

VISTA FIRE PROTECTION DISTRICT

Board of Directors

AGENDA

Meeting Location

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



Regular Meeting

Wednesday, October 9, 2024  
1:00 P.M.

**BUSINESS SESSION – REGULAR AGENDA**

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

Rules for Addressing Board of Directors: Members of the audience who wish to address the Board of Directors are requested to complete a form near the entrance of the meeting room and submit it to the Board Clerk. Any person may address the Board on any item of Board business or Board concern. The Board cannot act on any matter presented during Public Comment but can refer it to staff for review and discussion at a future meeting. As permitted by State Law, the Board may act on matters of an urgent nature, or which require immediate attention.

Agendas: Agenda packets are available for public inspection 72 hours prior to scheduled meetings posted on the District’s website [www.vistafireprotectiondistrict.org](http://www.vistafireprotectiondistrict.org) or by contacting the Clerk of the Board at [krannals@vistafpd.org](mailto:krannals@vistafpd.org)

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. ORAL COMMUNICATION (Public Comment)

The Board invites District residents and others in attendance to address the Board on any matter of public concern related to the District’s business.

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

4. CONSENT CALENDAR

a. Board of Directors Minutes

i) **Approve** the Board of Directors regular meeting September 11, 2024

ii) **Approve** the Board of Directors special meeting September 17, 2024

b. Payroll Register

**Approve** Payroll paid on October 7, 2024

\$6,800.00

**Approve** Payroll Taxes paid on paid on October 7, 2024

\$520.20

\$7,320.20

- c. Accounts Payable  
**Approve** Accounts Payable Check 4236 thru 4243 to be paid September 11, 2024 \$42,414.32  
Auto withdrawal(s) paid on September 9 – October 9, 2024 \$976.95  
\$43,391.27

- d. Receive and File – Information
  - i) Monthly Reports
    - (1) *Fire Chief*
    - (2) *Fire Marshal*
    - (3) *District Inspector*
    - (4) *Effective Response Force Report – July 24*
    - (5) *Effective Response Force Report – August 24*
  - ii) Southern Operations Seasonal Weather Outlook – September – December 2024
  - iii) Vista Fire Protection District Strategic Plan – Final Document
  - iv) Administrative Manager’s Report
  - v) Correspondence
    - (1) DPLU Public Disclosure Notice – 145 Hannalei Drive, Vista, CA 92083

5. NEW BUSINESS

- a. Request for Records Destruction  
To discuss and/or authorize the file destruction listing and authorize the president to execute the destruction request. [Staff Report 24-19](#)  
ACTION REQUESTED: **Approve**

- b. Review – Vista Fire Protection District Investment Policy  
To review, acknowledge, and retain the District’s Investment Policy as adopted October 13, 2023. discuss. [Staff Report 24-20](#)  
ACTION REQUESTED: **Approve**

- c. Reschedule Regular Board of Directors Meeting – January 8, 2025  
To discuss and/or approve to reschedule January 8, 2025 meeting to January 15, 2025.  
ACTION REQUESTED: **Approve**

6. CONTINUING BUSINESS

- a. Vista Fire Protection District - Policies  
To discuss and/or provide directions upon review of the proposed Policy No. 1000 - Code of Ethics and Policy No. 1010 - Board Policy and Procedure Manual designed to facilitate the handling by the Board of Directors of its own affairs. [Staff Report 24-21](#)  
ACTION REQUESTED: **Set an approval date, or approve policies as submitted.**

7. ORAL REPORT(s)

- a. Fire Chief
- b. Deputy Chief - Administration
- c. Administrative Manager
  - i) Ethics Training – December 11, 2024
- d. Legal
  - i) November 5, 2024 Election – Board Vacancy

- e. Board of Directors
  - i) Ploetz
    - (1) Meeting w/Supervisor Desmond
    - (2) City of Vista Strategic Plan Stakeholder Meeting

8. CLOSED SESSION

Conference with Legal Counsel – Anticipated Litigation  
Pursuant to Gov. Code Section 54956.9 (d)(4)

Based on existing facts and circumstances, the legislative body of the local agency has decided to initiate or is deciding whether to initiate litigation.

Number of potential cases: One

9. ADJOURNMENT



VISTA FIRE PROTECTION DISTRICT  
Board of Directors  
Regular Meeting Agenda  
Wednesday, October 9, 2024 1:00 pm PT

## CERTIFICATION OF POSTING

I certify that on October 3, 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 October 3, 2024

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



**VISTA FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – September 11, 2024**

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

**REGULAR AGENDA**

President Elliott called to order the regular meeting of the Vista Fire Protection District Board of Directors at 1:00 PM at the “Smart Space” conference room located at 450 South Melrose Drive, Vista CA.

1. Pledge of Allegiance

Director Miller led the assembly in the Pledge of Allegiance.

2. Roll

Directors Present: Elliott, Fougner, Miller, Ploetz

Directors Absent: Gomez

Staff Present: Karlena Rannals, Administrative Manager; Gerard Washington, Fire Chief;  
Chris Cardinale, Legal Counsel

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

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

4. Oral Communication (Public Comment)

No one requested to speak to the Board.

5. Consent Calendar

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR FOUIGNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the consent calendar with the removal of 5.d.(3) District Inspector report:

a. Board of Directors Minutes – August 14, 2024

b. *Payroll Register*

• Payroll paid on September 7, 2024	\$5,000.00
• Payroll taxes paid on September 7, 2024	\$ 382.50
Total	<u>\$5,382.50</u>

b. *Accounts Payable*

• Accounts Payable Check 4229 thru 4235 to paid September 11, 2024	\$101,083.65
• Auto withdrawal(s) paid on July 8 – August 8, 2024	\$ 967.37
Total	<u>\$102,051.02</u>

c. *Receive and File*

i) Fire Department Reports

(1) *Fire Chief*

(2) *Fire Marshal*

ii) Hydrant Maintenance Annual Report – Little Yellow Buddies

ii) Administrative Manager’s Report

- iii) Correspondence
  - (1) None

(3) *District Inspector*

Director Miller requested additional information on items within the report, which included:

- a. Q: of the 1,509 non-compliant properties, what is the current status? He was informed that as of this date, the staff did not have an exact number; however, the reinspection's started on September 9.
- b. Q: inquired if the weathered signage has been replaced? The Administrative Manager reported that she has not received any request for purchase or payment to date for a replacement.
- c. Q: has the work been verified completed listed on the Hydrant Maintenance Report Annual Report. He was informed that random testing is done through training exercises by fire department personnel.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR PLOETZ, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to RECEIVE AND FILE item 5.d.(3) District Inspector report of the consent calendar.

6. Continuing Business

a. *Weed Abatement - Update*

Chief Washington summarized the initial process identified in February 2024. With modifications from the board members, the dates were amended. The courtesy notices were sent in April, and once inspections started in June, the second step of a 30-day notice was omitted, in error. Unfortunately, the notices that were sent were the 10-day notice. It is not the intent of the Fire Department to force-abate property. In the rare cases that were force-abated, there was no communication from the property owner to the Department, or there was no assurance that the property owner would work collaboratively on a plan to gain compliance. They are encouraging all residents to reach out to the office, and they will be happy to have an inspector contact the property owner and meet at the property to clarify the inspection and assist them with understanding what needs to be done to achieve compliance.

During the course of the Fire Chief's presentation, Director Fougner's requested that the Chief reconfirm the Department was suspending forced abatement until each property owner, who requests a meeting, has an opportunity to meet with a fire inspector on his premises to review the violation. Chief Washington confirmed the process that the staff is following. Director Fougner advised that he had personally sent a postcard mailer in his own name to the property owners in his Division informing them of this decision.

Chief Washington informed the board members that there have been lessons learned and that at the conclusion of this year's abatement season, all staff will meet to plan improvements to next year's program. The Board requested to review the communication to residents at the January 2025 meeting.

7. Public Hearing

a. *Final Budget Fiscal Year 2024/25*

President Elliott opened and closed the public hearing. Ms. Rannals reported that there were no written comments submitted.

8. New Business

a. *Resolution No. 2024-06*

Ms. Rannals summarized the staff report and the purpose of the resolution that establishes committed and/or constrained fund balances for FY24. Staff evaluates the District's equity (or fund balance) to ensure the appropriate reserves are allocated to meet the constraints of GASB 54, in addition to the long- and short-term financial needs of the District. Resolution No. 2024-06 meets GASB 54 criteria and Exhibit A reallocates the unassigned fund balances to achieve the long and short-term financial needs. She responded to questions from the board.

MOTION BY DIRECTOR FOUNGNER, SECOND BY DIRECTOR MILLER, and APPROVED to accept staff's recommendation listed in Staff Report 24-17 and ADOPTED Resolution No. 2024-06 *entitled* a Resolution of the Board of Directors of the Vista Fire Protection District Establishing Committed and/or Constrained Fund Balances for FY24 on the following roll call vote:

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

b. *Final Budget FY 2024/25*

Ms. Rannals delivered a PowerPoint presentation on the Final Budget for FY25 focusing on the differences between the Preliminary and Final budget. She reports that the revenue projection of \$5,156 (in thousands) is expected to decrease (1.6%). The revenue anticipated is primarily from the San Diego County Tax Assessor's FY25 estimated receivables (\$4,712); the remainder is comprised of Interest and Miscellaneous revenue.

She reports that the overall Operating Budget of \$4,802 (in thousands) increased (5.5%). She summarized the expenditure changes between the proposed budget and preliminary budget expenditures that include:

- Emergency Services – \$4,241 (\$193) - this is where 90% of the tax revenue goes to fund the emergency response and fire prevention services. Since property tax is expected to increase 4.6%, so should this expense.
- Grant – \$3 (-\$193) – the overall decrease is the direct result of receiving the ARPA Grant in FY24. No other grants are anticipated this year.

She also provided an updated overview of the District's cash position, and she responded to questions from the Board.

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR ELLIOTT, and ADOPTED Resolution No. 2024-07 *entitled* a Resolution of the Board of Directors of the Vista Fire Protection District Adopting a Final Budget for Fiscal Year 2024/25 on the following roll call vote:

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

c. *Special Presentation – “Navigating the Fire Insurance Maze”*

Due to Chief Davidson’s deployment to the Airport Fire, this item is deferred to a future meeting.

*10-minute recess*

9. Oral Report(s)

1) *Fire Chief* – In addition to his report submitted, Chief Washington reported that a question arose out of the 2:2:1, and he will respond:

Q: Director Miller requested additional information on what type of new construction was permitted in the district? The 13,360 square feet of new construction was comprised of Single-Family Residence – 2; ADU’s – 2; Barns – 2; Animal Shelter – 1.

He also reported the following:

- Provided an update on the fires and the personnel assigned to the Bridge Fire, Line Fire and Airport Fire
- As a result of the deployments, and the vacancies within the department, the North Zone is seeking to drawback resources.
- The GPS signaling that is being added to the Opticom, should also be added to signals in the unincorporated area. He intends to make the inquiry when meeting with Supervisor Desmond.
- Station 3 reconstruction is moving forward. The personnel assigned to that station should be moving into the temporary facility later this month. There was an inquiry as to whether or not there will be a groundbreaking or demolition ceremony. The Chief will find out if one is planned.

2) *Deputy Chief – Administration – not in attendance.* No report.

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

- She reminded the board members of the upcoming special meeting on September 17, 2024 starting at 9am.

4) *Legal* – No report

5) *Board of Directors*

- Miller: he proposed to add to the October agenda the Fire Inspector Additional Services to discuss what items that he could focus on that is over and above the basic contract. His suggestion was items identified within the CWPP.



Minutes

Vista Fire Protection District Board of Directors

September 11, 2024

Page 5 of 5

- Fougner: reported that he met with the Board President, Administrative Manager, and legal counsel to discuss specifically the contract between the District and the City. Through discussion there is a desire to bring the contract language up to date.
- Ploetz: Encouraged attendance at the general meeting of Fire Safe Council on September 12 starting at 10:30 am.
- Elliott: reported that Directors Elliot and Ploetz, Chief Washington and Ms. Rannals met with the City Manager on August 21<sup>st</sup>. Topics of discussion included:
  - Response time - Reporting, contract standards, changes in Standards of Cover over time, working toward compliance, and how City decisions can have an effect on the District such as traffic calming.
  - Fire Mitigation Funds - Finance transfer of funds, Order of spending (Grants first, then FMF), need a clear accounting and reporting for Fire Mitigation Fee report to county for reimbursement to VFPD.
  - Fire inspector/Deputy Fire Marshal positions
  - Update on Buena Creek project - This could be a model for City projects as well.

He also informed the Board that he, Director Ploetz, and the staff have a meeting with Supervisor Desmond on September 16<sup>th</sup>. A report will be provided at the next meeting.

10. Adjournment

President Elliott adjourned the meeting at 3:48 pm.

---

Karlana Rannals  
Board Clerk

---

James F. Elliott  
President



## VISTA FIRE PROTECTION DISTRICT Special Board of Directors Meeting Minutes – September 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.*

### **CLOSED SESSION – AGENDA – 9:00 AM**

Pursuant to the following section, the board met in closed session from 9:00 am – 10:10 am, and discussed the following:

#### 1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Gov. Code Section 54956.9 (d)(4)

Based on existing facts and circumstances, the legislative body of the local agency has decided to initiate or is deciding whether to initiate litigation.

Number of potential cases: One

*All board members listed, Administrative Manager Rannals and Chris Cardinale (Legal Counsel) attended and participated in the discussion.*

Upon reconvening, President Elliott reported that he appointed Director Fougner to collaborate with legal counsel to begin discussions with regarding the contract between the City and the District.

### **REGULAR SESSION – AGENDA – 10:30 AM**

President Elliott called to order the regular meeting of the Vista Fire Protection District Board of Directors at 10:30 AM at the “Smart Space” conference room located at 450 South Melrose Drive, Vista CA.

#### 1. Pledge of Allegiance

President Elliott led the assembly in the Pledge of Allegiance.

#### 2. Roll

Directors Present: Elliott, Fougner, Miller, Ploetz

Directors Absent: Gomes

Staff Present: Karlena Rannals, Administrative Manager; Gerard Washington,

By Invitation: Chief Micheal Despain, FireStats, LLC

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

No one requested to speak to the Board.

#### 4. Strategic Plan

President Elliott welcomed the consultant Chief Micheal Despain, FireStats, LLC who led the discussion with the board and staff on the draft 5-year strategic plan included with the agenda material. Chief Despain provided an overview of his work process from the initial meeting and aligning the Districts priorities. He reviewed the key themes, strategic objectives, outcome measurements, and supporting goals that will guide organizational priorities, in cooperation with the Vista Fire Department. He noted that outcomes and supporting goals may be repeated because the same solution can meet multiple strategic objectives.

Director Fougner posed the question whether the District should be considered an actual fire department or, in its present form of operation, simply a legal entity with statutory powers that enable it to procure the services of an existing fire department. In his view this difference shapes the mission and goals that the District can actually achieve and be accountable for. As a subcontractor to the District, the Vista Fire Department is in a collaborative relationship with the District but takes its instructions from the City of Vista and not the District. Director Elliott expressed the opinion that it was still important for the District to articulate the goals it expects the Department to achieve, whether or not we have any direct authority to control their accomplishment. Other Directors expressed opinions that blended both perspectives.

During the discussion, three items were identified that should be amended that include:

1. Theme 1 – amend the language from “For first unit arrival at structure fires, hazardous materials releases, and other crisis events, require the use of personal protective equipment within 8 minutes and 30 seconds (*urban*) and 12 minutes and 30 seconds (*rural*) for 90 percent of incidents (*emergent calls, 9-1-1 verification of address at PSAP to unit arrival – District urban and rural*) to the following:
  - a. For first unit arrival at structure fires, hazardous material releases, and other crisis events, require the use of personal protective equipment within the standards established by the fire services contract between the District and the City, as such contract and standards may be amended from time to time.”
2. Theme 1 – all references to the install of signal preemption systems: add the following intersections:
  - a. Osborne St/East Vista Way
  - b. Woodland/South Santa Fe
3. Theme 2 – clarify the “review of individual board member liability. The intended goal is to conduct a complete review of the District’s insurance and its levels.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR PLOETZ, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept the Vista Fire Protection District Strategic Plan 2024 – 2029 subject to the changes outlined.

5. Adjournment

President Elliott adjourned the meeting at 12:15 pm.

---

Karlana Rannals  
Board Clerk


---

James F. Elliott  
President

**VISTA FIRE PROTECTION DISTRICT**  
**PAYROLL REGISTER - July (Paid 10/07/24)**

Payment No.	Name	Gross
Direct		
Deposit	Elliott, James Jul - Sep 2024)	\$ 400.00
Direct		
Deposit	Fougner, Robert Jul - Sep 2024)	\$ 400.00
Direct		
Deposit	Gomez, Daniel Jul - Sep 2024)	\$ 200.00
Direct		
Deposit	Miller, Read Jul - Sep 2024)	\$ 400.00
Direct		
Deposit	Ploetz, John Jul - Sep 2024)	\$ 400.00
Direct		
Deposit	Rannals, Karlana	<u>\$ 5,000.00</u>
		\$ 6,800.00
	Employer Payroll Taxes	
	Federal (Social Security/Medicare)	\$ 520.20
	State	<u>\$ -</u>
		<u><u>\$ 7,320.20</u></u>

**VISTA FIRE PROTECTION DISTRICT**  
**ACCOUNTS PAYABLE**  
**October 9, 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 - October 2024 <i>Paid on 10-3-24</i>	\$877.95
Auto Withdrawal	ADP, Inc.	Sep Payroll Fee <i>Paid on 10-9-2024</i>	\$99.00
		<b>Accounts Payable (Auto withdrawal)</b>	<b>\$976.95</b>
4236	WHITE AND BRIGHT 970 Canterbury Place Escondido, CA 92025	Legal Fees - Annual Audit Letter Invoice #13439 (Sep 2024)	\$500.58
4237	ALVAREZ-GLASMAN & COLVIN 13181 Crossroads Pkwy. North Suite 400 - West Tower City of Industry, CA 91746	Legal Fees - District Business Invoice # 2024-08-21190 & Invoice # 2024-08-21191	\$5,553.00
4238	AZTEC LANDSCAPING 7980 Lemon Grove Way Lemon Grove, Ca 91945	Emergency Access Roads, Invoice # L5041, September 2024	\$2,187.50
4239	C J Brown & Company CPA's 10805 Holder St. Ste 150 Cypress, CA 90630	FY24 Audit Progress Payment - August FY24 Audit Progress Payment - September	\$527.00 \$2,690.00
4240	CITY OF VISTA 200 Civic Center Drive Vista, CA 92084	Fire/EMS - TA#2 Fire Inspector - September 2024	\$24,480.85 \$5,733.12
4241	RANNALS, Karlena	Out of Pocket Expenses (Sep 1 - 30, 2024) Telephone Reimbursement (July - September 24)	\$358.27 \$150.00
4242	RGM CONSULTING 815 Sierra Verde Dr. Vista, CA 92084	Monthly Maintenance (October 2024) Inv # 7298	\$150.00
4243	STREAMLINE P.O. Box 207561 Dallas, TX 75320-7561	Monthly Billing for Webhosting Invoice # 67009CA4-0047	\$84.00
		<b>Accounts Payable (Checks)</b>	<b>\$42,414.32</b>
	PAYROLL:		
	See Payroll Register	Employee & Directors	\$6,800.00
	U.S. TREASURY (PAYROLL TAX)	FEDERAL FORM 941-EFT VIA EFTPS-DEPOSIT	\$520.20
		<b>August Payroll Total</b>	<b>\$7,320.20</b>
		<b>Total District Expenses - September 2024</b>	<b>\$50,711.47</b>
	<b>CHECK VOID</b>		
	<b>Director</b>		<b>9-Oct-24</b>
			
	<b>Administrative Manager</b>		<b>3-Oct-24</b>

**Accounts Payable  
Certification**

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

CERTIFICATION FOR PAYMENT NO. TA#2

CONSULTANT/VENDOR:  
City of Vista

BILLING PERIOD:

ADDRESS: 200 Civic Center Drive, Vista, CA 92084

ACCOUNT No.:

DESCRIPTION: Tax Apportionment #2

**STATEMENT OF PAYMENT**

				Apportionment of Fee	FEE PAYABLE
Gross Tax Apportionment	100%	\$	27,200.94	0%	\$ -
Less Interest Allocation	100%	\$	-	0%	\$ -
Tax Apportionment	100%	\$	27,200.94	90%	<u>\$ 24,480.85</u>
Invoice Billed #: 26892					\$ 24,480.85
Discrepancy					<u>\$ (0.00)</u>



Certified by: Karlana Rannals, Administrative Manager

9/18/2024

Date



TO: BOARD OF DIRECTORS  
FROM: GERARD WASHINGTON, FIRE CHIEF  
SUBJECT: MONTHLY ACTIVITY REPORT – FIRE CHIEF’S REPORT  
DATE: October 1, 2024



---

## Monthly Activity Summary (September 1 to September 30, 2024)

The following highlights the work activities for the reporting period:

1. Fire in Northern and Southern California were supported by Vista Fire. Br122 & OES 408 were assigned to the Line Fire in San Bernadino, and Chief Wecklich/Davidson were deployed to the Airport Fire in Orange County. Chief Wecklich was certified as a Strike Team Leader.
2. The Strategic Planning Community Stakeholder meetings, along with internal meetings, were successfully conducted.
3. Six Firefighter Paramedics began their new hire academy on Monday, September 23rd.
4. NBS provided an assessment of ambulance costs and recommended fee changes. This information will return to the fire district once the city determines the fee increase, ensuring that both ordinances align.
5. The department conducted Leadership training for all suppression personnel.
6. The Weed Abatement program is still going strong, receiving about 60 to 80 phone calls or email inquiries each week. We have 1,362 noncompliant inspections to follow up on since September 8th; 294 of these have complied and been cleared. We are still working on 1,068 inspections for compliance. Additionally, we have one forced abatement pending due to a neighbor complaint on Osborne.
7. Fire Inspector O'Neil is diligently preparing for four open houses, which will take place each Saturday in October. The schedule is as follows: October 5 at Station 2, October 12 at Station 4, October 19 at Station 5, and October 26 at Station 6. Each open house will run from 1 PM to 3 PM.
8. The Disaster Expo was attended by our Emergency Manager and ESO
9. North Zone Water Rescue Drills are to be held throughout the month.
10. The remaining equipment for installation on the three BLS ambulances has arrived, including radios and GPS Opticom systems. These items will be sent to EVG in Anaheim for installation, with plans for the ambulances to arrive in October.
11. The Station 3 move-out transition plan has been released. Movement was coordinated with Battalion Chiefs, North County Dispatch, Erickson Hall, and the project manager. The move-out is scheduled for September 30 at 0800, with E123 relocating to Vista 6 and RA123 moving to Vista 1 for four days. The crew will move to a temporary station on October 4.
12. The final GPS Opticom installations and functional testing will take place this week.
13. The SDGE battery energy storage site was inspected, and a pre-plan has been submitted to dispatch. The Training Division is managing the educational component.
14. Session 1 of CERT was held on September 18, and we had 36 attendees.
15. A LISTOS (Spanish language) training day was held on September 28 at Station 5. Students learned about personal and home safety. The department is working cooperatively with Oceanside's EM staffer.

TO: BOARD OF DIRECTORS  
FROM: MARK VIEROW, FIRE MARSHAL  
SUBJECT: MONTHLY ACTIVITY REPORT – FIRE MARSHAL  
DATE: September 30, 2024



---

## Monthly Activity Summary (August 1-30, 2024)

The following highlights the work activities for the reporting period:

1. Projects: The Havens, Gopher Canyon Rd
  - 10 Single Family Dwelling Finalized.
  - 2270 Primrose, 1 building, 11 apartments
  - No change
  - 2357 S Santa Fe Ave. La Sabila Senior Living complex 85 Units
  - Site work continues
  
2. Plan checks and construction inspections continue.
  - 10 plan checks
  - 20 construction inspections
  
3. 66,195 new square feet.
  - \$58,873.84 in fire mitigation fees.

These include Accessory Dwelling Units, Storage Sheds, Additions, Single Family Dwellings, Garages, and Junior Accessory Dwelling Units.



TO: BOARD OF DIRECTORS  
FROM: James Kozakiewicz, Fire Inspector  
SUBJECT: MONTHLY ACTIVITY REPORT – FIRE  
DATE: October 2, 2024



---

## **Monthly Activity Summary (September 1– September 30, 2024)**

The following highlights the work activities for the reporting period:

1. Inspector Kozakiewicz evaluated all emergency access roads with Director Ploetz and Director Fougner. All emergency access roads are in good condition.
2. Emergency access road signage is deteriorating and is in need of replacement. Inspector Kozakiewicz will provide a proposal from a sign vendor in the coming months.
3. There is an overgrown tree at East Par Valley emergency access road gate. Inspector Kozakiewicz is still working on resolution with Deer Springs Fire Protection District.
4. A Hydrant at East Par Valley emergency access road gate is not accessible. Inspector Kozakiewicz is still working on resolution with Deer Springs Fire Protection District.
5. The 2024 weed abatement re inspections are still in progress.



# EFFECTIVE RESPONSE FORCE REPORT

JULY 2024



# VISTA FIRE DEPARTMENT

## STANDARD OF COVER TRAVEL INTERVALS

July 2024

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

Type	Risk Level	Unit Complement	Parameter	Urban	Suburban	Rural
All Risks	N/A	1 Engine or 1 Aerial	Objective	00:05:40	00:06:30	00:08:00
All Risks	N/A	1 Engine or 1 Aerial	90th Percentile	00:07:42	00:07:59	00:12:16
All Risks	N/A	1 Engine or 1 Aerial	Count	97	14	21
Fire	High	4 Engine, 1 Ambulance, 1 BC, 1 Aerial	Objective	00:09:30	00:11:00	00:11:30
Fire	High	4 Engine, 1 Ambulance, 1 BC, 1 Aerial	90th Percentile	n/a	n/a	n/a
Fire	High	4 Engine, 1 Ambulance, 1 BC, 1 Aerial	Count	n/a	n/a	n/a
Fire	Medium	3 Engine, 1 Ambulance, 1 BC, 1 Aerial	Objective	00:09:00	00:10:30	00:11:00
Fire	Medium	3 Engine, 1 Ambulance, 1 BC, 1 Aerial	90th Percentile	n/a	n/a	n/a
Fire	Medium	3 Engine, 1 Ambulance, 1 BC, 1 Aerial	Count	n/a	n/a	n/a
Fire	Low	1 Engine	Objective	00:05:40	00:08:00	00:08:00
Fire	Low	1 Engine	90th Percentile	00:07:37	00:12:04	00:06:08
Fire	Low	1 Engine	Count	11	3	2
EMS	High	1 Engine, 1 Ambulance	Objective	00:06:00	00:08:30	00:09:30
EMS	High	1 Engine, 1 Ambulance	90th Percentile	00:09:20	00:09:34	00:08:46
EMS	High	1 Engine, 1 Ambulance	Count	20	2	3
EMS	Medium	1 Engine, 1 Ambulance	Objective	00:06:00	00:08:30	00:09:30
EMS	Medium	1 Engine, 1 Ambulance	90th Percentile	00:13:57	00:08:34	00:22:12
EMS	Medium	1 Engine, 1 Ambulance	Count	30	6	9
EMS	Low	1 Engine, 1 Ambulance	Objective	00:06:00	00:08:30	00:09:30
EMS	Low	1 Engine, 1 Ambulance	90th Percentile	n/a	n/a	n/a
EMS	Low	1 Engine, 1 Ambulance	Count	n/a	n/a	n/a
Rescue	High	2 Engine, 1 Ambulance, 1 BC, 1 Aerial	Objective	00:09:00	00:10:30	00:11:30
Rescue	High	2 Engine, 1 Ambulance, 1 BC, 1 Aerial	90th Percentile	n/a	n/a	n/a
Rescue	High	2 Engine, 1 Ambulance, 1 BC, 1 Aerial	Count	n/a	n/a	n/a
Rescue	Medium	1 Engine, 1 Ambulance, 1 BC, 1 Aerial	Objective	00:08:30	00:11:00	00:11:00
Rescue	Medium	1 Engine, 1 Ambulance, 1 BC, 1 Aerial	90th Percentile	n/a	n/a	n/a
Rescue	Medium	1 Engine, 1 Ambulance, 1 BC, 1 Aerial	Count	n/a	n/a	n/a
Rescue	Low	1 Engine, 1 Ambulance	Objective	00:08:00	00:08:00	00:09:00
Rescue	Low	1 Engine, 1 Ambulance	90th Percentile	00:08:56	00:05:15	00:12:01
Rescue	Low	1 Engine, 1 Ambulance	Count	5	1	3
Wildland	Red Flag	2 Type 1, 3 Type 3, 1 BC, 1 WT, Aircraft	Objective	00:10:24	00:13:00	00:18:12
Wildland	Red Flag	2 Type 1, 3 Type 3, 1 BC, 1 WT, Aircraft	90th Percentile	n/a	n/a	n/a
Wildland	Red Flag	2 Type 1, 3 Type 3, 1 BC, 1 WT, Aircraft	Count	n/a	n/a	n/a
Wildland	High	2 Type 1, 3 Type 3, 1 BC, 1 WT, Aircraft	Objective	00:10:24	00:13:00	00:18:12
Wildland	High	2 Type 1, 3 Type 3, 1 BC, 1 WT, Aircraft	90th Percentile	n/a	n/a	n/a
Wildland	High	2 Type 1, 3 Type 3, 1 BC, 1 WT, Aircraft	Count	n/a	n/a	n/a
Wildland	Medium	2 Type 1, 2 Type 3, 1 BC	Objective	00:10:24	00:13:00	00:18:12
Wildland	Medium	2 Type 1, 2 Type 3, 1 BC	90th Percentile	n/a	n/a	n/a
Wildland	Medium	2 Type 1, 2 Type 3, 1 BC	Count	n/a	n/a	n/a
Wildland	Low	2 Type 1, 2 Type 3, 1 BC	Objective	00:09:00	00:13:00	00:18:12
Wildland	Low	2 Type 1, 2 Type 3, 1 BC	90th Percentile	n/a	n/a	n/a
Wildland	Low	2 Type 1, 2 Type 3, 1 BC	Count	n/a	n/a	n/a
Hazmat	High	2 Engine, 1 Ambulance, 1 BC, 1 Aerial	Objective	00:09:00	00:10:30	00:11:30
Hazmat	High	2 Engine, 1 Ambulance, 1 BC, 1 Aerial	90th Percentile	n/a	n/a	n/a
Hazmat	High	2 Engine, 1 Ambulance, 1 BC, 1 Aerial	Count	n/a	n/a	n/a
Hazmat	Low	1 Engine	Objective	00:05:40	00:06:30	00:08:00
Hazmat	Low	1 Engine	90th Percentile	n/a	n/a	n/a
Hazmat	Low	1 Engine	Count	n/a	n/a	n/a



# EFFECTIVE RESPONSE FORCE REPORT

**AUGUST 2024**



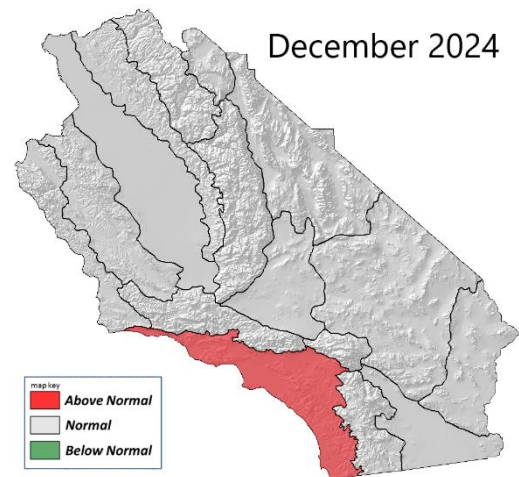
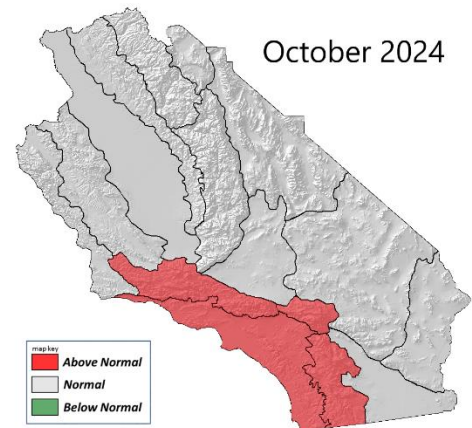
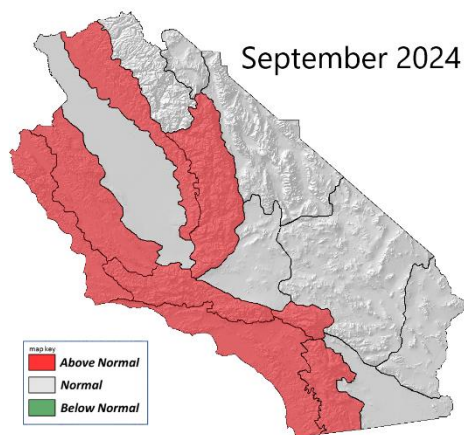
# VISTA FIRE DEPARTMENT

## STANDARD OF COVER TRAVEL INTERVALS

August 2024

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

Type	Risk Level	Unit Complement	Parameter	Urban	Suburban	Rural
All Risks	N/A	1 Engine or 1 Aerial	Objective	00:05:40	00:06:30	00:08:00
All Risks	N/A	1 Engine or 1 Aerial	90th Percentile	00:07:08	00:08:09	00:09:35
All Risks	N/A	1 Engine or 1 Aerial	Count	132	9	33
Fire	High	4 Engine, 1 Ambulance, 1 BC, 1 Aerial	Objective	00:09:30	00:11:00	00:11:30
Fire	High	4 Engine, 1 Ambulance, 1 BC, 1 Aerial	90th Percentile	00:08:27	n/a	n/a
Fire	High	4 Engine, 1 Ambulance, 1 BC, 1 Aerial	Count	1	n/a	n/a
Fire	Medium	3 Engine, 1 Ambulance, 1 BC, 1 Aerial	Objective	00:09:00	00:10:30	00:11:00
Fire	Medium	3 Engine, 1 Ambulance, 1 BC, 1 Aerial	90th Percentile	n/a	n/a	n/a
Fire	Medium	3 Engine, 1 Ambulance, 1 BC, 1 Aerial	Count	n/a	n/a	n/a
Fire	Low	1 Engine	Objective	00:05:40	00:08:00	00:08:00
Fire	Low	1 Engine	90th Percentile	00:06:07	00:05:52	00:10:06
Fire	Low	1 Engine	Count	5	1	3
EMS	High	1 Engine, 1 Ambulance	Objective	00:06:00	00:08:30	00:09:30
EMS	High	1 Engine, 1 Ambulance	90th Percentile	00:08:60	00:09:22	00:08:27
EMS	High	1 Engine, 1 Ambulance	Count	32	4	7
EMS	Medium	1 Engine, 1 Ambulance	Objective	00:06:00	00:08:30	00:09:30
EMS	Medium	1 Engine, 1 Ambulance	90th Percentile	00:11:23	00:10:37	00:12:55
EMS	Medium	1 Engine, 1 Ambulance	Count	79	3	17
EMS	Low	1 Engine, 1 Ambulance	Objective	00:06:00	00:08:30	00:09:30
EMS	Low	1 Engine, 1 Ambulance	90th Percentile	n/a	n/a	00:08:49
EMS	Low	1 Engine, 1 Ambulance	Count	n/a	n/a	1
Rescue	High	2 Engine, 1 Ambulance, 1 BC, 1 Aerial	Objective	00:09:00	00:10:30	00:11:30
Rescue	High	2 Engine, 1 Ambulance, 1 BC, 1 Aerial	90th Percentile	n/a	n/a	n/a
Rescue	High	2 Engine, 1 Ambulance, 1 BC, 1 Aerial	Count	n/a	n/a	n/a
Rescue	Medium	1 Engine, 1 Ambulance, 1 BC, 1 Aerial	Objective	00:08:30	00:11:00	00:11:00
Rescue	Medium	1 Engine, 1 Ambulance, 1 BC, 1 Aerial	90th Percentile	n/a	n/a	n/a
Rescue	Medium	1 Engine, 1 Ambulance, 1 BC, 1 Aerial	Count	n/a	n/a	n/a
Rescue	Low	1 Engine, 1 Ambulance	Objective	00:08:00	00:08:00	00:09:00
Rescue	Low	1 Engine, 1 Ambulance	90th Percentile	00:09:43	00:05:42	00:05:28
Rescue	Low	1 Engine, 1 Ambulance	Count	2	1	2
Wildland	Red Flag	2 Type 1, 3 Type 3, 1 BC, 1 WT, Aircraft	Objective	00:10:24	00:13:00	00:18:12
Wildland	Red Flag	2 Type 1, 3 Type 3, 1 BC, 1 WT, Aircraft	90th Percentile	n/a	n/a	n/a
Wildland	Red Flag	2 Type 1, 3 Type 3, 1 BC, 1 WT, Aircraft	Count	n/a	n/a	n/a
Wildland	High	2 Type 1, 3 Type 3, 1 BC, 1 WT, Aircraft	Objective	00:10:24	00:13:00	00:18:12
Wildland	High	2 Type 1, 3 Type 3, 1 BC, 1 WT, Aircraft	90th Percentile	n/a	n/a	n/a
Wildland	High	2 Type 1, 3 Type 3, 1 BC, 1 WT, Aircraft	Count	n/a	n/a	n/a
Wildland	Medium	2 Type 1, 2 Type 3, 1 BC	Objective	00:10:24	00:13:00	00:18:12
Wildland	Medium	2 Type 1, 2 Type 3, 1 BC	90th Percentile	n/a	n/a	n/a
Wildland	Medium	2 Type 1, 2 Type 3, 1 BC	Count	n/a	n/a	n/a
Wildland	Low	2 Type 1, 2 Type 3, 1 BC	Objective	00:09:00	00:13:00	00:18:12
Wildland	Low	2 Type 1, 2 Type 3, 1 BC	90th Percentile	n/a	n/a	n/a
Wildland	Low	2 Type 1, 2 Type 3, 1 BC	Count	n/a	n/a	n/a
Hazmat	High	2 Engine, 1 Ambulance, 1 BC, 1 Aerial	Objective	00:09:00	00:10:30	00:11:30
Hazmat	High	2 Engine, 1 Ambulance, 1 BC, 1 Aerial	90th Percentile	n/a	n/a	n/a
Hazmat	High	2 Engine, 1 Ambulance, 1 BC, 1 Aerial	Count	n/a	n/a	n/a
Hazmat	Low	1 Engine	Objective	00:05:40	00:06:30	00:08:00
Hazmat	Low	1 Engine	90th Percentile	n/a	n/a	n/a
Hazmat	Low	1 Engine	Count	n/a	n/a	n/a



## September– December 2024 South Ops Highlights

- There is a moderate tilt in the odds towards above normal large fire potential from September through November for all areas shaded in red.
- There is a slight tilt in the odds towards above normal large fire potential across the South Coast for December due to the odds favoring a drier than normal fall season.
- Large fires are likely to be primarily grass dominated and fine fuels dominated.
- Due to the anomalously wet winter and spring season, there is an abnormally large load of dead grass crop and thus a larger total fuel load than normal.
- Due to no areas of prolonged drought, larger live fuels (timber) are less susceptible to ignition than finer fuel.



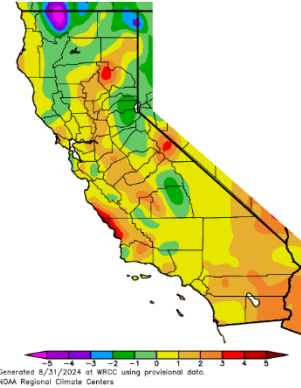
## Weather Discussion

A warm and dry pattern has persisted across central and southern California through August. Temperature anomalies generally ranged from 0F to 4F above normal for the overwhelming majority of the area (**Fig 1**). Most of the area saw less than 50% of the average August precipitation (**Fig 2**).

There are small localized areas of positive precipitation anomalies due to intermittent monsoonal moisture resulting in slow moving heavy shower and thunderstorms, however most of the region remained dry. Since the beginning of our water year (October 1<sup>st</sup>), most areas are remaining slightly to well above average due to an anomalously wet late winter and early spring (**Fig 3**).

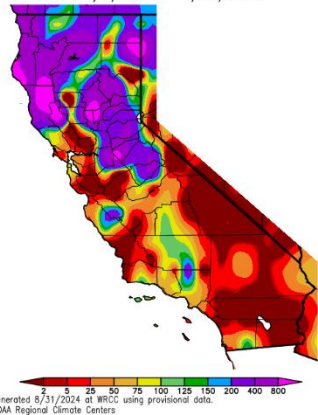
The El Niño Southern Oscillation (ENSO) currently remains in a neutral state due to the current transition from the El Niño to the La Niña state. Sea Surface Temperature (SST) Anomalies now range between 0.2°C and 0.4°C below normal in the equatorial Pacific (**Fig 4**).

Ave. Temperature dep from Ave (deg F)  
8/1/2024 – 8/30/2024



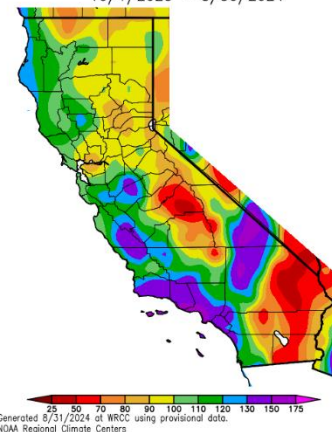
**Fig 1: August 1<sup>st</sup> – August 30<sup>th</sup> Temperature Departure from Average**

Percent of Average Precipitation (%)  
8/1/2024 – 8/30/2024



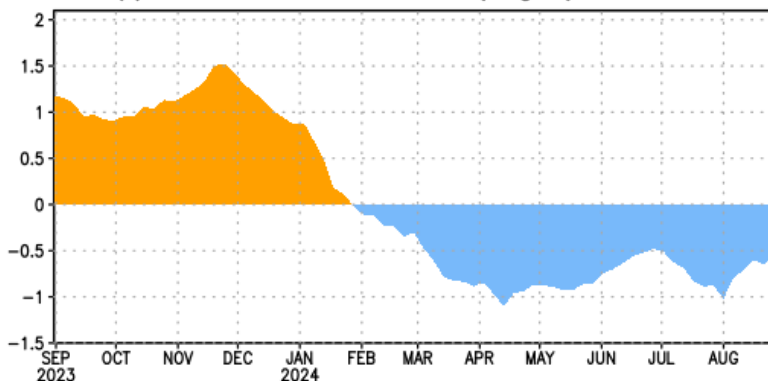
**Fig 2: August 1<sup>st</sup> – August 30<sup>th</sup> Precipitation (% of Ave.)**

Percent of Average Precipitation (%)  
10/1/2023 – 8/30/2024



**Fig 3: October 1<sup>st</sup> – August 30<sup>th</sup> Precipitation (% of Ave.)**

EQ. Upper–Ocean Heat Anoms. (deg C) for 180–100W



**Fig 4: Equatorial Pacific Upper-Ocean Heat Anomaly**

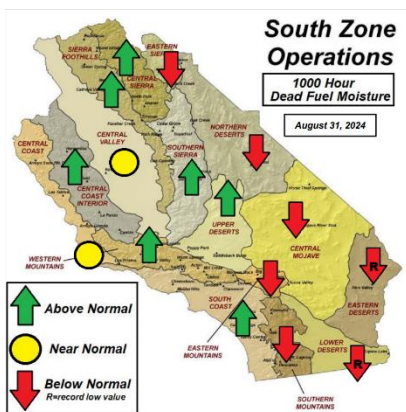
## Fuels Discussion

A Fuels and Fire Behavior Advisory is currently in effect for central and southern California. Click [here](#) to view the latest advisory.

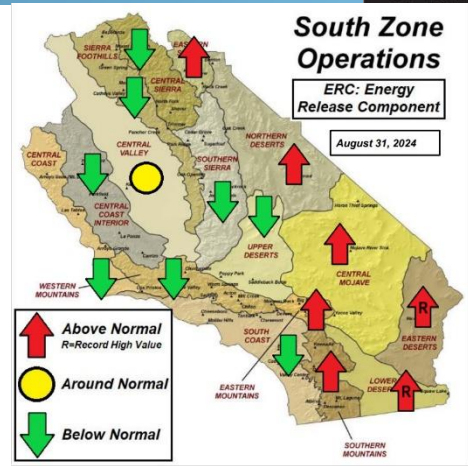
Fuels continue to remain dry across most of central and southern California. Latest analysis of the 1000-hr dead fuel moisture shows 7 out of 16 Predictive Services Areas (PSAs) have below normal 1000-hr dead fuel moisture (**Fig 5**). This can be attributed to the very dry conditions in July and August 2024 since 1000-hr fuels have the longest response time. Some indications show the fuels are less dry at the end of August than a month ago due to below normal Energy Release Components (ERCs) for much of the Sierra Mountain PSAs due to an uptick in monsoon activity over that portion of the region (**Fig 6**).

Live fuel however continued to dry across the area in August. Latest Los Padres Live Fuel Moisture values fell to near normal, while before ran significantly above normal (**Fig 7**). USDA Drought monitor shows zero areas in drought status across central and southern California, the only thing to note is some abnormally dry conditions (D0) in the Central Mojave, lower and eastern deserts (**Fig 8**).

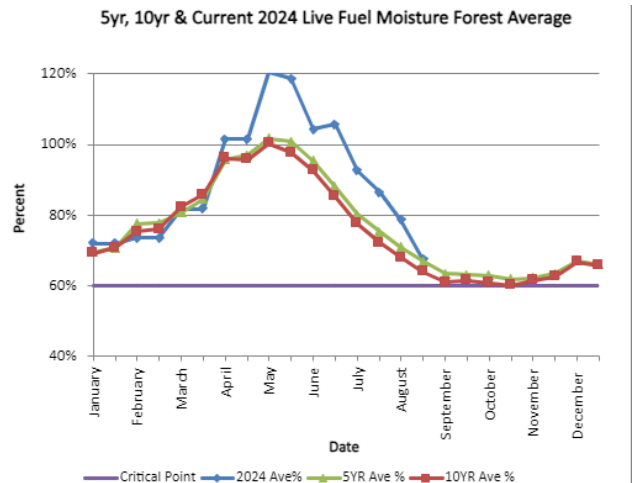
There continues to remain a large load of fine dead fuel as a result of the wetter than normal winter and spring months which resulted in a continued active fire season this year.



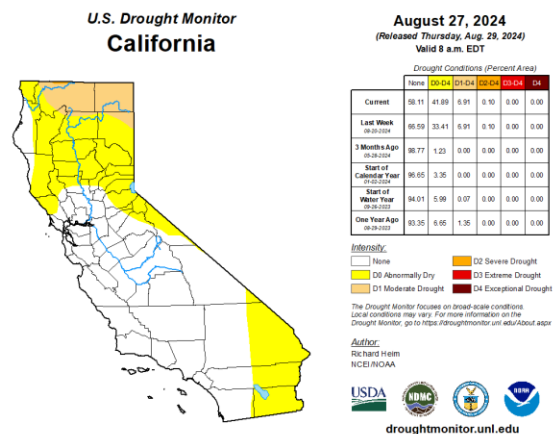
**Fig 5: 1000hr Dead Fuel Moisture by PSA Map**



**Fig 6: Energy Release Components by PSA Map**



**Fig 7: Los Padres NF Live Fuel Moisture from August 2024**



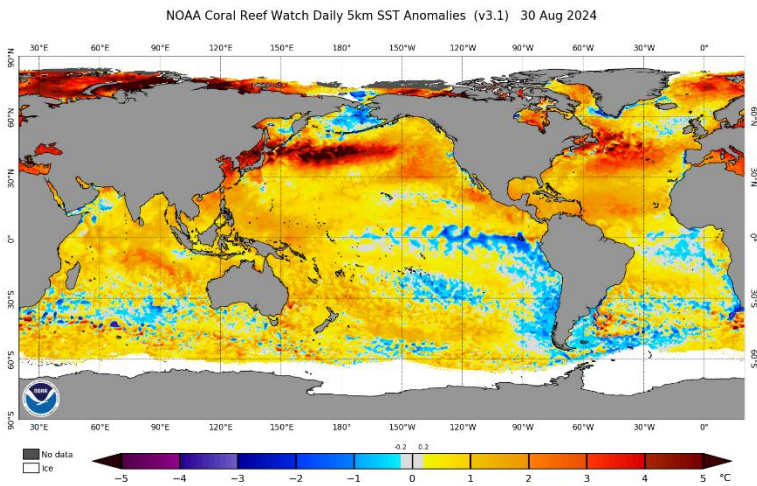
**Fig 8: USDA Drought Monitor August 27<sup>th</sup>**



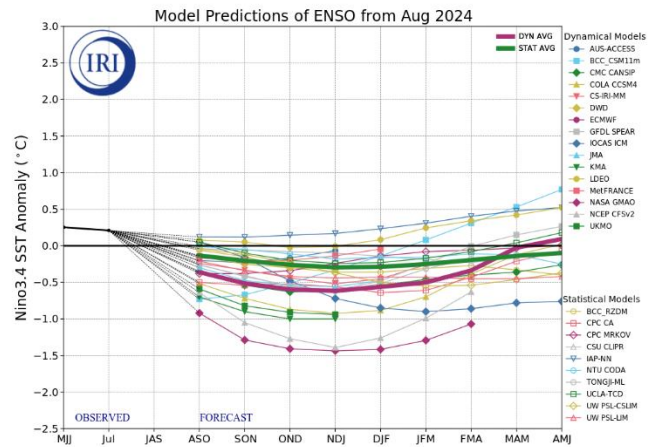


## SOUTH OPS OUTLOOK

Current SST anomalies and climate models suggest the continued trend towards the La Niña state of ENSO (**Fig 9 and Fig 10**) which supports a warmer and drier pattern on average during the fall and winter months for central and southern California. This trend is also reflected in the past several runs of the various climate models. Due to the combination of weather and fuels, there is a moderate tilt in the odds towards above normal fire potential in the Sierra Foothills, Southern Sierra, Central Coast, Central Coast Interior, Western Mountains, Eastern Mountains, Southern Mountains and South Coast for September and near normal potential for everywhere else in the central and southern California region. There is a slight to moderate tilt in the odds for above normal fire potential towards the Western Mountains, Eastern Mountains, Southern Mountains and South Coast for October and November. For December, there is a slight tilt in the odds towards above normal fire potential for the South Coast due to an increasingly likely dry fall and a delayed start to the wet season.

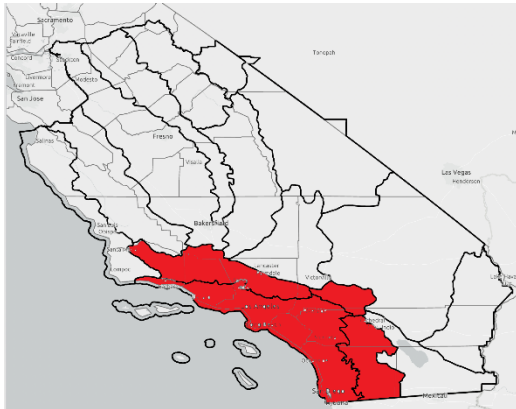


**Fig 9: Sea Surface Temperature Anomaly, August 30th, 2024**

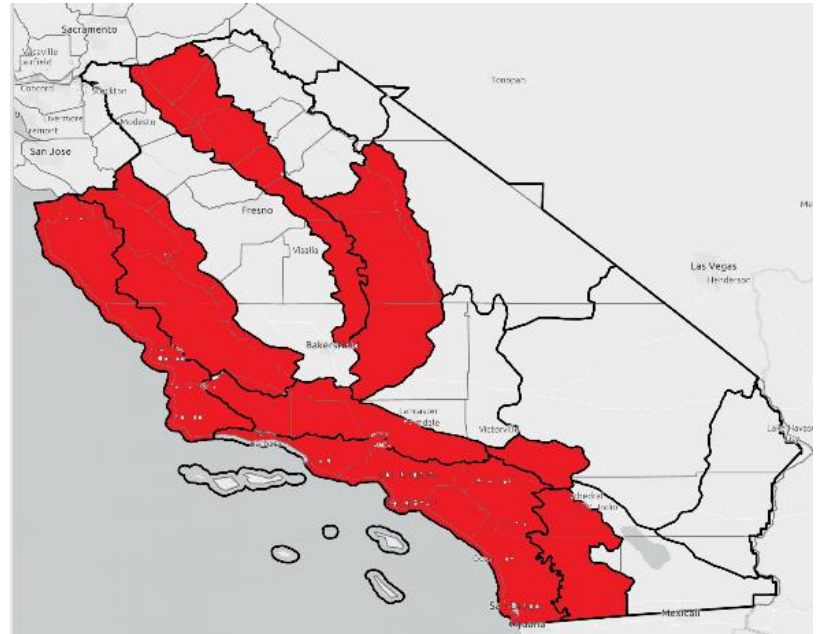


**Fig 10: Climate Model Predictions of the El Niño Southern Oscillation**

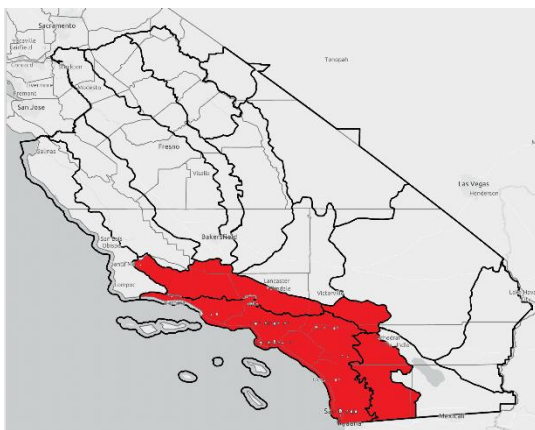
**Maps with Counties and Select Intel Links used in the forecast**



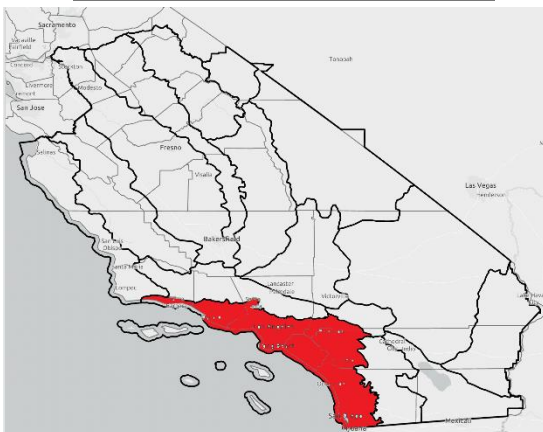
October 2024



September 2024



November 2024



December 2024

**Climate**

- <https://calclim.dri.edu/pages/anommaps.html>
- <https://droughtmonitor.unl.edu/>
- <https://www.cpc.ncep.noaa.gov/products/NMME/>

**100 hr dead fuel moisture**

- [https://gacc.nifc.gov/oscc/fuelsFireDanger\\_Hundred.php](https://gacc.nifc.gov/oscc/fuelsFireDanger_Hundred.php)

**Current sea surface temperatures**

- <https://www.ospo.noaa.gov/Products/ocean/sst/anomaly/>
- <https://www.tropicaltidbits.com>

TO: BOARD OF DIRECTORS  
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER  
SUBJECT: MONTHLY ACTIVITY REPORT - ADMINISTRATION  
DATE: October 3, 2024



---

## Activity Summary (September 1 – 30, 2024)

The following highlights my work activities for the reporting period:

1. Met (via Zoom) September 3 with President Elliott, Director Fougner and Chris Cardinale re: contract background.
2. Met (via Zoom) September 4 with Chiefs' Washington and Davis re: weed abatement program.
3. Met (via phone) September 5 with Director Miller re: policy review.
4. Coordinated and participated in the 2:2:1 meeting (September 9&10) in advance of monthly board meeting.
5. Prepared agenda items and supporting reports for September 11 Board of Directors meeting.
6. Prepared all accounts payable and financial reports.
7. Attended September 11 Board of Directors meeting.
8. Prepared and participated in on-site audit September 12 with Jonathan Abadesco, CJ Brown CPA & Associates FY24 Independent Audit
9. Prepared agenda items for September 17 Special Board of Directors meeting
10. Reviewed draft Strategic Plan for distribution prior to scheduled special meeting September 17
11. Met (in person) September 16 with President Elliot, Director Ploetz, Chief Washington, and Supervisor Desmond
12. Attended September 17 Board of Directors meeting.
13. Coordinated meeting between Director Fougner, Chris Cardinale and City of Vista representatives re: contract review.
14. Responded to two public records requests: 1) District compensation for CY23; and 2) Accounts Payable Listing for CY23
15. Coordinated and participated with President Elliott September 24 an investment review meeting with Zions representatives.
16. Met (in person) September 24 with President Elliott and Director Ploetz re: October Board of Directors meeting agenda.
17. Met (via Teams) September 26 with Chief Washington re: October Board of Directors meeting.
18. Met (via Zoom) September 26 with legal counsel re: policy review.
19. Met (via Zoom) September 27 with legal counsel re: policy review.
20. Received a signed contract from Caitlin Kreutz for grant research: The following is a synopsis of her report to me on September 30:

I wanted to provide you with an update on the status of the Buena Creek fuel reduction and fire mitigation project. Currently, the majority of available grant funds are geared towards larger-scale watershed projects, which has posed some challenges for our smaller initiative. However, I have identified a couple of potential grantors who may provide seed funding—approximately \$25K—to help us get this project underway. While this funding is not guaranteed, we can pursue it if we address a few key items on your end.

## Administrative Manager Report

Page | 2

Could you please confirm whether you have the capacity to take, hold, and distribute grant funds? (**Response:** yes) Additionally, do you have a SAM/DUNS number? (**Response: yes and provided**). Moreover, it's essential that we secure written pre-approval from the majority, if not all, of the homeowners in the project area. I will also need to gather additional letters of support from Vista Fire, along with those from VFPD.

*I will be collaborating with Chiefs' Washington, Davidson, and legal counsel on gaining access to the properties and the requested letters.*

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



**Vista Fire  
Protection District**

# Strategic Plan 2024–2029

# Acknowledgments

## Vista Fire District

**James Elliott**

President

**John Ploetz**

Vice President

**Robert Fougner**

Director

**Daniel Gomez**

Director

**Read Miller**

Director

**Karlana Rannals**

Administrative Manager

## Vista Fire Department

**Gerard Washington**

Fire Chief

**Bret Davidson**

Deputy Fire Chief

**Robbie Ford**

Deputy Fire Chief

**Steve Wecklich**

Division Chief

**Mark Vierow**

Fire Marshal

**James Kozakiewicz**

Fire Inspector

# Table of Contents

MESSAGE FROM THE PRESIDENT OF THE BOARD _____	4
EXECUTIVE SUMMARY _____	6
PURPOSE OF STRATEGIC PLANNING _____	8
METHODOLOGY _____	10
GOVERNANCE _____	12
FIRE DISTRICT HISTORY AND OVERVIEW _____	14
SERVICE AREAS _____	16
AGENCY VISION, MISSION, AND VALUES _____	17
STRATEGIC OBJECTIVES, OUTCOMES, AND GOALS _____	18
<b>THEME 1: HOW DO WE CONTINUE TO IMPROVE ON SAVING LIVES, PROPERTY, AND THE ENVIRONMENT BEFORE AND DURING EMERGENCY EVENTS? _____</b>	<b>20</b>
STRATEGIC OBJECTIVE 1.1: IMPROVE SURVIVABILITY FOR VICTIMS OF FIRE, HAZARDOUS MATERIALS RELEASE, ENTRAPMENT, AND OTHER CRISIS EVENTS	21
STRATEGIC OBJECTIVE 1.2: IMPROVE SURVIVABILITY OF PATIENTS WHO EXPERIENCE ACUTE MEDICAL EMERGENCIES	23
STRATEGIC OBJECTIVE 1.3: IMPROVE FIREFIGHTER SAFETY AND SURVIVAL	24
<b>THEME 2: HOW DO WE MEET THE INCREASING SERVICE DEMANDS OVER THE COMING YEARS? _____</b>	<b>26</b>
STRATEGIC OBJECTIVE 2.1: REDUCE FINANCIAL AND LEGAL RISK AND LIABILITY TO THE VISTA FIRE PROTECTION DISTRICT AND THE VISTA FIRE DEPARTMENT	27
STRATEGIC OBJECTIVE 2.2: IMPROVE EFFICIENCY WITHIN THE CURRENT DISTRICT BUDGET AND GOVERNANCE PROCESSES	28

**THEME 3: HOW DO WE BETTER MARKET OUR SERVICES AND DEMONSTRATE OUR VALUE TO THE COMMUNITY? \_\_\_\_\_ 30**

STRATEGIC OBJECTIVE 3.1: PROMOTE A POSITIVE AGENCY REPUTATION WITHIN THE COMMUNITY 31

STRATEGIC OBJECTIVE 3.2: MITIGATE FIRE-RELATED DAMAGE TO ALLOW OCCUPANTS TO REMAIN IN THE IMPACTED STRUCTURE AFTER SUPPRESSION OPERATIONS 32

STRATEGIC OBJECTIVE 3.3: PROVIDE DOWNWARD PRESSURE ON FIRE INSURANCE COSTS WITHIN THE COMMUNITY 34

STRATEGIC OBJECTIVE 3.4: PROVIDE VALUE TO THE COMMUNITY BEYOND THE 9-1-1 RESPONSE 36



# MESSAGE FROM THE PRESIDENT OF THE BOARD

The Vista Fire Protection District (VFPD) has a long history of providing top-quality emergency service to our community. Since 1944, our mission has been to protect life and property with fire and medical emergency services through effective prevention, response, and education to all who live, work, and play in our service area. Times change, technology changes, and people come and go, but the mission has remained the same.

This strategic plan begins a new chapter in our organization's commitment and dedication to service. Good intentions are important, but a strong strategic plan will help VFPD stay focused on things that make a difference to our community. It also creates a stronger alignment between VFPD and our primary service provider, the Vista Fire Department. The long-standing connection between VFPD and the Vista Fire Department has served us well and will be even more effective as we join forces on the implementation of this strategic plan. Both VFPD and the Vista Fire Department are focused on providing the best possible outcomes to our community whenever we are called to serve.

The VFPD board of directors and staff, the Vista Fire Department leadership and staff, and our consulting team have all committed themselves to delivering on the goals and objectives set in this plan. I appreciate the work that has gone into the development of this plan.

Sincerely,  
James F. Elliott  
President, Board of Directors



# Executive Summary

The Vista Fire Protection District (District) initiated a strategic planning process in April 2024. The process included a series of one-on-one interviews with the District board of directors, fire chief, and members of the administrative and command staff of the District and the Vista Fire Department (VFD). It also involved a careful review of key documents concerning the contractual relationship between the District and the City of Vista, including multiple Community Risk Assessment and Standards of Cover (CRA/SOC) documents. The most recent CRA/SOC was completed in March 2024.

On May 30, 2024, a facilitated strategic planning process was conducted with all directors, the fire chief, and members of the administrative and command staff from the District and the VFD. During this meeting, the facilitator provided the stakeholders with an overview of the value of strategic planning; a review of the most relevant outcome measurements for fire agencies, including all supporting data available at the time; and an introduction to the Commission on Fire Accreditation International (CFAI) process for accreditation of fire agencies. The facilitator encouraged the group to take time to freely and openly discuss the future needs of the District.

At the conclusion of the process, the stakeholders derived three key themes:

1

**How do we continue to improve on saving lives, property, and the environment before and during emergency events?**

2

**How do we meet the increasing service demands over the coming years?**

3

**How do we better market our services and demonstrate our value to the community?**

From these key themes, the board of directors developed a list of 9 strategic objectives, 14 outcome measurements, and 37 unique supporting goals that will guide organizational priorities over the coming years, in cooperation with the Vista Fire Department.



# Purpose of Strategic Planning

Strategic planning is an intentional process by which an agency or organization surveys the industry trends; customer's needs and wants; current and future available resources; and current and future capabilities of the agency to identify any performance gaps. When gaps are identified, the agency can then determine the organizational objectives, supporting goals, and critical tasks necessary to rectify the performance gaps. At the completion of the process, the agency possesses a planning document that helps it focus organizational resources on measurable outcomes and prevent inefficient and counterproductive activities. The strategic planning process provides additional value when a broad array of stakeholders reach a consensus on organizational performance gaps and potential solutions. Team effectiveness is enhanced through the power of shared vision and goals.

***“To achieve great things,  
two things are needed: a  
plan and not quite enough  
time.”***

**- Leonard Bernstein**



# Methodology

The District initiated a strategic planning process in April 2024. The process included a series of one-on-one interviews with the District board of directors, fire chief, and members of the administrative and command staff of the District and the VFD. It also involved a careful review of key documents concerning the contractual relationship between the District and the City of Vista, including multiple Community Risk Assessment and Standards of Cover (CRA/SOC) documents dating back to 2010. The most recent CRA/SOC was completed in March 2024.

On May 30, 2024, a facilitated strategic planning process was conducted with all directors, the fire chief, and members of the administrative and command staff from the District and the VFD. During this meeting, the facilitator provided the stakeholders with an overview of the value of strategic planning; a review of the most relevant outcome measurements for fire agencies, including all supporting data available at the time; and an introduction to the CFAI process for accreditation of fire agencies. The facilitator encouraged the group to take time to freely and openly discuss the future needs of the District.

At the conclusion of the process, the stakeholders derived three key themes:

1

**How do we continue to improve on saving lives, property, and the environment before and during emergency events?**

2

**How do we meet the increasing service demands over the coming years?**

3

**How do we better market our services and demonstrate our value to the community?**

From these key themes, the board of directors developed a list of 9 strategic objectives:

- 1.1. Improve survivability for victims of fire, hazardous materials release, entrapment, and other crisis events.
- 1.2. Improve survivability of patients who experience acute medical emergencies.
- 1.3. Improve firefighter safety and survival.
- 2.1. Reduce financial and legal risk and liability to the Vista Fire Protection District and the Vista Fire Department.
- 2.2. Improve efficiency within the current District budget and governance processes.
  - 3.1. Promote a positive agency reputation within the community.
  - 3.2. Mitigate fire-related damage to allow occupants to remain in the impacted structure after suppression operations.
  - 3.3. Provide downward pressure on fire insurance costs within the community.
  - 3.4. Provide value to the community beyond the 9-1-1 response.

To track progress over time, 14 outcome measurements and 37 unique supporting goals were identified for the purpose of reporting performance to prepare the District, in cooperation with the VFD, to meet the needs and expectations of the community.

***“When performance is measured, performance improves. When performance is measured and reported back, the rate of improvement accelerates.”***

- Pearson’s Law



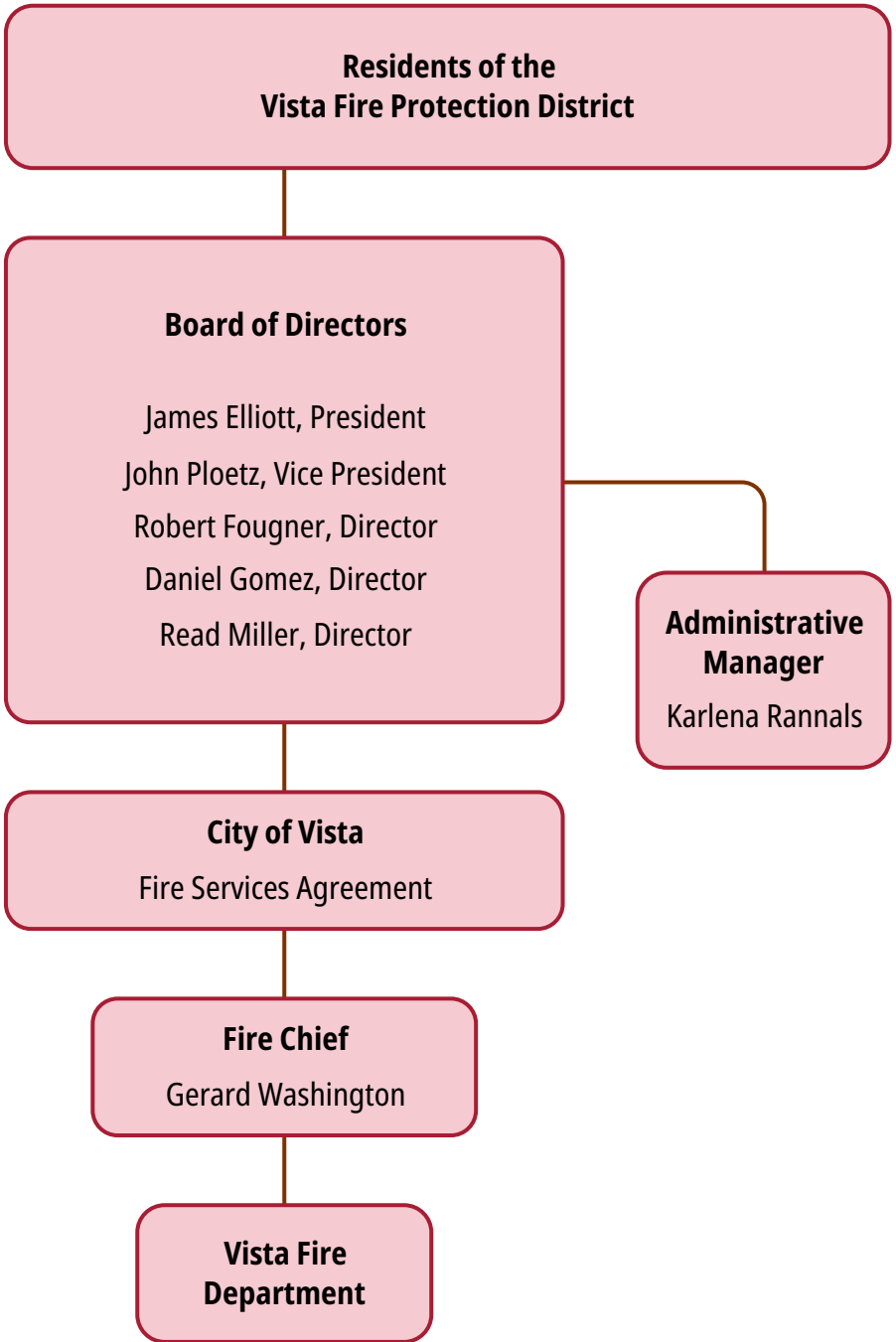
# Governance

The District was legally formed in July 1944. It is governed by five directors who are elected at-large to serve staggered four-year terms, with no term limits. However, in 2024, the District will begin a transition to election by divisions. Three seats will transition initially, with the other two seats transitioning in 2026. All directors must live within the District boundaries (or soon their respective divisions) for the full terms of their offices.

Currently, the District contracts with the City of Vista to provide fire protection service, with the fire chief serving as fire chief for the District and liaison to the board of directors. This contract is in effect until 2056. The District also employs an administrative manager and contracts for legal counsel to ensure legal and regulatory compliance.



**Figure 1. Vista Fire Protection District Governance**



# Fire District History and Overview

In 1927, a large fire at the Vista Irrigation District office revealed the need to develop a fire department. The community was very small at the time, with a population of approximately 300. Its residents banded together and organized the first Vista Volunteer Fire Department with 14 volunteers.

The Vista Fire Protection District was legally formed by the San Diego Board of Supervisors on July 14, 1944. In 1945, the first paid firefighters — three in total — were hired by the District. In May 1957, William Elder was hired as the first paid fire chief.

In 1963, the District transitioned from a “part-paid” to a “full-paid” fire agency. That same year, the City of Vista was formed, which removed one-third of the District’s jurisdiction and funding. Therefore, in 1964, the City of Vista and the District fire commissioners reached an agreement for the City of Vista to provide fire protection for both entities under a Joint Powers Agreement (JPA).

In 2010, the District transitioned from a JPA to a contract for service. This contract stipulates that the District transfer 90 percent of the property tax revenue to the city each year. The District board of directors administers the balance of the funds for special projects specific to the needs of the District, such as maintaining legal counsel, employing an administrative manager, and commissioning community wildfire protection plans.

Today, the VFD protects both the City of Vista and the District (combined population of more than 124,000) from six fire stations with a total force of 108 employees. The VFD is an accredited fire agency through the CFAI — one of only 10 local government fire agencies in the state to hold this certification.

**In relating the District to comparable agencies in the region, it is significant to note that the cost per capita (i.e., the total annual cost of operations divided by the population) is approximately 11 percent lower than the comparative agency average.** This statistic reflects a practice of maintaining a cost-efficient service model. It is important to note that cost per capita is not, in and of itself, a comprehensive measurement of an agency’s performance or value to the community; rather, it is a broad measurement of how the agency compares in terms of using funding derived from its taxpayers to accomplish its mission, for example, concerning staffing, equipment, facilities, and capital.

**Table 1. Comparison of Fire Agencies Similar to Vista Fire Protection District**

Peer Agency	Population Estimate	Agency Operating Budget	Per Capita Cost to Operate	Full-Time Employees	ISO Rating (1 is best)	CPSE Accreditation	Fire Stations
Carlsbad	114,160	\$37,883,000	\$331.84	127	3	N	6
Escondido	150,270	\$33,600,000	\$223.60	123	2/2X	N	7
Oceanside	172,199	\$48,127,000	\$279.48	171	2	N	8
San Marcos	94,855	\$21,561,000	\$227.31	88	1	N	4
<b>Average</b>	<b>132,871</b>	<b>\$35,292,750</b>	<b>\$265.56</b>	<b>127</b>	<b>2</b>	<b>N</b>	<b>6</b>

Vista (City)	104,000	\$31,000,000	\$298.08	108	2	Y	6
Vista (District)	<b>20,000</b>	<b>\$4,728,000</b>	<b>\$236.40</b>	<b>1</b>	<b>2X</b>	<b>Y</b>	<b>0</b>
Vista (City/Dist)	124,000	\$35,191,000	\$283.80	109	2/2X	Y	6

***“Intellectuals solve problems. Geniuses prevent them.”***

**- Albert Einstein**



# Agency Vision, Mission, and Values

## VISION STATEMENT

- No preventable loss of life or property
- Fiscal security
- Productive, professional relationships with other agencies
- Adequate staff, equipment, and facilities to meet public needs
- Regional efficiencies
- Informed and educated public

## MISSION STATEMENT

The mission of the Vista Fire Protection District is to protect life and property with fire and medical emergency services through effective prevention, response, and education.

## VALUES

Integrity

Safety

Accountability

Effectiveness

Respect

# Strategic Objectives, Outcomes, and Goals

## Strategic Objective:

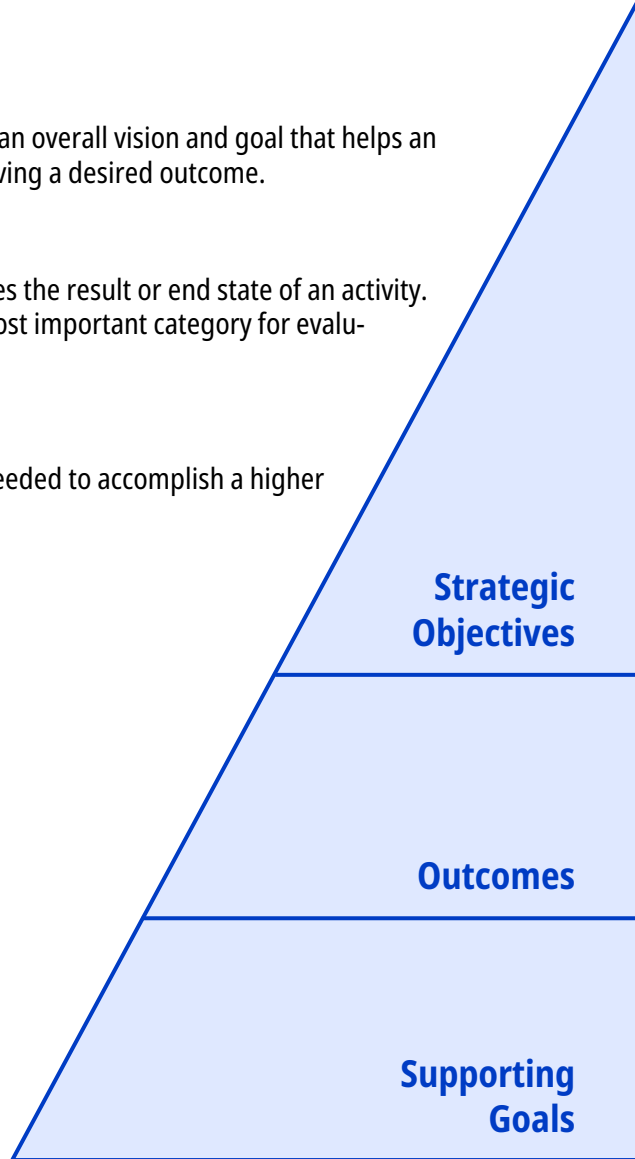
A statement that creates an overall vision and goal that helps an organization focus on achieving a desired outcome.

## Outcome:

A statement that describes the result or end state of an activity. The outcome often is the most important category for evaluating agency effectiveness.

## Supporting Goal:

An incremental step(s) needed to accomplish a higher level desired outcome.



***Figure 3. Supporting goals help an agency achieve higher level, desired outcomes, which bring the agency closer to its strategic objectives.***

Within this Strategic Plan, outcomes and supporting goals may be repeated, because the same solution can meet multiple strategic objectives. For example, rapid turnout times can help improve the outcomes of thousands of responses. Some of the efforts listed below concentrate on fire-related problems, whereas others concentrate on emergency medical problems. In the end, rapid turnout times benefit both categories.



# THEME 1

**HOW DO WE CONTINUE TO  
IMPROVE ON SAVING LIVES,  
PROPERTY, AND THE  
ENVIRONMENT BEFORE AND  
DURING EMERGENCY EVENTS?**

# STRATEGIC OBJECTIVE 1.1

## IMPROVE SURVIVABILITY FOR VICTIMS OF FIRE, HAZARDOUS MATERIALS RELEASE, ENTRAPMENT, AND OTHER CRISIS EVENTS

### Outcomes

- Annual growth rate of structure fire instances maintained at or below yearly population growth rate (i.e., percent of structure fires lower than percentage of the population growth year over year)
- Vegetation fires limited to 3 acres or less for 90 percent of wildland fire incidents
- Zero civilian deaths due to fire (i.e., structure fires/accidental/unintentional)

### Supporting goals

- Process emergency 9-1-1 calls for service within 90 seconds for 90 percent of incidents (*alarm handling*).
- Limit turnout times to within 2 minutes for 90 percent of fire and rescue incidents (*i.e., from unit alert to wheels rolling*).
- For first unit arrival at structure fires, hazardous material releases, and other crisis events, requiring the use of personal protective equipment, within the time standards established by the fire services contract between the District and the City, as such contract and standards may be amended from time to time.
- Develop a “room of origin” containment outcome measurement.
- Develop an output measurement for time interval between contact with an entrapped victim and extrication of the victim. (*emergent calls, patient contact to patient extricated*).
- Support the VFD as they implement an effective fire prevention program in the District and work cooperatively to develop output metrics.
- Implement fire prevention code enforcement consistent with the 2024–2029 CRA/SOC.

- Inspect 100 percent of state-mandated occupancies annually.
- Inspect 100 percent of commercial fire protection systems annually.
- Inspect 100 percent of high-risk occupancies annually.
- Inspect 50 percent of moderate-risk occupancies annually.
- Inspect 30 percent of low-risk occupancies annually.
- Develop a “road clearance/evacuation route” standard.
- Work with San Diego County to install signal preemption systems for the following intersections:
  - East Vista Way and Gopher Canyon Road
  - East Vista Way and Osborne Street
  - Monte Vista Drive and Buena Creek Road
  - South Santa Fe Avenue and Buena Creek Road
  - South Santa Fe Avenue and Palmyra Drive
  - South Santa Fe Avenue and Robelini Drive
  - South Santa Fe Avenue and Woodland Drive
- Follow up with the Community Wildfire Protection Plan to ensure:
  - Reduced fuel and invasive species of vegetation along evacuation routes and high fire-danger corridors
  - Annual wildfire safety fair
  - Annual neighborhood workshops on defensible space
  - Strong liaison relationships with local preparedness and response groups (*e.g., American Red Cross, CAL FIRE, etc.*)
  - Establishment of a high-visibility/reflective property address program with priority emphasis on high wildfire-danger areas (*CFC Section 505.1*)
  - Develop a grant program for financially challenged residents to complete annual weed abatement
  - Review the CWPP annually and update as needed.
- Explore updating the fire services agreement to more accurately reflect the balance between outcomes and outputs.
- Research the legality and viability of using a drone to enforce annual weed abatement.

## STRATEGIC OBJECTIVE 1.2

# IMPROVE SURVIVABILITY OF PATIENTS WHO EXPERIENCE ACUTE MEDICAL EMERGENCIES

### Outcomes

- Annual growth rate of medical aid requests for service maintained at or below annual population growth rate (i.e., percent of emergent medical aid calls lower than percentage of population growth year over year)
- Cardiac survival rate maintained at or above the national average (CARES/Utstein)

### Supporting goals

- Process emergency 9-1-1 calls for service within 90 seconds for 90 percent of incidents (*alarm handling*).
- Limit turnout times to within 1 minute and 30 seconds for 90 percent of emergency medical incidents (*i.e., from unit alert to wheels rolling*).
- Ensure first ALS unit arrival within the time standards established by the fire services contract between the District and the City, as such contract and standards may be amended from time to time.
- Work with San Diego County to install signal preemption systems for the following intersections:
  - East Vista Way and Gopher Canyon Road
  - East Vista Way and Osborne Street
  - Monte Vista Drive and Buena Creek Road
  - South Santa Fe Avenue and Buena Creek Road
  - South Santa Fe Avenue and Palmyra Drive
  - South Santa Fe Avenue and Robelini Drive
  - South Santa Fe Avenue and Woodland Drive
- Explore updating the fire services agreement to more accurately reflect the balance between outcomes and outputs.

## STRATEGIC OBJECTIVE 1.3

# IMPROVE FIREFIGHTER SAFETY AND SURVIVAL

### Outcomes

- Annual growth rate of structure fire instances maintained at or below yearly population growth rate (i.e., percent of structure fires lower than percentage of the population growth year over year)
- Vegetation fires limited to 3 acres or less for 90 percent of wildland fire incidents
- Zero firefighter line-of-duty deaths

### Supporting goals

- Process emergency 9-1-1 calls for service within 90 seconds for 90 percent of incidents (*alarm handling*).
- Limit turnout times to within 2 minutes for 90 percent of fire and rescue incidents (*i.e., from unit alert to wheels rolling*).
- For first unit arrival at structure fires, hazardous material releases, and other crisis events, requiring the use of personal protective equipment, within the time standards established by the fire services contract between the District and the City, as such contract and standards may be amended from time to time.  
Develop a “room of origin” containment outcome measurement.
- Support the VFD as they implement an effective fire prevention program in the District and work cooperatively to develop output metrics.
- Implement fire prevention code enforcement consistent with the 2024–2029 CRA/SOC.
- Inspect 100 percent of state-mandated occupancies annually.
- Inspect 100 percent of commercial fire protection systems annually.
- Inspect 100 percent of high-risk occupancies annually.
- Inspect 50 percent of moderate-risk occupancies annually.

- Inspect 30 percent of low-risk occupancies annually.
- Develop a “road clearance/evacuation route” standard.
- Work with San Diego County to install signal preemption systems for the following intersections:
  - East Vista Way and Gopher Canyon Road
  - East Vista Way and Osborne Street
  - Monte Vista Drive and Buena Creek Road
  - South Santa Fe Avenue and Buena Creek Road
  - South Santa Fe Avenue and Palmyra Drive
  - South Santa Fe Avenue and Robelini Drive
  - South Santa Fe Avenue and Woodland Drive
- Follow up with the Community Wildfire Protection Plan to ensure:
  - Reduced fuel and invasive species of vegetation along evaluation routes and high fire-danger corridors
  - Annual wildfire safety fair
  - Annual neighborhood workshops on defensible space
  - Strong liaison relationships with local preparedness and response groups (*e.g., American Red Cross, CAL FIRE, etc.*)
  - Establishment of a high-visibility/reflective property address program with priority emphasis on high wildfire-danger areas (*CFC Section 505.1*)
  - Develop a grant program for financially challenged residents to complete annual weed abatement
  - Review the CWPP annually and update as needed.
- Research the legality and viability of using a drone to enforce annual weed abatement.

## THEME 2

# **HOW DO WE MEET THE INCREASING SERVICE DEMANDS OVER THE COMING YEARS?**

## STRATEGIC OBJECTIVE 2.1

# **REDUCE FINANCIAL AND LEGAL RISK AND LIABILITY TO THE VISTA FIRE PROTECTION DISTRICT AND THE VISTA FIRE DEPARTMENT**

### Outcomes

- Zero substantiated cases of harassment or discrimination
- Zero cases requiring formal disciplinary action (i.e., action above written reprimand)

### Supporting goals

- Develop a system to review and update all policies every three years.
- Provide liability reduction and harassment prevention training to all employees and board members every two years.
- Provide a formal onboarding process for all new board members.
- Review board member roles during emergency incidents (while present at an incident or setting policy in an Emergency Operations Center setting).
- Support annual attendance at leadership training through the California Special District Association.
- Review individual board member liability.
- Promote professional development for staff and board members.



## STRATEGIC OBJECTIVE 2.2

# IMPROVE EFFICIENCY WITHIN THE CURRENT DISTRICT BUDGET AND GOVERNANCE PROCESSES

### Outcomes

- Cost per capita equal to or below the regional comparative average
- One year's operating budget maintained in the unreserved fund balance

### Supporting goals

- Develop a Policies and Procedures Manual for the District.
- Ensure regulatory compliance for the District.
- Explore updating the fire services agreement to more accurately reflect the balance between outcomes and outputs.
- Review and ensure ongoing contract compliance (*fees, flow-through funds, recordkeeping, ordinances, resolutions*).
- Review District insurance coverage annually.
- Pursue grant opportunities with a positive return in investment (*SAFER, AFG, etc.*).
- Explore coordinating fire prevention defensible space inspections among enforcement agencies within the jurisdiction (*CAL FIRE vs. Vista Fire*).
- Provide liability reduction and harassment prevention training to all employees and board members every two years.
- Provide a formal onboarding process for all new board members.
- Review board member roles during emergency incidents (while present at an incident or setting policy in an Emergency Operations Center setting).
- Support annual attendance at leadership training through the California Special District Association.
- Review individual board member liability.
- Promote professional development for staff and board members.



VISTA FIRE DEPARTMENT  
FIRE STATION NO. 1

VISTA  
FIRE

E121  
PARAMEDIC

VISTA

VISTA

E121

## THEME 3

**HOW DO WE BETTER MARKET OUR SERVICES AND DEMONSTRATE OUR VALUE TO THE COMMUNITY?**

## STRATEGIC OBJECTIVE 3.1

# PROMOTE A POSITIVE AGENCY REPUTATION WITHIN THE COMMUNITY

### Outcomes

- Score of 90 percent or higher on the citizen stakeholder satisfaction survey
- Accredited status maintained with CFAI
- Insurance Services Office (ISO) Protection Class 2/2X rating or better

### Supporting goals

- Develop improved co-branding between the District and the VFD so the community better recognizes the separate but cooperative relationship.
- Implement a citizen stakeholder satisfaction survey process.
- Meet with external strategic planning stakeholders annually to review progress and refine the agency's services to the community.
- Review and update the District's website at least annually.
- Develop a quarterly data reporting process between the District and the VFD on contract compliance and output metrics.
- Improve the annual reporting process to include outcomes.
- Identify cost-effective measures to maintain or improve ISO class.

## STRATEGIC OBJECTIVE 3.2

# MITIGATE FIRE-RELATED DAMAGE TO ALLOW OCCUPANTS TO REMAIN IN THE IMPACTED STRUCTURE AFTER SUPPRESSION OPERATIONS

### Outcomes

- Prevention of displacement for 95 percent of occupants impacted by fire, including units, households, and businesses

### Supporting goals

- Process emergency 9-1-1 calls for service within 90 seconds for 90 percent of incidents (*alarm handling*).
- Limit turnout times to 2 minutes for 90 percent of fire and rescue incidents (*i.e., from unit alert to wheels rolling*).
- For first unit arrival at structure fires, hazardous material releases, and other crisis events, requiring the use of personal protective equipment, within the time standards established by the fire services contract between the District and the City, as such contract and standards may be amended from time to time.
- Develop a “room of origin” containment outcome measurement.
- Support the VFD as they implement an effective fire prevention program in the District and work cooperatively to develop output metrics.
- Implement fire prevention code enforcement consistent with the 2024–2029 CRA/SOC.
- Inspect 100 percent of state-mandated occupancies annually.
- Inspect 100 percent of commercial fire protection systems annually.
- Inspect 100 percent of high-risk occupancies annually.
- Inspect 50 percent of moderate-risk occupancies annually.
- Inspect 30 percent of low-risk occupancies annually.

- Work with San Diego County to install signal preemption systems for the following intersections:
  - East Vista Way and Gopher Canyon Road
  - East Vista Way and Osborne Street
  - Monte Vista Drive and Buena Creek Road
  - South Santa Fe Avenue and Buena Creek Road
  - South Santa Fe Avenue and Palmyra Drive
  - South Santa Fe Avenue and Robelini Drive
  - South Santa Fe Avenue and Woodland Drive
- Follow up with the Community Wildfire Protection Plan to ensure:
  - Reduced fuel and invasive species of vegetation along evacuation routes and high fire-danger corridors
  - Annual wildfire safety fair
  - Annual neighborhood workshops on defensible space
  - Strong liaison relationships with local preparedness and response groups (*e.g., American Red Cross, CAL FIRE, etc.*)
  - Establishment of a high-visibility/reflective property address program with priority emphasis on high wildfire-danger areas (*CFC Section 505.1*)
  - Develop a grant program for financially challenged residents to complete annual weed abatement
  - Review the CWPP annually and update as needed.

## STRATEGIC OBJECTIVE 3.3

# PROVIDE DOWNWARD PRESSURE ON FIRE INSURANCE COSTS WITHIN THE COMMUNITY

### Outcomes

- Annual growth rate of structure fire instances maintained at or below annual population growth rate (i.e., percent of structure fires lower than percentage of population growth year over year)
- Vegetation fires limited to 3 acres or less for 90 percent of wildland fire incidents
- ISO Protection Class 2/2X rating or better

### Supporting goals

- Process emergency 9-1-1 calls for service within 90 seconds for 90 percent of incidents (*alarm handling*).
- Limit turnout times to within 2 minutes for 90 percent of fire and rescue incidents (*i.e., from unit alert to wheels rolling*).
- For first unit arrival at structure fires, hazardous material releases, and other crisis events, requiring the use of personal protective equipment, within the time standards established by the fire services contract between the District and the City, as such contract and standards may be amended from time to time.
- Develop a “room of origin” containment outcome measurement.
- Support the VFD as they implement an effective fire prevention program in the District and work cooperatively to develop output metrics.
- Implement fire prevention code enforcement consistent with the 2024–2029 CRA/SOC.
- Inspect 100 percent of state-mandated occupancies annually.
- Inspect 100 percent of commercial fire protection systems annually.
- Inspect 100 percent of high-risk occupancies annually.

- Inspect 50 percent of moderate-risk occupancies annually.
- Inspect 30 percent of low-risk occupancies annually.
- Develop a “road clearance/evacuation route” standard.
- Work with San Diego County to install signal preemption systems for the following intersections:
  - East Vista Way and Gopher Canyon Road
  - East Vista Way and Osborne Street
  - Monte Vista Drive and Buena Creek Road
  - South Santa Fe Avenue and Buena Creek Road
  - South Santa Fe Avenue and Palmyra Drive
  - South Santa Fe Avenue and Robelini Drive
  - South Santa Fe Avenue and Woodland Drive
- Follow up with the Community Wildfire Protection Plan to ensure:
  - Reduced fuel and invasive species of vegetation along evacuation routes and high fire-danger corridors
  - Annual wildfire safety fair
  - Annual neighborhood workshops on defensible space
  - Strong liaison relationships with local preparedness and response groups (*e.g., American Red Cross, CAL FIRE, etc.*)
  - Establishment of a high-visibility/reflective property address program with priority emphasis on high wildfire-danger areas (*CFC Section 505.1*)
  - Develop a grant program for financially challenged residents to complete annual weed abatement
  - Review the CWPP annually and update as needed.
- Identify cost-effective measures to maintain or improve ISO class.
- Explore developing Firewise USA community programs.
- Maintain all fire hydrants in the District annually.
- Explore the process of challenging high wildfire zones by parcel.
- Research the legality and viability of using a drone to enforce annual weed abatement.



## STRATEGIC OBJECTIVE 3.4

### **PROVIDE VALUE TO THE COMMUNITY BEYOND THE 9-1-1 RESPONSE**

#### Outcomes

- Score of 90 percent or higher on the citizen stakeholder satisfaction survey
- Accredited status maintained with CFAI
- ISO Protection Class 2/2X rating or better

#### Supporting goals

- Implement a citizen stakeholder satisfaction survey process.
- Explore developing Firewise USA community programs.
- Develop better co-branding between the District and VFD so the community better recognizes the separate but cooperative relationship.
- Develop a method of expanding community outreach notices to the District residents for fire department community activities by co-branding events.
- Identify cost-effective measures to maintain or improve ISO class.



VISTA

Pierce

24

Piercedram

Piercedram



© Vista Fire Protection District  
Vista, California  
August 2024

DAHVIA LYNCH  
DIRECTOR



VINCE NICOLETTI  
ASSISTANT DIRECTOR

# County of San Diego

PLANNING & DEVELOPMENT SERVICES  
5510 OVERLAND AVENUE, SUITE 310, SAN DIEGO, CA 92123  
(858) 505-6445 General • (858) 694-2705 Codes • (858) 565-5920 Building Services  
[www.SDCPDS.org](http://www.SDCPDS.org)

## PUBLIC DISCLOSURE NOTICE INTENT TO ADOPT FINDINGS PURSUANT TO SECTION 15183 OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

September 26, 2024

NOTICE IS HEREBY GIVEN that the County of San Diego is proposing to adopt findings in accordance with the California Environmental Quality Act Section 15183 for the following project(s). The proposed findings and the associated analysis can be reviewed at [http://www.sdcounty.ca.gov/pds/ceqa\\_public\\_review.html](http://www.sdcounty.ca.gov/pds/ceqa_public_review.html), at Planning & Development Services (PDS), Project Processing Counter and 5510 Overland Avenue, Suite 110, San Diego, California 92123. Under this process, public review is not required however any comments received will be accepted and taken into consideration. A FAQ sheet on the 15183 CEQA exemption process can be located at <http://www.sdcounty.ca.gov/pds/zoning/formfields/PDS-202.pdf>. Comments on these findings must be sent to the PDS address listed above and should reference the project number and name.

### **VISTA II TENTATIVE MAP AND MAJOR USE PERMIT - PDS2022-TM-22-5647; PDS2022-MUP-22-001, PDS2022-ER-22-08-005**

The project is a Tentative Map and Major Use Permit to subdivide an 8.93-acre site into three lots. Lot 1 contains an existing church and an existing driveway that will be improved as secondary access for Lot 2. Lot 2, which is 5.33 acres, will be improved with 37 multi-family condominium units with associated parking and 14,800 square feet of private useable open space. The third lot, Lot A, consists of an existing cellular facility and is not approved for future development. Access to the site will be from Hannalei Drive with a secondary emergency access in the northwestern area of the site connecting to the adjacent church property to the west (on Lot 1). The project is part of the North County Metro Community Planning area. Fire service will be provided by the Vista Fire Protection. Sewer will be provided by the Buena Sanitation District and water from the Vista Irrigation District. The site is subject to the General Plan Designation VR-7.3. Zoning for the site is Single Family (RS). The project includes 111 total parking spaces and 61,462 total square feet of open space. Earthwork will consist of 10,700 cubic yards of cut, 22,500 cubic yards of fill and 11,800 cubic yards of imported material. The site contains a stockpile of approximately 3,500 cubic yards of soil spread over a 1-acre area, which is in violation of the County's Grading Ordinance. The stockpile will remain on the site and is considered part of the project. The units would be three- or four-bedroom, two-story, and include ground-level heating, ventilation, and air conditioning (HVAC) units.

Comments on the proposed findings and associated analysis must be received no later than October 25, 2024 at 4:00 p.m. (a 30 day public disclosure notice period).

For additional information, please contact Daniella Hofreiter at (619) 629-4431 or by e-mail at [DaniellaT.Hofreiter@sdcounty.ca.gov](mailto:DaniellaT.Hofreiter@sdcounty.ca.gov).



**SAN DIEGO COUNTY**  
NOTICE OF PUBLIC DISCLOSURE

**CONDADO DE SAN DIEGO**  
AVISO DE AUDIENCIA PÚBLICA

**QUẬN SAN DIEGO**  
THÔNG BÁO CÔNG BỐ CÔNG KHAI

聖地牙哥郡  
公開披露通知

圣地亚哥县  
公开披露通知

**COUNTY NG SAN DIEGO**  
PAUNAWA NG PAGSISIWALAT SA PUBLIKO

**DEGMADA SAN DIEGO**  
OGEYSIISKA SHAACINTA DAD WEYNAHA

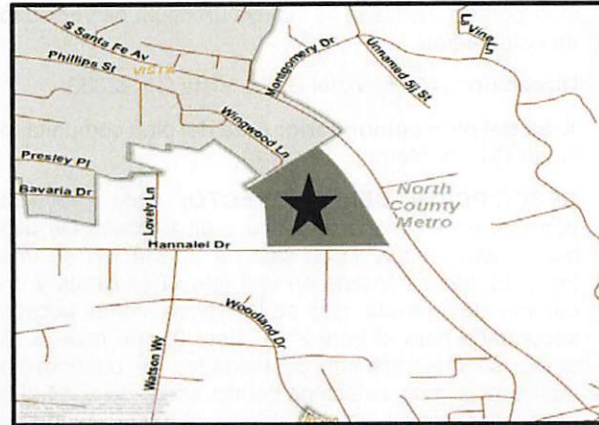
샌디에고 카운티  
공적 공개 통지서

مقاطعة سان دييغو  
إشعار بالإفصاح العلني

شهرستان سن دیگو  
اطلاعیہ اختتامیہ همگانی

کانٹی سن دیگو  
اعلان اختتامیہ عمومی

English, Column 2-4	Español, Columna 4-6	Tiếng Việt, Cột 6-8
中文(繁體), 第 8-9 欄	中文(简体), 列 9-10	Tagalog, Hanay 11-13
Soomaali, Tiirka 13-15	한국어, 열 15-16	اللغة العربية, العمود 19-20
پارسی (فارسی), ستون 20-21	فارسی افغانی (دري), ستون 22-23	



Vicinity Map / Mapa de vecindad /  
Bản đồ vùng lân cận / 周邊地圖 / 附近的地图 /  
Mapa ng Paligid / Khariidadda Agagaarka /  
부근 지도 / خريطة المناطق المجاورة /  
نقشه مجاورت / نقشه مجاورت

**ENGLISH**

**NOTICE IS HEREBY GIVEN** that the County of San Diego is proposing to adopt findings in accordance with the California Environmental Quality Act Section 15183 for the following project(s). The proposed findings and the associated analysis can be reviewed at [http://www.sdcountry.ca.gov/pds/ceqa\\_public\\_review.html](http://www.sdcountry.ca.gov/pds/ceqa_public_review.html), at Planning & Development Services (PDS), Project Processing Counter and 5510 Overland Avenue, Suite 110, San Diego, California 92123. Under this process, public review is not required however any comments received will be accepted and taken into consideration. A FAQ sheet on the 15183 CEQA exemption process can be located at [http://www.sdcountry.ca.gov/pds/zoning/formfields/PD\\_S-202.pdf](http://www.sdcountry.ca.gov/pds/zoning/formfields/PD_S-202.pdf). Comments on these findings must be sent to the PDS address listed above and should reference the project number and name.

**PROJECT TYPE:** Tentative Map

**PROJECT NAME:** Vista II Tentative Map

**PROJECT CASE NUMBER(S):** PDS2022-TM-22-5647; PDS2022-MUP-22-001; PDS2022-ER-22-08-005

**APPLICANT:** Bret Ilich, Warmington Residential

**LOCATION:** The project site is located at the address below, within the planning area noted, within unincorporated San Diego County. A vicinity map is also included on this page.

**Address:** 145 Hannalei Drive, Vista CA 92083

**Community Plan Area:** North County Metro Community Plan Area

**PROJECT DESCRIPTION:** The project is a Tentative Map and Major Use Permit to subdivide an 8.93-acre site into three lots. Lot 1 contains an existing church and an existing driveway that will be improved as secondary access for Lot 2. Lot 2, which is 5.33 acres, will be improved with 37 multi-family condominium units with associated parking and 14,800 square feet of private useable open space. The third lot, Lot A, consists of an existing cellular facility and is not approved for future development. Access to the site will be from Hannalei Drive with a secondary emergency access in the northwestern area of the site connecting to the adjacent church property to the west (on Lot 1). The project is part of the North County Metro Community Planning area. Fire service will be provided by the Vista Fire Protection. Sewer will be provided by the Buena Sanitation District and water from the Vista Irrigation District. The site is subject to the General Plan Designation VR-7.3. Zoning for the site is Single Family (RS). The project includes 111 total parking spaces and 61,462 total square feet of open space. Earthwork will consist of 10,700 cubic yards of cut, 22,500 cubic yards of fill and 11,800 cubic yards of imported material. The site contains a stockpile of approximately 3,500 cubic yards of soil spread over a 1-acre area, which is in violation of the County's Grading Ordinance. The stockpile will remain on the site and is considered part of the project. The units would be three- or four-bedroom, two-story, and include ground-level heating, ventilation, and air conditioning (HVAC) units.

**PUBLIC DISCLOSURE PERIOD:**

September 26, 2024 to October 25, 2024

Comments on the proposed findings and associated analysis must be received no later than October 25, 2024 at 4:00pm (a 30-day public review period). For additional information and to send comments, please contact the staff contact below.

**STAFF CONTACT:** For more information regarding the project and to send comments, please contact the County of San Diego project manager at the contact noted below:

Daniella Hofreiter  
(619) 629-4431  
DaniellaT.Hofreiter@sdcounty.ca.gov

## ESPAÑOL

**POR EL PRESENTE SE NOTIFICA** que el Condado de San Diego propone adoptar las conclusiones de acuerdo con el Artículo 15183 de la Ley de calidad ambiental de California para el siguiente proyecto(s). Las conclusiones propuestas y el análisis asociado pueden revisarse en [http://www.sdcounty.ca.gov/pds/ceqa\\_public\\_review.html](http://www.sdcounty.ca.gov/pds/ceqa_public_review.html), en el mostrador de procesamiento de proyectos de los Servicios de Planificación y Desarrollo (Planning & Development Services, PDS) en 5510 Overland Avenue, Suite 110, San Diego, California 92123. Según este proceso, no se requiere una revisión pública, sin embargo se aceptarán y se tomarán en consideración los comentarios recibidos. Se puede encontrar una hoja de preguntas frecuentes y el proceso de exención 15183 de CEQA en <http://www.sdcounty.ca.gov/pds/zoning/formfields/PDS-202.pdf>. Los comentarios sobre esas conclusiones deben enviarse a la dirección del PDS indicada abajo y debe mencionarse el nombre y el número del proyecto.

**TIPO DE PROYECTO:** Mapa tentativo

**NOMBRE DEL PROYECTO:** Mapa tentativo de Vista II

**NÚMERO(S) DE CASO DEL PROYECTO:**  
PDS2022-TM-22-5647; PDS2022-MUP-22-001;  
PDS2022-ER-22-08-005

**SOLICITANTE:** Bret Ilich, Warmington Residential

**UBICACIÓN:** El lugar del proyecto está situado en la dirección indicada abajo, con el área de planificación destacada, dentro del Condado de San Diego no

incorporado. También se incluye un mapa de vecindad en esta página.

**Dirección:** 145 Hannalei Drive, Vista CA 92083

**Área del plan comunitario:** Área del plan comunitario North County Metro

**DESCRIPCIÓN DEL PROYECTO:** Este proyecto consiste en un mapa tentativo y un Permiso De uso mayor para subdividir un sitio de 8.93 acres en tres lotes. El lote 1 consiste en una iglesia existente y un camino de entrada que se mejorará como acceso secundaria para el Lote 2. El Lote 2, que mide 5.33 acres, se mejorará con 37 unidades de condominio multifamiliar con estacionamiento asociado y 14,800 pies cuadrados de espacio abierto utilizable privado. El tercer lote, el Lote A, consistirá en una instalación celular existente y no está aprobado para construcción posterior. El acceso al sitio será desde Hannalei Drive con un acceso de emergencia secundaria en el área noroeste del sitio que se conecta a la propiedad de la iglesia adyacente al oeste (el lote 1). El proyecto es parte del Área de planificación comunitaria de North County Metro. El servicio de bomberos será proporcionado por la Protección contra incendios de Vista (Vista Fire Protection). El servicio de alcantarillado será proporcionado por el Distrito de saneamiento Buena (Buena Sanitation District) y el agua por el Distrito de riego Vista (Vista Irrigation District). El sitio está sujeto a la Designación del plan general VR-7.3. La zonificación para el sitio es residencial unifamiliar (RS). El proyecto incluye 111 espacios de estacionamiento y 61,462 pies cuadrados de espacio abierto. El terraplén consistirá en 10,700 yardas cúbicas de corte, 22,500 yardas cúbicas de relleno y 11,800 yardas cúbicas de material importado. El sitio contiene reservas de aproximadamente 3,500 yardas cúbicas de suelo esparcidas en un área de 1 acre, lo que incumple la Ordenanza de nivelación del Condado. Las reservas se mantendrán en el sitio y se consideran parte del proyecto. Las viviendas serán de tres a cuatro dormitorios, dos pisos e incluyen unidades de calefacción, ventilación y aire acondicionado (HVAC) a nivel de suelo.

**PERÍODO DE DIVULGACIÓN PÚBLICA:**

26 de septiembre de 2024 a 25 de octubre de 2024

Los comentarios sobre las conclusiones propuestas deben recibirse a más tardar el 25 de octubre de 2024

a las 16:00 (un periodo de revisión pública de 30 días). Para obtener información adicional y para enviar comentarios, comuníquese con el personal de contacto indicado a continuación.

**CONTACTO DEL PERSONAL:** Para obtener más información sobre el proyecto y para enviar comentarios, comuníquese con el gerente del proyecto del Condado de San Diego al contacto indicado abajo:

Daniella Hofreiter  
(619) 629-4431  
DaniellaT.Hofreiter@sdcounty.ca.gov

## TIẾNG VIỆT

**XIN TRÂN TRỌNG THÔNG BÁO:** Quận San Diego đang đề xuất áp dụng các phát hiện theo Mục 15183 Đạo luật Chất lượng môi trường California cho (các) dự án sau đây. Quý vị có thể đánh giá các phát hiện được đề xuất áp dụng và các phân tích liên quan tại [http://www.sdcounty.ca.gov/pds/ceqa\\_public\\_review.html](http://www.sdcounty.ca.gov/pds/ceqa_public_review.html), Dịch vụ Quy hoạch & Phát triển (PDS), Quầy Xử lý Dự án, địa chỉ 5510 Overland Avenue, Suite 110, San Diego, California 92123. Theo quy trình này, việc đánh giá công khai là không bắt buộc, tuy nhiên, các ý kiến phản hồi sẽ được chấp nhận và xem xét. Quý vị có thể tìm bản Các câu hỏi thường gặp về quy trình miễn trừ CEQA 15183 tại địa chỉ <http://www.sdcounty.ca.gov/pds/zoning/formfields/PDS-202.pdf>. Các phản hồi đối với các phát hiện phải được gửi tới địa chỉ của PDS đã nêu trên, cũng như chỉ rõ số và tên dự án.

**LOẠI DỰ ÁN:** Bản Đồ Dự Kiến

**TÊN DỰ ÁN:** Bản đồ dự kiến Vista II

**(CÁC) SỐ HỒ SƠ DỰ ÁN:** PDS2022-TM-22-5647;  
PDS2022-MUP-22-001; PDS2022-ER-22-08-005

**NGƯỜI NỘP ĐƠN:** Bret Ilich, Khu dân cư Warmington

**VỊ TRÍ:** Vị trí dự án nằm ở địa chỉ bên dưới, trong khu vực quy hoạch đã ghi nhận, trong Quận San Diego chưa hợp nhất. Bản đồ vùng lân cận cũng được thể hiện trên trang này.

**Địa chỉ:** 145 Hannalei Drive, Vista CA 92083

---

---

# STAFF REPORT

24-19

TO: BOARD OF DIRECTORS,  
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER  
SUBJECT: REQUEST FOR RECORDS DESTRUCTION  
DATE: October 3, 2024

---



## 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

The majority of the records have been reorganized, and a request for records destruction should be scheduled annually to purge the paper records by fiscal year. The district retention schedule for financial records (AP, invoices, bank statements, etc.) is to retain for a period of seven years, plus the current year.

## ATTACHMENTS

1. File Destruction Listing
2. Memorandum - Request for Records Destruction



Destruction Listing - October 9, 2024

Folder	Description	Period	Eligible for Destruction	Legal Authority
Admin-Finance	Accounts Payable/Payroll	7/1/2015 6/30/2016	Yes	GC 34090(d)
Finance	Audit Preparation Records	7/1/2015 6/30/2016	Yes	GC 34090(d)
Finance	Wells Fargo -Bank Statements, Cancelled Che	7/1/2015 6/30/2016	Yes	GC 34090(d), 26 CFR 1.6001-1(e)2
Admin-Finance	Accounts Payable/Payroll	7/1/2016 6/30/2017	Yes	GC 34090(d)
Finance	Audit Preparation Records	7/1/2016 6/30/2017	Yes	GC 34090(d)
Finance	Wells Fargo -Bank Statements, Cancelled Che	7/1/2016 6/30/2017	Yes	GC 34090(d), 26 CFR 1.6001-1(e)2

---

---

# MEMORANDUM

---

FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER  
SUBJECT: REQUEST FOR RECORDS DESTRUCTION  
DATE: OCTOBER 9, 2024



---

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.

---

John Ploetz, Vice President  
Board of Directors

---

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*

---

Karlana Rannals  
Administrative Manager

Original: Destruction of Records Listing

Attachment:

- Records Destruction List

TO: BOARD OF DIRECTORS,  
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER  
SUBJECT: INVESTMENT POLICY REVIEW  
DATE: October 3, 2024

---



## **RECOMMENDATION**

Review, acknowledge and retain the District's Investment Policy as adopted October 13, 2023.

## **BACKGROUND**

As required by California Government Code §53646, the District has a Policy that governs the investment of surplus funds for purposes of generating investment income for the District. Pursuant to the current district policy, review is required annually so that it reflects and responds to the changing economic and investment market. Periodic reviews must be conducted at a public meeting per Government Code §53646(a). The District's Policy was approved October 11, 2023.

## **CURRENT SITUATION**

The District subscribes to California Special Districts Association (CSDA) Sample Policy Handbook, which includes periodic updates. Staff has compared the District's current policy to the updated CSDA policy handbook, and there are no proposed changes.

## **ATTACHMENTS**

1. Resolution 2023-10
2. Policy 4010 – Investment of District Funds

## RESOLUTION NO. 2023-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VISTA FIRE PROTECTION DISTRICT AMENDING THE INVESTMENT OF DISTRICT FUNDS POLICY

**WHEREAS**, California Government Code Section 53646 requires that the District adopt a Statement of Investment Policy and periodically review the Policy; and,

**WHEREAS**, since the Board's adoption of the District's Policy, the Board of Directors has periodically reviewed and amended the Policy; and,

**WHEREAS**, the Board of Directors has reviewed the policy and agrees with the staff recommendation, to amend the Policy to simplify and eliminate outdated language.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of Vista Fire Protection District does hereby approve the Investment of District Funds Policy attached hereto as "Exhibit A."

**PASSED AND ADOPTED** at regularly scheduled meeting of the Board of Directors of the Vista Fire Protection District on October 11, 2023 by the following vote:


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



---

JAMES F. ELLIOTT  
President

ATTEST:



---

Karlana Rannals  
Board Clerk

## ADMINISTRATIVE POLICY AND PROCEDURES

POLICY TITLE	Investment of District Funds
POLICY No.	4010
ADOPTED	October 11, 2023
REVISED	

### 4010 Investment of District Funds

#### 4010.1 PREMISE

- a) The State Legislature has declared the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (Government Code (GC) § 53600.6 and § 53630.1); and,
- b) Government Code Sections 53601, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency; and,
- c) The treasurer or fiscal officer of a local agency is required to annually prepare and submit a statement of investment policy and such policy, and any changes thereto, is to be considered by the local agency's legislative body at a public meeting (GC § 53646(a)). The statement shall also be annually presented to any oversight agency of the local agency.
- d) For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of the District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of District funds.

#### 4010.2 SCOPE:

This investment policy applies to all financial assets of the District. These funds are accounted for in the annual audited financial statements of the District and include:

- a) Demand Accounts
- b) Investments
- c) General Fund
- d) Local Agency Investment Fund [others]
- e) Operation and Maintenance Fund
- f) Enterprise Funds [others]

#### 4010.3 PRUDENCE:

The Board and persons authorized to make investment decisions subject to these policies are fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a fiduciary shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the District, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived.

## **ADMINISTRATIVE POLICY AND PROCEDURES**

POLICY TITLE	Investment of District Funds
POLICY No.	4010
ADOPTED	
REVISED	

Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from policy or expectations are reported in the next issued quarterly treasury report and appropriate actions are taken to control adverse developments. When a deviation poses a significant risk to the District's financial position, the fiscal officer shall notify the Board immediately.

### 4010.4 OBJECTIVES:

As specified in GC §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, the primary objectives of the investment activities, in priority order, shall be:

- a) Safety: Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the whole portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- b) Liquidity: The secondary objective shall be to meet the liquidity needs of the District.
- c) Yield: The third objective shall be to achieve a return on the funds under the District's control.

### 4010.5 PROHIBITED INVESTMENTS:

The District shall not invest any funds in inverse floaters, range notes or interest-only strips that are derived from a pool of mortgages. The District shall not invest any funds in any security that could result in zero interest accrual if held to maturity; however, the District may hold this prohibited instrument until its maturity date. The limitation does not apply to investments in shares of beneficial interest issued by diversified management companies as set forth in California Government Code Section 53601.6.

### 4010.6 REPORTING:

At least quarterly, the Administrative Manager shall submit an investment report to the Board of Directors within 45 days following the end of the quarter. The report shall include the following information:

1. type of investment, issuer, date of maturity, par and dollar amount invested in all securities, investments and money held by the District;
2. description of any of the District's funds, investments or programs that are under the management of contracted parties, including lending programs;
3. for all securities held by the District or under management by any outside party that is not a local agency or the State of California Local Agency Investment Fund, a current market value as of the date of the report and the source of this valuation;
4. statement that the portfolio complies with the Investment Policy or the manner in which the portfolio is not in compliance; and
5. statement that the District has the ability to meet its pool's expenditure requirements (cash flow) for the next six months or provide an explanation as to why sufficient money shall or may not be available.

---

---

# STAFF REPORT

---

24-21

TO: BOARD OF DIRECTORS  
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER  
SUBJECT: BOARD POLICIES - ADOPTION  
DATE: OCTOBER 3, 2024



---

## RECOMMENDATION

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

1. Provide direction to staff for further development of policies and procedures;
2. Set an approval date for a future meeting; or
3. Approve Code of Ethics and Policy and Procedure Manual as submitted at the October 9, 2024 Board of Directors meeting.

## BACKGROUND

Staff submitted for consideration at the August 14, 2024 Board of Directors meeting Board Policy 1000 – Code of Ethics and Board Policy – Board Policy and Procedure Manual. The board members acknowledged that there were many policies to digest and requested additional time to review and provide comments.

As of the publication date for the September 11 meeting, all board member comments had not been received and the policy was deferred to the October meeting. As a result of the subsequent board comments, legal counsel assumed the responsibility of revising the policies, and in collaboration with the Administrative Manager for the correct or practical context of the written policy, the policies were revised. Included in the meeting material is a “red lined” version of the policy, and for the ease of reading, a clean version of the revised policies.

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

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

## BOARD POLICY AND PROCEDURES

POLICY TITLE	Code of Ethics
POLICY No.	1000
ADOPTED	
REVISED	

### **1000.1 Background information:**

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

### **1000.2 Goals of the code of ethics & values:**

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

### **1000.3 Preamble:**

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

### **1000.4 Applicability:**

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

### **1000.5 Core Value:**

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

- Integrity
- Safety
- Accountability
- Effectiveness
- Respect

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

In practice, this value looks like:



## BOARD POLICY AND PROCEDURES

POLICY TITLE	Code of Ethics
POLICY No.	1000
ADOPTED	
REVISED	

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

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

In practice, this value looks like:

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

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

In practice, this value looks like:

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

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

In practice, this value looks like:

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

## BOARD POLICY AND PROCEDURES

POLICY TITLE	Code of Ethics
POLICY No.	1000
ADOPTED	
REVISED	

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

In practice, this value looks like:

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

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

In practice, this value looks like:

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

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

In practice, this value looks like:

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

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

In practice, this value looks like:

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

**1000.14 Enforcement.**

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

## **Article I. PURPOSE**

### **Section 1.01 Authority and Purpose.**

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

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

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

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

## Article II. BOARD OFFICERS AND DIRECTORS

### Section 2.01 Powers of the Board

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

### Section 2.02 Seating of Directors and Administration of the Oath.

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

### Section 2.03 Board Vacancies.

Any vacancies on the Board will be filled pursuant to Health & Safety Code section 13852, Government Code section 1780, and other applicable as required by laws. ~~General Counsel will advise the Board of the legal requirements for filling any vacancy.~~ In the event the Board desires to fill a vacancy by appointment, such appointment must be made within 60 days of the date the Board is notified of the vacancy or the effective date of the vacancy, whichever is later. Before making an appointment, the District must first post a notice of the vacancy in three or more conspicuous places in the District at least 15 days before the Board makes the appointment. Board ~~may will~~ establish ~~the~~ procedures for soliciting and evaluating applicants from individuals interested in filling the vacancy, which may include application submission requirements and deadlines, interview procedures, etc. ~~The Board's and any~~ appointment will avoid all forms of discrimination and process will ensure that all applicants are treated with respect and consideration ~~and will avoid all forms of discrimination.~~

### Section 2.04 Board Officers.

Pursuant to Health and Safety Code 13853, the officers of the Board of Directors are the President, Vice President, and a Board Clerk. The Board Clerk may be is an employee of the District and not a member of the Board or the Board may employ an individual to perform the duties of the Board Clerk.

### Section 2.05 Officer Elections.

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

## Section 2.06 Duties of the President.

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

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

## Section 2.07 Duties of the Vice President.

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

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

## Article III. FIRE CHIEF AND ADMINISTRATIVE MANAGER

### Section 3.01 Responsibilities of Fire Chief and Administrative Manager.

The Fire Chief of the City of Vista Fire Department is not an employee of the District, but is authorized to serve and responsible for serving all roles and functions of the Fire Chief of the District and/or Administrative Manager are the Executive Officers of the District responsible for administering Board policies, directing District operations, providing day to day supervision of District employees, and controlling District expenditures subject to the policies, restrictions, and directions provided by the Board within the boundaries of the District in accordance with applicable provisions of California, subject to and in accordance with the contract between the City of Vista and District for fire suppression and related services, as such contract may be amended from time to time. The Fire Chief shall report and is responsible to the Board and is responsible for implementing the legislative or policy decisions and directives of the Board within the jurisdictional boundaries of the District. The Board delegates to the Fire Chief and/or Administrative Manager the authority to determine the actions and procedures necessary for District operations. Responsibilities of the Fire Chief and/or Administrative Manager include, but are not limited to:

~~Preparing Board meeting agendas in collaboration with the Board President, attending all Board meetings, unless excused, and participating in deliberations of the Board as required.~~

~~Bringing matters that require Board consideration to the Board's attention.~~

~~Reporting periodically to the Board on significant events and emergencies within the District, including fire fatalities, and on the progress of District programs.~~

~~Addressing personnel, financial, and capital improvement matters under the direction of the Board.~~

~~Reporting appointments, demotions, transfers, and dismissals in accordance with the policies of the Board, as applicable.~~

~~Providing for succession planning within the District to ensure that the District's long-term goals and objectives are met.~~

~~Providing data and reports to assist the Board in monitoring and overseeing the emergency response functions of the District.~~

~~8. Proposing an annual budget to the Board for adoption.~~

Responsibilities of the Fire Chief include, but are not limited to:

- Full management responsibility for all department services and activities, including the community fire protection system, fire suppression and prevention, and emergency medical services, and recommend and administer policies and procedures.
- Manage the development and implementation of departmental goals, objectives, policies, and priorities for each assigned service area.
- Assess and forecast workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Direct disaster preparedness and other fire protection programs to minimize the loss of life and property within the community.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies and ensure high performance.

- Oversee and participate in the development and responsibly administer the Fire Department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Represent the District to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
- Provide assistance to the President and Administrative Manager and other stakeholders; participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire safety.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

### Section 3.01 Responsibilities of Administrative Manager.

The Administrative Manager is the Executive Officer of the District with responsibility for determining, managing, and implementing the organizational and business operations of the District, including without limitation controlling and managing the accounts, expenditures, and fiscal affairs of the District, subject to the policies, restrictions, and directions provided by the Board. Responsibilities Administrative Manager include, but are not limited to:

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

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

#### (a) Claims and Lawsuits.

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

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



~~(b) Workers Compensation Matters:~~

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

~~(c) Conflict Waivers and Related Agreements:~~

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

## Article IV. GENERAL COUNSEL

### Section 4.01 Appointment and Responsibilities of the General Counsel.

The District Board may appoint or employ General Counsel to serve as is the chief legal officer of the District. The General Counsel's client is the District as a whole and not a single Director or member of staff. ~~Accordingly, the General Counsel will not take mandatory direction from any individual Director.~~ The General Counsel reports to the Board but may ~~also~~ provide legal counsel ~~at the direction of~~ the Fire Chief and/or Administrative Manager in carrying out the business of the District. General Counsel will attend all District Board meetings unless directed or otherwise approved by the Board President or the Administrative Manager. General Counsel serves at the will of the Board ~~and will commence Board-directed work upon the approval of a motion by a majority of the Board or at the direction of the President of the Board in the event of an emergency legal matter that cannot practically wait for a regular or special Board meeting.~~

## Article V. MEETINGS

### Section 5.01 Meetings Generally.

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

### Section 5.02 Attendance at Board ~~and Standing Committee~~ Meetings.

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

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

### ~~Section 5.03 Role of the President~~

~~The President is responsible for timely, fair, and reasonable conduct of the meeting's business. The President's decision on questions of procedure is final, subject to override by a majority of the Board.~~  
Section 5.034 Quorum and Voting.

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

### Section 5.05 Rules of Order During Meetings.

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

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

### Section 5.06 Agendas.

The President and the Administrative Manager, with input and guidance from the ~~and/or~~ Fire Chief, will collaborate to establish the agenda for each regular and special meeting. The Vice President may participate in the agenda setting process with consent of the President.

### Section 5.07 Order of Business.

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

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

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

### Section 5.08 Consent Calendar.

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

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

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

~~earlier or later time.~~

## Section 5.09 Regular Agenda.

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

~~(a)~~ The ~~Board~~-President announces the item.

~~(a)~~

~~(b)~~ The ~~Board~~-President invites ~~the~~ appropriate staff ~~member~~ to present a brief staff report.

~~(b)~~—

~~(c)~~ The ~~Board~~-President invites brief clarifying questions from other Directors.

~~(c)~~—

~~(d)~~ The President invites public comment on the item.

~~(d)~~~~(e)~~ The ~~Board~~-President invites a motion/second.

~~(i)~~ The ~~Board~~-President invites discussion among Directors (assuming there has been a motion/second for the item). Discussion will be limited to the motion under consideration.

~~(i)~~

~~(ii)~~ The ~~Board~~-President invites public comment on the item (at the ~~Board~~-President's discretion, public comment may occur before or after the Board has discussed the item).

~~(ii)~~ The ~~Board~~-President asks for a vote on the item.

~~(iii)~~

~~(iii)~~ The ~~Board~~-President announces the result of the vote.

~~(iv)~~

## Section 5.10 Public Comment.

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

## Section 5.11 ~~Proposed~~ Director Proposals for Future Agenda Items.

Ordinarily, the Board President and Administrative Manager, in consultation with and in consideration of recommendations from the Fire Chief, determine the agenda for meetings of the Board pursuant to Section 5.06. However, ~~any Director may suggest~~ during the "Director proposals for Future Proposed Agenda Items" ~~section-portion~~ of any regular -meeting agenda, any Director may request that an agenda item be placed on a future meeting agenda. The Board will not discuss or engage in extended discussion of any ~~the~~ proposed agenda item(s) at this time, and ordinarily, all that will be required is a brief explanation from the requesting Director. The Administrative Manager ~~Board Clerk~~ will compile all requested items and list them in the Proposed Agenda Item section of the next regular meeting agenda of the Board.

At that next regular meeting, the Board may discuss and deliberate whether to place the item on a future agenda for potential action or direction from the Board—~~ordinarily, all that will be required is a~~

~~brief explanation from the requesting Director and a call for a motion. All Directors should be mindful of the impact on staff time of adding items to meeting agendas; accordingly, Directors should use the process of requesting items on an agenda sparingly. If the a majority of the Board votes to approve a Director's request to add a matter to a meeting agenda, the Administrative Manager, Fire Chief, in consultation with the Board President and Fire Chief, will determine the appropriate meeting to bring the item to the Board; unless otherwise directed by the Board. When deciding whether and which items to calendar for future discussion or action by the Board, and when setting expectations for how quickly requested agenda items will return, Directors are advised to be mindful of the District's limited staff and resources.~~

### Section 5.12 Director Reports.

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

### Section 5.13 Limitations on Debate.

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

### Section 5.14 Dissents, Protests, and Comments.

All Directors have the right to express dissent from, protest to or comment upon any action of the Board, ~~but in doing so Directors are advised to maintain the courtesy and respect necessitated by the public meeting context and Director's role as elected public officials. Any Director may state the reason for their dissenting vote for the video or written record, then any Director voting in favor of the action will also have the opportunity to state the reasoning for the vote in favor.~~

### Section 5.15 ~~Adoption of Resolutions~~ Action of the Board.

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

### Section 5.16 Adoption of Ordinances.

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

### Section 5.17 Minutes.

The official action of the Board is represented by written minutes as supplemented by the video of the meeting if a video exists. The Board Clerk will prepare the written minutes of each Board ~~and Standing Committee~~ meeting. The written minutes of Board ~~and Standing Committee~~ meetings are in an action format and include at a minimum the date and location of the meeting, identification of public speakers and a general summary of their comments ~~as in favor of or against for~~ each agenda item, and the Board directions or actions taken on each agenda item, if any. The written minutes of the Board and ~~Standing Committee~~ meetings will be maintained in the Administration Offices of the District. ~~For convenience, an additional posting of the written minutes may be found on the District's website.~~

## Article VI. BOARD COMMITTEES AND LIAISONS

### ~~Section 6.01 Standing Committees.~~

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

~~The Board Clerk will maintain a list of the District's current Standing Committees and their membership. The Board President may adjust the list to change the number of Standing Committees, either temporarily or permanently, and to adjust the roster of Directors serving on committees. The President will announce a decision to change the list or roster of Standing Committees at a properly agendaized meeting and a majority of the Board may override the President's decision.~~ Section 6.012 Ad Hoc Committees.

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

### Section 6.023 Board Liaisons.

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



## Article VII. DIRECTOR COMPENSATION AND REIMBURSEMENT

### Section 7.01 Authorized Expenses.

Unless otherwise approved by the Board, and assuming compliance with budgetary limitations, procurement requirements, and California and local laws and regulations governing Director reimbursements, no Director should incur more than Expenses incurred up to \$2,500 per Director, per calendar fiscal year in connection with the following types of activities or similar District business. generally constitute authorized and reimbursable expenses, and do not need pre-expense approval by the Board, as long as the other requirements of this Article and any implementing procedures are met:

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

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

### Section 7.02 Expenses Not Eligible For Reimbursement.

Consistent with applicable California laws and regulations, and reimbursement policies and procedures of the District, the following types of expenses incurred by Directors are examples of expenses that are not eligible for reimbursement. Expenses that are not eligible for reimbursement are listed below.

Any questions regarding the propriety of a particular type of expense should be resolved by the Board before the expense is incurred.

- ~~(a)~~ (a) Personal or non-businesses related portions of any trip;
- ~~(a)~~ (b) Political or charitable contributions;
- ~~(b)~~ (c) Personal or Family expenses incurred in connection with District businesses, such as costs incurred by a Director's including a partner / spouse's expenses when accompanying a Director on District-related business, child-care, or pet care costs as well as child- or pet-related expenses;
- ~~(e)~~ (d) Entertainment expenses such as, including theater, movies (either in-room or at the theater), sporting events, recreational costs (including gym, massage, and/or golf-related expenses), or other cultural events;
- (e) Alcohol
- ~~(d)~~ (f) ~~or~~ Hotel in-room dining or personal hotel honor bar expenses;
- (g) Tips greater than 20 percent (unless automatically included in the bill);
- ~~(e)~~ (h) Regular commuting costs and personal automobile expenses, including ~~for~~ vehicle maintenance and repairs, traffic citations, insurance, and gasoline; and
- ~~(f)~~ (i) Personal losses or costs incurred while on District business; and
- ~~(g)~~ (i)
- ~~(h)~~ Any other expenses of a personal or irregular nature that is inconsistent with applicable state and local laws, rules, and polices. Expenses related to attending a conference or training event after a Director has announced their resignation or after a Director fails to secure re-election to the Board.

## Section 7.03 Transportation.

Directors are encouraged to use public transit and carpool to the maximum extent possible when travelling on District business. When transportation is needed for Directors to travel for District business, other than in District vehicles, then in addition to subject to compliance with District Administrative Policy No. 1050 (governing travel expense reimbursement), the following guidelines shall govern the reimbursement eligibility of any transportation-related expense incurred while traveling on District business costs are eligible for reimbursement as follows:

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

~~(e)~~

## Section 7.04 Lodging.

Lodging costs are only reimbursable when a Director is's traveling for purposes set forth in Section 7.1, above. In addition to and subject to compliance with District Administrative Policy No. 1050 (governing travel expense reimbursement), the following guidelines shall govern the reimbursement eligibility of any lodging-related expense incurred while traveling on District business:

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

## Section 7.05 Meals & Incidental Expenses.

Meal and incidental costs are only reimbursable when a Director is traveling for purposes set forth in Section 7.1. In addition to and subject to compliance with District Policy No. 1050 (governing travel expense reimbursement), the following guidelines shall govern the reimbursement eligibility of any meal or incidental expense incurred while traveling on District business:

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

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

~~(a)~~—

~~(b)~~

## Section 7.06 Registration Fees.

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

## Section 7.07 Expense Reports and Receipts.

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

## Section 7.08 Reports To The Board.

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

## Section 7.09 Compliance With Laws.

Directors should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All District expense reports and accompanying gg documentation are public records subject to disclosure under the Public Records Act and other applicable laws.

### Section 7.10 Violation Of Policy.

Misuse of public resources or falsifying expense reports in violation of this Policy [or District Administrative Policy No. 1050 will result in an obligation to reimburse the District and](#) may result in any or all of the following:

[\(a\)](#) Loss of reimbursement privileges;

~~(a)~~

[\(b\)](#) Restitution to the District;

~~(b)~~

[\(c\)](#) The District reporting the expenses as income to State and Federal tax authorities; and

~~(c)~~

[\(d\)](#) Other penalties as permitted by law or this Policy, including but not limited to disciplinary action taken pursuant to [Article 11 this Policy](#).

### Section 7.11 Additional ~~Information~~Requirements.

Additional [requirements and information associated with Director reimbursement](#) may be obtained by reviewing the District's Administrative Policies and Procedures, specifically, [Travel Policy No. 1051 \(Travel Reimbursement Policy\)](#).

## **Article VIII. DIRECTORS' COMPENSATION.**

### **Section 8.01**

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

## Article IX. DIRECTORS' APPAREL AND EQUIPMENT

### Section 9.01 Director Apparel.

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

### Section 9.02 Director Equipment.

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

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

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

### Section 9.03 Return of Equipment and Risk of Loss.

Directors will return all District equipment and property in their possession, including but not limited to the items as described in Section 9.02, immediately upon termination or expiration of their term/completion of service. Care of equipment and apparel is the responsibility of the Director. Should any of the apparel or equipment issued by the District be lost or stolen it is the Director's responsibility to pay for any replacements.

## Article X. BOARD CODE OF CONDUCT

### Section 10.01 Board Code of Conduct.

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

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

14. Refer policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finance, and programming, directly to the Administrative Manager.

~~13.~~15. Direct inquiries about personnel or fire-related services directly to the Fire Chief, and respect that the Board has no supervisory or other authority over the employees and personnel of the Fire Department.

~~14.~~16.

~~15.~~

~~16.~~ Refer policy-related concerns, especially those involving personnel, legal action, land acquisition and development, finance, and programming, directly to the Administrative Manager.

~~17.~~ Direct inquiries from personnel directly to the Fire Chief. During contract negotiations Directors may not communicate with the bargaining group or members or employees of the group on any matters related to or pertaining to the negotiation unless such communication is specifically authorized by the Board or the Fire Chief.

Give staff the respect and consideration due skilled professional personnel. Poor behavior toward staff is not acceptable. In particular, Directors should adhere to the following policies with regard to District staff:

a. Directors should not disrupt District staff while they are in meetings, on the phone, or engrossed in performing their job functions.

~~a.~~

b. Comments about staff performance should be made to the Administrative Manager and/or Fire Chief privately. Directors should not express concerns about the performance of a District employee in public, to the employee directly, or to the employee's manager.

~~b.~~

c. Directors may not engage in any form of public humiliation of the staff, nor threaten any such public humiliation to unduly influence decisions or the work of District personnel.

~~18.~~17. As individuals, Directors may not commit the District to any policy, act, expenditure, or give mandatory direction to the Administrative Manager, Fire Chief, staff, or General Counsel.

~~19.~~18. Directors may not directly provide District records to the press. Any such requests should be directed to the Board Clerk and will be addressed in accordance with the District's obligations under the California Public Records Act.

~~20.~~19. Attend and fully participate in public meetings. Directors should generally avoid interruptions from phone calls or texting.

## Section 10.02 Prevention of Harassment, Discrimination and Retaliation.

The District has policy and procedures governing the prevention of harassment, discrimination, and retaliation in the workplace. It is the policy of the District to establish and maintain a work environment free of all forms of harassment, discrimination, and retaliation. Such behaviors are unacceptable and



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

### Section 10.03 Media Communications.

The ~~Fire Chief, Administrative Manager (or the~~ President or designee, when appropriate) is responsible for speaking on behalf of the District when communicating, or engaging, with the media about day to day District business; provided that the Fire Chief, when appropriate, is responsible for speaking to the media with respect to fire safety, fire suppression, and related matters within the course and scope of the Fire Chief's responsibilities. ~~The Fire Chief may delegate the responsibility for communicating to the media to a Director or staff, as appropriate.~~ All media inquiries should be referred to the ~~Fire Chief~~ President or ~~Administrative Manager~~ Fire Chief, as appropriate.

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

### Section 10.04 Conflicts of Interest.

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

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

## Article XI. COMPLIANCE AND ENFORCEMENT

### Section 11.01 Investigation and Determination.

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

### Section 11.02 Disciplinary Action.

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

# Vista FPD Policy 1010-Clean Version

## **Article I. PURPOSE**

### **Section 1.01 Authority and Purpose.**

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

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

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

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

## **Article II. BOARD OFFICERS AND DIRECTORS**

### **Section 2.01 Powers of the Board.**

The Board is the governing body of the District. Directors are elected or appointed to the Board as provided by law. The legal responsibilities of the Board are established by applicable local, state, and federal laws, rules and regulations, and any policies the Board that may be adopted from time to time. The role of the Board is to function as a legislative, policy-making, and quasi-judicial body as opposed to serving an administrative, personnel, or executive function.

### **Section 2.02 Seating of Directors and Administration of the Oath.**

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

### **Section 2.03 Board Vacancies.**

Any vacancies on the Board will be filled pursuant to Health & Safety Code section 13852, Government Code section 1780, and other applicable laws. In the event the Board desires to fill a vacancy by appointment, such appointment must be made within 60 days of the date the Board is notified of the vacancy or the effective date of the vacancy, whichever is later. Before making an appointment, the District must first post a notice of the vacancy in three or more conspicuous places in the District at least 15 days before the Board makes the appointment. Board may establish procedures for soliciting and evaluating applicants from individuals interested in filling the vacancy, and any appointment will avoid all forms of discrimination and ensure applicants are treated with respect and consideration.

### **Section 2.04 Board Officers.**

Pursuant to Health and Safety Code 13853, the officers of the Board of Directors are the President, Vice President, and a Board Clerk. The Board Clerk may be a member of the Board, or the Board may employ an individual to perform the duties of the Board Clerk.

### **Section 2.05 Officer Elections.**

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

### **Section 2.06 Duties of the President.**

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

- The President may function as the official Board representative of the District for ceremonial purposes.

- The President will determine all questions or interpretation of the rules of order, or other questions of procedure requiring ruling during a Board meeting. A majority of the Board may override the President's decision.
- The President may sign all documents or other instructions approved by the Board on behalf of the District.
- To the extent applicable, in advance of the January regular Board meeting the President may designate Directors to serve on the various committees, boards, and liaison positions for the upcoming year, subject to Board approval.

#### Section 2.07 Duties of the Vice President.

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

## **Article III. FIRE CHIEF AND ADMINISTRATIVE MANAGER**

### **Section 3.01 Responsibilities of Fire Chief.**

The Fire Chief of the City of Vista Fire Department is not an employee of the District, but is authorized to serve and responsible for serving all roles and functions of the Fire Chief of the District within the boundaries of the District in accordance with applicable provisions of California, subject to and in accordance with the contract between the City of Vista and District for fire suppression and related services, as such contract may be amended from time to time. The Fire Chief shall report and is responsible to the Board and is responsible for implementing the legislative or policy decisions and directives of the Board within the jurisdictional boundaries of the District. Responsibilities of the Fire Chief include, but are not limited to:

- Full management responsibility for all department services and activities, including the community fire protection system, fire suppression and prevention, and emergency medical services, and recommend and administer policies and procedures.
- Manage the development and implementation of departmental goals, objectives, policies, and priorities for each assigned service area.
- Assess and forecast workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Direct disaster preparedness and other fire protection programs to minimize the loss of life and property within the community.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies and ensure high performance.
- Oversee and participate in the development and responsibly administer the Fire Department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Represent the District to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
- Provide assistance to the President and Administrative Manager and other stakeholders; participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire safety.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.



### Section 3.01 Responsibilities of Administrative Manager.

The Administrative Manager is the Executive Officer of the District with responsibility for determining, managing, and implementing the organizational and business operations of the District, including without limitation controlling and managing the accounts, expenditures, and fiscal affairs of the District, subject to the policies, restrictions, and directions provided by the Board. Responsibilities Administrative Manager include, but are not limited to:

- Serving as the Board Clerk.
- Preparing Board meeting agendas in collaboration with the Board President, attending all Board meetings, unless excused, and participating in deliberations of the Board as required.
- Bringing matters that require Board consideration to the Board's attention.
- Reporting periodically to the Board on significant events and matters of District business, on the progress of District programs and finances.
- Addressing financial and capital improvement matters under the direction of the Board.
- Reporting appointments, demotions, transfers, and dismissals in accordance with the policies of the Board, as applicable.
- Providing for succession planning within the District to ensure that the District's long-term goals and objectives are met.
- With the collaboration of the Fire Chief, providing data and reports to assist the Board in monitoring and overseeing the emergency response functions of the District.
- Proposing an annual budget to the Board for adoption.

## GENERAL COUNSEL

### Section 4.01 Appointment and Responsibilities of the General Counsel.

The District Board may appoint or employ General Counsel to serve as the chief legal officer of the District. The General Counsel's client is the District as a whole and not a single Director or member of staff. The General Counsel reports to the Board but may provide legal counsel to the Fire Chief and/or Administrative Manager in carrying out the business of the District. General Counsel will attend all District Board meetings unless directed or otherwise approved by the Board President or the Administrative Manager. General Counsel serves at the will of the Board.

DRAFT

## **Article V. MEETINGS**

### **Section 5.01 Meetings Generally.**

The Board will conduct its meetings and business of the Board in compliance with the requirements of the Ralph M. Brown Act ("the Brown Act" Gov. Code § 54950 *et seq.*) and other applicable provisions of law. The Board will establish the date, time, and location of regular meetings of the Board in the manner required by law. The Board President, in consultation with or at the recommendation of the Administrative Manager or Fire Chief, may alter the date or time of a regular meeting, as needed. The Board President, or a majority of the Board, may call a special meeting at any time.

### **Section 5.02 Attendance at Board Meetings.**

Directors are expected to attend all regular and special meetings of the Board. Directors are expected to participate fully in deliberation and voting.

### **Section 5.03 Quorum and Voting.**

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

### **Section 5.05 Rules of Order During Meetings.**

The Board prefers a flexible format for meetings and does not insist that its meetings be conducted strictly in accordance with formal rules of procedures. The conduct of the Board's meetings will be informed by Rosenberg's Rules of Order. Failure to comply with Rosenberg's Rules will not invalidate any action taken by the Board.

### **Section 5.06 Agendas.**

The President and the Administrative Manager, with input and guidance from the Fire Chief, will collaborate to establish the agenda for each regular and special meeting. The Vice President may participate in the agenda setting process with consent of the President.

### **Section 5.07 Order of Business.**

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

- Call to Order
- Roll Call
- Pledge of Allegiance
- Public Comment on items not on the agenda.
- Presentations (if any)
- Consent Calendar
- Regular Agenda
- Public Hearings (if any)
- Director Proposals for Future Agenda Items

- Director Reports
- Adjournment

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

#### Section 5.08 Consent Calendar.

The Administrative Manager may place items which are considered to be of a routine and non-controversial nature on the consent calendar. The Board will act on the entire consent calendar, without discussion of individual items. Directors may request that any item be removed from the consent calendar (“pulled”), and the Board will then act separately on that item.

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

#### Section 5.09 Regular Agenda.

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

- (a) The President announces the item.
- (b) The President invites appropriate staff to present a brief staff report.
- (c) The President invites brief clarifying questions from other Directors.
- (d) The President invites public comment on the item.
- (e) The President invites a motion/second.
  - (i) The President invites discussion among Directors (assuming there has been a motion/second for the item). Discussion will be limited to the motion under consideration.
  - (ii) The President asks for a vote on the item.
  - (iii) The President announces the result of the vote.

#### Section 5.10 Public Comment.

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

### Section 5.11 Director Proposals for Future Agenda Items.

Ordinarily, the Board President and Administrative Manager, in consultation with and in consideration of recommendations from the Fire Chief, determine the agenda for meetings of the Board pursuant to Section 5.06. However, during the “Director proposals for Future Agenda Items” portion of any regular meeting agenda, any Director may request that an agenda item be placed on a future meeting agenda. The Board will not discuss or engage in extended discussion of any proposed agenda item(s) at this time, and ordinarily, all that will be required is a brief explanation from the requesting Director. The Administrative Manager will compile all requested items and list them in the Proposed Agenda Item section of the next regular meeting agenda of the Board.

At that next regular meeting, the Board may discuss and deliberate whether to place the item on a future agenda for potential action or direction from the Board. If a majority of the Board votes to approve a Director’s request, the Administrative Manager, in consultation with the President and Fire Chief, will determine the appropriate meeting to bring the item to the Board unless otherwise directed by the Board. When deciding whether and which items to calendar for future discussion or action by the Board, and when setting expectations for how quickly requested agenda items will return, Directors are advised to be mindful of the District’s limited staff and resources.

### Section 5.12 Director Reports.

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

### Section 5.13 Limitations on Debate.

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

### Section 5.14 Dissents, Protests, and Comments.

All Directors have the right to express dissent from, protest to or comment upon any action of the Board, but in doing so Directors are advised to maintain the courtesy and respect necessitated by the public meeting context and Director’s role as elected public officials.

### Section 5.15 Action of the Board.

The Board will ordinarily act by motion but may act by resolution or ordinance; and will act by resolution or ordinance when required by law. Ordinarily, staff will prepare agenda reports, resolutions, or ordinance in advance of the Board meeting at which the action will be considered.

### Section 5.16 Adoption of Ordinances.

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

### Section 5.17 Minutes.

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

DRAFT

## **Article VI. BOARD COMMITTEES AND LIAISONS**

### **Section 6.01 Ad Hoc Committees.**

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

### **Section 6.02 Board Liaisons.**

The President may appoint Directors as liaisons/representatives to outside organizations subject to confirmation by a majority of the Board. The Board Clerk will maintain a list of the Directors appointed as liaisons/representatives. The President may adjust the list to change the number of liaison/representative organizations, either temporarily or permanently, and to adjust the roster of Directors serving in the role of liaison/representative, all subject to confirmation by a majority of the Board.

DRAFT

## **Article VII. DIRECTOR COMPENSATION AND REIMBURSEMENT** [Section](#)

### [7.01 Authorized Expenses.](#)

Unless otherwise approved by the Board, and assuming compliance with budgetary limitations, procurement requirements, and California and local laws and regulations governing Director reimbursements, no Director should incur more than \$2,500 per fiscal year in connection with the following types of activities or similar District business.:

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

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

### [Section 7.02 Expenses Not Eligible For Reimbursement.](#)

Consistent with applicable California laws and regulations, and reimbursement policies and procedures of the District, the following types of expenses incurred by Directors are examples of expenses that are not eligible for reimbursement. Any questions regarding the propriety of a particular type of expense should be resolved by the Board before the expense is incurred:

- (a) Personal or non-businesses related portions of any trip;
- (b) Political or charitable contributions;
- (c) Personal or family expenses incurred in connection with District businesses, such as costs incurred by a Director's partner / spouse when accompanying a Director on District-related business, child-care, or pet care costs;
- (d) Entertainment expenses such as theater, movies (either in-room or theater), sporting events, recreational costs (including gym, massage, and/or golf-related expenses), or other cultural events;
- (e) Alcohol
- (f) Hotel in-room dining or personal hotel honor bar expenses;
- (g) Tips greater than 20 percent (unless automatically included in the bill);
- (h) Regular commuting costs and personal automobile expenses, including vehicle maintenance and repairs, traffic citations, insurance, and gasoline; and
- (i) Personal losses or costs incurred while on District business; and
- (j) Any other expenses of a personal or irregular nature that is inconsistent with applicable state and local laws, rules, and policies.



### Section 7.03 Transportation.

Directors are encouraged to use public transit and carpool to the maximum extent possible when travelling on District business. When transportation is needed for Directors to travel for District business, then in addition to subject to compliance with District Administrative Policy No. 1050 (governing travel expense reimbursement), the following guidelines shall govern the reimbursement eligibility of any transportation-related expense incurred while traveling on District business:

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

### Section 7.04 Lodging.

Lodging costs are only reimbursable when a Director is traveling for purposes set forth in Section 7.1. In addition to and subject to compliance with District Administrative Policy No. 1050 (governing travel expense reimbursement), the following guidelines shall govern the reimbursement eligibility of any lodging-related expense incurred while traveling on District business:

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

### Section 7.05 Meals & Incidental Expenses.

Meal and incidental costs are only reimbursable when a Director is traveling for purposes set forth in Section 7.1. In addition to and subject to compliance with District Policy No. 1050 (governing travel expense reimbursement), the following guidelines shall govern the reimbursement eligibility of any meal or incidental expense incurred while traveling on District business:

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

### Section 7.06 Registration Fees.

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

### Section 7.07 Expense Reports and Receipts.

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

### Section 7.08 Reports To The Board.

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

### Section 7.09 Compliance With Laws.

Directors should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All District expense reports, and accompanying documentation are public records subject to disclosure under the Public Records Act and other applicable laws.

### Section 7.10 Violation Of Policy.

Misuse of public resources or falsifying expense reports in violation of this Policy or District Administrative Policy No. 1050 will result in an obligation to reimburse the District and may result in any or all of the following:

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

### Section 7.11 Additional Requirements.

Additional requirements and information associated with Director reimbursement may be obtained by reviewing the District's Administrative Policies and Procedures, specifically, Policy No. 1051 (Travel Reimbursement Policy).

## **Article VIII. DIRECTORS' COMPENSATION.**

### **Section 8.01 Compensation**

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

DRAFT

## **Article IX. DIRECTORS' APPAREL AND EQUIPMENT**

### **Section 9.01 Director Apparel.**

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

### **Section 9.02 Director Equipment.**

Directors currently receive a Vista Fire Protection District photo identification with their photo name and position "Director" below. All of the above items should be displayed only while conducting official District business).

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

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

### **Section 9.03 Return of Equipment and Risk of Loss.**

Directors will return all District equipment and property in their possession, including but not limited to the items described in Section 9.02, immediately upon termination or expiration of their term. Care of equipment and apparel is the responsibility of the Director. Should any of the apparel or equipment issued by the District be lost or stolen it is the Director's responsibility to pay for any replacements.

## Article X. BOARD CODE OF CONDUCT

### Section 10.01 Board Code of Conduct.

Directors are expected to observe the following code of conduct designed to guide their actions in fulfilling their responsibilities:

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

15. Direct inquiries about personnel or fire-related services directly to the Fire Chief, and respect that the Board has no supervisory or other authority over the employees and personnel of the Fire Department.
16. Give staff the respect and consideration due skilled professional personnel. Poor behavior toward staff is not acceptable. In particular, Directors should adhere to the following policies with regard to District staff:
  - a. Directors should not disrupt District staff while they are in meetings, on the phone, or engrossed in performing their job functions.
  - b. Comments about staff performance should be made to the Administrative Manager and/or Fire Chief privately. Directors should not express concerns about the performance of a District employee in public, to the employee directly, or to the employee's manager.
  - c. Directors may not engage in any form of public humiliation of the staff, nor threaten any such public humiliation to unduly influence decisions or the work of District personnel.
17. As individuals, Directors may not commit the District to any policy, act, expenditure, or give mandatory direction to the Administrative Manager, Fire Chief, staff, or General Counsel.
18. 18. Directors may not directly provide District records to the press. Any such requests should be directed to the Board Clerk and will be addressed in accordance with the District's obligations under the California Public Records Act.
19. Attend and fully participate in public meetings. Directors should generally avoid interruptions from phone calls or texting.

#### Section 10.02 Prevention of Harassment, Discrimination and Retaliation.

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

### Section 10.03 Media Communications.

The President or designee, when appropriate is responsible for speaking on behalf of the District when communicating, or engaging, with the media about day to day District business; provided that the Fire Chief, when appropriate, is responsible for speaking to the media with respect to fire safety, fire suppression, and related matters within the course and scope of the Fire Chief's responsibilities. All media inquiries should be referred to the President or Fire Chief, as appropriate.

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

### Section 10.04 Conflicts of Interest.

Directors will comply with the requirements of California Government Code Section 1090, the Political Reform Act (Gov. Code Section 81000 *et seq.*), or other applicable federal, state, or local laws which prohibit actual and apparent conflicts of interest in government contracting and in government decision making. A Director may not make, participate in making, or in any way use or attempt to use their official position to influence a decision of the Board if the Director has a prohibited conflict of interest.

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



## Article XI. COMPLIANCE AND ENFORCEMENT

### Section 11.01 Investigation and Determination.

Suspected or alleged violations of applicable laws or policy by a Director may be reported to the President or General Counsel. Upon receipt of the report, a preliminary review of the matter will be completed to determine whether a violation may exist. If the President or General Counsel determines that the complaint does not allege a violation of District of Board policy, they will notify the reporting Director, and the matter will be deemed closed. If the President or General Counsel determines that a violation may have occurred, then the matter will be referred to the Board of Directors for further investigation or action. The Board may conduct such proceedings and utilize such resources as it deems necessary to determine how the matter may proceed, be resolved, or be reported to the appropriate authorities. As appropriate and necessary, the President and General Counsel may consult with one another throughout the investigation process.

### Section 11.02 Disciplinary Action.

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