

VISTA FIRE PROTECTION DISTRICT

Board of Directors

AGENDA

Meeting Location

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



Regular Meeting

Wednesday, January 11, 2023  
5:00 P.M.

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

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

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

**BUSINESS SESSION – REGULAR AGENDA**

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. MOTION WAIVING READING IN FULL OF ALL RESOLUTIONS/ORDINANCES
4. OPEN DISCUSSION WITH THE BOARD (Public Comment)  
The Board invites District Residents and others in attendance to address the Board on any matter of public concern related to the District’s business.

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

5. CONSENT CALENDAR
  - a. Board of Directors Minutes  
**Approve** the Board of Directors minutes of December 14, 2022
  - b. Payroll Register  
**Approve** Payroll Checks 4010 thru 4014 paid on December 31, 2022 \$4,957.50  
**Approve** Payroll Taxes paid on December 31, 2022 \$379.26  
\$5,336.76

- c. Accounts Payable  
**Approve** Accounts Payable Check 4014 thru 4020 to be paid January 11, 2023 \$1,259,583.38  
Auto withdrawals \$802.95  
\$1,260,386.33

- d. Receive and File - Information  
i) Fire Department Reports  
(1) *District Fire Inspector's*  
(2) *Fire Marshal*  
(3) *Fire Chief*  
(4) *Fire Department Performance Report – November 2022*
- e. Ad Hoc Committee Reports  
i) *Community Wildfire Protection Plan*
- f. Administrative Manager's Report
- g. Finance  
i) Investment Portfolio Summary – December 31, 2022

6. ORAL REPORT(s)

- a. Fire Chief/Deputy Chief  
b. Fire Marshal  
c. Ad Hoc Committee Reports  
i) *Community Wildfire Protection Plan*  
ii) *Emergency Access Roads*  
d. Administrative Manager  
e. Legal

7. PUBLIC HEARING

- a. Ordinance No. 2023-02  
Ordinance No. 2023-02 *entitled* An Ordinance of the Vista Fire Protection District Adopting Fees for Services by Reference to the California Health And Safety Code Section 13916 and Section 13919  
Action Requested: **A call for public comment (oral or written)**

8. CONTINUING BUSINESS

- a. Ordinance No. 2023-02  
To introduce Ordinance No. 2023-02 *entitled* An Ordinance of the Board of Directors of the Vista Fire Protection District Adopting Fees for Services by Reference to the California Health and Safety Code Section 13916 and Section 13919.  
Action Requested: **Adopt**
- b. Eighth Supplemental Agreement  
To discuss and provide an update on the eighth supplemental agreement between the Vista Fire Protection District and City of Vista for Fire Inspection Services.  
Action Requested: **Information**
- c. Sixth Supplemental Agreement  
To discuss and/or provide direction regarding the potential overpayment of costs paid by the Vista Fire Protection District and The City of Vista for Fire Inspection Services.  
Action Requested: **Direction**

9. NEW BUSINESS

a. Resolution No. 2023-01

To discuss and/or adopt Resolution No. 2023-01 – *entitled* A Resolution of the Board of Directors of the Vista Fire Protection District Establishing Time and Place of Regular Meetings, Holiday and Emergencies.

Action Requested: **Adopt**

b. Changes to Remote Meeting Procedures and Brown Act Updates

Legal counsel to update Board on new laws to expand public access to meetings and other changes to the Ralph M. Brown Act for 2023.

Action Requested: **Information**

c. Budget Authorization

To discuss and/or approve for up to two participants the attendance to the CSDA Special District Leadership Academy Conference February 26 – March 1, 2023 in La Quinta, CA. [Staff Report 23-01](#)

ACTION REQUESTED: **Approve participation and associated expenses to attend conference**

d. Call for Nominations

To discuss and inform board members the opportunity to self-nominate to serve as a regular or alternate special district member to serve on the San Diego Local Formation Commission. [See letter from San Diego County Local Agency Formation Commission](#)

Action Requested: **Information, and should a board member desire to self-nominate, authorize the President to sign the nomination form**

10. DIRECTORS' ANNOUNCEMENTS & WRITTEN COMMUNICATIONS

Directors are invited to make announcements and share written communications.

11. CLOSED SESSION

a. With respect to every item of business to be discussed in closed session pursuant to Section 54956.8:

- i) Conference with negotiators for the following real property  
2319 Panoramic, Lot 1, Vista  
Negotiating Parties: Jim Elliott, Director; Read Miller, Director  
Under Negotiation: Both Price and Terms of Payment

12. ANNOUNCEMENT OF CLOSED SESSION

Action Requested: **Motion of action taken, if any**

13. MOTION FOR ADJOURNMENT



Minutes

Vista Fire Protection District Board of Directors

December 14, 2022

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4. Roll Call

Directors Present: Elliott, Fougner, Gomez, Ploetz

Directors Present via Zoom: Miller

Directors Absent: None

Staff Present: Karlena Rannals, Administrative Manager, Deputy Chief Craig Usher (via phone), and Fred Pfister, Legal Counsel

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

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR GOMEZ, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

6. Open Discussion with the Board (Public Comment)

No one requested to speak to the Board.

7. Announcement of Closed Session

President Elliott announced that direction was given to the negotiating parties. No action was taken by the board.

8. Approval of the Minutes

MOTION BY DIRECTOR GOMEZ, SECOND BY DIRECTOR PLOETZ, CARRIED 4 AYES; 0 NOES; 0 ABSENT; 1 ABSTAIN (Fougner) to approve the Board of Directors meeting minutes held November 9, 2022.

9. Fire Department Reports

a. *District Fire Inspector*

b. *Fire Marshal District Update*

c. *Fire Chief Update: Interim Chief*

i. Fire Department Performance: October 2022

There was no supplemental information given.

10. Officers' Reports

a. *Accounts Payable*: MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR FOUGNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN approving the November 2022 Accounts Payable and Payroll Requests that included the Treasurer's certification for the availability of funds.

b. *Investment Report*: President Elliott summarized the reports noting that he and the Administrative Manager met with Zions to discuss investment strategy and a communication plan. The representatives agreed to meet quarterly.

c. *Administrative Manager's Report*: Ms. Rannals reported that there was no other information to the monthly report provided. She provided an update on status of District operations:

i. *Office Start Up Costs*: She included with her report monies spent to date of the up to \$5,000 authorized at the previous meeting.

ii. *Accounting & Finance Responsibility Transition*: the transition is moving forward. Jeff Golden will complete the payroll year in December and issue W-2's, 1099's and complete the year end reports in January 2023.

- iii. Redistricting Partners: Creation of Divisions: she received confirmation on December 6<sup>th</sup> from the Registrar of Voters office that they received the maps and resolution.
- iv. Fire District's Association of California (FDAC): Deputy Chief Davidson inquired if the District was interested as a member of FDAC. The cost is \$250 annually. At the conclusion of the discussion, the Board left it up to the Administrative Manager to determine if she would receive any value by the being a member of FDAC, and if so, had no objections of being a member.
- v. She informed the Board of the passing of Joan Thurman, the District's former CPA and Board Clerk. The board members requested that she forward any information regarding any type of service planned.
- d. *Legal Affairs*: Mr. Pfister reported that with the end of virtual meetings, he has information that he plans to distribute at the January meeting for board members to participate remotely, and how the public can participate.

11. Ad Hoc Committee Reports

- a. *District Website*: No report.
- b. *Emergency Access Roads*: No report; however, Director Ploetz reported that the ride along planned with Fire Inspector Nichols was very helpful.

12. Continuing Business

a. *Reconstruction of Fire Station 3*

Deputy Chief Usher summarized his staff report provided, noting that the cash flow projections will spend the most restrictive funds first. He will provide additional information as it becomes available.

b. *Inspection Fees Audit*

Deputy Chief Usher summarized his staff report noting that the audit was complete for the previous three fiscal years for inspection fees collected. Based on the contract language and outlined formula, Vista Fire Protection District is due \$3,209.09. He reported that the Administrative Manager has generated an invoice and this will be paid in January 2023.

c. *Resolution No. 2022-14*

Ms. Rannals reported that changes were offered by the District's legal counsel and the City of Vista's legal counsel did not have a chance to review the proposed changes. She requested that the Board defer the item to the January meeting. There was no action taken by the Board of Directors.

d. *Sixth Supplemental Agreement*

Ms. Rannals summarized her staff report on the potential overpayment of costs paid by the Vista Fire Protection District to the City of Vista for Fire Inspection Services. Based upon the contract language for the 3-year period, the estimated overpayment for services is \$44,285.85. In the absence of Deputy Chief Usher to answer questions, there was a request to discuss with the District's legal counsel citing attorney/client privilege. MOTION BY DIRECTOR GOMEZ, SECOND BY DIRECTOR PLOETZ, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to discuss in Closed Session pursuant to § 54956.9(b) significant exposure to litigation. All board members, legal counsel and the Administrative Manager met in closed session from 7:15 – 7:40 pm. Upon reconvening, President Elliott reported that he and Director Fougner will arrange a meeting with Deputy Chief Usher to discuss the potential overpayment for services.

13. New Business

a. *Ordinance No. 2023-02*

Ms. Rannals summarized the staff report provided. She reports that although the District contracts with the City of Vista for fire prevention services in which fees are collected for plan review and inspections a separate ordinance is necessary. The schedule of fees is the same as the City of Vista with some fees specific for administrative services such as returned check and copy fees to be charged by the District. She responded to questions from the Board. The Board agreed to proceed with the ordinance adoption and scheduled the public hearing and final adoption for January 11, 2023. President Elliott also requested that the Board Clerk proceed with all required noticing requirements.

b. *Resignation of District Treasurer*

Ms. Rannals reported that she received a letter of resignation (copy included with the agenda material) from Jeffrey Golden resigning his position as District Treasurer effective December 31, 2022. She informed the board that in accordance with the Health and Safety Code, the Treasurer role will default back to the Treasurer for the County of San Diego.

MOTION BY DIRECTOR ELLIOTT, SECOND BY DIRECTOR FOUIGNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the resignation of Jeffrey Golden as Treasurer of the Vista Fire Protection District. All board members conveyed their appreciation to Mr. Golden for his many years of service.

c. *Payroll Services - Contract*

Ms. Rannals summarized the staff report provided. She reports that since the Board has accepted the resignation of the District's Treasurer effective December 31, 2022, there is a need to secure a payroll service since it is currently issued via the CPA firm. She researched a few third-party software companies and believes that ADP is the best fit for the District. The estimated annual cost is \$1,100 for such service, with discounts offered for the first year. In addition, for a smooth transition, she has confirmed that Mr. Golden will calculate the December payroll for hours worked thru a date to be determined. This will allow for a clean transition with a new payroll service.

Staff recommended the following and responded to questions from the board:

1. Board of Directors authorize the Administrative Manager to contract with ADP for payroll services effective January 1, 2023
2. Authorize the payment of the monthly service fee
3. Authorize the payment for all compensation thru December 23, 2022, with the current provider by December 31, 2022; and
4. Terminate services with the current provider (Copeland, Miranda, and Benner CPA's) not later than January 31, 2023.

MOTION BY DIRECTOR GOMEZ, SECOND BY DIRECTOR FOUIGNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept staff's recommendation as listed.

d. *Board of Directors Meeting Calendar*

Ms. Rannals reviewed the meeting schedule for calendar year 2023. The Board members agreed that the monthly meeting day (second Wednesday) was okay, but desired to change the meeting time from 5:00 pm to 10:00 am. Staff was given direction to update the necessary resolution at the January meeting and the new meeting time would become effective with the February 8, 2023 meeting.

e. *District Representation and Ad Hoc Committee and Area of Responsibility Assignments*

President Elliott distributed a draft “area of responsibility” for discussion. He reviewed with each board member and staff to determine their area(s) of interest. The following is a list of agreed appointments and committee assignments:

Ad Hoc Committee Assignments	John Ploetz	Robert Fougner	Read Miller	Daniel Gomez	Jim Elliott	Karlana Rannals	Community Member
Community Wildfire Protection Plan/Fuel Modification	✓		✓				
Emergency Access Roads	✓		✓				
Finance/Audit/Treasury Investments					✓	✓	
Legal		✓					
Insurance		✓				✓	
LAFCO					✓		
Response Times			✓	✓			
Website	✓					✓	
Community Education/Outreach				✓			
Public Works	✓						Jerry Hill
Panoramic Estates			✓		✓		
Reconstruction Fire Station 3							
District Stakeholder							

14. Directors’ Announcements & Written Communications

*Director Gomez:* suggested that the VFPD Board of Directors adopt a fire station and take some food for the Christmas holiday. The board members agreed to personally take food to a station. The Board will coordinate with the Administrative Manager as to which station the board members plans to adopt to ensure that all are covered.

15. Motion for Adjournment

MOTION BY DIRECTOR GOMEZ, SECOND BY DIRECTOR FOUIGNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adjourn at 7:42 pm.

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Karlana Rannals  
 Board Clerk

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James F. Elliott  
 President



**VISTA FIRE PROTECTION DISTRICT  
PAYROLL REGISTER - DECEMBER 2022**

Name	Gross
Elliott, James (Oct - Dec 2022)	\$ 300.00
Fougner, Robert (Oct - Dec 2022)	\$ 200.00
Gomez, Daniel (Oct - Dec 2022)	\$ 300.00
Miller, Read (Oct - Dec 2022)	\$ 200.00
Ploetz, John (Oct - Dec 2022)	\$ 300.00
Rannals, Karlana	<u>\$ 3,657.50</u>
	\$ 4,957.50
Employer Payroll Taxes	
Federal (Social Security/Medicare)	\$ 379.26
State	<u>\$ -</u>
	<u><u>\$ 5,336.76</u></u>

**VISTA FIRE PROTECTION DISTRICT  
ACCOUNTS PAYABLE  
December 31, 2022**

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.

COMMITTEE ASSIGNED	Check #	PAYEE & ADDRESS	DESCRIPTION	AMOUNT
Admin	AutoWithdrawal	SmartSpace Vista (c/o SVN Vanguard) 4455 Murphy Canyon Road, Ste 200 San Diego, CA 92123	Space Rent - December 2022 <i>Paid 12-02-2022</i>	\$802.95
				<u>\$802.95</u>
Facillties	4014	AZTEC LANDSCAPING 7980 Lemon Grove Way Lemon Grove, Ca 91945	EMERGENCY ACCESS ROADS, INV# L PAR VALLEY, FABRY LANE, CATALINA & DEEB HARDELL LANE, EL PASO ALTO, December 2022	\$2,082.00
Fin'l	4015	CITY OF VISTA 200 Civic Center Drive Vista, CA 92084	APPORTIONMENT #5 '22-23, INV# 23170	\$1,250,373.27
Admin	4016	COPELAND, MIRANDA & BENNER CPAs 955 Vale Terrace Dr. Ste A Vista, CA 92084	TREASURER DUTIES CPA DUTIES Scanning Project	\$3,509.75
Admin	4017	KARLENA RANNALS	Reimbursement Office Set Up & Supplies	\$1,637.96
Admin	4018	SAN DIEGO UNION-TRIBUNE P.O. Box 740665 Los Angeles, CA 90074	REF SDT17498654 LEGAL NOTICES	\$363.50
Admin	4019	STREAMLINE P.O. Box 207561 Dallas, TX 75320-7561	MONTHLY BILL FOR WEB HOSTING INVOICE # 67009CA4-0026	\$75.00
Admin	4020	WHITE AND BRIGHT 970 Canterbury Place Escondido, CA 92025	LEGAL FEES - DISTRICT BUSINESS INVOICE # 9127 (December)	\$1,541.90
			<b>Accounts Payable Total</b>	<b>\$1,260,386.33</b>
Admin		PAYROLL: See Payroll Register	Employee & Directors	\$4,957.50
Fin'l	AutoWithdrawal	U.S. TREASURY (PAYROLL TAX)	FEDERAL FORM 941-EFT VIA EFTPS-DEPOSIT	\$379.26
			<b>December Payroll Total</b>	<b>\$5,336.76</b>
			<b>Total District Expenses - December 2022</b>	<b>\$1,265,723.09</b>
		<b>Director</b>	<b>DATE: January 11, 2023</b>	
		<b>Director</b>	<b>DATE: January 11, 2023</b>	
		<b>Director</b>	<b>DATE: January 11, 2023</b>	

TO: BOARD OF DIRECTORS  
FROM: Jeremy Nichols, Fire Inspector  
SUBJECT: MONTHLY ACTIVITY REPORT – FIRE INSPECTOR  
DATE: January 6, 2023



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## Monthly Activity Summary (December 1 – 31, 2022)

The following highlights the work activities for the reporting period:

1. Evaluated all emergency roads on 12/21/2022 with Director Ploetz.
  - a. Fabry Ln – A large bush is beginning to encroach the minimum road width and dry fuels within 20-feet of the road's edge.
2. Inspected a total of 357 parcels and issued 8 hazardous fire area inspection notices.
3. Had 6 face-to face opportunities out in the field and provided 1 *Living with Wildfire* brochure.
4. Received 1 public service request that resulted in no field parcel assessments. Of these, no hazardous fire area notices were issued.
5. Found and recorded 1 fire lane sign location and replaced no fire lane signs.

## Future Activity

1. Assess all district emergency roads.
2. Continue assessing fire hazard threats in the Vista Fire Protection District.
3. Engage district residents in the field and answer their fire department related questions.
4. Quickly respond to all citizen service requests regarding any hazardous conditions.
5. Replace faded or illegible "Fire Lane" signs and document their location.
6. Continue to monitor emergency response map book and GIS software tool inconsistencies.

TO: BOARD OF DIRECTORS  
FROM: CRAIG USHER, DEPUTY CHIEF  
SUBJECT: MONTHLY ACTIVITY REPORT – FIRE MARSHAL  
DATE: JANUARY 6, 2023



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## Monthly Activity Summary (December 1 – 31, 2022)

The following highlights the work activities for the reporting period:

1. Projects: No new projects of note
2. Weed abatement forced clearing of parcels (9) in process.
3. Fire Code adoption by San Diego County for Board of Supervisors to be heard January, 2023, will go into effect in March 2023.
4. New Cal – Fire Hazard maps released, approximately 20-25% increase in Very High designation from 2007 versions. Access the proposed changes here: <https://calfire-forestry.maps.arcgis.com/apps/webappviewer/index.html?id=fd937aba2b044c3484a642ae03c35677>
5. Vandalism to gate/chain at El Paso Alto gate, Jeremy looking into if it can be secured or if it will need repairs.

## Future Activity

1. District inspector duties discussion-February 2023 meeting, staff report to be provided.

TO: BOARD OF DIRECTORS  
FROM: CRAIG USHER, DEPUTY CHIEF  
SUBJECT: MONTHLY ACTIVITY REPORT – FIRE CHIEF’S REPORT  
DATE: JANUARY 6, 2023



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## **Monthly Activity Summary (December 1 – 31, 2022)**

The following highlights the work activities for the reporting period:

1. Four new Firefighter/Paramedics completed training and are now working in formerly vacated positions.
2. New fire inspector job offers made for 1 FT & 1 provisional. We anticipate Jan. 17th, 2023, for onboarding.
3. City Manager—No updates
4. Fire Chief—Interim position offer has been made. Full time position. No updates
5. Station 3—Design team still working on overall plan for offsite work, this will determine budget available for station build. Limited site available is providing challenges for building and site improvements. We hope to have rough preliminary drawings available by February.



## November 2022 Monthly Incident Report

1. Monthly Activity Report
  - A. Response Travel Time Report: Total calls of 1,321 of which 1,098 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

SW Nov 2022 Cover



**Monthly Activity Report**

**November 2022**

<b>Response travel time last month (cad)</b>			
	<b>Total</b>	<b>City</b>	<b>District</b>
Number of incidents	1,033	884	149
Number of urgent calls	848	733	115
Average travel time *	4:45	4:36	5:40
75 <sup>th</sup> fractal travel time *	5:42	5:35	7:10
90 <sup>th</sup> fractal travel time *	8:30	8:08	10:29

<b>Response travel time last 12 months (cad)</b>			
	<b>Total</b>	<b>City</b>	<b>District</b>
Number of incidents	13,002	11,098	1,904
Number of urgent calls	9,723	8,388	1,335
Average travel time *	4:27	4:17	5:29
75 <sup>th</sup> fractal travel time *	5:24	5:10	6:37
90 <sup>th</sup> fractal travel time *	7:32	7:07	9:14

\* 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	371	3,879
Received	312	2,582

<b>Ambulance Transports</b>		
	<b>Current month</b>	<b>Year-to-date</b>
Vista	731	7,943
Other Agencies	213	2,039

## Nov 2022

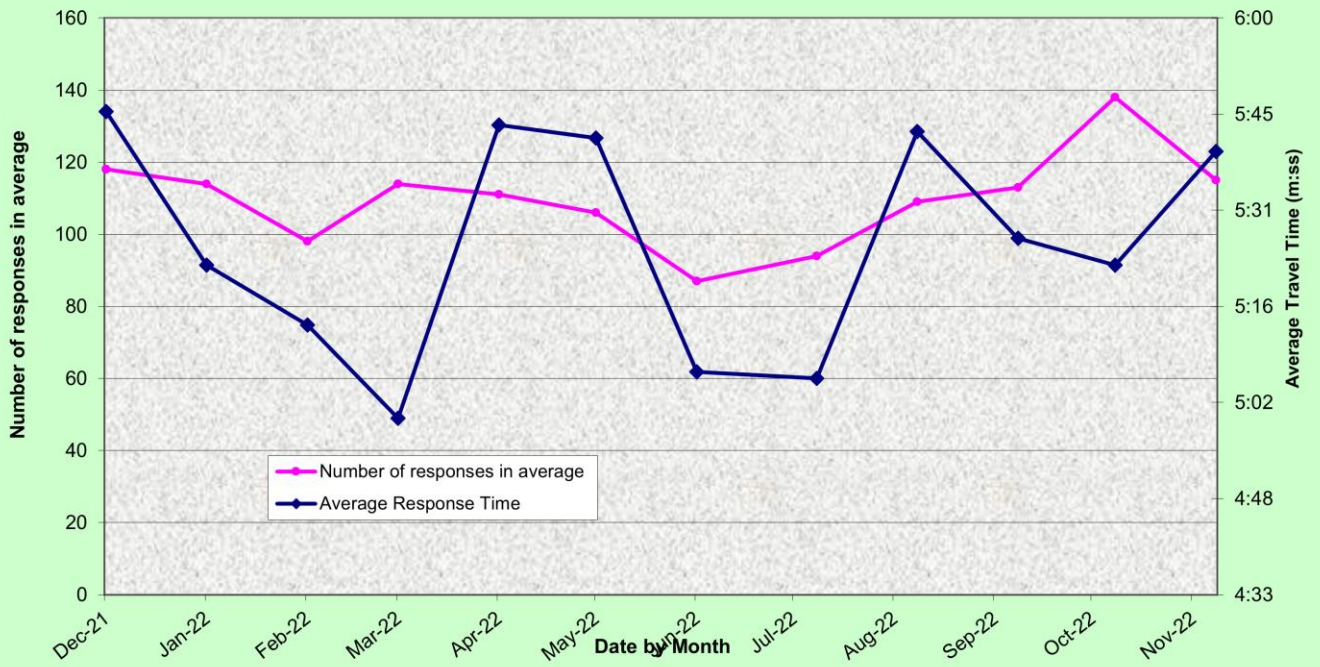
USR 5-year travel time monthly comparison -City						
	Urban		Suburban		Rural	
Year	Unit Responses	90th	Unit Responses	90th	Unit Responses	90th
2018	7,005	0:05:30	529	0:06:22	66	0:07:19
2019	7,123	0:05:38	529	0:06:19	61	0:07:03
2020	6,840	0:06:07	571	0:06:53	55	0:07:11
2021	6,760	0:05:38	560	0:06:11	56	0:07:13
2022 Jan-Nov	6,056	0:05:59	521	0:06:39	50	0:07:16
<i>Δ YTD previous year</i>		+0:00:21		+0:00:28		+0:00:03

USR 5-year travel time monthly comparison-District						
	Urban		Suburban		Rural	
Year	Unit Responses	90th	Unit Responses	90th	Unit Responses	90th
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	599	0:06:27	388	0:07:47	188	0:10:13
2022 Jan-Nov	522	0:06:13	317	0:07:19	182	0:10:13
<i>Δ YTD previous year</i>		-0:00:14		-0:00:28		+0:00:00

Dispatched Incident volume types	Nov	Year to date
Alarm	56	615
Fire	99	1,151
Medical and Other	1,144	12,914
Total	1,321	14,952



### 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

## October 2022 Response times >10 minutes in Vista Fire District

Master Incident Number	Date and time	Street Name	Response time
2022-089995	11/7/2022 2:52 E122 from Quarters	2911 Deeb Dr	11:48
2022-091202 GOPHER CANYON RD	11/11/2022 5:04 10:07 E123 from quarters	LITTLE GOPHER CANYON RD /	
2022-092511	11/15/2022 16:05 E124 cleared other assignment to respond	156 Robelini Dr	12:35
2022-095604	11/26/2022 10:25 E115 from quarters, E123 on another incident	2560 Tunrif Ct	10:12:39
2022-096011	11/27/2022 19:42 E122 from quarters	3887 Buena Creek Rd	10:10:14
2022-096045	11/27/2022 23:01 E123 from quarters	2090 Casa De Vereda	10:11:22



TO: BOARD OF DIRECTORS  
FROM: CRAIG USHER, DEPUTY CHIEF  
SUBJECT: MONTHLY ACTIVITY REPORT – CWPP Sub-Committee  
DATE: JANUARY 6, 2023



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## Monthly Activity Summary (December 1 – 31, 2022)

This month the CWPP Sub Committee Dir. Miller 7 Dir. Ploetz, and DC Usher were unable to meet due to schedules to discuss progress on the application of recommendations contained in the CWPP. Below are minutes & action items discussed from the November meeting. Our next meeting will be in late January and a report will be provided on progress made at the February meeting.

1. Research qualified vendors to do the work, such as Aztec Landscaping and Power land Equipment. Jerry Hill and Brooks Cavanaugh are resources. Probably need three bids. Dir. Ploetz to contact Jerry.
2. Brooks worked with SDG&E on Vista Conservancy's work along Vale Terrace. He was also involved on a study twenty years ago re: alternate evacuation routes. Dir. Miller to contact Brooks.
3. Arrange site visits, maps, aerial photos to get estimates for the work
4. DC Usher suggests Buena Creek Road from Verona Hills to Monte Vista as the most critical area; divide into quarter-mile sections and prioritize. One mile total? Start with something simple and doable.
5. DC Usher to obtain GIS maps from City mapping, with as much detail as possible, hopefully including limits of the public right-of-way
6. Explore partnering with other agencies such as Caltrans, CalFire, CCC Vista office, SDG&E, Jim Desmond's office. Is permission required from Caltrans?
7. DC Usher reports it's not a problem with Fish & Wildlife to remove invasive species along Buena Creek; they just don't want excavation of soil within the watershed
8. Reach out to other agencies such as Deer Springs FD or North County FD to make use of any experience they may have had with similar projects
9. Explore hiring a part-time grant writer. Some of these people work on a contingency basis for a percentage of the grant; no grant, no fee.
10. Importance of public education up front. Mailer to homeowners in the target area, CWPP on our website, job signs. Add a mailer about this to the City's weed abatement mailing in April
11. A list of property owners in the District can be had from the County Assessor. I have a list of registered voters in the District as of 2020. These are Excel spreadsheets and could be merged.
12. Have the Fire Inspector be a part of the process - to be defined

## Future Activity

1. Conduct a follow up meeting prior to January meeting if time allows to track progress and re-evaluate previously established goals.
2. Mark goals accomplished as completed and report to Board successes.

TO: BOARD OF DIRECTORS  
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER  
SUBJECT: MONTHLY ACTIVITY REPORT - ADMINISTRATION  
DATE: January 6, 2023



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## Activity Summary (December 1 – 31, 2022)

The following highlights my work activities for the reporting period:

1. Office Establishment – onsite for delivery of furniture, minor equipment, and office supplies. Completed moving files from CPA's office to new location. Completed phone line transition.
2. Received Confirmation (Dec 6) the submission of Redistricting Partners to the San Diego County Registrar of Voters
3. Secured ADP as payroll processor for District employees
4. Prepared and posted agenda and supporting reports for December 14, 2022 meeting.
5. Attended December 14, 2022 Board of Directors meeting
6. Achieved online access to
  - a. County of San Diego
  - b. Wells Fargo
  - c. Zions
  - d. CAMP
7. Submitted FY22 Independent Audit to State Controller's Office and County of San Diego
8. Prepared preliminary agenda and supporting reports for January 11, 2023 meeting.
9. QuickBooks accounts payable data entry starting at the beginning of the fiscal year (July 1, 2022 thru December 31, 2022).

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

Total time worked (December 1 - 24): 66.5 hours  
Six-month total: 375.00

## Future Activity

1. Development of Purchasing Policy
2. Financial Organization
3. Continue reorganization of files

## Office Set Up - Expenses (Report #2)

Description	Purchased	Date	Beg Bal/Expense
			2,600.02
Desk	Costco Online (Refund)	Dec-22	100.00
Scanner	Amazon	Dec-22	(454.64)
Bookshelf	Wafair	Dec-22	(281.44)
Stand for Scanner/Phone	HomeGoods	Dec-22	(161.61)
Guest Chairs (Qty 2)	Wayfair	Dec-22	(541.23)
			-
			(1,338.92)
Previous Report			(2,399.98)
	YTD		<u>(3,738.90)</u>
Budget Authorization			5,000.00
	Remaining Balance		<u>1,261.10</u>

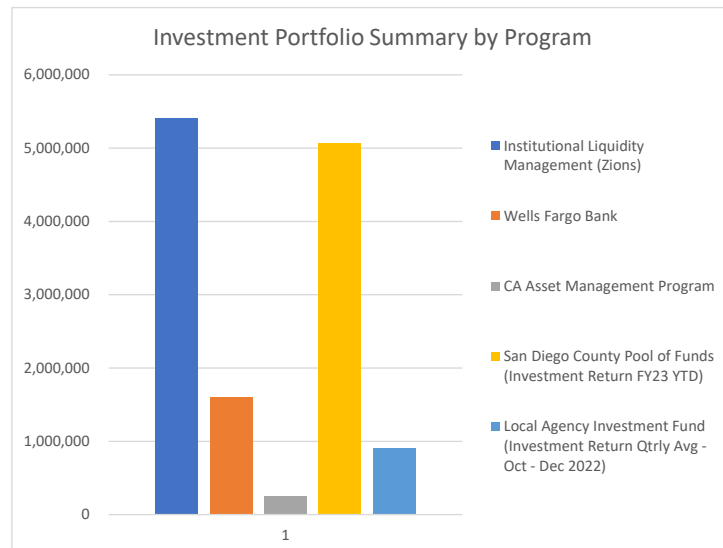
**Vista Fire Protection District Portfolio Summary  
December 31, 2022**

Description	Security Type	Original Cost	Trade Date	Final Maturity	Book Yield
		/Cash Balance			
Receivable	CASH	541.91	---	12/31/2022	0.000
GOLDMAN:FS GOVT INST	MMFUND	29,944.32	---	12/31/2022	4.140
UNITED STATES TREASURY	US GOV	373,275.27	02/10/2022	01/31/2023	1.112
Axos Bank	CD	244,488.00	03/03/2020	03/27/2023	1.532
Morgan Stanley Bank, N.A.	CD	69,897.59	04/09/2020	04/17/2023	1.450
Goldman Sachs Bank USA	CD	199,800.00	07/19/2021	07/28/2023	0.350
FEDERAL HOME LOAN BANKS	AGCY BOND	140,000.00	08/02/2022	08/22/2023	3.250
FEDERAL HOME LOAN BANKS	AGCY BOND	200,000.00	11/30/2022	09/22/2023	5.010
FEDERAL HOME LOAN MORTGAGE CORP	AGCY BOND	150,000.00	11/25/2020	11/24/2023	0.320
FEDERAL HOME LOAN BANKS	AGCY BOND	360,000.00	02/09/2022	02/28/2024	1.046
UNITED STATES TREASURY	US GOV	209,398.44	06/29/2021	03/31/2024	0.406
FEDERAL HOME LOAN BANKS	AGCY BOND	350,000.00	07/30/2020	08/05/2024	0.480
FEDERAL FARM CREDIT BANKS FUNDING CORP	AGCY BOND	100,000.00	08/20/2020	08/26/2024	0.420
FEDERAL HOME LOAN BANKS	AGCY BOND	160,000.00	08/31/2022	09/30/2024	4.150
FEDERAL HOME LOAN BANKS	AGCY BOND	250,000.00	05/04/2022	05/23/2025	3.239
FEDERAL FARM CREDIT BANKS FUNDING CORP	AGCY BOND	249,750.00	05/29/2020	05/27/2025	0.750
FEDERAL FARM CREDIT BANKS FUNDING CORP	AGCY BOND	199,950.00	06/17/2020	06/16/2025	0.785
FEDERAL NATIONAL MORTGAGE ASSOCIATION	AGCY BOND	100,000.00	07/31/2020	07/29/2025	0.600
FEDERAL FARM CREDIT BANKS FUNDING CORP	AGCY BOND	249,937.50	07/31/2020	08/04/2025	0.675
FEDERAL FARM CREDIT BANKS FUNDING CORP	AGCY BOND	249,550.00	08/13/2020	08/12/2025	0.607
FEDERAL NATIONAL MORTGAGE ASSOCIATION	AGCY BOND	250,000.00	08/12/2020	08/28/2025	0.625
FEDERAL FARM CREDIT BANKS FUNDING CORP	AGCY BOND	299,850.00	09/18/2020	09/16/2025	0.560
FEDERAL NATIONAL MORTGAGE ASSOCIATION	AGCY BOND	199,900.00	10/30/2020	10/20/2025	0.590
FEDERAL NATIONAL MORTGAGE ASSOCIATION	AGCY BOND	250,000.00	10/27/2020	10/29/2025	0.600
West Town Bank & Trust	CD	245,000.00	10/23/2020	10/30/2025	0.500
FEDERAL HOME LOAN MORTGAGE CORP	AGCY BOND	500,000.00	10/23/2020	11/10/2025	0.610
FEDERAL HOME LOAN BANKS	AGCY BOND	100,000.00	08/10/2021	08/24/2026	1.100
<b>Institutional Liquidity Management (Zions)</b>		<b>5,731,283</b>			<b>1.152</b>

CASH		Current Interest Rate
Wells Fargo Bank	1,601,302	0.10%
CA Asset Management Program	249,397	4.30%
San Diego County Pool of Funds (Investment Return FY23 YTD)	5,073,255	0.81%
Local Agency Investment Fund (Investment Return Qtrly Avg - Oct - Dec 2022)	904,253	1.98%
<b>Total Cash</b>	<b>7,828,207</b>	
Accounts Payable Due 12/31/2022	1,265,723	
Net Cash	<u>6,562,484</u>	

	<b>11,975,854</b>	<b>Net Investments Available</b>
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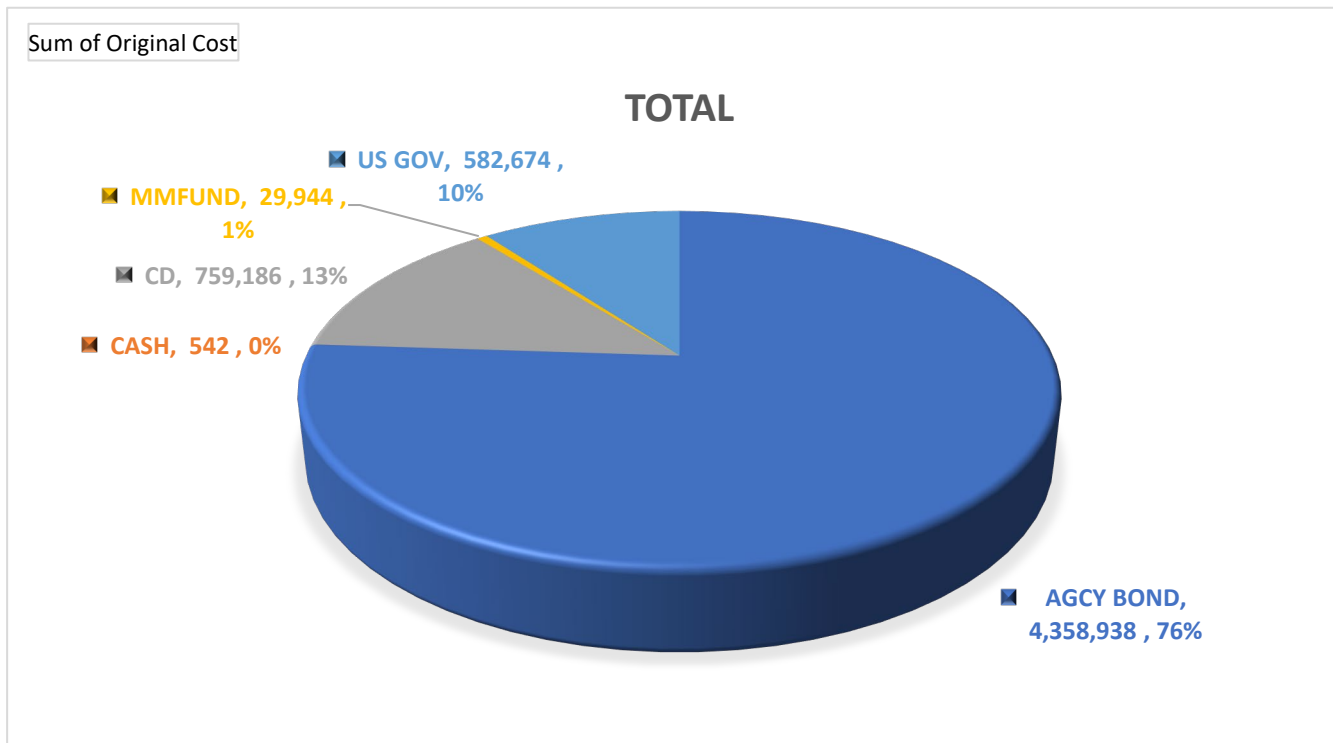
Restricted Cash	
San Diego County Pool of Funds (Fire Mitigation Fund)	<u>180,638</u>



## Investment Type - Summary

### Zions - Asset Allocation (December 31, 2022)

Invest Fund	Sum of Original Cost
AGCY BOND	4,358,938
CASH	542
CD	759,186
MMFUND	29,944
US GOV	582,674
<b>Grand Total</b>	<b>5,731,283</b>





## ORDINANCE No. 2023-02

### AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE VISTA FIRE PROTECTION DISTRICT ADOPTING FEES FOR SERVICES BY REFERENCE TO THE CALIFORNIA HEALTH AND SAFETY CODE SECTION 13916 AND SECTION 13919

The Board of Directors of the Vista Fire Protection District (District) of the County of San Diego ordains as follows:

**ARTICLE I.** The District has incurred un-reimbursed discretionary development costs and is anticipating that further new discretionary development will occur within the District, which will place a greater demand on the existing staffing resources of the fire prevention section. Escalating demands have also been placed upon suppression personnel in conducting increasingly numerous and complex occupancy inspections.

**ARTICLE II.** The District is charged with the responsibility of enforcing applicable codes pertaining to fire and panic safety and other regulations of the State Fire Marshal pursuant to Section 13146 of the California Health & Safety Code.

**ARTICLE III.** The District incurs additional costs in lost personnel hours and expended District resources when said fire prevention services are of a recurrent nature and the result of discretionary development. The District charges fees to recover costs incurred for the provision of said services, however, said fees require periodic revision to reflect current personnel costs.

**ARTICLE IV.** The Fire Chief may impose a fee for recovery of expenses incurred as a result of activities undertaken pursuant to enforcing the fire prevention provisions of the fire code, pursuant Health and Safety Code Section 13916 and 13919 and Govt. Code Section 66014.

**ARTICLE V.** District fees are based upon the actual costs incurred by the fire agency, which are based upon the District's actual costs of providing fire protection services and total compensation of the employee(s) providing a particular service and include total personnel hours utilized for plan review, file review, database information entry, travel to and from the site, written response, site inspection, and support costs.

**ARTICLE VI.** The actual fee shall be paid by the applicant to the District's contractor at time of application or submittal to cover the actual costs in accordance with the aforementioned schedule for an *INSPECTION* or *PLAN REVIEW* or any *OTHER SERVICES* listed on the fee schedule.

**ARTICLE VI.** The actual fee shall be paid by the recipient of *OTHER SERVICES* and *INSPECTIONS* to the district's contractor upon receipt of an invoice in accordance with the aforementioned schedule.

**ARTICLE VII.** The cost for the provision of said services shall not exceed the costs reasonably borne by the contracting agency.

**ARTICLE VIII.** In the event that fees are not paid at the time of application or upon request for additional fees, the contracting agency shall not be obligated to process, approve, or take further action on renewable permits, installation, removal, activity or alteration permits, inspections, plan reviews, or other services necessitating a fee as delineated in the Fee Schedule.

**ARTICLE IX.** The Board of Directors hereby declares that should any section, paragraph, sentence or word of this ordinance or of the Fire District Fee Schedule referenced herein be declared for any reason to be invalid, it is the intent of the Board that it would have adopted all other portions of this ordinance independent of the elimination there from of any such portion as may be declared invalid.

**ARTICLE X.** The Board of Directors, the Fire Chief or their designee shall have the ability to waive any and all fees as adopted by a Resolution of the Board of Directors. When fees are waived, a report shall be provided at the next Board of Directors meeting.

**ARTICLE XI.** The Board of Directors of the Vista Fire Protection District does hereby approve the adoption of the attached Schedule of Services and Fees (Attachment A).

**ARTICLE XIII.** The Secretary to the Board of Directors will certify to the adoption of this Ordinance and cause the same to be published in the manner required by law. This Ordinance will take effect forty-five (45) days after its final passage at a public hearing as required by law.

First Read at a regular meeting of the Board of Directors of the Vista Fire Protection District of the County of San Diego, California, on the 14<sup>th</sup> day of December 2022. A second reading, public hearing and final adoption occurred at a regularly scheduled meeting on the 11<sup>th</sup> day of January 2023, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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James F. Elliott  
President

ATTEST

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Karlana Rannals  
Board Clerk

Reference Number	Services	Fee Description	Fee
1.0	Fire Alarm System "New"		
1.1	Quantity →	1-25 devices	\$ 568
1.2	Quantity →	26+ devices	\$ 947
2.0	Fire Alarm System "T.I."		
2.1	Quantity →	1-25 devices	\$ 379
2.2	Quantity →	26+ devices	\$ 758
3.0	Hood & Duct/Extinguishing System		\$ 568
4.0	NFPA 13 Fire Sprinkler System		
4.1	Quantity →	1-50 sprinklers	\$ 758
4.2	Quantity →	51-100 sprinklers	\$ 1,137
4.3	Quantity →	101+ sprinklers	\$ 1,516
5.0	NFPA 13R Fire Sprinkler System		
5.1	Quantity →	1-50 sprinklers	\$ 758
5.2	Quantity →	51-100 sprinklers	\$ 1,137
5.3	Quantity →	101+ sprinklers	\$ 1,516
6.0	NFPA 13D Single Family System		\$ 379
7.0	Subdivision Repeat Sprinkler Plan Check		\$ 189
8.0	Fire Sprinkler System (Mod. T.I.)		
8.1	Quantity →	1-50 sprinklers	\$ 379
8.2	Quantity →	51+ sprinklers	\$ 758
9.0	Standpipe System		
9.1	Quantity →	Base Fee	\$ 284
9.2	Quantity →	Per Floor	\$ 95
10.0	Technical Report Review		\$ 189
11.0	General Research		\$ 189
12.0	Fire Pumps - NFPA 20		\$ 189
13.0	Underground Fire Service Mains (per bldg.)		\$ 189
14.0	Plan Review		19% of building plan check fee
15.0	Real Estate Inspections (AB38)		\$ 50
16.0	Forced Weed Abatement Administrative Fee (Expense of Abatement Report & Hearing)		\$ 960
17.0	Returned Check Fee		actual cost
18.0	Code Appeal		actual cost
19.0	Reproduction of Fire District Documents	\$5.00 first 5 pages, \$.70 for each additional page thereafter	actual cost

## RESOLUTION No. 2023-01

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VISTA FIRE PROTECTION DISTRICT ESTABLISHING TIME AND PLACE OF REGULAR MEETINGS, HOLIDAY, AND EMERGENCIES

WHEREAS, the legislative body of the Vista Fire Protection District shall establish a time and place of regular meeting; holiday; emergencies pursuant to Section 54954 of the Government Code, State of California.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Vista Fire Protection District does hereby establish the following:

- a. the legislative body shall conduct business at their regularly scheduled meeting on the second Wednesday of each month (*beginning February 8, 2023*); and
- b. meetings shall commence at 10:00 am; and
- c. meetings shall be held at the Vista Fire Protection District, Conference Room located at "Smart Space" Office Center, 450 South Melrose Drive, Vista, CA 92081; and
- d. if at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day of the district; and
- e. if, because of fire, flood, earthquake, or other emergency, it shall be unsafe to meet in the place designated, the meetings may be held for the duration of the emergency at such place as is designated by the presiding officer of the legislative body.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Vista Fire Protection District on January 11, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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James F. Elliott  
President, Board of Directors

ATTEST:

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Karlana Rannals  
Board Clerk



WHITE AND BRIGHT, LLP  
ATTORNEYS AT LAW  
970 CANTERBURY PLACE  
ESCONDIDO, CA 92026

(760) 747-3200  
FAX (760) 747-5574

**MEMORANDUM**

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TO: VFPD

DATE: January 6, 2023

FROM: Frederick W. Pfister, Esq. / Matt Bertolucci, Esq.

FILE #: 9354-0001

RE: Vista Fire Protection District – Remote Meetings after End of COVID-19 State of  
Emergency on February 28, 2023

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**QUESTION PRESENTED:**

What does the VFPD Board need to do if it holds a remote meeting after the end of the COVID-19 State of Emergency on February 28, 2023?

**SHORT ANSWERS:**

The VFPB Board has 2 options:

Option 1: Hold remote meetings in the way they were held before COVID-19, which is based on the provisions of Gov't Code § 54953(b). The specific requirements are laid out below.

Option 2: Hold a remote meeting under the new requirements of AB 2449, which requirements are now found in Gov't Code § 54953(f). The specific requirements are laid out below.

**ANALYSIS:**

**I. Background and Select History**

Following the onset of COVID-19, the Governor of California issued Executive Orders that changed the way that special districts, among other public entities, could meet remotely. A key feature of these Executive Orders was that a special district did not have to comply with some of the requirements found Gov't Code § 54953(b). Eventually, the Governor allowed these Executive Orders to expire.

When the Executive Orders expired, Gov't Code § 54953 was amended to add language that tracked the features of the Governor's Executive Orders, subject to certain requirements. Thus,

since then, special districts have been able to meet remotely without complying with Gov't Code § 54953(b), so long as followed Gov't Code § 54953(e).

The Governor has announced that the COVID-19 State of Emergency will end in California on **February 28, 2023**. Because the provisions of Gov't Code § 54953(e) require a State of Emergency, that set of rules for remote meetings will no longer apply after February 28, 2023.

After that date, special districts will need to meet new requirements if any of their Directors choose to meet remotely. Going forward, special districts, like the VFPD, will need to either (1) hold a remote meeting based on pre-COVID requirements, or (2) hold a remote meeting based on the new requirements laid out in Gov't Code § 54953(f).

[Continued on Next Page]

## **II. Option 1: Holding Remote Meeting Based on Pre-COVID Requirements**

- a. **Quick-Reference Pros:**
  - i. Straight-forward procedure;
  - ii. No limit on number times procedure can be utilized
  
- b. **Quick-Reference Cons:**
  - i. Potentially invasive to Director's privacy;
  - ii. Requires pre-planning; agenda must contain all required information.

Once the COVID-19 State of Emergency ends, the VFPD Board can hold remote meetings under pre-COVID procedure, which can be found at Gov't Code § 54953(b). This procedure entails:

- **(i) Pre-Meeting Requirements**
  - Prepare, and Post, a Code-Complaint Agenda;
    - Under the pre-COVID law, the agenda must list the location from which each remote Director will appear, and the agenda must be posted at each such location.
    - This means that if a Director will appear remotely from his home, the Director's home address must be listed in the agenda, and that agenda must be posted at the Director's home address at least 72-hours before the meeting<sup>1</sup>.
  
- **(ii) Requirements at the Meeting**
  - Ensure that at least three (3) Directors are present somewhere in the District for the meeting;
  - Ensure that every location referenced in the agenda is made accessible to the public for the duration of the meeting;
    - This means is that if a Director appears from his or her home or some other private location, that Director must make that location open to the public for the duration of the meeting.
  - Take all votes by roll call vote;
  - Allow the public to address the Board in a General Comment Period and during the consideration of each individual item;
  - Conduct the meeting in a manner to protect the rights of the public.
    - This is a "Due Process" standard and the default should be to ensure fair access to the meeting. E.g., a meeting that includes visual information should not be conducted via audio only because the public would not be able to see the images that are being discussed at the meeting.

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<sup>1</sup> There is commentary on a CSDA discussion board that opines that it is very likely that all meeting locations must also comply with the Americans with Disabilities Act. Please contact legal counsel for further information, and any requested analysis, as to this issue.

### **III. Option 2: Holding Remote Meeting Based on Gov't Code § 54953(f)**

#### **a. Quick-Reference Pros:**

- i. More privacy for Directors who have to attend remotely;
- ii. No additional planning (if District implements remote meetings on a regular basis), as a Director can appear remotely at the time of meeting without prior notice (with certain limitations).

#### **b. Quick-Reference Cons:**

- i. Additional required procedures for the conduct of the meeting;
- ii. Limited reasons for a remote appearance under the Code;
- iii. A Director can only appear remotely under this option two (2) times per year;
- iv. May require additional staff training and monitoring during the broadcast of the entire meeting to ensure no disruptions and compliance with the Code.

Once the COVID-19 State of Emergency ends, the VFPD Board can, as an alternative, hold remote meetings in compliance with the requirements of Gov't Code § 54953(f). This procedure entails:

#### **• (i) Pre-Meeting Requirements**

- Prepare, and Post, a Code-Complaint Agenda;
  - An agenda under this option must contain the address of the physical location within the District where at least three (3) Directors will meet, and it must also contain the dial-in information for the audiovisual platform (e.g., “Zoom”). The audio-visual platform should also contain a dial-in alternative.

#### **• (ii) Requirements at the Meeting**

- Ensure that at least three (3) Directors meet at a single location within the District;
- Require that each remote Director state at the start of meeting (and at the earliest opportunity possible prior to the start), the “just cause” reason for his or her remote appearance<sup>2</sup>;
  - “Just Cause” specifically means:
    - the caregiving of an immediate family member, or
    - the possession of a contagious illness or some other disability that prevents attendance<sup>3</sup>, or

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<sup>2</sup> As an alternative, a Director can ask for Board approval to participate remotely based on “emergency circumstances,” as the term is defined in the statute. (Gov't Code §§ 54953(f)(2)(A)(ii), 54953(j)(1).) This is another procedure, which implicates pre-meeting, during-meeting, and post-meeting actions. Please consult with legal counsel for the requirements pertaining to a remote appearance based on “emergency circumstances.”

<sup>3</sup> There is no requirement to disclose any medical diagnosis or disability or personal medical information. A general statement is sufficient.



- official travel on behalf of a State/local agency<sup>4</sup>.
- Mandate that each remote Director discloses whether anyone (18 years or older) is in the same room as the remote Director during the meeting, and the Director must disclose the general relationship between the Director and any such person;
- Require all votes be by roll call vote;
- Ensure that each remote Director maintain the audio and visual display for the duration of the entire meeting;
- Allow the public to address the Board in a General Comment Period and during the consideration of each item; and the Board may not require public comments be submitted in advance;
- Conduct the meeting in a manner that protects the rights of the public.
- Ensure that the Board does not take action on any item while the broadcast of the meeting on the audio-visual platform is disrupted.
  - The District may need someone to monitor the broadcast of the meeting. Any action taken during a broadcast disruption can be set aside under Gov't Code § 54960.1.

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<sup>4</sup> Gov't Code § 54953(j)(2).

# STAFF REPORT

23-01

TO: BOARD OF DIRECTORS  
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER  
SUBJECT: BUDGET AUTHORIZATION – SPECIAL DISTRICT LEADERSHIP ACADEMY  
DATE: JANUARY 5, 2023



The following budget action is requested for approval and/or modification:

Description	FY22/23 Budget	Funding Request	Funding Source	Action Requested
CSDA Special District Leadership Academy Conference - Registration & Travel Expenses – Qty 2	\$00	Up to \$3,000	General Fund	Authorize Attendance & Payments
Total		\$3,000		

## RECOMMENDATION

Authorize the registration of two participants (one Board and one Staff) and the associated expenses (registration, hotel, etc.) to attend the Special District Leadership Academy Conference.

## BACKGROUND

The Vista Fire Protection District is a member of the California Special District Association which offers valuable training. Staff has learned of CSDA's Special District Leadership Academy Conference that will be held at the Embassy Suites La Quinta Hotel & Spa February 26 – March 1, 2023.

This conference sessions cover of the following modules:

- a. Module 1 – Governance Foundations
- b. Module 2 – Setting Direction/Community Leadership
- c. Module 3 – Board's Role in Finance and Fiscal Accountability
- d. Module 4 – Board's Role in Human Resources

*A digital copy of the conference brochure is attached to this report.*

## CURRENT SITUATION

Description	Participant #1	Participant #2
Registration	\$ 625.00	\$ 425.00
Hotel (3 nights @ \$180)	\$ 540.00	\$ 540.00
Hotel Tax (Est)	\$ 106.65	\$ 106.65
Mileage (Est.)	\$ 100.00	\$ 100.00
Dinner (x) 3	\$ 108.00	\$ 108.00
	\$ 1,479.65	\$ 1,279.65
Total Est.		\$ 2,759.30

# ACHIEVING DISTRICT GOALS... TOGETHER.



*Two Conferences for Training Throughout the State*

*February 26 – March 1, 2023 – La Quinta (Palm Springs Area)*

**OR**

*October 22 – 25, 2023 – Sonoma County (Santa Rosa)*



CSDA's 2023  
**Special District  
Leadership Academy Conference**

*A Comprehensive Governance Leadership Conference for Elected and Appointed Directors/Trustees*



# BOARD & STAFF LEARN TO WORK AS A TEAM.

Participate in the **Special District Leadership Academy Conference** and complete all four modules of the Academy during the course of two and a half days.

This conference content is based on CSDA's Special District Leadership Academy (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities and is designed for both new and experienced special district board members.

“This conference was very informative and presented well. Each presenter was very knowledgeable on the subject matter. I feel this training should be mandatory for all special district board members and GM’s.”

Scott Frick,  
*Scott Valley Fire Protection District*

**SDLF** SPECIAL DISTRICT LEADERSHIP FOUNDATION

CERTIFICATE IN SPECIAL DISTRICT GOVERNANCE

BOARD MEMBERS AND TRUSTEES

## SHOW YOUR COMMITMENT AND DEDICATION TO SERVING YOUR COMMUNITY.

The **Certificate in Special District Governance** was designed to acknowledge special district Board Members and Trustees who have taken extra steps to become better educated in core areas of governance.

Complete the Special District Leadership Academy + 10 additional professional development hours and receive this recognition.

1112 I Street, Suite 200, Sacramento, CA 95814 • t: 916.231.2909 • [www.sdlf.org](http://www.sdlf.org)



## Two Locations • Two Options

# ATTEND CSDA'S SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE



Local boards are the reason why local control is local. Special district boards are the voices of the community, and they are also a large reason why special districts exist.

The truth is that every elected or appointed public official needs to worry about governance; governance is what boards do. It's what they bring to the table.

Governance is taking the wishes, needs, and desires of the community and transforming them into policies that govern the district.

Whether you're new to the board, or someone who has served for many years, this conference provides essential tools and information to effectively govern your district!

### Attendees will learn:

- Teamwork: The roles of the board and staff in your district.
- Attributes and characteristics of highly effective boards.
- How culture, norms, values, and operating styles influence the district.
- Specific jobs the board must perform.
- How individual values, skills, and knowledge help to shape how effective boards operate.
- The importance of moving from "I" to "we" as the governance team.
- The board's role in setting direction for the district.
- The board's role in finance and fiscal accountability.
- And much more!



### SDRMA Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points can be earned based on an agency's attendance at the Special District Leadership Academy Conference, reducing SDRMA member's annual contribution amount.



### February 26 – March 1, 2023

**Embassy Suites La Quinta Hotel & Spa**  
50-777 Santa Rosa Plaza  
La Quinta, CA 92253

### HOTEL ROOM RESERVATIONS

Room reservations are available at the CSDA rate of \$180 plus tax, single or double occupancy. You will receive a link to make your hotel reservation AFTER you have registered for the conference. The room reservation cut-off is January 25, 2023; however, space is limited and may sell out before this date.

CSDA rate includes complimentary full, cooked to order breakfast buffet, complimentary Nightly Managers Reception, complimentary self-parking, and complimentary guest room Wi-Fi.



### EARLY BIRD DISCOUNT

The early bird discount for this location requires registration on or before Tuesday, January 25, 2023.

*Cancellations must be in writing and received by CSDA no later than January 25, 2023 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after January 25, 2023. Substitutions are acceptable and must be done in writing no later than February 17, 2023 at 5:00 p.m. Please submit any cancellation notice or substitution requests to [meganh@cgsda.net](mailto:meganh@cgsda.net) or fax to 916-520-2465.*



### October 22 – 25, 2023

**Hyatt Regency Sonoma Wine Country**  
170 Railroad Street  
Santa Rosa, CA 95401

### HOTEL ROOM RESERVATIONS

Room reservations are available at the rate of \$157\* plus tax, single or double occupancy plus \$25/night per room discounted destination fee. You will receive a link to make your hotel reservation AFTER you have registered for the conference. The room reservation cut-off is September 22, 2023; however, space is limited and may sell out before this date.

CSDA rate and discounted destination fee includes glass of wine upon check-in, unlimited personal Wi-Fi access, exclusive winery offers from winery partners, electric vehicle charging stations, daily in-room water, and daily wine tasting in lobby.

*\*Rate at this location will be the current per-diem rate; \$157 as of 11/22 but subject to change.*



### EARLY BIRD DISCOUNT

The early bird discount for this location requires registration on or before Thursday, September 22, 2023.

*Cancellations must be in writing and received by CSDA no later than September 22, 2023, at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after September 22, 2023. Substitutions are acceptable and must be done in writing no later than October 13, 2023, at 5:00 p.m. Please submit any cancellation notice or substitution requests to [meganh@cgsda.net](mailto:meganh@cgsda.net) or fax to 916-520-2465.*

# FIRST-TIME ATTENDEE

## SCHEDULE OF EVENTS



### SUNDAY

5:30 – 7:00 p.m.

#### REGISTRATION AND NETWORKING RECEPTION

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

### TUESDAY

8:30 – 10:00 a.m.

#### FULFILLING YOUR DISTRICT'S MISSION: CHARTING THE COURSE

*\* This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership*

This conference session will highlight the importance of setting the direction for your district. Learn the critical components of direction setting for your district along with how to avoid planning pitfalls. Attendees will walk through the steps of establishing and fulfilling your district's mission, vision, values, strategic goals, and how to communicate those objectives to your constituents.

10:00 – 10:30 a.m.

**BREAK** (All Attendees)

10:30 – 12:00 p.m.

#### FULFILLING YOUR DISTRICT'S MISSION: CHARTING THE COURSE (continued)

12:00 – 1:00 p.m.

**LUNCH PROVIDED** (All Attendees)

1:15 – 2:45 p.m.

#### GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH

*\* This session covers Module 2 of the Special District Leadership Academy: Setting Direction/Community Leadership.*

This conference session looks at common communication breakdowns and potential areas for improvement in public agency communications. It will discuss proper and effective communication methods to be aware of as a governing official including:

- Identifying audiences.
- Responding to public input.
- Media relations.
- Legislative outreach and advocacy.

### MONDAY

8:30 – 10:00 a.m.

#### BUILDING A FOUNDATION FOR GOOD GOVERNANCE

*\* This session covers Module 1 of the Special District Leadership Academy: Governance Foundations.*

In this conference session, the instructor will lay the groundwork for good governance in your district.

Attendees will discover:

- Why good governance is so important to the overall well-being of the district.
- The traits of effective board members.
- What good governance means and how to effectively put it into practice.
- How to move your board from "I" to "we," including how to become an effective team, establish team standards, and essential conditions for team building.

10:00 – 10:30 a.m.

**BREAK** (All Attendees)

10:30 a.m. – 12:30 p.m.

#### BUILDING A FOUNDATION FOR GOOD GOVERNANCE (continued)

12:30 – 1:30 p.m.

**LUNCH PROVIDED** (All Attendees)

1:45 – 3:00 p.m.

#### DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS

*\* This session covers Module 4 of the Special District Leadership Academy: Board's Role in Human Resources.*

This conference session will teach participants how to determine the human resource (HR) health of their district and what areas to focus on as a board and individual governing official including:

- Identifying the board's role in human resources.
- Recognizing HR red flags and positive indicators.
- Developing and maintaining essential HR policies.
- Covering confidentiality and legal liabilities.
- Evaluating the general manager.

3:00 – 3:30 p.m.

**BREAK** (All Attendees)

3:30 – 4:30 p.m.

#### DEFINING BOARD/STAFF ROLES AND RELATIONSHIPS (continued)

5:30 – 7:00 p.m.

#### SIP AND SAVOR EVENING RECEPTION

*Sponsored by the Special District Risk Management Authority (SDRMA)*

Join us for a lively evening of networking and refreshments.



**2:45 – 3:00 p.m.**

**BREAK** (All Attendees)

**3:00 – 4:00 p.m.**

**GET THE WORD OUT! BEST PRACTICES FOR COMMUNICATION AND OUTREACH**  
(continued)

**OPEN EVENING**

## ● WEDNESDAY

**8:30 – 10:00 a.m.**

**SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?**

*\* This session covers Module 3 of the Special District Leadership Academy: Board's Role in Finance and Fiscal Accountability.*

This conference session will provide a review and insight of important financial concepts, reports, and policies specific to public agencies including special districts. Attendees will learn:

- How to ask the right questions.
- How to link the finance process to the district mission and goals.
- Budget process, budget assessment, and communicating budget information to the public.
- How to develop and analyze capital improvement plans and reserve guidelines.

**10:00 – 10:15 a.m.**

**BREAK** (All Attendees)

**10:15 a.m. – 12:00 p.m.**

**SHOW ME THE MONEY! WHAT DO BOARD MEMBERS NEED TO KNOW ABOUT DISTRICT FINANCES?** (continued)

**12:00 p.m.**

**GRADUATION CERTIFICATE DISTRIBUTION**

First-time attendees must attend all sessions and turn in their completed certificate application in order to receive their certificate at the conclusion of the conference.

“I found the programming relevant and timely as a newly elected board member. I liked that staff attended to give different perspectives. The presenters were leaders in their field, very knowledgeable and generous with their time for further discussion.”

Heidi Doyle,

North Tahoe Fire Protection District



We love maximizing the benefits we offer. You love winning prizes! We start with an exploration of membership benefits to make sure your district is taking full advantage of all we provide. Along the way, you'll win prizes!

### REASONS TO ATTEND:

- We mentioned prizes, right?
- Learn how to navigate our website & community portal so you can quickly access resources
- Explore CSDA value-added benefits that may save your district money!
- BINGO is for everyone! Members & non-members all benefit
- Meet new peers! This activity has a way of bringing people



**SDLA Graduate? Join us for our Returning Attendee Track with Two Days of Breakout Sessions with topics such as:**

- **HOW TO LEAD YOUR BOARD MEETINGS AWAY FROM CHAOS**
- **INTRODUCTION TO LABOR RELATIONS**
- **FINANCING AND FINANCIAL MANAGEMENT**
- **BROWN ACT UPDATES**
- **STRATEGIC PLANNING**

Check the SDLA Website for Returning Attendee Track Session details when agenda is confirmed.

**RETURNING ATTENDEE**  
*SCHEDULE OF EVENTS*



● **SUNDAY**

5:30 – 7:00 p.m.

**REGISTRATION AND NETWORKING RECEPTION**

Take a moment to network with your peers from throughout the state at this informal networking reception. Reception includes light appetizers.

● **MONDAY**

**8:30 a.m. – 12:30 p.m.**  
**BREAKOUT SESSIONS**

**10:00 – 10:30 a.m.**  
**BREAK (All Attendees)**

**12:30 – 1:30 p.m.**  
**LUNCH PROVIDED (All Attendees)**

**1:45 – 4:30 p.m.**  
**BREAKOUT SESSIONS**

**3:00 – 3:30 p.m.**  
**BREAK (All Attendees)**

**5:30 – 7:00 p.m.**  
**SIP AND SAVOR EVENING RECEPTION**



*Sponsored by the Special District Risk Management Authority (SDRMA)*  
Join us for an entertaining evening of networking and refreshments.

● **TUESDAY**

**8:30 a.m. – 12:00 p.m.**  
**BREAKOUT SESSIONS**

**10:00 – 10:30 a.m.**  
**BREAK (All Attendees)**

**12:00 – 1:00 p.m.**  
**LUNCH PROVIDED (All Attendees)**

**1:15 – 4:00 p.m.**  
**BREAKOUT SESSIONS**

**2:45 – 3:00 p.m.**  
**BREAK (All Attendees)**

**4:00 p.m.**  
**CONFERENCE ENDS FOR RETURNING ATTENDEES**

“It was a great conference fully loaded with valuable information, resources, tools and materials to review and share.”

*Crystal Harding,  
North Highlands Recreation and Park District*

“It was interesting and informative. The presentations gave me a foundation of my ‘job’ as a representative of my community. There are questions I need to ask staff and there are suggestions I need to make to my fellow board members based on the information provided. SDLA is a valuable resource for our Community Services District.”

*De Denten,  
Gualala Community Services District*





# 2023 Registration Form

## Special District Leadership Academy Conference

(Use one form per registrant)

### Three Ways to Register

- **Register online** by visiting the SDLA Conference website at [sdla.csda.net](http://sdla.csda.net).
- **Fax number:** 916-520-2465. All faxed registration forms must include credit card payment.
- **Mail:** CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. Please include registration form and payment. Checks should be made payable to: California Special Districts Association.

### Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the many benefits of CSDA membership, contact Member Services Director Cassandra Strawn at [membership@csda.net](mailto:membership@csda.net) or call toll-free at the number listed above.



Name/Title:		
<input type="checkbox"/> First-time Attendee <input type="checkbox"/> Returning Attendee		
District:		
Address:		
City:	State:	Zip:
Phone:		Fax:
<input type="checkbox"/> Member <input type="checkbox"/> Non-member		Email:
Emergency Contact - Name & Phone:		
<b>WHICH CONFERENCE WILL YOU BE ATTENDING?</b>		
<input type="checkbox"/> FEBRUARY 26 - MARCH 1, 2023 - LA QUINTA EARLY BIRD DISCOUNT: JANUARY 25, 2023  <input type="checkbox"/> CSDA Member            \$625 <input type="checkbox"/> Non-member                \$950  <b>AFTER JANUARY 25</b> <input type="checkbox"/> CSDA Member            \$675 <input type="checkbox"/> Non-member                \$1,010	<input type="checkbox"/> OCTOBER 22 - 25, 2023 - SANTA ROSA EARLY BIRD DISCOUNT: SEPTEMBER 22, 2023  <input type="checkbox"/> CSDA Member            \$625 <input type="checkbox"/> Non-member                \$950  <b>AFTER SEPTEMBER 22</b> <input type="checkbox"/> CSDA Member            \$675 <input type="checkbox"/> Non-member                \$1,010	
<b>SEND MORE - SAVE MORE! -- SPECIAL DISCOUNTED PRICING!</b>		
<b>ADDITIONAL ATTENDEE FROM THE SAME DISTRICT BEFORE EARLY BIRD DISCOUNT</b> <input type="checkbox"/> CSDA Member            \$425 <input type="checkbox"/> Non-member                \$650	<b>ADDITIONAL ATTENDEE FROM THE SAME DISTRICT AFTER EARLY BIRD DISCOUNT</b> <input type="checkbox"/> CSDA Member            \$475 <input type="checkbox"/> Non-member                \$715	
<b>Payment</b>		
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
Acct. Name:		Acct. Number:
Expiration Date:	CVC:	Authorized Signature:
<b>Special needs</b>		
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:		

**Consent to Use Photographic Images:** Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

**Anti-Discrimination and Harassment Policy:** CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at [www.csda.net/about-csda/who-we-are](http://www.csda.net/about-csda/who-we-are).



## Steady as you go.

When your team and ours all pull together, you get the sure-footed stability you need to proceed with confidence. As an extension of your staff, we are always at the sidelines delivering service and expertise. For everything from Workers' Compensation and Property/Liability coverages to Health Benefits options available throughout California, we are here to keep you going strong. For more information, visit [sdrma.org](http://sdrma.org).





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

**CALL FOR NOMINATIONS**

December 19, 2022

TO: Independent Special Districts in San Diego County

FROM: Tamaron Lockett, Commission Clerk

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

This notice serves as a call to nominations pursuant to Government Code Section 56332(1) to solicit (a) one regular and (b) one alternate special district member to serve on the San Diego Local Agency Formation Commission (LAFCO). The term is four years and commences on May 1, 2023. The incumbent holders – Barry Willis, regular with Alpine Fire Protection District and David Drake, alternate with Rincon del Diablo Municipal Water District are expected to seek nomination and run for a new term. Additional details follow.

- **Eligibility**

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

- **Authorized Nominations**

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

- **Submittal Process and Deadline**

Signed nominations and a limited **two-page** resume indicating the candidate’s District and LAFCO experience must be returned to San Diego LAFCO **no later than Tuesday, February 21, 2023**. Nominations received after this date will be invalid. Nominations

<b>Administration</b> Keene Simonds, Executive Officer 2550 Fifth Avenue, Suite 725 San Diego, California 92103-6624 T 619-321-3380 F 619-404-6508 www.sdlafco.org	<b>Chair Jim Desmond</b> County of San Diego	<b>Vacant</b> City Representative	<b>Vacant</b> City representative	<b>Jo MacKenzie</b> Vista Irrigation	<b>Andy Vanderlaan</b> General Public
	<b>Joel Anderson</b> County of San Diego	<b>Vacant</b> City Representative	<b>Marni von Wilpert, Alt.</b> City of San Diego	<b>Barry Willis</b> Alpine Fire Protection	<b>Harry Mathis, Alt.</b> General Public
	<b>Nora Vargas, Alt.</b> County of San Diego	<b>Kristi Becker, Alt.</b> City of Solana Beach		<b>David A. Drake, Alt.</b> Rincon del Diablo	

and resumes may be mailed to San Diego LAFCO Office at 2550 Fifth Avenue, Suite 725, San Diego, CA 92103-6624 or email to [tamaron.luckett@sdcounty.ca.gov](mailto:tamaron.luckett@sdcounty.ca.gov), include **“Special District Call for Nominations 2023”** and your **“District Name”** in the subject title, if necessary to meet the submission deadline, but the original form must be submitted.

After nominations and resumes are received it is anticipated a candidate’s forum will be held in conjunction with the California Special Districts Association Quarterly Dinner with confirmation being provided under separate/future cover. Election materials will be mailed out **no later than Friday, February 24, 2023** unless otherwise communicated by the LAFCO Executive Officer. Should you have any questions, please contact me at 619-321-3380.

Attachments:

- 1) Nomination form – LAFCO regular and alternate special district member

**ATTACHMENT A**

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

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

Candidate for the San Diego Local Agency Formation Commission as a regular special district member with a term expiring 2027.

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

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

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

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

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

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

**PLEASE ATTACH RESUME FOR NOMINEE**

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

**ATTACHMENT B**

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

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

Candidate for the San Diego Local Agency Formation Commission as an alternate special district member with a term expiring 2027.

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

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

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

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

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

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

**PLEASE ATTACH RESUME FOR NOMINEE**

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