

**VISTA FIRE PROTECTION DISTRICT  
AGENDA  
Wednesday, August 11, 2021, at 6:00 P.M.**

The monthly meeting of the Board of Directors of the Vista Fire Protection District will be held in person at Fire Station No. 5, 2009 South Melrose Dr., Vista, CA 92081.

Members of the public wishing to address the Board may do so under Agenda Item III.

**I. ROLL CALL AND PLEDGE OF ALLEGIANCE**

**II. APPROVAL OF THIS MEETING'S AGENDA**

**III. OPEN DISCUSSION WITH THE BOARD**

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.

**IV. APPROVAL OF THE MINUTES**

The Board will review for approval the draft minutes of the District's special and monthly meetings held, respectively, on July 14 and July 22, 2021.

**V. FIRE DEPARTMENT REPORTS**

- A. District Fire Inspector's Report. Fire Inspector Jeremy Nichols will provide results of activities in July, in addition to proposed activities for August.
- B. Fire Marshalls Report. Deputy Fire Chief Craig Usher will present for the Board's review a list of pending and approved projects for properties located within the District.
- C. Fire Department Performance Report. Fire Chief Ned Vander Pol will report on performance by the City of Vista's Fire Department during July 2021.
- D. Fire Chief's Update. Fire Chief Ned Vander Pol will report on other matters of interest to the Department and the District.

**VI. OFFICERS' REPORTS**

- A. Accounts Payable. The Treasurer will present for approval the District's Accounts Payable for the month of July 2021.
- B. Portfolio Summary. The Board will review the Treasurer's Report as of July 31, 2021.

- C. Fire Mitigation Fees. The Treasurer will provide an update on the fund balances based on the County's quarterly report.
- D. District Communications. The Treasurer will confirm completion of the dedicated District phone number.
- E. Legal Affairs. District Counsel will report on the status of any pending matters.

## **VII. COMMITTEE REPORTS**

- A. Fuel Modification. The Subcommittee will report on status of Anchor Point study.
- B. Panoramic Property. The Subcommittee on Panoramic will report on status of solicitation of offers for the District's surplus property.
- C. Redevelopment Of Fire Station No. 3. The Subcommittee will report on the status of discussions concerning joint funding for redevelopment of Station No. 3.

## **VIII. SPECIAL MATTERS DESIGNATED FOR CONSIDERATION**

- A. None Scheduled

## **IX. CONTINUING BUSINESS**

- A. Emergency Access Roads. Director Ploetz will provide an update on the status of the District's Emergency Access Roads.
- B. District Administrative Manager. Director Elliott will lead a discussion on the revised job description for a District administrative manager, Board approval for recruitment and appointment of a Subcommittee to conduct interviews with prospective candidates.

## **X. NEW BUSINESS**

- A. None Scheduled.

## **XI. DIRECTORS' ANNOUNCEMENTS & WRITTEN COMMUNICATIONS**

Directors are invited to make announcements and share written communications.

## **XII. MOTION FOR ADJOURNMENT**

**Copy of the Agenda and the Board Package of Meeting Materials Are Available On The District Web Site: [www.vistafireprotectiondistrict.org](http://www.vistafireprotectiondistrict.org) or by contacting the Office of the Clerk of the Board 955 Vale Terrace Drive, Ste. A, Vista, CA 92084, 760-758-3815**

**Draft - Pending Approval at August Meeting**  
**VISTA FIRE PROTECTION DISTRICT**  
**MINUTES of Meeting Held**  
**Wednesday, July 14, 2021**

The monthly meeting of the Board of Directors of the Vista Fire Protection District was called to order at Vista Fire Station No. 6, located at 651 East Vista Way, Vista, CA by the presiding President, Robert Fougner, at 6:00 P.M.

Directors Present:           Mr. Robert Fougner, President  
                                  Mr. James Elliott, Vice President  
                                  Mr. Daniel Gomez, Director  
                                  Mr. Read Miller, Director  
                                  Mr. John Ploetz, Director

Directors Absent:           None

Staff Present:               Chief, Ned Vander Pol, Deputy Chief, Craig Usher, Fire Inspector, Jeremy Nichols, Board Clerk, Christie Ross, Legal Counsel, Fred Pfister, Esq.,

**I.     ROLL CALL AND PLEDGE OF ALLEGIANCE**

**II.    APPROVAL OF THIS MEETING'S AGENDA**

On motion made by Director Elliott and duly seconded by Director Miller, the Directors unanimously approved the published agenda, subject to amendments for orderly discussion, as noted below.

**III.   OPEN DISCUSSION WITH THE BOARD**

The Board invited District Residents and others in attendance to address the Board on any matter of public concern related to the District's business. Mr. Barry Willis, the LAFCO representative for special districts introduced himself to the Board.

**IV.   APPROVAL OF THE MINUTES**

On a motion made by Director Ploetz and duly seconded by Director Gomez, the Minutes for the special meeting held June 7, 2021, were approved by the Directors as presented.

On a motion made by Director Gomez and duly seconded by Director Elliott, the Minutes for the meeting held June 9, 2021, were approved by the Directors as presented.

**V.     FIRE DEPARTMENT REPORTS**

A. District Fire Inspector's Report. Fire Inspector, Jeremy Nichols provided results of activities in June including parcel inspections for weed abatement, the District's emergency access roads, and proposed activities for July.

B. Fire Marshalls Report. Deputy Fire Chief Craig Usher discussed pending and approved projects for properties located within the District.

Deputy Chief Usher formally notified the Board of the pending detachment from the District and annexation by the City of 143 acres in the Mar Vista community, including the estimated fiscal impact on the District's net revenue.

Hearing On Assessments For Weed Abatement. (Item VIII.A. on the published agenda.) The Board offered to hear appeals by District property owners concerning fines incurred during the 2020 weed abatement program before entering findings on their imposition for collection. However, there were no appearances on behalf of the subject properties or their owners.

The Weed Abatement Resolution for the 2020 season was presented to the Board. On a motion made by Director Elliott and duly seconded by Director Ploetz, the resolution was unanimously adopted by the Board.

- C. Conclusions From Directors' Strategic Planning Workshop. Fire Chief Ned Vander Pol presented a summary of the Directors' Strategic Planning Workshop held on June 7, 2021. The Board chose "Option No. 2" as its mission statement.
- D. Fire Department Performance Report. Fire Chief Ned Vander Pol reported on performance by the City of Vista's Fire Department during June 2021.
- E. Fire Chief's Update. Fire Chief Ned Vander Pol reported on matters of interest to the Department and the District.

## **VI. OFFICERS' REPORTS**

- A. Accounts Payable. The Secretary of the Board and the treasurer presented for approval the District's Accounts Payable for the month of June 2021. On motion made by Director Ploetz, and duly seconded by Director Miller, the Directors present approved the payments as listed in the amount of \$98,507 for the month of June.
- B. Portfolio Summary/District Investments. The Board reviewed the Treasurer's Report on the District Investments as of June 30, 2021.
- C. Audit Update 2019-20 Approval. Director Elliott presented for the Board's approval the final FY 2019-2020 audit. The Board unanimously approved the audit as presented.

On a motion made by Director Miller and duly seconded by Director Ploetz, the Board unanimously agreed to execute Fedak & Brown's proposed engagement letter to conduct the District's audit for the next Fiscal Year.

Redevelopment Of Station No. 3. (Item X.A. on the published agenda) Director Fougner reported on the City's recent proposal for the District to contribute to the costs of redeveloping Station No. 3. In order to give the matter full consideration, the Board agreed to set a special meeting for Thursday, July 22, 2021 at 8:30AM to consider the City's

proposal.

- D. FYE 2021 Preliminary Results And FYE 2022 Budget. Director Elliott presented the Treasurer's management report on FYE June, 2021, results and the draft budget for approval for FY 2021-22, including recommendations for adjustments to staff compensation. On a motion made by Director Gomez and duly seconded by Director Elliott, the Board unanimously approved the budget as presented with the understanding items can be amended with a motion in the future.
- E. Fire Mitigation Funds. This was continued to the August meeting to coincide with the County's quarterly report.
- F. Legal Affairs. District Counsel reported on the status of pending matters.

## VII. COMMITTEE REPORTS

- A. Fuel Modification. The Subcommittee reported on the status of the Anchor Point study. On a motion made by Director Elliott and duly seconded by Director Fougner, the Board authorized the treasurer to issue the first payment to Anchor Point in the amount of \$12,500.
- B. Panoramic Property. The Subcommittee on Panoramic proposed the adoption of a resolution prepared by Counsel declaring the District's property surplus land and asked the Board for direction on further actions. On a motion made by Director Ploetz and duly seconded by Director Elliott, the Directors unanimously approved the resolution declaring the property surplus land, authorizing the President to sign the resolution, and authorizing the Clerk to advertise the property to other jurisdictions in accordance with statutory requirements.

## VIII. SPECIAL MATTERS DESIGNATED FOR CONSIDERATION

- A. Hearing On Assessments For Weed Abatement. (Item moved to follow Item V.C.)

## IX. CONTINUING BUSINESS

- A. Emergency Access Roads. Director Ploetz provided an update on the status of the Emergency Access Roads. On a motion made by Director Ploetz and duly seconded by Director Fougner, the Board authorized West Coast Arborists to perform tree services on emergency access roads in the District in accordance with their proposal for \$8,937.60.
- B. District General Manager. This item will continue for discussion in August.

## X. NEW BUSINESS

- A. Redevelopment Of Station No. 3. (Item moved to follow Item VI.C.)

## XI. DIRECTORS' ANNOUNCEMENTS & WRITTEN COMMUNICATIONS

Directors were invited to make announcements and share written communications.

**XII. MOTION FOR ADJOURNMENT**

On a motion made by Director Miller and duly seconded by Director Ploetz, the meeting was adjourned at 8:18 PM.

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**Draft - Pending Approval at August Meeting**  
**VISTA FIRE PROTECTION DISTRICT**  
**MINUTES of Special Meeting Held**  
**Thursday, July 22, 2021**

A special meeting of the Board of Directors of the Vista Fire Protection District was called to order at Vista Fire Station No. 6, located at 651 East Vista Way, Vista, CA by the presiding President, Robert Fougner, at 8:30 A.M.

Directors Present:           Mr. Robert Fougner, President  
                                  Mr. James Elliott, Vice President  
                                  Mr. Daniel Gomez, Director  
                                  Mr. Read Miller, Director  
                                  Mr. John Ploetz, Director

Directors Absent:           None

Staff Present:               Chief, Ned Vander Pol

**I.     ROLL CALL AND PLEDGE OF ALLEGIANCE**

**II.    APPROVAL OF THIS MEETING'S AGENDA**

On motion duly made and seconded the Directors unanimously approved the published agenda.

**III.   SPECIAL MATTERS DESIGNATED FOR CONSIDERATION**

A. Redevelopment Of Station No. 3. Fire Chief New Vander Pol summarized a proposal by the City of Vista for the District to provide matching funding to enhance redevelopment of Station No. 3. After extended discussion by all Directors concerning the merits and challenges of meeting the City's proposal, the Directors resolved, after motions duly seconded and unanimously approved, as follows:

1. Directors Fougner and Elliott are authorized to act as a temporary Subcommittee to negotiate terms, subject to the Board's approval, for contributing funding for redevelopment of Station No. 3; and
2. The Subcommittee is authorized, subject to Board approval of the terms of engagement, to retain William Curley, Esq., as special counsel to render advice on the proposed funding agreement, and to assist the Subcommittee as otherwise deemed necessary.

**IV.   MOTION FOR ADJOURNMENT**

On a motion duly made and seconded, the meeting was adjourned at 12:00 Noon.

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# Vista Fire Protection District

**Prepared by:** Jeremy Nichols, Fire Inspector / Investigator

**Approved by:** Ned Vander Pol, Fire Chief *NVP*

**Meeting date:** August 11, 2021

**Agenda location:** Continuing Business

## **District enhanced activities for July 2021**

- Annual weed abatement program in progress.
  - 1<sup>st</sup> round – 27 district parcels awaiting contractor estimates.
  - 2<sup>nd</sup> round – 7 district parcels sent certified letters.
- Evaluated all emergency roads on 07/07/2021
  - Deeb Dr – Weeds beginning to sprout in the middle of the road.
  - Fabry Ln - Weeds beginning to sprout in the middle of the road.
  - El Paso Alto – Security gates vandalized. Photos taken.
- Replaced knox padlock for gate across Spa Havens Wy (which serves residence on 2226 Gopher Canyon Rd)
- Inspected a total of 446 parcels and issued 50 hazardous fire area inspection notices.
- Had 22 face-to-face opportunities out in the field and provided 1 *Living with Wildfire* brochure.
- Received 7 public service requests that resulted in 0 field parcel assessments. Of these, 0 hazardous fire area notices were issued.
- Replaced 0 “Fire Lane” signs.

## **Planned activities for August 2021**

- Complete inspections for annual weed abatement program.
- Update District Board on weed abatement progress to date.
- Continue to monitor for any emergency response map book inconsistencies.
- Quickly respond to all citizen service requests regarding any hazardous conditions.
- Assess all district emergency roads.
- Continue to replace faded and/or illegible “Fire Lane” signs.

Respectfully submitted,

Jeremy Nichols  
Fire Inspector / Fire Investigator  
Vista Fire Protection District





## July 2021 Monthly Incident Report

1. Monthly Activity Report *NVP*
  - A. Response Travel Time Report: Total calls of 1,379 of which 1,288 were counted in the response summary. Calls not counted in the Response Travel Time Report include:
    1. Non-priority responses
    2. Cancelled while responding
    3. Staged for sheriff.
    4. Responding to another jurisdiction for Automatic/Mutual Aid.
    5. No 'on scene' MST by responding apparatus.
  - B. USR 5 year monthly comparison City and District \*
2. Response Time Chart
3. Total Response time >10 minutes in Fire District



**Monthly Activity Report**

**July 2021**

<b>Response travel time last month (cad)</b>			
	<b>Total</b>	<b>City</b>	<b>District</b>
Number of incidents	1,379	903	160
Number of urgent calls	1,288	540	84
Average travel time *	4:12	4:00	5:44
75 <sup>th</sup> fractal travel time *	5:05	4:49	6:48
90 <sup>th</sup> fractal travel time *	6:55	6:36	8:44

<b>Response travel time last 12 months (cad)</b>			
	<b>Total</b>	<b>City</b>	<b>District</b>
Number of incidents	15,094	10,056	1,823
Number of urgent calls	13,207	9,008	1,577
Average travel time *	4:33	4:23	5:41
75 <sup>th</sup> fractal travel time *	5:30	5:18	6:53
90 <sup>th</sup> fractal travel time *	7:14	6:51	9:16

\* First unit on scene and emergency calls only-includes automatic aid units

<b>Automatic Aid</b>		
	<b>Current month</b>	<b>Year-to-date</b>
Given	380	2,333
Received	210	1,423

<b>Ambulance Transports</b>		
	<b>Current month</b>	<b>Year-to-date</b>
Vista	698	4,352
Other Agencies	135	718

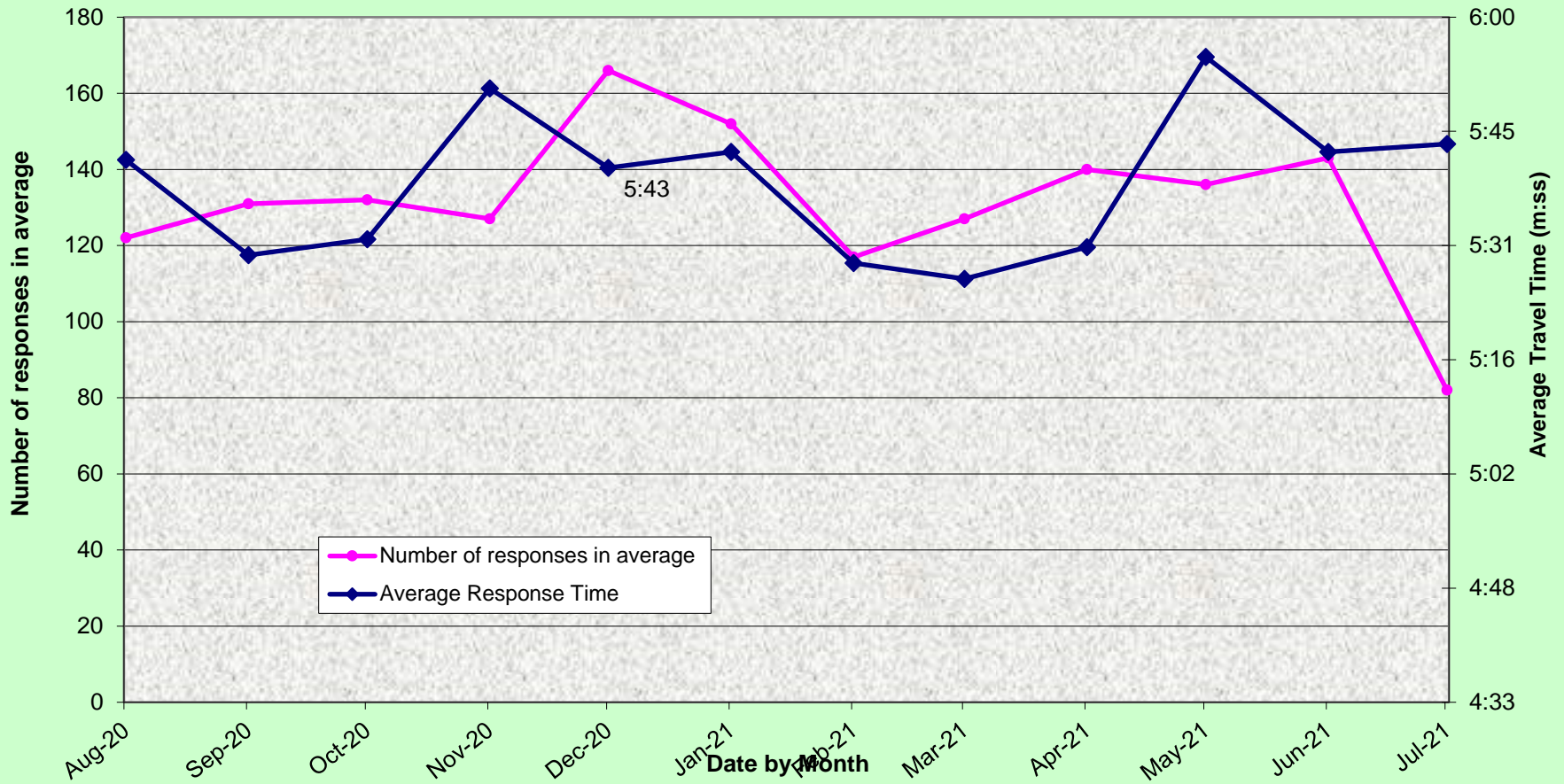
## July 2021

USR 5-year travel time monthly comparison -City						
	Urban		Suburban		Rural	
Year	Unit Responses	90th	Unit Responses	90th	Unit Responses	90th
2017	7,312	0:05:43	157	0:06:47	282	0:06:28
2018	7,005	0:05:30	529	0:06:22	66	0:07:19
2019	7,123	0:05:38	529	0:06:19	61	0:07:03
2020	6,840	0:06:07	571	0:06:53	55	0:07:11
2021 Jan-July	4,107	0:05:59	343	0:06:28	34	0:07:04
<i>Δ YTD previous year</i>		-0:00:08		-0:00:25		-0:00:07

USR 5-year travel time monthly comparison-District						
	Urban		Suburban		Rural	
Year	Unit Responses	90th	Unit Responses	90th	Unit Responses	90th
2017	1,023	0:06:55	90	0:09:47	327	0:08:30
2018	826	0:05:51	358	0:07:28	153	0:09:38
2019	804	0:06:01	431	0:07:13	196	0:10:13
2020	736	0:06:21	344	0:07:45	200	0:10:02
2021 Jan-July	380	0:06:36	226	0:08:08	114	0:10:04
<i>Δ YTD previous year</i>		0:00:15		0:00:23		0:00:02

Dispatched Incident volume types	July	Year to date
Alarm	57	301
Fire	137	927
Medical and Other	1,185	6,359
Total	1,379	8,955

### Fire District Average Travel Time 12 month



Data retrieved from Tableau Server at NCDJPA

Note: Incident count used in averages does not include the following:  
 Not completed incidents, Mutual Aid Given, Other Aid Given, Cancelled in route,  
 Not priority, Fill-in Standby, No arrival and Invalid Dates/Times

Response Time = turnout time + travel time

## July 2021 Response times >10 minutes in Vista Fire District

Master Incident Number	Date and time	Street Name	Response time
2021-053495	07/08/2021 13:50:07	Marine View	10:43
E125 travel time from quarters: 10:06 Station 5 from quarters			

**VISTA FIRE PROTECTION DISTRICT  
ACCOUNTS PAYABLE  
JULY 31, 2021**

I have reviewed the Accounts Payable and have determined that sufficient funds are available. The accounts payables listed are typical in nature for the VFPD. *J. Gray Golden*

COMMITTEE ASSIGNED	PAYEE & ADDRESS	DESCRIPTION	
Admin	COPELAND, MIRANDA & BENNER CPAs 955 VALE TERRACE DR, SUITE A VISTA, CA 92084	TREASURER DUTIES CPA DUTIES	\$1,968.75
Admin	WHITE AND BRIGHT 970 CANTERBURY PLACE ESCONDIDO, CA 92025	LEGAL FEES - DISTRICT BUSINESS INVOICE #	
Admin	STREAMLINE P.O. BOX 207561, DALLAS, TX 75320-7561	MONTHLY BILL FOR WEB HOSTING INVOICE #67009CA4-0009	\$75.00
Admin	COUNTY OF SAN DIEGO 5530 OVERLAND AVENUE, SUITE 410 SAN DIEGO, CA 92123	LOCAL AGENCY FORMATION COMMISSION COST FY 2021-2022, INVOICE #LC21-55	\$2,132.23
Fin'l	CITY OF VISTA 200 CIVIC CENTER DR VISTA, CA 92084	FIRE INSPECTOR, Q4 APR-JUN 2021, INV# 20252 FIRE MITIGATION FEES Q4 20/21, INV# 20251	\$14,933.10 \$6,439.91
Facilities	AZTEC LANDSCAPING 7980 LEMON GROVE WAY LEMON GROVE, CA 91945	EMERGENCY ACCESS ROADS, INV# PAR VALLEY, FABRY LANE, CATALINA & DEEB HARDELL LANE, EL PASO ALTO, JULY 2021	
Facilities	LITTLE YELLOW BUDDIES 13615 FAIRLANE RD VALLEY CENTER, CA 92082	INVOICE # 235	\$5,670.00
Facilities	WEST COAST ARBORISTS, INC. 2200 E. VIA BURTON ANAHEIM, CA 92806	TREE MAINTENANCE 7/29-7/30/21 29354 VISTA VALLEY DR, HARDELL LN INVOICE # 1-7125	\$8,937.60
Facilities	ANCHOR POINT GROUP LLC	25% CONTRACT DUE AT SIGNING AGREEMENT 852/51- PAID 7/22/21	\$12,500.00
			\$52,656.59
Director		DATE: AUGUST 11, 2021	
Director		DATE: AUGUST 11, 2021	

Little Yellow Buddies Fire Hydrant Services  
 13615 Fairlane Rd.  
 Valley Center, CA 92082

# Invoice



Bill To:
Vista Fire Protection District Attn: Jeffrey Golden 955 Vale Terrace Ste. A Vista, CA 92084

Date	Invoice No.	P.O. Number	Terms	Project
08/01/21	235			

Item	Description	Quantity	Rate	Amount
District Hydrants Serviced	Hydrants # 644-848, 915-919	210	27.00	5,670.00
			<i>Craig Usher</i>	
			08/02/2021	
			<b>Total</b>	<b>\$5,670.00</b>

VISTA FIRE PROTECTION DISTRICT  
 PAYROLL REQUEST  
 DATE: AUGUST 11, 2021  
 PAYROLL ENDING: JULY 31, 2021

EMPLOYEE	MONTH ENDING PAY PERIOD	FOR CLERK SERVICES	GROSS	FED WH	SOC. SEC.	MEDICARE	STATE WH	SDI	NET
Christine Ross	7/31/2021	JULY 2021	510.00	0.00	31.62	7.40	0.00	0.00	470.98

Approved:

8/11/2021  
 Date

Director

8/11/2021  
 Date

Director



**VISTA FIRE PROTECTION DISTRICT  
PORTFOLIO SUMMARY  
JULY 31, 2021**

INVESTMENTS	CASH BALANCE	ACCRUED INTEREST	TOTAL ASSETS	CURRENT RATE	DURATION	PURCHASE YIELD (1)	DATE MATURE	ORIGINAL COST	BOOK VALUE
Fire Mitigation Fee (***)	56,755	130	56,885	1.020%					
Wells Fargo Bank	136,902	2	136,904	0.010%					
Calif. Asset Mgmt Program	245,056	10	245,066	0.050%					
Local Agency Invest Fund	900,785	700	901,485	0.220%					
San Diego County Funds	4,926,469	9,000	4,935,469	1.020%					
Freddie Mac						0.610%	11/10/2025	500,000	500,686
Freddie Mac						0.320%	11/24/2023	150,000	150,089
Freddie Mac						0.350%	11/24/2023	300,000	300,195
Fannie Mae						0.625%	8/28/2025	250,000	250,664
Fannie Mae						0.590%	10/20/2025	199,900	200,240
Fannie Mae						0.600%	10/29/2025	250,000	250,383
Fannie Mae						0.600%	7/29/2025	100,000	100,003
American Express Bank						2.249%	8/30/2021	149,714	151,378
American Express National Bank						2.450%	8/29/2022	154,634	156,491
Capital One Bank						2.400%	4/26/2022	249,410	251,475
Capital One Bank						2.350%	7/26/2022	124,415	124,930
Raymond James Bank, Nat'l Assoc.						2.950%	1/25/2022	200,000	200,113
Axos Bank						1.532%	3/27/2023	244,488	244,333
Goldman Sachs Bank USA						0.350%	7/28/2023	199,800	199,808
Federal Farm Cr. Bnks Funding Corp						0.750%	5/27/2025	249,750	250,132
Federal Farm Cr. Bnks Funding Corp						0.785%	6/16/2025	199,950	200,156
Federal Farm Cr. Bnks Funding Corp						0.675%	8/4/2025	249,938	250,773
Federal Farm Cr. Bnks Funding Corp						0.607%	8/12/2025	249,550	250,305
Federal Farm Cr. Bnks Funding Corp						0.420%	8/26/2024	100,000	100,181
Federal Farm Cr. Bnks Funding Corp						0.560%	9/16/2025	299,850	300,494
Federal Home Loan Banks						0.480%	8/5/2024	350,000	350,821
United States Treasury						0.164%	11/30/2022	199,891	199,940
United States Treasury						0.406%	3/31/2024	209,398	210,530
Morgan Stanley Bank						1.450%	4/17/2023	69,898	70,229
West Town Bank & Trust						0.500%	10/30/2025	245,000	245,312
Core Account-Goldman MM								170,980	170,980
FMV Goldman / Zions CA			5,680,641						
<b>Total Investments</b>	<b>6,265,967</b>	<b>9,842</b>	<b>11,956,450</b>		<b>1.108</b>	<b>0.845%</b>		<b>5,666,566</b>	<b>5,680,641</b>
Accounts Payable ** (2)	(52,725)		(52,725)			(1)			
<b>Net Investments Available</b>	<b>6,213,242</b>	<b>9,842</b>	<b>11,903,725</b>						
** Funds due to the City of Vista from property tax apportionments and due to miscellaneous consultants/vendors									
(1) Yield = .845% vs. Book Yield = .879%									
(2) Sufficient funds exist to cover payables									
***See FMIT Fee Worksheet Attached									



**VISTA FIRE PROTECTION DISTRICT**

955 Vale Terrace  
Vista CA 92084  
760-758-3815

July 29, 2021

By Email: [patrickj@ci.vista.ca.us](mailto:patrickj@ci.vista.ca.us)

Mr. Patrick Johnson, City Manager  
The City of Vista  
200 Civic Center Drive  
Vista, CA 92084

By Email: [nvanderpol@ci.vista.ca.us](mailto:nvanderpol@ci.vista.ca.us)

Chief Ned Vander Pol  
The City of Vista Fire Department  
200 Civic Center Drive  
Vista, CA 92084

Re: Redevelopment Fire Station No. 3

Dear Mr. Johnson and Chief Vander Pol:

Congratulations on the City's receipt of a \$5M State grant for redevelopment of a fire station within the City of Vista! On behalf of the District and its residents, we appreciate your invitation to expand the project by contributing additional funding from the District for an upgraded facility that will better serve the District, as well as the City.

On July 22 the District Board members held a special meeting specifically to address the City's proposal for joint funding. What follows is a general summary of the Board's discussion and key points for moving the matter to a definitive understanding.

**Background**

We understand the City intends to apply the full amount of the grant toward renovating Station No. 3 located on Old Taylor Street, approximately a half mile from the City's northern boundary with the District. Although the City's analysis is still preliminary, it is estimated that the State grant is sufficient to improve the existing station's accommodations and possibly

Mr. Patrick Johnson, General Manager  
Chief Ned Vander Pol  
City of Vista  
Redevelopment Fire Station No. 3  
July 29, 2021

some structural modifications. However, performance improvements, specifically a measurable reduction in response times, will be negligible.

With additional funding by the District, the City contemplates constructing an entirely new, state of the art, structure that can be reoriented on the existing site with appropriate signaling for direct egress and ingress via East Vista Way. While there is no empirical data to determine the potential performance improvements, Department staff expect a savings from this realignment of approximately 15 seconds, on average, in emergency response times.

To accomplish the twin objectives of replacement and site repositioning, the City requests a matching contribution by the District of an additional \$5M, for a total project budget of \$10M. The City will contribute the existing site and oversight of outside contractors under a contract model of “design build”. Other than the grant itself, no additional funds will be contributed by the City.

Given the parties’ shared goal of improving whenever possible the delivery of emergency services, the District is generally in favor of contributing funding to the project, subject to equitable resolution of the following concerns:

#### **Impact On District Resources And Related Analysis**

As of June 30, 2021, the District held approximately \$11.9M in liquid assets, of which \$7.6M is earmarked for a future fire station in the District. Should the District agree to contribute \$5M from its reserves for Station No. 3, the feasibility of building a District station, barring any unforeseen grants such as the City received, is no longer realistic.

The lack of a District owned fire station calls into question the District’s viability as a stand alone entity in the event of non-renewal of the District’s service contract with the City, which currently expires in 2035. In such event, the District’s non-contiguous and elongated jurisdictional boundaries, coupled with continuing detachments of District property into the City, exacerbate the District’s challenges in securing alternative service arrangements. Thus, from the District’s perspective, contributing the proposed level of funding could have existential consequences for the District’s operations following an improvident separation of service from the City.

Furthermore, this reduction in the District’s reserves, and the corresponding diminution of District investment revenue, will have a material impact on the District’s budget, particularly in the event of normalization of the current fixed income market.

During this fiscal year, we estimate the District will contribute approximately 12.25% of the Department’s budget (\$3.465M/\$28.3M), down from approximately 19% during 2010-11.

Mr. Patrick Johnson, General Manager  
Chief Ned Vander Pol  
City of Vista  
Redevelopment Fire Station No. 3  
July 29, 2021

The District's fiscal contribution, on a percentage basis, correlates closely with the Department's burden of servicing the District, with approximately 11.9% of the Department's urgent calls into the District for the twelve months ending June 20, 2021 (1,599 District/13,404 Total City and District). In this respect, the parties' fiscal responsibilities for funding the Department appear well aligned to their respective, operational benefits.

Turning to Station No. 3, notwithstanding its proximity to the District, approximately 80% of its service calls are within the City. Against these metrics, the District must justify contributing 50% of the proposed budget for Station 3's redevelopment.

A relevant concern in evaluating this project is the elevated response times in the District's rural communities, which have consistently exceeded the contract standard (based on the 90<sup>th</sup> fractal metric) for the last four years. This delay in rural calls, which comprise about 15% of total District calls, defy simple explanations, other than intuitive assumptions about increasing traffic from non-resident commuters, inadequate County roads, and the strain of State mandated development. The point being that action, or non-action, by the City's decision makers on such issues, particularly as they are implemented incrementally over time, have hidden consequences on District service within its most vulnerable neighborhoods.

To the extent that reduction of turn out and travel times at Station 3 can be materially improved, we believe this is only one step in the solution to controlling District response times.

### **Points For Consideration**

#### **1. Amount, Use And Source Of Funds**

The District will entertain an agreement to match up to \$5M contributed by the City, on a dollar-for-dollar basis, for site preparation and construction of a new fire station in the vicinity of Old Taylor, subject to review and the District's approval of the specific application of project funds. This contribution assumes reorientation of the facility so that the principal egress and ingress for emergency vehicles will be directly onto East Vista Way.

Additional uses of funds may include expansion of the existing site by acquisition of one or more neighboring properties, subject to agreement the entire site, including all such expansion, will be used exclusively by the Department for provisioning emergency services. Uses of funds may also include acquisition of additional equipment having functionality uniquely suitable for District deployment.

The District's contribution will be drawn first from the fire mitigation fees received on the District's behalf and currently held by the City (see discussion below).

Mr. Patrick Johnson, General Manager  
Chief Ned Vander Pol  
City of Vista  
Redevelopment Fire Station No. 3  
July 29, 2021

All refunds, recoupments and recoveries received by the City on account of this project will similarly be shared on a 50/50 basis.

## 2. Contract Term And Termination Repayment

In our discussions the City has proposed extending the Contract's initial term by a period equal to the time that has expired since its commencement (approximately 11 years). This has been characterized, variously, as a "restart" although, presumably, without reinstating the additional service fees for the four year "transition" in the fee model that occurred during 2010-13.

The City has further proposed that, in the event of termination prior to expiration of its initial term (as extended by this agreement), the District would be entitled to repayment, on a prorated basis, for the District's funding contributed to redevelopment of Station No. 3.

Building on these proposals, the District believes the determinative metric should be the anticipated life, both functionally and financially, of the new station. On this point, we have consistently heard the functional life of a new station is "fifty years", which we also believe is the recognized accounting standard.

Applying the fifty year standard, the District proposes that the term of the existing contract be extended, as you have suggested, by eleven years with the added proviso that, prior to the end of this revised term, and for an additional twenty five years thereafter, the City cannot serve notice of non-renewal, without cause. In addition, the District believes the appropriate measurement period for reimbursing the District in the event of termination should be fifty years, depreciated on a straight line basis, plus interest based on some agreed metric for inflation.

## 3. Fire Mitigation Fees.

Although the District's revenue pool shared with the City includes the District's collection of fire mitigation fees, the parties' representatives have a shared understanding that these funds are restricted for use on fire mitigation projects in the District. Unfortunately, it was recently brought to the District's attention that approximately \$75,000 of the District's fire mitigation funds held by the City were spent prior to 2017 on acquisition of fire apparatus for general deployment within the Department's service area. The District was not consulted on this use of funds.

This incident brings into question the propriety of including the fire mitigation fees in the contract's shared revenue pool when their use is restricted for specific projects in the District. This pooling requires both parties to separately track their collection and then insure

Mr. Patrick Johnson, General Manager  
Chief Ned Vander Pol  
City of Vista  
Redevelopment Fire Station No. 3  
July 29, 2021

cross-party reconciliation of their disposition. The District sees no useful purpose in this added administration, and the risks of their misapplication such as occurred with the \$75,000 expenditures. Accordingly, as a housekeeping matter, the District proposes that all future fire mitigation fees be excluded from the shared revenue pool.

4. Attribution

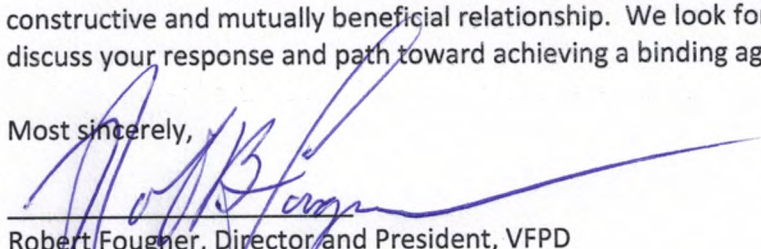
In recognition of the District's contribution, District shall have the right to name the new station, subject to the City's approval which shall not unreasonably be withheld, including an appropriately sized monument facing East Vista Way. The parties will cooperate on the form and content of all public announcements concerning this project.

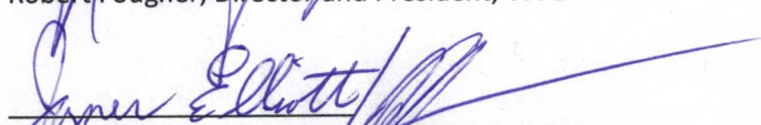
5. Approvals And Further Negotiation

The terms discussed in this letter, and any agreement, are subject to an opinion by counsel acceptable to the District confirming the legality of the proposals contemplated in this letter. It is also understood that the objectives described in this letter are preliminary in nature, and no binding commitments shall be made until execution of a definitive agreement authorized by the parties' elected representatives. It is further understood that during negotiation the District may seek additional terms that are not described and possibly different than those described above.

We are very pleased to be a part of this project and this strengthening of the parties' constructive and mutually beneficial relationship. We look forward to meeting with you to discuss your response and path toward achieving a binding agreement.

Most sincerely,

  
Robert Fougner, Director and President, VFPD

  
James Elliott, Director and Vice President, VFPD  
Serving as Subcommittee for  
Fire Station Site Redevelopment

RBF/  
cc. Fred Pfister, Esq.

## **AGREEMENT FOR LEGAL SERVICE**

THIS AGREEMENT is made and entered into by and between the VISTA FIRE PROTECTION DISTRICT, a California Fire Protection District pursuant to Health and Safety Code part 2.7 of division 12 (Fire Protection District law of 1987) (hereinafter “VISTA”) and the law firm of Harper & Burns, LLP (“hereinafter the “FIRM”) and shall be deemed dated and effective as of August \_\_, 2021.

### **WITNESSETH:**

The parties hereto agree as follows:

**SECTION 1. RECITALS.** This Agreement is made and entered into with respect to the following facts:

A. It is the desire of VISTA to engage the law firm of Harper & Burns LLP for the performance of legal services as requested, from time to time; and

B. FIRM has agreed to provide legal services, in the time, manner, and for the compensation, as hereinafter set forth; and

**SECTION 2. LEGAL SERVICES.** FIRM shall perform the following legal services for VISTA:

A. Provide the lead attorney for FIRM is designated as William P. Curley III; and

B. Provide legal advice, documents, legal analysis, legal counseling, and opinions on all matters affecting VISTA, when requested by the VISTA Board or its designee(s); and

C. Attend meetings regarding VISTA or third parties approved by VISTA, and as directed by VISTA; and

D. VISTA shall retain the right to direct attorneys other than FIRM to perform legal work for VISTA or any of its related entities and the Parties agree that Firm’s representation of VISTA is non-exclusive.

### **SECTION 3. DESIGNATION ATTORNEY STAFFING.**

A. William P. Curley III (“Curley”) is to serve VISTA as FIRM’S lead attorney. Other attorneys in FIRM will provide legal assistance as directed by the lead attorney William P. Curley III.

**SECTION 4. COMPENSATION.** FIRM shall be compensated by VISTA for the performance of such services as follows:

A. FIRM shall be compensated, apart from reimbursable expenses, as set forth on “Attachment 1” hereto

B. Compensation Adjustments. On or before May 1<sup>st</sup> of each year occurring during the term of this Agreement, Firm may submit to VISTA for review and approval a Schedule of Adjusted Billing Rate(s) setting forth the hourly rates or retainer terms, or both, and the rates therefore which will be effective commencing on each said May 1<sup>st</sup> through and including April 30<sup>th</sup> of the following calendar year.

Prior to May 1<sup>st</sup> of each year occurring during the term of this Agreement, Firm shall supply to VISTA calculations which result in an increase or decrease in FIRM’S hourly rate based upon such cost-of-living adjustment, for review, recommendation, and approval by VISTA. Such cost-of-living adjustments shall be effective commencing on and after May 1<sup>st</sup> of the fiscal year during which such adjustment is required to be made pursuant to this Agreement.

C. Reimbursable Expenses. FIRM shall be entitled to reimbursement for all expenses incurred by it in the performance of legal services hereto. Reimbursable expenses to which Firm shall be entitled shall include, but are not limited to, duplication costs; extraordinary word processing costs; extraordinary telephone and telecommunication costs; extraordinary mail costs; messenger services; and other costs customarily made as part of the performance of legal services by Firm.

**SECTION 5. PAYMENT FOR SERVICES.** FIRM shall submit monthly invoices to VISTA for all services provided and costs incurred pursuant to the terms of this Agreement. Said statements shall clearly set forth by date the type of work performed, the time spent on a task and the attorney performing the task. Payment to Firm shall be made by VISTA within thirty (30) days of receipt of the invoice, except for those specific items on the billing which are contested or questioned and returned by VISTA with written response to any invoice contested or questioned and further, upon a request of VISTA, provide VISTA with all documents related to the service or costs. No charge shall be made for time expended in providing this information to VISTA.

**SECTION 6. TERM.** The term of this Agreement shall commence in August 2021 on the date specified herein this Agreement and unless terminated by either party hereto. Firm may terminate this Agreement on the giving of thirty (30) days written notice to the City of such determination. If such determination notice is given, the same shall be effective on the thirtieth (30<sup>th</sup>) day after the giving of such notice. Firm will comply with all obligations required of it pursuant to the State Bar Act in connection with such termination and the transition to replacement counsel. VISTA may terminate this contract subject to its term and upon payment of all compensation due for the term, and all reimbursable expenses, without cause or prior notice, upon the majority vote of VISTA’S Board and its designee(s). Firm shall be compensated for its service rendered through and including the effective date of such termination.

**SECTION 7. NOTICES.** Notices required pursuant to this Agreement shall be given by personal service upon the party to be notified, or by delivery of same to the custody of the United States Postal Service, or its lawful successor, postage prepared and addressed as follows:



VISTA: Vista Fire Protection District  
955 Vale Terrace  
Vista, California 92084  
(760) 758-3815  
Atten: President

FIRM: Harper & Burns LLP  
453 South Glassell Street  
Orange, California 92866  
Atten: William P. Curley III

**SECTION 8. NOTICES.** Notice is required pursuant to this Agreement and shall be given by personal services upon the party to be notified, or by delivery of same to the custody of the United States Postal Service, or its lawful successor, postage prepared and addressed as follows:

**SECTION 9. INDEMNITY.**

A. FIRM agrees to indemnify its officers, employees and agents against and will hold and save of them harmless from any and all actions, suits, claims, damages to person or property, losses, costs, penalties, obligations, errors, omissions or liabilities (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising out of or in connection with the work, operations or activities of FIRM, its agents, employees, subcontractors, or invitees, provided for herein or arising from the acts or omissions of hereunder, or arising from FIRM's performance of or failure to perform any term, provision, covenant or condition of this Agreement, except to the extent such claims or liabilities arise from the negligence or willful misconduct of VISTA'S its officer, agents or employees.

B. VISTA acknowledges FIRM is being appointed as special legal counsel pursuant to the authority of Health and Safety Code Part 2.7 of Division 12 (Fire Protection District law of 1987) and has the authority of that office. Accordingly, is responsible pursuant to Government Code Section 825 for providing a defense for the Public Agency Attorney for actions within the scope of its engagement hereunder. Therefore, VISTA agrees to undertake its statutory duty and indemnify FIRM, its officers, employees and agents against and will hold and save each of them harmless from, any and all claims or liabilities that may be asserted or claims by any person, firm or entity arising out of or in connection with the work, operations or activities of FIRM within the course and scope of its employment hereunder, but nothing herein shall require VISTA to indemnify FIRM for liability arising from its own negligence. In connection herewith:

(i) VISTA will provide a defense and pay any judgment rendered against VISTA its, officers, agency or employees for any such claims or liabilities arising out of or in connection with such work, operations or activities of VISTA hereunder:

(ii) In the event FIRM, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against VISTA for damages or other claims solely arising out of or in connection with the work operation or activities of VISTA hereunder. VISTA agrees to pay to FIRM, its officers, agents, or employees all costs and expenses incurred by attorney, its officers, agents or employees in such action or proceeding, including but not limited to, legal costs and attorneys' fees.

**SECTION 10. INSURANCE REQUIREMENTS.** FIRM shall procure and maintain for the duration of the contract as its' sole cost and expense, comprehensive general liability and

property damage insurance and automobile liability insurance against all claims for injuries to persons or damages to property, as well as professional error and omissions insurance against all claims resulting from Firm's negligent acts or omission which may arise from or are in connection with the performance of the work hereunder by FIRM, its agents, representatives or employee. The minimum amount for comprehensive general liability and professional errors and omission's insurance coverages shall be one million dollars or an amount agreed upon by VISTA and FIRM. FIRM shall submit proof of automobile liability insurance in accordance with applicable laws of the State of California. FIRM shall also carry Workers' Compensation Insurance in accordance with applicable laws of the State of California. Such coverage shall be maintained in effect during the term of this Agreement and shall not be subject to reduction in coverage below the limits established without prior approval by VISTA, nor shall the insurance be cancelled or terminated without thirty (30) days, prior written notice to VISTA. A certificate evidencing the foregoing and naming VISTA as an additional insured on applicable coverages shall be delivered to and approved by VISTA prior to commencement of services pursuant to this Agreement.

Firm, and each attorney of FIRM, shall be due defense per statute and allowed to utilize all statutory, common law, and other applicable defenses, immunities, and causes of action due and available to a VISTA employee under the California Government Code, common/case law and any other applicable law, regulation, or policy. Further, the designated lead attorney, partners and associates are designated as public officials, public officers, or VISTA officers and officials for all purposes.

#### **SECTION 11. GENERAL PROVISIONS.**

A. FIRM shall not assign this Agreement, or any of the rights, duties, or obligations hereunder. It is understood and acknowledged by the parties that Firm is uniquely qualified to perform the services provided for in this Agreement.

B. In the event an instance of conflict of interest arises with another client, FIRM will protect the best interests of VISTA and will take all necessary actions, to resolve or eliminate the conflict situation. If the circumstance cannot be lawfully avoided or resolved, FIRM will undertake to recommend substitute counsel to protect the interests of VISTA.

C. FIRM is and shall always remain as to VISTA a wholly independent contractor serving as a public official. Neither the VISTA nor any of its officers, employees, servants, or agents shall have control over the conduct of Firm or any of Firm's officers, employees, or agents. FIRM, not at any time or in any manner, represent that it or any of its officers, employees, or agents are in any manner employees of the VISTA. VISTA acknowledges and agrees that FIRM lawyers will need to represent to others their capacity and relationship to VISTA. VISTA and shall enjoy and apply all rights, powers, and privileges attendant thereto.

D. In the performance of this Agreement, FIRM shall not engage in discrimination in employment of persons because of, any unlawful classification, including but not limited to age, race, color, sex, gender, orientation, national origin or ancestry, or religion of such persons.

E. Nothing contained in this Agreement shall be deemed, construed, or represented by the VISTA or FIRM to any third person to create a relationship of principal or agent, or of a partnership, or of a joint venture, or of any other association of any kind or nature between the VISTA and FIRM.

F. This Agreement constitutes the entire agreement of the parties concerning the subject matter hereof and all prior agreements or understandings, oral or written, are hereby merged herein. This Agreement shall not be amended in any way except by a writing expressly purporting to be such an amendment, signed, and acknowledged by both of the parties hereto.

G. Should interpretation of this Agreement, or any portion thereof, be necessary, it is deemed that this Agreement was prepared by the parties jointly and equally and shall not be interpreted against either party on the ground that the party prepared the Agreement or caused it to be prepared.

H. No waiver of any provision of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether similar, nor shall any such waiver constitute a continuing or subsequent waiver of the same provision. No waiver shall be binding, unless executed in writing by the party making the waiver.

#### **SECTION 12. OWNERSHIP OF DOCUMENTS.**

A. FIRM shall maintain complete and accurate records with respect to costs, expenses, receipts, and other such information required by VISTA that relate to the performance of services under this Agreement. FIRM shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Firm shall provide free access to the representatives of VISTA or its designees at reasonable times to such books and records, shall give VISTA the right to examine and audit said books and records, shall permit VISTA to make transcripts therefrom as necessary, and shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the VISTA and may be used, reused or otherwise disposed of by the VISTA without the permission of FIRM. With respect to computer files, FIRM shall make available to the VISTA, upon reasonable written request by the VISTA, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files.

**SECTION 13. LICENSES.** At all times during the term of this Agreement, FIRM shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

**SECTION 14. GOVERNING LAW.** VISTA and FIRM understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and govern the interpretation of this Agreement.

**SECTION 15. LITIGATION.** Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with geographic jurisdiction over the VISTA of Orange, California. In the event such litigation is filed by one party against the other to enforce its rights under this Agreement, the prevailing party, as determined by the Court's judgment, shall be entitled to reasonable attorney fees and litigation expenses for the relief granted.

**IN WITNESS WHEREOF,** the parties hereto have caused this Agreement to be executed by their representatives as follows:

**VISTA FIRE PROTECTION DISTRICT**

**HARPER & BURNS LLP**

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President

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William P. Curley III  
Lead Attorney

ATTACHMENT "1"

FIRM PARTNER ATTORNEY (William Curley and Partner(s))	\$350.00 per hour
ATTORNEY-ASSOCIATES	\$250.00 per hour.
PARALEGALS	\$185.00 per hour.
ADMINISTRATIVE ASSISTANT	\$150.00 per hour.
COMPUTER SERVICES	ACTUAL COST.
THIRD-PARTY SERVICES	ACTUAL COST.
LEGAL INTERN(S)/LAW CLERK(S)	\$90.00 per hour.
ALL OTHER SERVICES	ACTUAL COST.

# 08-11-2021 Draft



**Vista Fire Protection District**  
**651 East Vista Way**  
**Vista, CA 92084**

<http://www.vistafireprotectiondistrict.org>

**INVITES APPLICATIONS FOR THE POSITION OF:  
Part-Time Administrative Manager**

*An Equal Opportunity Employer*

**SALARY:**

\$35.00 - \$55.00 Hourly

OPENING DATE: ?/??/2021

CLOSING DATE: ?/??/2021

**POSITION:**

The Vista Fire Protection District is seeking a knowledgeable and independent person as an at-will management position. Under general supervision of the Board President, the Administrative Manager may perform administrative, analytical, budgetary, legislative, and financial support duties for the District. The position will oversee contracts, administrative processes, procedures, and programs, prepare and review reports for submission to the Board, manage the District's website, establish a records management system, and coordinate special projects. The position is part-time and will not exceed 980 hours on an annual basis. Benefits are limited to participation in Social Security, as well as other State and Federally mandated programs.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

**EDUCATION/EXPERIENCE**

Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. Typical qualifying backgrounds includes a bachelor's degree from an accredited college or university and/or extensive experience in the management and operation of a complex government and/or business organization. Demonstration of progressively responsible experience performing program and project analysis and administrative support will also be considered.

**LICENSES**

Possession of a valid California Class "C" Driver's License

# 08-11-2021 Draft

## **MINIMUM QUALIFICATIONS:**

### **KNOWLEDGE OF:**

Basic principles and practices of municipal program and project administration; Administrative research, planning, design, methodology and analysis; Pertinent federal, state, and local laws, codes, and regulations;

Principles and practices of fiscal, statistical, and administrative research and report preparation; Methods for analyzing and reporting budget and financial data;

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases and presentation software;

English usage, spelling, grammar, punctuation, and report writing.

### **ABILITY TO:**

Understand, interpret, explain, and apply applicable federal, state, and local policies, laws, and regulations;

Prepare clear, concise and comprehensive financial and budgetary analyses, reports and written materials;

Collect, compile, analyze and interpret statistical and financial data, and prepare and present clear, concise reports utilizing information obtained;

Prepare comprehensive program and project analyses and reports;

Write comprehensive technical reports and display information and data in its most meaningful and understandable form;

Gather, organize and analyze information and arrive at sound conclusions;

Use practical judgment, creativity and resourcefulness in planning and developing assigned administrative projects;

Work on multiple concurrent projects with strict deadlines;

Understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing;

Establish and maintain effective relationships with those contacted in the course of work.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

This position would work primarily from a personal home office. The position would perform work which is primarily sedentary and may involve prolonged periods of time at a computer. Willingness to use a personal vehicle in the course of employment will be required. Incumbent is required to attend periodic evening meetings. Incumbent is required to travel within and out of the District to attend meetings.

# 08-11-2021 Draft

## **APPLICATION PROCEDURE**

An application form and supplemental questionnaire MUST be submitted and received by the closing date. Application materials may be obtained online from the Board website at **insert email address and or mailing address**. Telephone: (760) 758-3815. A hard copy of the application can be found at 651 East Vista Way, Vista, CA 92084.

## **SELECTION PROCESS**

Candidates must clearly demonstrate through their application materials that they meet the employment standards outlined above. All properly completed applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process.

The selection process may include any combination of written or oral evaluations to assess the applicant's skill, training, and experience for the position.

Successful applicants will be placed on an eligibility list. The selected candidate(s) must successfully complete pre-employment clearances which may include a physical, drug screen, and fingerprinting.

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained in the announcement may be modified or revoked without notice.



# 08-11-2021 Draft

## **Administrative Manager Supplemental Questionnaire**

ATTENTION APPLICANTS: Each applicant MUST complete this supplemental questionnaire as part of the application process. "See resume" and "see previous answer" are not acceptable answers to the questions below. By completing this supplemental evaluation, you are attesting that the information you have provided is accurate. Please acknowledge your understanding.

Yes    No

Please describe your experience managing special projects. Give examples of projects including the purpose, size, budget and timeline. If none, please indicate "N/A".

Describe your experience preparing and writing Board reports, issue papers, or legislative summaries to elected officials. If none, please indicate "N/A".

Please describe your experience developing and monitoring financial reports and operating budgets. If none, please indicate "N/A".

Describe your experience managing contracts. If none, please indicate "N/A".

For each software application listed below, please indicate if your level of proficiency is – None, Basic, Moderate, or Advanced:

Applications:

- Word
  
- Excel
  
- Access
  
- PowerPoint
  
- Other

Salary Range Comparison	Hourly Wage	
	High	Low
City of Vista HR recommended range	42.05	34.61
CSDA - State Controller Report	37.53	30.92
CSDA Salary Survey - 75th Percentile	55.88	43.89
CSDA - All sources	59.41	20.88
Recommended Range	55.00	35.00

