



## 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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Karlena Rannals  
Board Clerk

  
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James F. Elliott  
President