

VISTA FIRE PROTECTION DISTRICT

Board of Directors

AGENDA

Meeting Location

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



Regular Meeting

Wednesday, December 14, 2022
5:00 P.M.

Director Miller will participate via Zoom or Teleconference
2758 Ormsby Way, Vista, CA 92084-1902

December 14, 2022
5:00 pm

Americans with Disabilities Act: If you need special assistance to participate in this meeting, please contact the Board Clerk 619-990-1005. Notification 48 hours prior to the meeting will enable the District 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 or by contacting the Clerk of the Board at krannals@vistafpd.org

CLOSED SESSION (4:00 PM)

1. CLOSED SESSION

- a. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:
 - i) Conference with negotiators for the following real property
2319 Panoramic, Lot 1, Vista
Negotiating Parties: Jim Elliott, Director; Read Miller, Director
Under Negotiation: Both Price and Terms of Payment

BUSINESS SESSION – REGULAR AGENDA (5:00 PM)

1. PLEDGE OF ALLEGIANCE

2. OATH OF ALLEGIANCE – NEW ELECTED BOARD MEMBERS

Administration of the *Oath of Allegiance* to Board Members-Elect James Elliott and Read Miller. A Notary Public will administer the Oath of Allegiance.

3. ELECTION OF OFFICERS

Pursuant to the Fire Protection District Law 1987, Section 13853, effective January 1, 1988, the district board shall elect a president, vice-president and a secretary or clerk.

4. ROLL CALL

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

6. 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.

7. ANNOUNCEMENT OF CLOSED SESSION

ACTION REQUESTED: **Motion of action taken, if any**

8. APPROVAL OF THE MINUTES

The Board will review for approval the draft minutes of the District's regular meeting held on November 9, 2022.

ACTION REQUESTED: **Approve**

9. FIRE DEPARTMENT REPORTS – **Information**

a. District Fire Inspector's: Fire Inspector Jeremy Nichols

b. Fire Marshal Report: Deputy Chief Craig Usher

i) District Update

ii) Community Wildfire Protection Plan – Update

c. Fire Chief Update: Interim Chief

i) Fire Department Performance

ii) October, 2022

10. OFFICERS' REPORTS

a. Accounts Payable.

The Administrative Manager will present for approval the District's Accounts Payable for the month of November, supported by the Treasurer's certification of the availability of funds.

ACTION REQUESTED: **Approve**

b. Investment Reports.

Investment Portfolio Summary as of November 30, 2022.

ACTION REQUESTED: **Information**

c. Administrative Manager's Report.

The District's Administrative Manager will give an update on the status of District operations:

i. Office Start Up Costs: Update

ii. Accounting & Finance Responsibility Transition

iii. Redistricting Partners: Creation of Divisions Submission

iv. Fire Districts Association of California

ACTION REQUESTED: **Information and/or direction**

d. Legal Affairs.

District Counsel will report on the status of any pending matters.

ACTION REQUESTED: **Information and/or direction**

11. AD HOC COMMITTEE REPORTS

a. District Website

The website ad hoc committee will provide an update.

ACTION REQUESTED: **Information and/or direction**

b. Emergency Access Roads

Director Ploetz will provide an update on the status of the District's Emergency Access Road

ACTION REQUESTED: **Information**

12. CONTINUING BUSINESS

a. Reconstruction of Fire Station 3

Deputy Chief will discuss the preliminary financial plan to the Board of Directors for cash flow purposes for the reconstructions of Fire Station 3 and community awareness plan.

[Staff Report 22-19](#)

ACTION REQUESTED: **Information**

b. Inspection Fees Audit

Deputy Chief/Administrative Manager will discuss the results of the audit for inspection fees collected by the City. [Staff Report 22-20](#)

ACTION REQUESTED: **Information**

c. Resolution No. 2022-14

To discuss and/or approve the Eighth Supplemental Agreement between Vista Fire Protection District and the City of Vista for Fire Inspection Services. [Staff Report 22-21](#)

ACTION REQUESTED: **Approve and authorize President to execute contract**

d. Sixth Supplemental Agreement

To discuss and/or provide direction regarding the potential overpayment of costs paid by the Vista Fire Protection District and the City of Vista for Fire Inspection Services. [Staff Report 22-22](#)

ACTION REQUESTED: **Direction**

13. NEW BUSINESS

a. Ordinance No. 2023-02

To introduce Ordinance No. 2023-02 *entitled* An Ordinance of the Board of Directors of the Vista Fire Protection District Adopting Fees for Services by Reference to the California Health and Safety Code Section 13916 and Section 13919. [Staff Report 22-23](#)

ACTION REQUESTED: **Schedule public hearing and final adoption**

b. Resignation of District Treasurer

Discuss and/or accept resignation of Jeffrey Golden as the District Treasurer effective January 1, 2023.

ACTION REQUESTED: **Accept resignation**

c. Payroll Services - Contract

Authorize a contract with ADP to provide payroll services beginning January 1, 2023, and terminate services with the current provider (Copeland, Miranda, and Benner CPA's) not later than January 31, 2023. [Staff Report 22-24](#)

ACTION REQUESTED: **Authorize payroll service contract, authorize payment of December payroll by December 30, 2022, and terminate contract with current provider by January 31, 2023**

d. Board of Directors Meeting Calendar

To discuss and confirm the CY23 meeting schedule. [Staff Report 22-25](#)

ACTION REQUESTED: **Confirm dates and/or modify board meeting schedule, if necessary**

- e. District Representation and Ad Hoc Committee and Area of Responsibility Assignments
To appoint representatives to standing ad hoc committees and areas of responsibility. [Staff Report 22-26](#)

ACTION REQUESTED: **Assign and appoint District representatives and committee assignments**

14. DIRECTORS' ANNOUNCEMENTS & WRITTEN COMMUNICATIONS

Directors are invited to make announcements and share written communications.

15. MOTION FOR ADJOURNMENT