



VISTA FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – April 12, 2023

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

REGULAR AGENDA

President Elliott called to order the regular meeting of the Vista Fire Protection District Board of Directors at 10:02 AM at the “Smart Space” conference room located at 450 South Melrose Drive, Vista CA.

1. Pledge of Allegiance

Administrative Manager Rannals led the assembly in the Pledge of Allegiance.

2. Roll

Directors Present: Elliott, Gomez, Miller, Ploetz

Directors Absent: Fougner

Staff Present: Karlena Rannals, Administrative Manager; Roy Palmer, Fire Chief, and Fred Pfister, Legal Counsel

3. Open Discussion with the Board (Public Comment)

No one requested to speak to the Board.

4. Consent Calendar 4MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR GOMEZ, CARRIED 5 AYES; 0 NOES;

1 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted:

a. *Board of Directors Minutes*

i. *Board of Directors minutes March 8, 2023*

b. *Payroll Register*

i. Payroll paid on April 7, 2023	\$5,703.75
ii. Payroll taxes paid on April 8, 2023	<u>436.33</u>
Total	\$6,140.08

c. *Accounts Payable*

i. Accounts Payable Check 4042 thru 4050 paid April 12, 2023	\$844,036.11
ii. Auto withdrawal(s) paid on Apr 01, 2023	<u>888.11</u>
Total	\$844,924.2

d. *Finance – Quarterly Report*

- i. Investment Report
- ii. Balance Sheet (unaudited) – March 31, 2023
- iii. Budget vs. Actual (Unaudited) – March 31, 2023

e. *Receive and File*

- i) Fire Department Reports
 - (1) *District Fire Inspector*
 - (2) *Fire Marshal*
 - (3) *Fire Chief*
 - (4) *Fire Department Performance Report – February 2023*

- ii) Travel Report (AB1234) – James Elliott
- iii) Travel Report (AB1234) – John Ploetz
- iv) Travel Report (AB1234) – Karlana Rannals
- e. Ad Hoc Committee Reports
 - i) *Community Wildfire Protection Plan*
- f. Administrative Manager’s Report
- g. Correspondence
 - i) None

5. Oral Report(s)

- a. *Fire Chief/Deputy Chief* – Chief Palmer reported in addition to the written report submitted the following:
 - Fire Chief Recruitment: recruitment closes April 21, 2023;
 - Deputy Chief Recruitment: in progress. It is an open recruitment;
 - Battalion Chief Recruitment: in progress. It is an open recruitment.

He addressed the concerns raised by board members on response times within the Fire District. He assured the Board that staff is constantly looking at the data. They look for patterns, look at dispatch times, the time it takes to leave the station, etc. One factor that they are not able to control is the traffic. Call volume has increased and the fire department is trying to add two additional basic life support units to address the issues. At the conclusion of his report, he will work with the Administrative Manager and his staff to amend the response time report. He will attempt to provide more specific information on what caused the response times greater than 10 minutes; however, he reiterated that the units cannot do anything about the increased traffic. He will invite Chief Wecklich to the next meeting to give an overview of how staff reviews the statistical data.

He addressed the concerns on the Fire Inspector’s report acknowledging the difference in the report that is included in the basic contract and the additional services that the District pays for. It is difficult to quantify the average of 80 hours per month, because there are factors such as training, vacations, etc. that impact the individual assigned to provide such services. He will evaluate the monthly report to see if there is a better way to provide the information.

He distributed samples of performance evaluations that the District can use for staff, and he discussed the importance of the Board having policies. He offered to bring forth policies at future meetings.

- b. *Fire Marshal* – Chief Palmer reported the following:
 - The last fire inspector has been hired; all vacancies have been filled;
 - Fire Stats Update: he will follow-up with Deputy Chief Usher on the status. Ms. Rannals did inform the Board that there was a question on the cost authorized; however, she reported that the work has been authorized by the City.
- c. *Administrative Manager* – Ms. Rannals
 - She has been working on a project to confirm the accurate account balances in trust with the City for the Fire Mitigation Fund (FMF). This is important for the annual report due by June 30 to the County of San Diego. In addition, there will be an opportunity, with the appropriate documentation, to pledge future FMF monies to the reconstruction of fire station 3.
- d. *Legal* - Mr. Pfister – there are no pending issues to report

e. *Board of Directors –*

- i. Gomez: conveyed his appreciation to tour NorthComm. He was pleased with the information that was shared by the Administrator.
- ii. Ploetz: he attended the greater Fallbrook Fire Safety meeting.
- iii. Elliott: also conveyed his appreciation to tour NorthComm. He reported that he learned a lot about the emergency response system within North County and the state-of-the-art communications system that is operated by the joint powers agency.

10-minute recess

6. Continuing Business

a. *Sale of Surplus Real Property*

Ms. Rannals reported that escrow closed on the property at 2319 Panoramic Drive on March 16, and the proceeds of \$353,036.63 funds were received at the County of San Diego on the same date.

7. New Business

a. *Meeting Change – June 14, 2013 Meeting*

President Elliott requested consideration to change the June meeting from June 14 to June 21 as he will be out of town on that date. Ms. Rannals informed the Board that she conferred with Director Fougner prior to his vacation and confirmed his availability.

MOTION BY DIRECTOR GOMEZ, SECOND BY DIRECTOR PLOETZ, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to change the regularly scheduled Board of Directors meeting from June 14 to June 21 commencing at 10 am.

b. *Call for Ballots | San Diego County Consolidated Redevelopment Oversight Committee*

President Elliott informed the Board that the district has an opportunity to cast a ballot to elect a special district representative to serve on the San Diego Consolidated Oversight Committee. The board members discussed the candidates in consideration.

MOTION BY DIRECTOR GOMEZ, SECOND BY DIRECTOR PLOETZ, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN authorized the President to cast a ballot on behalf of the district to elect a special district representative to serve on the San Diego Consolidated Oversight Committee uninstructed.

c. *Funding Options/Grant Participation – Community Wildfire Protection Plan (CWPP)*

Director Ploetz led the discussion by providing background on his research and his discovery that the District could be added to the \$3.4 million CalFire grant that is working to clear roadside vegetation on evacuation routes, specifically Buena Creek Road and Gopher Canyon Road that is identified as a part of the CWPP that the District paid for.

The following details the information obtained:

- i. The CWPP provided by Anchor Point does not comply with the County format;
- ii. The CWPP was never accepted by the Vista Fire Protection District Board of Directors;
- iii. The CWPP was never signed by all parties; four signatures are required; 1) District Fire Chief; 2) District Board President; 3) Fire Chief for San Diego County Fire Protection District; and 4) President, Fire Safe Council;

- iv. To be included in the grant, the District is required to have a Fire Safe Council. The minimum requirements for a council are:
 - 1. A minimum of four members
 - 2. A logo
 - 3. A boundary map

He has had conversations with Morgan Graves who is employed by the Resource Conservation District of San Diego County who will help the District create a Fire Safe Council.

- v. There is an opportunity to be added to the grant; however, the District must act quickly. Chief Mecham must conditionally approve the District's CWPP, with a commitment to get the plan in the correct template. The Fire Safe Council meets April 25.
- vi. There is a need to create the Fire Safe Council and apply to the Fire Safe Council of San Diego County prior to their board meeting scheduled for May 4th. If the District is unable to meet this timetable, then we will need to wait until July as this board meets bi-monthly.

He concluded that if the District can show to all parties that we have acted in good faith, there is a good opportunity for the District's CWPP to be included, and County grant managed by CalFIRE will take care of the vegetation management at no cost to the District. He responded to questions from the Board.

Since time is of the essence to participate in the grant, the Board acted on the following motions:

- 1. MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR MILLER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to ratify the acceptance and approval of the CWPP delivered to the Board of Directors in July 2022 and authorize the President and Fire Chief to execute the CWPP.
- 2. MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR GOMEZ, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize legal counsel to contact Anchor Point and request that the CWPP be converted to the correct format for County submission.
- 3. MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR MILLER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to appointed Director as the lead of this effort in creating a Fire Safe Council.

8. Directors' Announcements & Written Communications


President Elliott: informed the board that he attended the North County Fire Protection District Board of Directors meeting, and he plans to attend the Deer Springs Fire Protection District April 12.

9. Adjournment

President Elliott adjourned the meeting at 12:58 pm.



Karlena Rannals
Board Clerk



James F. Elliott
President