	X	X		X	X	X	X	X	X	X
2015	X	X	X	X	X	X	X	X	X	X	X	X
2016	X	X	X	X	X	X	X	X	X	X	X	X
2017	X	X	X	X	X	X		X		X	X	X
2018	X	X	X	X	X	X	X	X	X	X	X	
2019	X	X	X	X	X	X			X	X	X	
2020					X							
2021	X	X	X	X	X	X	X	X	X	X	X	X
2022	X	X	X	X	X	X	X	X	X	X	X	X
2023	X	X	X	X	X	X	X	X	X	X	X	X
2024	X	X										

This document is to demonstrate the minutes and agenda's that we have discovered in the boxes received from Golden's office. We are still scanning and going through the board meeting material.





**San Diego County**  
**Local Agency Formation Commission**  
 Regional Service Planning | Subdivision of the State of California

**CALL FOR NOMINATIONS**

January 24, 2024

TO: Independent Special Districts in San Diego County

FROM: Erica Sellen, Commission Clerk

SUBJECT: **Call for Nominations | Regular Special District Member Election on LAFCO**

This notice serves as a call for nominations pursuant to Government Code Section 56332(1) to solicit one regular special district member on the San Diego County Local Agency Formation Commission (LAFCO). The term is for four years and commences on May 6, 2024. The incumbent holder – Jo MacKenzie with Vista Irrigation District – is expected to seek nomination and run for a new term. Additional details follow.

- **Eligibility**

Candidates eligible for election must be members of the legislative body of an independent special district who reside within San Diego County but may not be members of the legislative body of a city or county.

- **Authorized Nominations**

State Law specifies only the presiding officer or their alternate as designated by the governing board must sign the nomination form. Attached is nomination form for the LAFCO regular special district member (**Attachment A**).

- **Submittal Process and Deadline**

Signed nominations and a limited **two-page** resume indicating the candidate’s District and LAFCO experience must be returned to San Diego LAFCO **no later than Monday, February 26, 2024**. Nominations received after this date will be invalid. Nominations and resumes may be mailed to the San Diego LAFCO Office at 2550 Fifth Avenue, Suite 725, San Diego, CA 92103 or by email to [erica.sellen@sdcounty.ca.gov](mailto:erica.sellen@sdcounty.ca.gov), if necessary, include “**Special District Call for Nominations 2024**” and your “**District Name**” in the subject title, to meet the submission deadline, but the original form must be submitted.

<b>Administration</b> Keene Simonds, Executive Officer 2550 Fifth Avenue, Suite 725 San Diego, California 92103 T 619.321.3380 <a href="http://www.sdlafco.org">www.sdlafco.org</a> <a href="mailto:lafco@sdcounty.ca.gov">lafco@sdcounty.ca.gov</a>	<b>Chair Jim Desmond</b> County of San Diego  <b>Joel Anderson</b> County of San Diego  <b>Nora Vargas, Alt.</b> County of San Diego	<b>Kristi Becker</b> City of Solana Beach  <b>Dane White</b> City of Escondido  <b>John McCann Alt.</b> City of Chula Vista	<b>Stephen Whitburn, Vice Chair</b> City of San Diego  <b>Marni von Wilpert, Alt.</b> City of San Diego	<b>Jo MacKenzie</b> Vista Irrigation  <b>Barry Willis</b> Alpine Fire Protection  <b>David Drake, Alt.</b> Rincon del Diablo	<b>Vacant</b> General Public  <b>Harry Mathis, Alt.</b> General Public
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**San Diego LAFCO**

Call for Nominations | Regular Special District Member Election on LAFCO

January 24, 2024

After nominations and resumes are received it is anticipated a candidate's forum will be held in conjunction with the California Special Districts Association quarterly meeting with confirmation being provided under separate/future cover. Election materials will be mailed out **no later** than **Friday, March 1, 2024** unless otherwise communicated by the LAFCO Executive Officer. Should you have any questions, please contact me at (619) 321-3380 or by email at [erica.sellen@sdcounty.ca.gov](mailto:erica.sellen@sdcounty.ca.gov).

Respectfully,



Erica Sellen  
Commission Clerk

Attachment:

- A) Nomination form – LAFCO regular special district member

**ATTACHMENT A**

**NOMINATION OF THE SPECIAL DISTRICT REPRESENTATIVE  
FOR THE SAN DIEGO LOCAL AGENCY FORMATION COMMISSION  
REGULAR MEMBER**

The \_\_\_\_\_ is pleased to nominate \_\_\_\_\_ as a  
(Name of Independent Special District) (Name of Candidate)

Candidate for the San Diego Local Agency Formation Commission as a regular special district member with a term expiring in 2028.

As presiding officer or his/her delegated alternate as provided by the governing board, I hereby certify that:

- The nominee is a member of a legislative body of an independent special district who resides in San Diego County.

\_\_\_\_\_  
(Presiding Officer Signature)

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(Print Title)

\_\_\_\_\_  
(Date)

**PLEASE ATTACH RESUME FOR NOMINEE**

- Limit two-pages
- Must be submitted with Nomination Form

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# STAFF REPORT

24-04

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TO: BOARD OF DIRECTORS,  
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER  
SUBJECT: BUDGET AUTHORIZATION  
DATE: FEBRUARY 8, 2024



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## RECOMMENDATION

Approve the budget authorization not to exceed \$12,500 to retain the services of FireStats to provide a facilitated strategic planning process that will result in a 5-year plan and authorize the Fire Chief or Administrative Manager to execute the contract.

## BACKGROUND

At the January 31, 2024 board workshop, Chiefs' Davidson and Wecklich reviewed the process that they are completing for accreditation. FireStats is currently assisting the City reviewing the statistical data with a look back period of 5 years. This information will assist the fire department staff in updating the Standards of Cover along with the development of a 5-year strategic plan. The Board and staff discussed the benefits to both the District and City of using the same consultant. Chief Wecklich has been in contact with FireStats and provided the attached proposal, quote, and resume of Micheal Despain.

## ATTACHMENTS

1. FireStats Proposal and Quote
2. Resume – Micheal Despain



## **Proposal to Provide Strategic Planning Services to The Vista Fire Protection District**

**By  
FireStats, LLC.,  
February 2, 2024**

### **Overview**

FireStats, LLC. (FireStats,) is pleased to provide the Vista Fire Protection District (District) this proposal for providing a facilitated strategic planning process. Within a defined scope of work, the consultant will facilitate a strategic planning process resulting in a 5-year plan that can be used for tracking and informing stakeholders on organizational progress. This proposal offers a cost “not to exceed” amount. Should the District so desire FireStats, LLC., can restructure the proposal to an hourly rate/pay-as-you-go approach to ensure the District can maintain cost control throughout the project.

FireStats, LLC. (FireStats,) is in the business of providing performance measurement-related consulting services to local government fire departments that are substantially similar to the District and the Vista Fire Department (Department.)

FireStats is led by Paul Rottenberg, an experienced fire service consultant who is assisted by several people, including Chief Micheal Despain (ret.) Chief Despain will be the lead consultant/facilitator on this project. He will be assisted by Paul Rottenberg. A summary of Chief Despain’s qualifications are included near the end of this proposal.

### **Proposal**

Methodology depends greatly on the needs of the client. For some agencies, they may not have the resources or capacity to conduct a strategic planning process yet need a finished product quickly and plan on contracting out such services again and again in the future. FireStats can certainly provide this level of service quickly and efficiently at intervals that best meet the client’s timelines. For other agencies, they have the resources and capacity but are not experienced in strategic planning. These agencies might be more interested in a process they are able to replicate it internally during future planning cycles. FireStats can certainly deliver this level of service, including providing templates for efficient replication.

With the project team that will be responsible for this strategic plan, it is our experience that the most successful strategic planning processes typically include a high level of involvement from a cross-section of stakeholders. External stakeholders usually include members of the community at-large such as representatives from the chamber of commerce, service groups, education, insurance, homeowner associations, etc. Internal stakeholders include key leaders, both formal and informal, from within the organization, such as the fire chief, command staff, line personnel, labor group leadership, and administrative support staff. While their participation is not required at each and every step, their buy-in along the way provides the highest chances of a successful project for all stakeholders in the end and will provide the most value for years after the plan development.

Given that this strategic plan is for the District and not the fire department itself, we recognize that there will be modifications made to the approach that reflect both

organizational realities and the wishes of the District. The process, however, will be very similar to strategic planning for the fire department.

With the agency's support, the final product will be designed to meet the needs of the client in the following ways:

- The strategic plan should be accepted and supported from a broad base of stakeholders, most importantly the community, the employees and elected officials, due to the process methodology.
- The strategic plan can be specially designed to meet the requirements for accreditation through the Commission on Fire Accreditation International (CFAI) if the agency desires.
- The agency will have a group of community advocates that can be of assistance for future outreach/feedback needs after the conclusion of the process (value months and years beyond the project conclusion.)

We have experience providing similar services to many fire agencies since 2007 and can provide additional references if needed. Moreover, we have broad experience working with California special districts.

### **Resources and Obligations of Client**

As proposed, we would request that the staff assist with the following items:

- Identifying and scheduling internal and external stakeholders (numbers TBD)
  - We understand this might be completed in more of an “open house” type event.
- Coordination of “ride along”, facility tours and/or “hands on” orientation events for external stakeholders (if desired).
- Provide meeting facilities for internal and external stakeholder groups (if in-person meetings are desired).
  - Consider hosting lunch/dinner/light refreshments for up to (3) internal and external stakeholder meetings depending on the preferred meeting times and duration (TBD).
  - Provide supplies such as easels, markers, and name tags.
  - Provide audio/visual capability to present using PowerPoint.
  - Provide copies of handouts for participants
- Review and provide feedback of draft work products.
- Provide final approval of strategic plan.

### **External Stakeholder Workshop**

Facilitated external stakeholder workshops are designed to provide a brief overview of the agency's services and have the participants provide prioritized feedback on the current services delivered by the agency as well as desired services moving forward. In addition, open-ended questions will be provided for participants to provide candid feedback for the agency on strengths and challenges. As desired, the intended audiences

will be defined in collaboration with the agency’s leadership. Again, we recognize that the organization of the District will dictate the approach taken here.

Within the scope and pricing of this proposal, FireStats will work with the District to determine the greatest value on stakeholder input methods. For example, representative form of governance structure, online surveys, community meetings, or specific public representation in the planning meetings. Each agency and community is unique so the FireStats team will review all the options available with the client prior to implementation.

This step is usually completed within a single meeting lasting approximately three hours and is a combination of external and internal stakeholders.

**Internal Stakeholder Workshop**

The facilitated internal stakeholder planning process is designed to guide the participants through the development or refinement of the mission, vision, and values statements, a SWOT/SWOC analysis, and the development of goals, objectives, tasks and implementation timelines based on the outcomes identified at the conclusion of the external stakeholder workshop.

This step requires at least two (2) meetings, usually a half day each, and should include the same internal stakeholders that were present at the previously held external stakeholder workshop.

**Timeline**

This table represents a typical process timeline. Months 4 and 5 are very agency specific so this portion of the timeline can be significantly shortened but is controlled by the agency.

	Month 1	Month 2	Month 3	Month 4	Month 5
Kick-Off Meeting, Refine Work Plan and Scope	Virtual				
External Stakeholder Workshop - Invitations	Virtual				
Internal Stakeholder Workshop - Invitations	Virtual				
External Stakeholder Workshop		1 day			
Internal Stakeholder Workshops		2 days min			
Development of Draft Strategic Plan Report			30 to 45 days		
Review of Draft Strategic Plan Report				Agency Specific	
Development and Delivery of Final Plan					2 weeks after Agency approval
Formal Presentation					If desired
Proposed On-site or Virtual	Virtual	In-Person	Virtual	Virtual	Either

**Cost:** \$12,300

### **Qualifications**

Micheal Despain, on behalf of FireStats, LLC., is uniquely qualified to provide the services outlined in this proposal and would be the lead consultant/facilitator and author.

His qualifications include:

- Over 39 years of Fire/E.M.S. experience
- Over 19 years as a chief fire officer
- Over 14 years as a peer assessor for the Center for Public Safety Excellence
- Providing full-time fire chief or interim fire chief services since 2011
- Authored or co-authored several publications on fire/E.M.S. deployment, organizational assessment, organizational efficiency, risk assessment, risk reduction, data, marketing, and culture.
- Accomplished speaker/presenter on fire service topics (League of California Cities, Fire Rescue International, IAFC Divisional conferences, Congressional Fire Services Institute, Fire Service Executive Development Institute, CPSE Excellence Conference, King County Fire Chiefs Association, etc.)
- Fluent in the provision of fire/E.M.S. services in the State of California
- Please see attached resume for more details.

### **Conclusion**

Our goal is to provide value above and beyond the cost of the proposal and the time committed to the agency. We take great pride in seeing agencies maintain their momentum towards excellence long after our contract is fulfilled. We are excited at the opportunity to work with the Vista Fire Protection District if selected for this project and we appreciate your consideration of us.





# MICHEAL DESPAIN

M.A., EFO, CFO, MIFIREE



Micheal.Despain@gmail.com



+559-999-1503



7828 Stonewall Ct. Lincoln, NE 68506-4171

## EDUCATION:

**National Fire Academy / 1998 - 2001**  
Emmitsburg, Maryland  
Executive Fire Officer (EFO)

**National University / 1997 - 1998**  
Fresno, California  
Master of Arts - Human Resource  
Management

**Fresno Pacific College / 1995 - 1996**  
Fresno, California  
Bachelor of Arts - Management and  
Organizational Development

**Fresno City College / 1990 - 1994**  
Fresno, California  
Associate of Science - Fire Science

## REFERENCES

**Jennifer Williams,**  
Chief of Staff (Ret.)  
City of Lincoln, NE  
Email: Jennifer.J.Williams.ne.gov  
Contact: 402-525-3958

**Malisa Files,**  
Chief Operating Officer  
City of Redmond, WA  
Email: Mfiles@redmond.gov  
Contact: 425-556-2166

**Steven Rudolph,**  
City Manager (Ret.)  
City of Rocklin, CA  
Email: Rudolph-esq@att.net  
Contact: 916-221-1668

**Adrian Sheppard, Fire Chief**  
City of Redmond, WA  
Email: Asheppard@redmond.gov  
Contact: 510-458-0641

## SUMMARY

Micheal Despain has over 39 years of experience in the public safety field, previously serving as fire chief or interim fire chief for several fire agencies in three states. Chief Despain has served as a subject matter expert and consultant on fire and EMS deployment projects for the U.S. Fire Administration and Center for Public Safety Excellence. He has also served as a board member for the League of California Cities and California Fire Chiefs Association, developing policy and legislation on numerous state and national fire service issues. He speaks regularly at a broad array of conferences and training venues on emergency service outcomes, professional development and other contemporary issues facing the fire service. Over the years he has made substantial contributions to written publications and standards development in fire and life safety and has been an adjunct instructor at National University, providing graduate-level instruction on safety/environmental program management.

## PROFESSIONAL EXPERIENCE

### PRESIDENT / CEO

5/2015 – Present

#### M.E.D. Enterprises Inc. / Lincoln, NE

Provide consulting services to fire/EMS agencies and industry-specific private businesses. Key services include interim chief fire officer services, facilitated strategic planning, standards of cover development, efficiency studies, professional development planning/training, and fire service specific - diversity improvement planning.

### INTERIM DEPUTY CHIEF

7/2021 – Present

#### City of Redmond Fire Department / Redmond, WA

Contract position (through M.E.D. Inc) providing administrative support to the agency. Provide technical expertise for emergency unit deployment options, financial analysis, contract negotiations, strategic planning, and organizational efficiency.

- Negotiated an updated contract with King County Fire District 34 (additional revenue of \$5.5 million over five years)
- Completed a community-driven strategic plan (savings of \$22,000)
- Completed a comprehensive Standards of Cover report (savings of \$49,000)
- Secured a grant for the purchase of the first electric fire engine in the State of WA (\$550,000)
- Currently finalizing an EMS Transport Fee update (est. revenue of \$2 million per year)
- Currently coordinating the development of a Regional Fire Authority that will coalesce four agencies, 23 fire stations, 550 firefighters, with a combined budget of \$220 million

**INTERIM FIRE CHIEF**

12/2020 – 04/2021

**City of Piedmont Fire Department / Piedmont, CA**

Contract position providing administrative support to the agency. Aided with their recruitment process for a permanent fire chief.

**INTERIM FIRE CHIEF**

7/2020 – 12/2020

**City of Lincoln Fire & Rescue Department / Lincoln, NE**

Contract position providing administrative support to the agency. Aided with their recruitment process for a permanent fire chief.

**INTERIM FIRE CHIEF**

4/2020 – 7/2020

**City of Rocklin Fire Department / Rocklin, CA**

Contract position providing administrative support to the agency. Aided with their recruitment process for a permanent fire chief.

**FIRE CHIEF**

7/2016 – 3/2020

**City of Lincoln Fire & Rescue Department / Lincoln, NE**

Executive management level position responsible for all fire and ALS transport service activities within the Department. Member of the City of Lincoln executive management team assisting with the establishment of organizational priorities and provision of services. The City of Lincoln is the second largest city in Nebraska, home to the state capitol and the University of Nebraska. LF&R is host agency for FEMA US&R Task Force #1.

***Agency Demographics:***

Budget; \$41 million, 16 stations, 325 personnel, 100 sq. mi. (fire) 1,000 sq. mi. (EMS), serving the City of Lincoln and portions of a five-county region, protecting a population of approximately 300,000.

***Key Accomplishments:***

- Improved annual EMS revenues by \$900K in first year. EMS transport program is funded with 100% user fees: no general fund subsidies.
- Successfully walked legislation through the Unicameral on behalf the entire state of Nebraska for a Ground Emergency Medical Transport program
- Preserved over \$500,000 in positive cash balance during budget close of both FY17, 18 and 19
- Completed the construction of five new fire stations in four years
- Developed agency strategic plan and standards of cover
- Agency completed its fifth consecutive candidacy for accreditation by the Commission on Fire Accreditation International (CFAI)
- Received the inaugural Randy R. Bruegman Innovation Award by the Center of Public Safety Excellence (CPSE/ March 2019).

**FIRE CHIEF/ FIRE MARSHAL**

8/2012 – 7/2016

**City of Clovis Fire Department / Clovis, CA**

Executive management level position responsible for all fire service activities within the Department. Member of the City of Clovis management team assisting with the establishment of organizational priorities and provision of services.

***Agency Demographics:***

Budget; \$13.8 million, 5 stations, 68 personnel, 26 square miles, serving the City of Clovis and portions of the Fresno County Fire Protection District, protecting a population of approximately 115,000.

## **INTERIM FIRE CHIEF**

**1/2012 – 5/2012**

**City of Fresno Fire Department / Fresno, CA**

Executive management level position responsible for all fire service activities within the Department and contract service areas. Member of the City of Fresno management team assisting with the establishment of organizational priorities and provision of services.

### ***Agency Demographics:***

Budget; \$54 million, 24 stations, 380 personnel, 336 square miles, serving the City of Fresno (5th largest city in California), North Central Fire Protection District, Fig Garden Fire Protection District, Fresno-Yosemite International Airport and portions of the Fresno County Fire Protection District, protecting a population of 600,000.

## **FIRE DEPUTY CHIEF/FIRE MARSHAL**

**10/2006 – 8/2012**

**City of Fresno Fire Department / Fresno, CA**

## **DEPUTY FIRE CHIEF**

**3/2006 – 10/2006**

**City of Clovis Fire Department / Clovis, CA**

## **BATTALION CHIEF**

**2003 – 2006**

**City of Clovis Fire Department / Clovis, CA**

## **ADJUNCT INSTRUCTOR**

**1998 - 2001**

**National University / Fresno, CA**

Provided graduate-level instruction on safety/ environmental program management. Developed course curriculum, administered tests, graded project papers. Substitute instructor for other courses as needed.

***Work history prior to 1996 not included but available.***

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## **OTHER EXPERIENCE**

### **SENIOR CONSULTANT**

**2015 - 2022**

**Fitch & Associates LLC**

Provide subject matter expertise to fire agencies seeking to measure and report outcomes with demonstrated value to the community and elected officials.

### **SENIOR CONSULTANT**

**2020 - Present**

**Fire Stats, LLC**

Provide subject matter expertise to fire agencies seeking to measure and report outcomes with demonstrated value to the community and elected officials.

### ***Client List:***

- Clovis Fire Department, CA
- El Dorado Hills Fire Department, CA
- Encinitas Fire Department, CA (3 agencies, multiple projects)
- Fowler Fire Department, CA
- Manteca Fire Department, CA
- Oxnard Fire Department, CA
- Piedmont Fire Department, CA
- Ripon Consolidated Fire District, CA
- Rocklin Fire Department, CA
- Rodeo-Hercules Fire District, CA
- Roseville Fire Department, CA
- Santa Clara County FPD, CA (multiple projects)
- Woodland Fire Department, CA
- Mountain View Fire & Rescue District, CO
- Cape Coral Fire Department, FL
- Fort Myers Fire Department, FL
- North Port Fire Department, FL
- St. George Fire Department, LA
- Plain Township Fire Department, OH
- Prince George's County Fire Department, MD
- Brooklyn Park Fire Department, MN
- Lincoln Fire & Rescue, NE (multiple projects)
- Omaha Fire Department, NE
- Prince George County Fire & EMS, VA
- Camano Island Fire Rescue, WA
- King County Fire District 34, WA
- King County Fire District 45, WA
- Redmond Fire Department, WA
- Snohomish County Fire Dist. #7, WA (multiple projects)
- South Whidbey Island Fire & EMS, WA
- Vancouver Fire Department, WA

## PEER ASSESSOR

2007 - 2021

### Center for Public Safety Excellence / Chantilly, VA

Provide subject matter expert evaluation of fire agencies in pursuit of fire service accreditation.

#### **Agency List:**

- Tacoma Fire Department, WA
- Temple Terrace Fire Department, FL
- China Lake Naval Weapons Base, CA
- Cobb County Fire and Rescue, GA
- El Paso Fire Department, TX
- Kent Regional Fire Authority, WA
- Colorado Springs Fire Department, CO
- Denver Fire Department, CO

## PROFESSIONAL/COMMUNITY AFFILIATIONS

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- |   |                |
|---|----------------|
| • Nebraska Fire Chiefs Association – Member                                       | 2016 - 2020    |
| • California Fire Chiefs Association – Executive Board Member                     | 2016 - 2016    |
| • League of California Cities – Board Member                                      | 2014 - 2016    |
| • Congressional Fire Services Institute – Member                                  | 2012 - 2019    |
| • Fresno Fire Chiefs Foundation – Board Member                                    | 2010 - 2016    |
| • Central Valley Burn Aware Foundation – President                                | 2010 - 2012    |
| • Fresno City College, Fire Technology Program Advisory Board – Member            | 2009 - 2016    |
| • Clovis Unified School District, Fire Technology Program Advisory Board – Member | 2009 - 2016    |
| • American Red Cross – Board Member   | 2008 - 2010    |
| • Institute of Fire Engineers – Member (MIFireE)                                  | 2008 - Present |
| • Boy Scouts of America – Committee Chair   | 2004 - 2011    |
| • Central Valley Fire Chiefs Association – Member (2008/2010 – President)         | 2003 - 2016    |
| • California Fire Chiefs Association – Member                                     | 2003 - 2016    |
| • International Association of Fire Chiefs – Member                               | 2003 - Present |

## PROFFESIONAL CONTRIBUTIONS

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<b>Center for Public Safety Excellence Conference, Orlando, FL</b> 21st Century Fire Service and Emergency Services / Co-Presenter	3/2023
<b>Charlotte-Mecklenburg Diversity Conference, Charlotte, NC</b> Promoting DEI in the Fire Service / Co-Presenter	11/2022
<b>King County Fire Chiefs Conference, Squamish, WA</b> Career Survival in the Fire House – Promoting DEI in the Fire Service / Presenter	9/2022
<b>International Association of Fire Chiefs Conference, San Antonio, TX</b> Career Survival in the Fire House – Promoting DEI in the Fire Service / Presenter	8/2022
<b>Diversity, Equity, and Inclusion in the Fire Service</b> League of California Cities - Western City, Online Article. / Co-Author	12/2021
<b>International Association of Fire Chiefs Conference, Charlotte, NC</b> Career Survival in the Fire House – Promoting DEI in the Fire Service / Presenter	8/2021
<b>International Association of Fire Chiefs/Missouri Valley Conference, Cheyenne, WY</b> Robust Use of Data in the Fire Service / Co-Presenter	7/2021
<b>Fire Service Executive Development Institute (Washington DC)</b> Measuring and Reporting Outcomes that Matter / Presenter	4/2021
<b>Congressional Fire Service Institute (virtual)</b> 21st Century Fire Service and Emergency Services / Co-Presenter	4/2021
<b>ADAPT 2020 Summit</b> How the 21st Century Fire Service Can Fiscally Survive the Coming Economic Crisis / Presenter	11/2020
<b>Chief's Edge (International Association of Fire Chiefs)</b> The 21st Century Fire & Emergency Services (White Paper presentation) / Presenter	10/2020
<b>FireRescue1 (Online Magazine Article)</b> Understanding Fire Loss Estimates and what it means for Foreground Operations / Author	8/2020
<b>North Carolina Fire Chiefs Association</b> Reporting and Measuring Outcomes that Matter / Presenter	2/2020
<b>International Association of Fire Chiefs/Missouri Valley Conference, Grand Junction, CO</b> Reporting and Measuring Outcomes that Matter / Presenter	6/2019
<b>Center for Public Safety Excellence Conference, Garden Grove, CA</b> Reporting and Measuring Outcomes that Matter & Randy R. Bruegman Innovation Award / Co-Presenter	3/2019
<b>International Association of Fire Chiefs Conference, Dallas, TX</b> Reporting and Measuring Outcomes that Matter & Your First Year as Fire Chief / Co-Presenter	8/2018
<b>Center for Public Safety Excellence Conference, Chantilly, VA</b> 21st Century Fire & Emergency Services – White Paper on the Future of the Fire Service / Co-Author	5/2018

<b>Center for Public Safety Excellence Conference, Garden Grove, CA</b> Reporting and Measuring Outcomes that Matter / Co-Presenter	3/2018
<b>International Association of Fire Chiefs Conference, Charlotte, NC</b> Your First Year as Fire Chief / Co-Presenter for 2017 Conference	8/2017
<b>Center for Public Safety Excellence Conference, Garden Grove, CA</b> Best Practices in Fire-Based EMS / Co-Presenter	3/2017
<b>League of Nebraska Municipalities Conference, Lincoln, NE</b> EMS Transport Deployment and Reimbursement / Presenter	11/2016
<b>League of California Cities Conference, Long Beach, CA</b> How Bad Data is Hurting the Fire Service. / Co-Presenter	10/2016
<b>Commission on Fire Accreditation International (CFAI)</b> Standard of Cover Manual, 6th Ed. / Co-Author/Technical Advisor	12/2015



## **Courtesy Notice**

March \_\_, 2024

**Subject: Fire Season Preparation: Weed Abatement**

Dear Resident or Property Owner,

With summer quickly approaching, it is the time of the year to prepare for “fire season.” Each spring, beginning this year on April 17, 2024, the Vista Fire Department sends out “Notice to Clean Premises” letters to property owners as a reminder to maintain their properties to be fire safe. The weed abatement program is very successful in helping to keep the community of Vista safe from vegetation fire.

We encourage property owners to begin preparations for weed abatement on their properties now. Please refer to the “You Don’t Need A Match To Start A Fire” document on the back side of this notice for safe practice guidelines during weed and vegetation abatement.

Additional information regarding the weed abatement process can be found on the City of Vista website at [www.cityofvista.com/weedabatement](http://www.cityofvista.com/weedabatement) as well as the Vista Fire Protection District website at <https://www.vistafireprotectiondistrict.org/>.

The Vista Fire Department appreciates the high level of weed abatement compliance by property owners like you, and we appreciate your assistance in keeping our community fire safe.

If you have any questions, please let us know how we can help at (760) 643-5356.

Sincerely,  
VISTA FIRE DEPARTMENT

A handwritten signature in black ink, appearing to read "Mark Vierow".

Mark Vierow  
Fire Marshal  
City of Vista and Vista Fire Protection District





## YOU DON'T NEED A MATCH TO START A FIRE

The Vista Fire Department encourages safe practices during weed and vegetation abatement. Following the guidelines below may reduce the possibility of igniting a fire.

1. Mow before 10 AM and after 6 PM. Do not work during the heat of the day or on days when the wind is blowing. Hot, dry, and windy weather are dangerous conditions to be cutting weeds by mechanical means.
2. Grasses and weeds shall be no taller than 4" in height. Trees shall be limbed to 6' above the ground.
3. Keep the exhaust system, spark arrester, and engine in proper working order. Follow all manufacturers' safety recommendations for proper use.
4. Keep the engine and cooling fins free of oil and dust. This allows the engine to operate at cooler temperatures and last longer.
5. Keep your cutting equipment free of flammable materials. Check the outlet and bag for obstructions. Debris should be cleared from under the hood of riding mowers.
6. Spark arresters are required on all portable gas-powered equipment (tractors, chainsaws, mowers, etc.). PRC 4442
7. Prior to cutting, assess the area for potential hazards and remove any rocks from the area. Striking rocks with metal blades can generate a spark and is enough to start a fire.
8. Grinding and welding operations require ten (10) feet of clearance from combustibles. A pressurized water extinguisher and round point shovel shall be immediately available. PRC 4427; 4431
9. If you accidentally start a fire and are found negligent, you may be held liable for all suppression costs or citations as well as any damage to surrounding properties.
10. Contact the Fire Prevention Bureau with questions at (760) 643-5356.







April 17, 2024

COMPANY/PERSON NAME  
STREET ADDRESS  
CITY STATE ZIP

Property APN:  
Property Address:

## NOTICE TO CLEAN PREMISES

(Please Note: This is not a notice to grade your property.)

***If your property is in compliance, you can disregard this notice. If you have any questions, please contact the Fire Prevention Bureau at (760) 643-5356.***

The Vista Fire Department and the Vista Fire Protection District, to prevent excess fuels for vegetation fires, are providing the following notice and policies to all who own parcels within these jurisdictions.

### WEED ABATEMENT POLICY

This policy applies to both improved and unimproved land that is subject to weed and brush abatement in the City of Vista and the Vista Fire Protection District.

Native brush and chaparral that have been cleared or thinned previously in the past five (5) years shall be modified in the same manner for a minimum distance of one hundred (100) feet measured from the closest combustible structure, discounting fences. Fuel modification shall conform to the standard requirements. Further information may be obtained at the web address listed at the end of this document.

Native brush and chaparral that have not been previously cleared or modified in the past five (5) years must be assessed on a case-by-case basis to determine whether the removal will conflict with the Federal Endangered Species Act of 1993. Questions should be forwarded to Fish and Wildlife Service at (760) 431-9440.

All property owners and contractors are required to comply with State and Federal regulations regarding native vegetation, including the Endangered Species Act.

### GENERAL POLICY (Note: This is not a grading permit.)

In general, parcels should only be mowed (per Fire Department standards). The Fire Chief or his agents may specify the method of clearance for any specific parcel.

### Mowing

Mowing is the preferred method of clearing. All standing weeds and annual grasses shall be cut to within four (4) inches of the finished soil surface with an approved mechanical mower. Mowing shall sever vegetation from its roots, not simply lay it over. **When mowing is the method of clearing, a second mowing later in the season may be necessary.**

Unless prohibited by the Endangered Species Act, all parcels five (5) acres or less shall be completely mowed. For parcels over five (5) acres, please contact the Fire Department for guidance at (760) 643-5356.

Weed/annual grass removal is to be done as close to sidewalks, fences, curbs, streets, and obstructions as is possible and practical. Hand work (weed whacker, whip, string trimmer, etc.) may be required to complete the task on slopes, banks, or around obstacles.

(Continued on next page.)

Determination of whether the standard has been achieved rests with the Fire Marshal or his designee, with the Fire Chief acting as the final point of appeal.

**Disking and grading is not permitted under this policy.**

Property subject to weed abatement NOTICE TO CLEAN PREMISES, which is not cleared to the above standards by June 1, 2024, the deadline established in this posting, will be cleared by the City or District contractor, and the cost and administrative charges thereof may be assessed against the land and collected through routine property tax billing. A final attempt to contact the property owner will be made prior to parcels going to forced abatement. This contact will either be by phone, an in-person meeting, posting a notice on the property, or by certified mail.

If you are clearing a parcel yourself or are using your own contractor, you must complete the clearing prior to June 1, 2024, the deadline established in this posting. Due to increased fire danger, no extensions will be granted. Parcels will be re-inspected beginning June 12, 2024, and the property owner will be notified of any deficiency in meeting the above policy. If you take no further action within ten (10) days after you are notified of a deficiency, the property will be cleared by the City or District contractor and appropriate fees will be charged, including the established administrative charge.

Notice is given that any weeds, grasses, dead trees, and/or dead palm fronds, eucalyptus, and/or pine tree limbs within six (6) feet of the ground upon the lot(s) or parcel(s) of land in the City of Vista and within the Vista Fire Protection District, California, as described on the address label by County Tax Assessor's Number, and in the street, sidewalk, and parkway adjacent thereto, are public nuisances in that they are a **fire hazard** or in all probability will become a fire hazard. Any rubbish, rubble, discarded asphalt, concrete, auto bodies and parts, or other waste material thereon that might interfere with the abatement of the public nuisance are also a public nuisance.

Said public nuisances are required to be abated before June 1, 2024. If not abated by this date, the Fire Marshal will authorize abatement, and the cost thereof may be assessed against the land and collected through routine property tax billing. An administrative fee of nine hundred forty dollars (\$940.00) per parcel cleared may be added to said costs regardless of the size of the parcel. An additional fee of four hundred twenty-three dollars (\$423.00) may be added if an administrative warrant is required to clear the parcel. Due to increased fire danger, no extensions will be granted.

**For parcels located within the city limit of Vista:**

Pursuant to Section 8.60.060 of Vista Municipal Code & the 2023 San Diego County Consolidated Fire Code, the owner of said land, or authorized agent thereof, may appeal to the City Council of the City of Vista (Vista Municipal Code 8.60.060) and show cause of why the public nuisance should not be abated. Such an appeal shall be filed in writing with the City Clerk of Vista, 200 Civic Center Drive, Vista, CA, 92084, within ten (10) days from the date of this notice.

**For parcels located outside city limits, but within the Vista Fire Protection District (unincorporated county):**

The owner of said land, or authorized agent thereof, may appeal to the Board of Directors of the Vista Fire Protection District. Such appeal shall be filed in writing with the Secretary of the Board of the Vista Fire Protection District at 450 S. Melrose Drive, Vista, CA 92081 within ten (10) days from the date of this notice.

This notice is given pursuant to the provisions of Title 2, Chapter 2.36, Section 2.36.020 & Title 8, Chapter 8.60 of the Municipal Code of the City of Vista, California, City of Vista Ordinance 2022-20, and the Vista Fire Protection District Ordinance 2024-01 and, California Health & Safety Code § 13879, and Division 12, Part 5 (commencing with § 14875) and Division 12, Part 6, § 14930, 14931).

**Dated and Posted: April 17, 2024, by order of the Vista Fire Department Fire Marshal.**

**CONTACT VISTA FIRE DEPARTMENT WEED ABATEMENT, PHONE: (760) 643-5356  
EMAIL: [Vistafireinspections@ci.vista.ca.us](mailto:Vistafireinspections@ci.vista.ca.us)**

Information on vegetation management or the Endangered Species Act is available online at [www.cityofvista.com/weedabatement](http://www.cityofvista.com/weedabatement).

