

VISTA FIRE PROTECTION DISTRICT

Board of Directors

AGENDA

Meeting Location

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



Regular Meeting

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

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

December 14, 2022
5:00 pm

Americans with Disabilities Act: If you need special assistance to participate in this meeting, please contact the Board Clerk 619-990-1005. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.

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

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

CLOSED SESSION (4:00 PM)

1. CLOSED SESSION

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

BUSINESS SESSION – REGULAR AGENDA (5:00 PM)

1. PLEDGE OF ALLEGIANCE

2. OATH OF ALLEGIANCE – NEW ELECTED BOARD MEMBERS

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

3. ELECTION OF OFFICERS

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

4. ROLL CALL

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

6. OPEN DISCUSSION WITH THE BOARD (Public Comment)

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

7. ANNOUNCEMENT OF CLOSED SESSION

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

8. APPROVAL OF THE MINUTES

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

ACTION REQUESTED: **Approve**

9. FIRE DEPARTMENT REPORTS – **Information**

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

b. Fire Marshal Report: Deputy Chief Craig Usher

i) District Update

ii) Community Wildfire Protection Plan – Update

c. Fire Chief Update: Interim Chief

i) Fire Department Performance

ii) October, 2022

10. OFFICERS' REPORTS

a. Accounts Payable.

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

ACTION REQUESTED: **Approve**

b. Investment Reports.

Investment Portfolio Summary as of November 30, 2022.

ACTION REQUESTED: **Information**

c. Administrative Manager's Report.

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

i. Office Start Up Costs: Update

ii. Accounting & Finance Responsibility Transition

iii. Redistricting Partners: Creation of Divisions Submission

iv. Fire Districts Association of California

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

d. Legal Affairs.

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

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

11. AD HOC COMMITTEE REPORTS

a. District Website

The website ad hoc committee will provide an update.

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

b. Emergency Access Roads

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

ACTION REQUESTED: **Information**

12. CONTINUING BUSINESS

a. Reconstruction of Fire Station 3

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

[Staff Report 22-19](#)

ACTION REQUESTED: **Information**

b. Inspection Fees Audit

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

ACTION REQUESTED: **Information**

c. Resolution No. 2022-14

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

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

d. Sixth Supplemental Agreement

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

ACTION REQUESTED: **Direction**

13. NEW BUSINESS

a. Ordinance No. 2023-02

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

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

b. Resignation of District Treasurer

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

ACTION REQUESTED: **Accept resignation**

c. Payroll Services - Contract

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

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

d. Board of Directors Meeting Calendar

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

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

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

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

14. DIRECTORS' ANNOUNCEMENTS & WRITTEN COMMUNICATIONS

Directors are invited to make announcements and share written communications.

15. MOTION FOR ADJOURNMENT



VISTA FIRE PROTECTION DISTRICT Regular Board of Directors Meeting Minutes – November 9, 2022

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

Vice President Elliott called to order the regular meeting of the Vista Fire Protection District Board of Directors at 5:00 PM at the “Smart Space” conference room located at 450 South Melrose Drive, Vista CA.

Pledge of Allegiance

Vice President Elliott led the assembly in the Pledge of Allegiance.

1. Roll Call

Directors Present: Elliott, Gomez, Miller, Ploetz

Directors Absent: Fougner

Staff Present: Karlena Rannals, Administrative Manager, Deputy Chief Craig Usher, and Matthew Bertolucci, Legal Counsel

2. Approval of this Meeting’s Agenda

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR PLOETZ, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the agenda as submitted.

3. Open Discussion with the Board (Public Comment)

Several students from Rancho Buena Vista High School and Fallbrook High School (see attachment 1 for a participant listing) attended the meeting informing the board members that they were attending as a part of their government class, and this meeting was one of six that he must attend for credit. The Vice President welcomed them both on behalf of the Board. No one requested to speak to the Board.

4. Approval of the Minutes

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR ELLIOTT, CARRIED 3 AYES; 0 NOES; 1 ABSENT; 1 ABSTAIN (Miller) to approve the Board of Directors Meeting minutes held October 12, 2022.

5. Fire Department Reports

a. *District Fire Inspector:* Deputy Chief Usher reported on behalf of the Inspector Nichols who was unable to attend. No additional information was provided to the report.

b. *Fire Marshal:* Deputy Chief Usher summarized the previous month’s report and reported on the following topics:

i. *District Update:*

1. Fire Code: the Ordinance approved at the October meeting was submitted to the Board of Supervisors for ratification.
2. Mar Vista De-annexation: A hearing was held on November 7 at LAFCO. He informed the board that it will be 9 months to a year before the de-annexation is complete.
3. Weed Abatement: The City is in the process of force abating nine (9) parcels within the District.
4. Community Wildfire Protection Plan: he was unable to meet with the committee last month. He reported that he will work with the Administrative Manager to get the report on the website.

5. Annual Hydrant Report: the report was included with the meeting material. No additional information was given.

c. *Fire Chief Update: Interim Chief:* Deputy Chief Usher reported that to date an interim fire chief has not been appointed. He reported the following to the Board:

i. Fire Department Performance: September 2022: No additional information was provided to the report.

ii. Agency Update

1. City Manager: In mid-October the announcement was posted issued seeking a new city manager. The City Council desires to create a new policy as to the future hiring of department heads. Amanda Lee was appointed as the Acting City Manager.

2. Interim Fire Chief: Chief Vander Pol retired November 2nd. The tentative plan is to delay a recruitment for a new fire chief until the new hiring policy is in place. There is consideration to hire a temporary Acting Fire Chief thru a headhunter firm.

3. Fire Chief Recruitment: Once the policy is official, a stakeholder from the Fire District will be requested to serve as a panelist when the recruitment process begins. The timeframe to conduct the recruitment has not been determined.

4. Reconstruction of Fire Station 3: fire department members met with the design team last month, and he is working on the financials. It is his intent to have a rough finance plan and design to present at the December meeting. The location of the temporary station location will be on Arcadia Avenue.

5. Operations: Four new hires started at the end of October; all hires were to fill current vacancies. A new hiring process has been started to fill the remaining vacancies.

6. Officers' Reports

a. *Accounts Payable:* MOTION BY DIRECTOR GOMEZ, SECOND BY DIRECTOR PLOETZ, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN approving the October 2022 Accounts Payable and Payroll Requests that included the Treasurer's certification for the availability of funds.

b. *Treasurer's Report:* Director Elliott summarized the reports in the absence of the Treasurer reporting the investment totals and rates of return highlighting the investment totals and rates of return for the period ending October 31, 2022.

c. *Administrative Manager's Report:* Ms. Rannals reported that there was no other information to the monthly report provided. She also reported on the following topics as information or seeking direction:

i. Accounting & Finance Responsibility Transition: she met with Treasurer Jeff Golden to learn the processes in place and discussed the timeline to assume the financial responsibility. The goal is to transition all responsibility by January 31, 2023.

ii. Redistricting: she reports that she spoke with Elizabeth Stitt, Redistricting Partners about the final steps to implement the creation of districts for the 2024 election cycle. She reminded the board that she requested Redistricting Partners to forward the documents to the San Diego County Registrar of Voters anytime between November 9 and November 30.

iii. 8th Supplemental Agreement: she reports that she and Deputy Chief Usher have a meeting planned for November 14 to discuss the language modifications. It is intended to have an agreement for the board to discuss and/or approve at the December meeting.

iv. November 8 Election Results: congratulations to Directors Miller and Elliott for their reelection to the Board of Directors. A notary is scheduled for the December meeting, as new board members will be sworn into office. In addition, the Board will elect their officers and appoint a board clerk.

d. Legal Affairs: Mr. Matthew Bertolucci, Legal Counsel reported that the work authorized researching the fee ordinance, that the Board must adopt an ordinance to collect fees.

7. Ad Hoc Committee Reports

- a. *District Website*: Director Ploetz reported that he has not been able to work on it; however, the Administrative Manager has made some modifications. This will continue to be a work in progress.
- b. *Emergency Access Roads*: Director Ploetz reported that the ride along planned with Fire Inspector Nichols had to be rescheduled. He reported that there is an issue with the Fabry Lane access road, and suggested a gate code change. At the conclusion of the discussion board took the following action:
MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR GOMEZ, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN approving the change to the combination locks on all gates to the emergency access roads.
- c. *Response Times*: Director Miller and Gomez led the discussion as to the best method to monitor the district's response time. A proposal was submitted from FireStats to provide an annual review (audit). They reported that if approved it, would also serve as an indicator to the service that the District is receiving from the City. At the conclusion of the discussion board took the following action:
MOTION BY DIRECTOR GOMEZ, SECOND BY DIRECTOR MILLER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN approve the annual report and authorize the expenditure to FireStats up to \$4,200.

8. Continuing Business

- a. *Contract Renewal – Landscaping Contract*: Ms. Rannals summarized the staff report provided. Director Ploetz was in concurrence with the recommendation from Ms. Rannals and agreed that it will buy time for a purchasing policy to be developed.

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR GOMEZ, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN approve the Agreement Between the Vista Fire Protection District and Aztec Landscaping, Inc. for Emergency Access Road Maintenance, Weed Abatement, and As Needed Services for a 12-month term effective December 1, 2022 for an amount not to exceed \$25,000.

9. New Business

- a. *Independent Auditor's Report FY2021-22 (time certain: 5:30 pm)*: Jonathon Abadesco, Fedak & Brown, LLP participated via Zoom. Mr. Brown summarized the financial statements of the District noting that the District has received a "clean opinion" for the FY22 audit. He also reported that the auditor's had no disputes or concern with management or the internal controls in place. He responded to questions from the Board.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR PLOETZ, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept the FY 2021-22 independent audit and management report as presented.

Ten-minute recess

- b. *Office Space – SmartSpace Sublease*: Ms. Rannals summarized the staff report provided. She reported that timing was of the essence to make a decision, she conferred with Directors Elliott and Fougner and was given direction to secure a month-to-month lease for \$800 per month that include, utilities, internet, phone, mailbox, janitorial services, and 15 hours per month use of conference rooms. In addition, the sublease can be terminated with 30 days written notice. She responded to questions from the Board.

MOTION BY DIRECTOR GOMEZ, SECOND BY DIRECTOR PLOETZ, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to ratify the month-to-month sub lease with SmartSpace signed by the Administrative Manager effective November 1, 2022 for \$800 per month.

- c. *Budget Authorization:* Ms. Rannals informed the board of the need to equip the office with basic furnishings such as desk, chair, printer, filing cabinets, etc., along with the authorization to pay the monthly rent since it is not in the approved budget plan. She requested approval to proceed with the purchase of the necessary office equipment requesting up to \$5,000 in expenses. In addition, she requested authorization to pay the rent for the remainder of the fiscal. She responded to questions from the Board.

MOTION BY DIRECTOR GOMEZ, SECOND BY DIRECTOR PLOETZ, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize the purchase of all necessary office equipment not to exceed \$5,000, with the request to provide a detailed accounting of the expenses; and authorize the monthly rent payment of \$800 to SmartSpace for the remainder of FY23.

10. Closed Session

Pursuant to the following section, the board met in closed session from 7:43 pm – 8:30 pm and discussed the following:

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
All board members listed and Karlana Rannals, Administrative Manager, and Mr. Matthew Bertolucci, Attorney, White & Bright and participated in this discussion.

Upon reconvening, Vice President Elliott reported that the board took no action. The board requested that this matter be considered at the December meeting, in advance of the regular board meeting. Ms. Rannals will agendize the topic for discussion at 4pm.

11. Directors' Announcements & Written Communications

- a. *Director Gomez:* conveyed his appreciation to the Deputy Chief for the personnel who attended and participated at the Día De Los Muertos at Rancho Guajome Adobe on October 29th.
- b. *Director Elliot:* he reported that he reviewed a LAFCO "Draft Policy Establishment on Out of Agency Services" scheduled for the regular commission meeting on November 7, 2022. The concern was with the current contract that the District has with the City of Vista for Emergency Services and any potential impact. He reported that he had signed a letter on behalf of the District commenting on the policy. He reported that he received a call from Keene Simonds, LAFCO's Executive Officer wanting to discuss his specific concerns. He informed the Board that the conversation was productive, and although Mr. Simonds does not believe the policy will affect any current contracts, he agreed to record the comments from the District at the hearing.

12. Motion for Adjournment

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR GOMEZ, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to adjourn at 8:39 pm.

[Signatures next page]

Karlana Rannals
Board Clerk/Administrative Manager

James Elliott
Vice President

Minutes

Vista Fire Protection District Board of Directors

November 9, 2022

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Student Attendance		
1	Kalea Hernandez	Rancho Buena Vista High School
2	Hunter Amesse	Rancho Buena Vista High School
3	Dixie Lopez	Rancho Buena Vista High School
4	Hector Ortiz	Rancho Buena Vista High School
5	Ryan Tinkle	Rancho Buena Vista High School
6	Janae Combs	Rancho Buena Vista High School
7	Riley Fenton	Rancho Buena Vista High School
8	Sophia Morelli	Fallbrook High School
9	Grace Rexrode	Fallbrook High School
10	Daniella Chavez	Fallbrook High School
11	Melanie Clash	Rancho Buena Vista High School
12	Mayra Elena	Rancho Buena Vista High School
13	Naydelin Blanco	Rancho Buena Vista High School
14	Euadalup Pozos	Rancho Buena Vista High School
15	Chris Lopez	Rancho Buena Vista High School
16	Gilaine Blascan	Rancho Buena Vista High School
17	Vivianna Reyes	Rancho Buena Vista High School
18	David Perez	Rancho Buena Vista High School
19	Riley Fentah	Rancho Buena Vista High School
20	Makenzie Davis	Rancho Buena Vista High School
21	Erick Cantheigh	Rancho Buena Vista High School
22	Rowen Morgan	Rancho Buena Vista High School
23	Catalina Wick	Rancho Buena Vista High School
24	Alexa Gardoza	Rancho Buena Vista High School
25	Natalie Braegger	Rancho Buena Vista High School
26	Anthony Orange	Rancho Buena Vista High School
27	Jared Valadez Crus	Rancho Buena Vista High School
28	Damian Solis	Rancho Buena Vista High School
29	David Baker	Rancho Buena Vista High School
30	Daisy Castellanos	Rancho Buena Vista High School
31	Elizabeth Hernandez	Rancho Buena Vista High School
32	Ireyshka Lebron	Rancho Buena Vista High School
33	Isabel Garcia	Rancho Buena Vista High School
34	Hirusha Naotanna	Rancho Buena Vista High School
35	Colton Misel	Rancho Buena Vista High School

TO: BOARD OF DIRECTORS
FROM: Jeremy Nichols, Fire Inspector *JN*
SUBJECT: MONTHLY ACTIVITY REPORT – FIRE
DATE: DECEMBER 9, 2022



Monthly Activity Summary (November 1 – 30, 2022)

The following highlights the work activities for the reporting period:

1. Evaluated all emergency roads on 11/22/2022 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 425 parcels and issued 15 hazardous fire area inspection notices.
3. Had 8 face-to face opportunities out in the field and provided 2 *Living with Wildfire* brochures.
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 8 fire lane sign locations and replaced no fire lane signs.
6. Updated inconsistent GIS software information for 1 parcel.

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: DECEMBER 9, 2022



Monthly Activity Summary (November 1 – 30, 2022)

The following highlights the work activities for the reporting period:

1. Projects: No new projects of note
2. Mar Vista Annexation heard by LAFCO on Nov. 7, 2022. Anticipated 9-12 months before annexation occurs.
3. Weed abatement nearing forced clearings, parcels at contractor estimate stage (9) parcels.
4. Fire Code adoption by San Diego County for Board of Supervisors to be heard January. 2023, will go into effect in March 2023.
5. Reached agreement on 8th Contact amendment.
6. Business inspection audit completed; staff report submitted.
7. CWPP committee met, report submitted.

Future Activity

1. District inspector duties discussion-January 2023 meeting?

TO: BOARD OF DIRECTORS
FROM: CRAIG USHER, DEPUTY CHIEF
SUBJECT: MONTHLY ACTIVITY REPORT – CWPP Sub-Committee
DATE: DECEMBER 9, 2022



Monthly Activity Summary (November 1 – 30, 2022)

This month the CWPP Sub Committee Dir. Miller & Dir. Ploetz, met with DC Usher to discuss progress on the application of recommendations contained in the CWPP. Below are minutes & action items discussed.

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: CRAIG USHER, DEPUTY CHIEF
SUBJECT: MONTHLY ACTIVITY REPORT – FIRE CHIEF’S REPORT
DATE: DECEMBER 9, 2022



Monthly Activity Summary (November 1 – 30, 2022)

The following highlights the work activities for the reporting period:

1. Four new Firefighter/Paramedics completed training; final stage is for ambulance evaluation time (8 shifts) then will be assigned to vacancies. New hiring process underway now to fill 2 vacancies.
2. New fire inspector job offers made for 1 FT & 1 provisional. We anticipate early Jan. 2024 for onboarding.
3. City Manager—No updates
4. Fire Chief—No updates
5. Station 3—Design team met with Fire staff to review overall plan for offsite work. Finance plan I staff report



October 2022 Monthly Incident Report

1. Monthly Activity Report
 - A. Response Travel Time Report: Total calls of 1,366 of which 1,132 were counted in the response summary. The following calls 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
October 2022**

Response travel time last month (cad)			
	Total	City	District
Number of incidents	1,074	900	174
Number of urgent calls	858	720	138
Average travel time *	4:32	4:23	5:23
75 th fractal travel time *	5:29	5:18	6:48
90 th fractal travel time *	7:30	7:08	9:04

Response travel time last 12 months (cad)			
	Total	City	District
Number of incidents	13,039	11,119	1,920
Number of urgent calls	9,619	8,295	1,102
Average travel time *	4:24	4:14	5:27
75 th fractal travel time *	5:21	5:07	6:36
90 th fractal travel time *	7:26	7:03	9:05

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

Automatic Aid		
	Current month	Year-to-date
Given	344	3,508
Received	199	2,270

Ambulance Transports		
	Current month	Year-to-date
Vista	770	7,212
Other Agencies	234	1,826

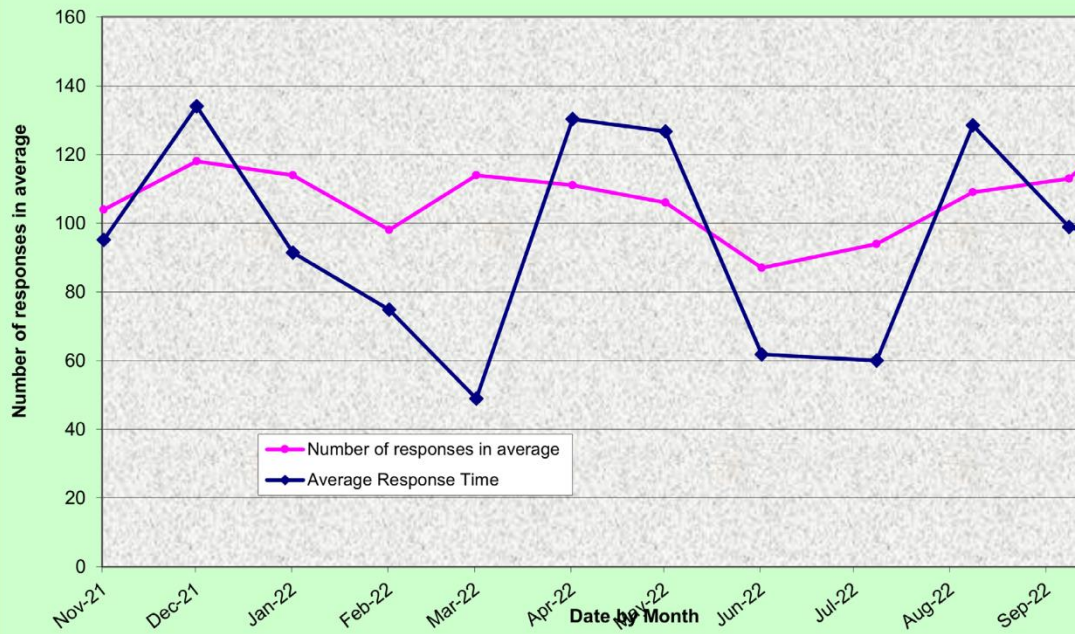
Oct 2022

	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-Oct	5,492	0:05:57	471	0:06:31	46	0:07:15
<i>Δ YTD previous year</i>		+0:00:19		+0:00:20		0:00:02

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-Sept	471	0:06:08	291	0:07:23	160	0:10:14
<i>Δ YTD previous year</i>		-0:00:19		-0:00:24		+0:00:01

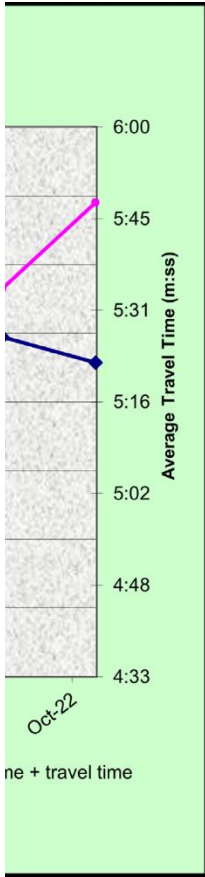
Dispatched Incident volume types	Oct	Year to date
Alarm	76	559
Fire	100	1,052
Medical and Other	1,171	11,770
Total	1,366	13,631

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



October 2022 Response times >10 minutes in Vista Fire District

Master Incident Number	Date and time	Street Name	Response time
2022-080478 E123 from quarters	10/4/2022 4:15	28844 Vista Valley Dr	14:51
2022-080723 E122 from quarters	10/5/2022 4:32	1835 Lemonadeberry Ln	11:32
2022-081712 E124 from quarters	10/8/2022 15:04	3690 Camino De Las Lomas	11:47
2022-083129 E124 from quarters	10/13/2022 11:36	2382 Mirador	10:49
2022-087756 E124 from quarters	10/30/2022 1:21	2370 Mira Sol Dr	10:05
2022-087767 E125 from quarters	10/30/2022 2:34	1314 Buena Vista Dr	15:14
2022-088065 E123 from quarters	10/31/2022 7:12	3004 Southwind Ln	10:29

**VISTA FIRE PROTECTION DISTRICT
ACCOUNTS PAYABLE
November 30, 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	\$802.95
Admin	AutoWithdrawal	QuickBooks	December Note, this online service was terminated	\$42.50
				\$845.45
Admin	3997	COPELAND, MIRANDA & BENNER CPAs 955 Vale Terrace Dr. Ste A Vista, CA 92084	TREASURER DUTIES CPA DUTIES	\$1,968.75
Admin	3998	WHITE AND BRIGHT 970 Canterbury Place Escondido, CA 92025	LEGAL FEES - DISTRICT BUSINESS INVOICE # 8696 (October)	\$2,022.92
Admin	3998	WHITE AND BRIGHT 970 Canterbury Place Escondido, CA 92025	LEGAL FEES - DISTRICT BUSINESS INVOICE # 8892 (November)	\$1,205.10
Admin	3999	STREAMLINE P.O. Box 207561 Dallas, TX 75320-7561	MONTHLY BILL FOR WEB HOSTING INVOICE # 67009CA4-0025	\$75.00
Admin	4000	SAN DIEGO UNION-TRIBUNE P.O. Box 740665 Los Angeles, CA 90074	REF SDT17498654 LEGAL NOTICES	\$187.50
Fin'l	4001	CITY OF VISTA 200 Civic Center Drive Vista, CA 92084	APPORTIONMENT #4 '22-23, INV# 22900	\$165,218.64
Facilities	4002	AZTEC LANDSCAPING 7980 Lemon Grove Way Lemon Grove, Ca 91945	EMERGENCY ACCESS ROADS, INV# L2288 PAR VALLEY, FABRY LANE, CATALINA & DEEB HARDELL LANE, EL PASO ALTO, November 2022	\$2,082.00
Facilities	4003	MY PARKING SIGN 300 Cadman Plaza West, Ste 1303 Brooklyn, NY 11201	No Parking Fire Lane Signs	426.23
Facilities	4004	JOHN PLOETZ	Reimbursement of Sign for Fabry Lane	\$21.99
Fin'l	4005	FEDAK & BROWN LLP 10805 Holder Street, Ste 150 Cypress, CA 90630	Progress Billing on Audit 06/30/2022	\$32.00
Admin	4006	KARLENA RANNALS	Reimbursement Office Set Up & Supplies	\$2,473.91
Admin	4007	KARLENA RANNALS	Telephone Reimbursement - Qtrly	\$150.00
Fin'l	4008	FEDAK & BROWN LLP 10805 Holder Street, Ste 150 Cypress, CA 90630	Final Billing on Audit 06/30/2022	\$1,620.00
Admin	3996	PAYROLL: KARLENA RANNALS	November 2022 Administrative Manager	\$4,056.25
Fin'l	AutoWithdrawal	U.S. TREASURY (PAYROLL TAX)	FEDERAL FORM 941-EFT VIA EFTPS-DEPOSIT	\$310.29
				\$181,850.58
			Accounts Payable Total	\$182,696.03
		Director	DATE: December 14, 2022	
		Director	DATE: December 14, 2022	
		Director	DATE: December 14, 2022	

SmartSpace Vista
 c/o SVN Vanguard
 4455 Murphy Canyon Rd, Ste 200
 San Diego, CA 92123

Statement

Billing Period	Statement Date
12/01/22 - 12/31/22	11/28/22

TO:

Karlena Rannals
 450 S. Melrose Dr.
 Vista, CA 92081

Property	Unit	Type	Acc #
SSP2	105	Office	1418

Previous Balance	Current Charges	Current Credits	Balance Due
0.00	800.00	0.00	800.00



Last Payment	Amount Enclosed
10/25/22 \$1,600.00 PL-316801180	

PLEASE RETURN TOP PORTION WITH YOUR REMITTANCE

Date	Reference	Description	Amount
12/01/22		Previous Balance	0.00
		SmartSpace - Executive	800.00
Sub Total			800.00
Unapplied Credits			0.00
Balance Due			800.00

Comments

COPELAND, MIRANDA AND BENNER, CPAs
955 VALE TERRACE DR., STE A
VISTA, CA 92084
(760) 758-3815

ACCOUNT #
901

DATE 11/30/2022

VISTA FIRE PROTECTION DISTRICT
C/O JEFFREY GOLDEN
955 VALE TERRACE DRIVE, SUITE A
VISTA, CA 92084

BALANCE FORWARD	\$	0.00
LESS: CASH RECEIPTS		0.00
A/R ADJUSTMENTS		
VFPD Board Treasurer Services		\$1,968.75
VFPD CPA Services		
Preparation of Account Payable Report		
Preparation of Investment Report		
Postage		
CURRENT CHARGES	\$	<u>1,968.75</u>
LATE FEE		<u>0.00</u>
DUE UPON RECEIPT	\$	<u><u>1,968.75</u></u>

WE APPRECIATE YOUR PATRONAGE AND HOPE THAT OUR SERVICE HAS MET YOUR NEEDS! PLEASE CALL OUR OFFICE IF YOU HAVE ANY QUESTIONS OR COMMENTS.

A LATE FEE WILL BE CHARGED AT 1.5% PER MONTH ON BALANCES OVER 30 DAYS.
PLEASE INDICATE YOUR ACCOUNT NUMBER ON YOUR CHECK. THANK YOU!

White & Bright, LLP

Legal Services – October 2022

Due: \$2,022.92

Invoice: Confidential – Attorney/Client Privilege

White & Bright, LLP

Legal Services – November 2022

Due: \$1,205.10

Invoice: Confidential – Attorney/Client Privilege

Invoice



Invoice number 67009CA4-0025
Date of issue December 1, 2022
Date due December 31, 2022

Streamline

United States
+1 916-900-6619
support@getstreamline.com

Bill to

Robert Fougner - Vista Fire
Protection District
955 Vale Terrace
Vista, California 92084
United States
+1 760-941-4464
robert@vistawire.net

\$75.00 due December 31, 2022

[Pay online](#)

Description	Qty	Unit price	Amount
Streamline Web Member 250k-500k Dec 1, 2022 – Jan 1, 2023	1	\$75.00	\$75.00
Subtotal			\$75.00
Total			\$75.00
Amount due			\$75.00

Need our W-9 for tax purposes? You can download it at www.getstreamline.com/w9

Pay with ACH or wire transfer

Bank transfers, also known as ACH payments, can take up to five business days. To pay via ACH, transfer funds using the following bank information.

Bank name WELLS FARGO BANK, N.A.
Routing number 121000248
Account number 40630162228044533
SWIFT code WFBIUS6S

Pay \$75.00 by check

Make payable to Streamline
Memo 67009CA4-0025
PO Box 207561
Mail to Dallas, TX 75320-7561

Please enclose a printed copy of this Invoice PDF and use USPS. (Courier services may not deliver to PO Boxes.) Once received, checks are processed within 3 business days.



P.O. Box 740665
 LOS ANGELES, CA
 90074-0665
 cacredit@caltimes.com
 844-215-9431

Invoice & Summary

Billed Account Name: VISTA FIRE PROTECTION
 Billed Account Number: CA11469819
 Invoice Number: 017498654
 Amount: \$738.50
 Billing Period: 10/01/22 - 10/31/22
 Due Date: 11/30/22

All past due amounts are payable immediately

INVOICE/SUMMARY

Page 1 of 2

PLEASE SEND PAYMENTS TO ONE OF THE FOLLOWING:
 WIRE PAYMENTS – Bank Account 86702-08516 Routing: 026009593
 ACH PAYMENTS – Bank Account 86702-08516 Routing: 121000358

Invoice & Summary Details

Date	Cal Times Reference #	Description	Ad Size/ Units	Rate	Gross Amount	Total
		Balance Forward				551.00
		<i>Current Activity</i>				
10/18/22	SDT17498654	adoption 2023 1 PO# adoption 2023 1 Classified Listings, Online Legal-North General Notices 7891805				187.50
		Total Current Advertising				187.50

Total: \$738.50

Account Summary

Current	1-30	31-60	61-90	91+	Unapplied Amount
187.50	377.00	174.00	0.00	0.00	0.00

CARMEL VALLEY NEWS DEL MAR TIMES Encinitas Advocate LA JOLLA LIGHT PowayNews Chieftain Ramona Sentinel RANCHO BERNARDO NewsJournal REVIEW SOLANA BEACH SUN PACIFIC

Please detach and return this portion with your payment.



P.O. Box 740665
 LOS ANGELES, CA
 90074-0665
 Return Service Requested

Remittance Section

Billed Period: 10/01/22 - 10/31/22
 Billed Account Name: VISTA FIRE PROTECTION
 Billed Account Number: CA11469819
 Invoice Number: 017498654

For questions regarding this billing, or change of address notification, please contact Customer Care:

VISTA FIRE PROTECTION
 955 VALE TERRACE DR STE A
 VISTA CA 92084-5213

San Diego Union-Tribune
 P.O. Box 740665
 LOS ANGELES, CA 90074-0665



01146981901146981914017498654 00018750 00073850 0



City of Vista
 200 Civic Center Drive
 Vista, CA 92084
 (760) 643-5248

INVOICE

Customer Copy

CUSTOMER	INVOICE DATE	INVOICE NUMBER	AMOUNT PAID	DUE DATE	INVOICE TOTAL DUE		
VISTA FIRE PROTECTION DISTRICT	11/10/2022	22900	\$0.00	12/10/2022	\$165,218.64		
DESCRIPTION	QTY	PRICE	UOM	ORIGINAL BILL	ADJUSTED	PAID	AMOUNT DUE
VFPD REVENUE - APPORTIONMENT #4	1	\$165,218.64	EACH	\$165,218.64	\$0.00	\$0.00	\$165,218.64
VFPD PROPERTY TAX							
Invoice Total:					\$165,218.64		

DUE UPON RECEIPT

----- ✂ DETACH AND RETURN THE PORTION BELOW WITH YOUR PAYMENT ✂ -----



Promptly Send Payment To:

City of Vista
 Finance - AR
 200 Civic Center Drive
 Vista, CA 92084

INVOICE

Remit Portion

Invoice Date	11/10/2022
Invoice Number	22900
Customer Number	2266
Amount Paid	\$0.00
Due Date	12/10/2022
Invoice Total Due	\$165,218.64

2266
 VISTA FIRE PROTECTION DISTRICT
 955 VALE TERRACE DR., STE. A
 VISTA, CA 92084

Please put Customer Number on your check.
 Make Checks Payable to: City of Vista.



AZTEC

LANDSCAPING, INC.

7980 Lemon Grove Way, Lemon Grove, CA 91945
 State Contractor's Lic. No. 642504
 Equal Opportunity Employer

Invoice

Date	Invoice #
11/30/2022	L2288

Bill To
VISTA FIRE PROTECTION DISTRICT ATTN: KARLENA RANNALS 450 S. MELROSE DRIVE VISTA, CA 9201-6664

Job Site

Contract No.	P.O. Number	Quote Number	Account #	Terms
			626	Net 30

Description	Quantity	Price Each	Amount
Monthly Maintenance Service for the Emergency Access Roads/Weed Abatement Par Valley, Fabry Lane, Catalina & Deeb, Hardell Lane, El Paso Alto Monthly Cost NOVEMBER 2022		2,082.00	2,082.00

Thank you for your business.	Total	\$2,082.00
	Payments/Credits	\$0.00
	Balance Due	\$2,082.00

300 Cadman Plaza West, Suite 1303, Brooklyn, NY 11201



Questions? Call (800) 952-1457

Invoice

Bill To

Craig Usher
City of Vista
200 CIVIC CENTER DR
VISTA, CA 92084 6275
Phone: 760 643 2801
Email: cusher@cityofvista.com

Ship To

Craig Usher
City of Vista
200 CIVIC CENTER DR
VISTA, CA 92084 6275
Phone: 760 643 2801

Order No.: MPS-740488

Date: October 12, 2022

Ship by: Two-Day

PO Number: VFPD signs

Item Description	Unit Price	Qty.	Amount
1. NO PARKING FIRE LANE Size: 18" x 12" Part #: EG-12x18-D1 • HTC Code: 8310.00.0000	\$15.75/Sign Package: 1 Sign	25 Signs	\$393.75
	Product Subtotal :		\$393.75
	Estimated Shipping Charges :		Free
	Tax :		\$32.48
	Order Total :		\$426.23

Please make checks payable to **SmartSign**.

[Print](#) [Close](#)

Vista Fire Protection District

Purpose: Reimbursement Out of Pocket Expenses Statement Number: _____ Period from: 11/1/2022 11/30/2022

Employee Information:

Name John Ploetz

Position Director

Department Administration

Approved: _____

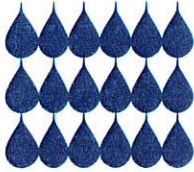
Date	Budget Category	Acct #	Vendor	Description	IT	Column2	Column3	Finance	Admin	Facility	Total
11/30/2022	Facility		Traffic Supply, Inc	Parking Sign for Fabry Lane						21.99	\$21.99
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
											\$0.00
Total					\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21.99	\$21.99

SUBTOTAL	\$21.99
ADVANCES	\$0.00
TOTAL	\$21.99

Approved: _____

Notes: _____

Receipt(s) attached to original document request.



Christopher J. Brown, CPA, CGMA
Jonathan Abadesco, CPA
Andy Beck, CPA

Fedak & Brown LLP

Certified Public Accountants

Cerritos Office:
17777 Center Court Drive
Suite 600
Cerritos, California 90703
(657) 214-2307
FAX (714) 527-9154

Riverside Office:
1945 Chicago Avenue, Suite C-1
Riverside, California 92507
(951) 783-9149

October 31, 2022

Jeffrey C. Golden, CPA
Copeland, Miranda & Benner, CPAs
955 Vale Terrace Drive, Suite A
Vista, CA 92084

RE: Vista Fire Protection District

Professional services rendered during the month of October 2022:

Progress billing on audit of the financial statements of the District for the year ended June 30, 2022.	\$ 0.00
Out-of-pocket expenses.	<u>32.00</u>
	<u>\$ 32.00</u>

Please update your records
and **remit payment to our NEW ADDRESS:**

Fedak & Brown LLP
17777 Center Court Drive
Suite 600
Cerritos, California 90703

Due and Payable Upon Receipt

Vista Fire Protection District

Purpose: Reimbursement Out of Pocket Expenses Statement Number: Pay Period from: 11/1/2022 11/30/2022

Employee Information:

Name Karlana Rannals *Karlana Rannals* Position Administrative Manager XXX-XX-0525
 Department Administration Manager _____

Date	Budget Category	Acct #	Vendor	Description	IT	Rent	Column	Bank Fee	Office SetUp	Supplies	Total
11/18/2022	Office SetUp		Costco	Keyboard/Mouse					48.70		\$48.70
11/15/2022	Office SetUp		Costco Business Center	Office Setup Supplies					427.72		\$427.72
11/17/2022	Office SetUp		Costco	Return Calculator					(123.90)		(\$123.90)
11/18/2022	Office SetUp		Staples	Calculator					104.41		\$104.41
11/17/2022	Supplies		Costco	Postage Stamps/Printer						65.75	\$65.75
11/18/2022	Office SetUp		Dell Computer	Docking Station					147.21		\$147.21
11/15/2022	Office SetUp		Costco	Desk					703.62		\$703.62
11/11/2022	Office SetUp		Costco	Monitor					129.89		\$129.89
11/19/2022	Office SetUp		Amazon	File Folder Rails					10.88		\$10.88
11/12/2022	Supplies		Amazon	2 & 3 Hole Punch						54.18	\$54.18
11/9/2022	Supplies		Amazon	Return Address Stamp						21.52	\$21.52
11/9/2022	Supplies		Amazon	PreInk Mini Stamp						10.40	\$10.40
11/7/2022	Office SetUp		Amazon	Chair					405.92		\$405.92
	Office SetUp		Staples	Printer					425.60		\$425.60
11/2/2022	Supplies		Vista Print	Business Cards/Holder					42.01		\$42.01
											\$0.00
											\$0.00
											\$0.00
											\$0.00
Total					\$0.00	\$0.00	\$0.00	\$0.00	\$2,322.06	\$151.85	\$2,473.91

SUBTOTAL **\$2,473.91**

Approved: _____

Notes: _____

ADVANCES **\$0.00**

TOTAL **\$2,473.91**



Christopher J. Brown, CPA, CGMA
Jonathan Abadesco, CPA
Andy Beck, CPA

Fedak & Brown LLP

Certified Public Accountants

Cypress Office:
10805 Holder Street
Suite 150
Cypress, California 90630
(657) 214-2307
FAX (714) 527-9154

Riverside Office:
1945 Chicago Avenue, Suite C-1
Riverside, California 92507
(951) 783-9149

November 30, 2022

Visa Fire Protection District
ATTN: Accounts Payable
450 S. Melrose Drive
Vista, California 92081-6664

Professional services rendered during the month of November 2022:

Final billing on audit of the financial statements of the District for the year ended June 30, 2022.	\$ 1,570.00
Out-of-pocket expenses.	<u>50.00</u>
	<u>\$ 1,620.00</u>

Please update your records and remit payment
to our **new PERMANENT address:**

Fedak & Brown LLP
10805 Holder Street
Suite 150
Cypress, California 90630

Due and Payable Upon Receipt

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

Name	Gross
Karlana Rannals	\$ 4,056.25
Employer Payroll Taxes	
Federal (Social Security/Medicare)	\$ 310.29
State	<u>\$ -</u>
	<u><u>\$ 4,366.54</u></u>

TO: BOARD OF DIRECTORS
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER
SUBJECT: MONTHLY ACTIVITY REPORT - ADMINISTRATION
DATE: December 9, 2022



Activity Summary (November 1 – 30, 2022)

The following highlights my work activities for the reporting period:

1. Onsite CPA'S Office on November 3 – Discussion for financial transition with Jeff Golden & Director Elliott
2. November 3 – met with Directors Elliott and Ploetz @ Wells Fargo for signature updates
3. Prepared and delivered board meeting material for November 9th Board of Directors meeting.
4. Met with Chief Usher on November 14 to discuss the Fire Inspector Additional Services and proposed 8th Supplemental Agreement
5. Office Establishment – onsite for delivery of furniture, minor equipment, and office supplies. Packed and moved files from CPA's office to new location
6. Prepared preliminary agenda and supporting reports for December 14th meeting.
7. Communicated with Aztec Landscaping, Inc. regarding the execution of contract
8. Follow-up with Redistricting Partners on status of submission to the San Diego County Registrar of Voters
9. Met November 30th via Teams with Director Elliott and CAMP representatives regarding investment strategy and gaining online access, as well as signature updates

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

Total time worked (November): 73.75 hours

Future Activity

1. Financial Responsibility Transition
2. Continue to set up Office at newly leased space
3. Continue reorganization of files

Office Set Up - Expenses

Description	Purchased	Date	Beg Bal/Expense
			5,000.00
Desk	Costco Online	Nov-22	(703.62)
Chair	Amazon	Nov-22	(405.92)
Printer	Staples	Nov-22	(425.60)
Calculator	Costco Business Delivery	Nov-22	(124.48)
Shredder	Costco Business Delivery	Nov-22	(177.52)
Banker Boxes for Moving Files	Costco Business Delivery	Nov-22	(38.95)
Misc Office Supplies	Costco Business Delivery	Nov-22	(37.86)
Surge Protector	Costco Business Delivery	Nov-22	(48.92)
Dell Docking Station	Dell	Nov-22	(147.21)
Monitor	Costco	Nov-22	(129.89)
2 & 3 hole punch	Amazon	Nov-22	(54.18)
Calculator (Return)	Costco	Nov-22	123.90
Calculator	Staples	Nov-22	(97.41)
Office Supplies	Staples	Nov-22	(6.99)
Wireless Keyboard/Mouse	Costco	Nov-22	(48.70)
File Cabinet Rails	Amazon	Nov-22	(10.88)
Postage Stamps/Printer Paper		Nov-22	(65.75)
			<u>(2,399.98)</u>
		Remaining Balance	<u><u>2,600.02</u></u>

STAFF REPORT

22-19

TO: BOARD OF DIRECTORS
FROM: CRAIG USHER, DEPUTY CHIEF
SUBJECT: FIRE STATION 3 FINANCIALS
DATE: DECEMBER 9, 2022



RECOMMENDATION

Review financial accrual table provided by Biglione Construction

BACKGROUND

In the 7th amendment to the contract between the City of Vista and the Vista Fire Protection District, a joint financing plan was adopted. As part of this joint financing plan as outlaid in the agreement, a requested cashflow estimate was requested by the VFPD Board to anticipate funding needs.

Based on the attached schedule, it is anticipated the VFPD board will need to prepare to provide funding in January 2024. This could be subject to change and is for information only, any adjustments will be communicated with appropriate timing for the board to act as needed.

ACCRUAL ESTIMATE

Vista Fire Station No. 3

Accrual Estimate

Total Budget \$10,685,200

Design Phase(8 months) \$995,200

Nov. 2022 - June 2023

Construction Phase (14 months) \$9,690,002

July 2023 - September 2024

Anticipated Cash Flow Required

Design	Estimated Monthly Cost	Accrued Cost	Subtotals
Dec-22	124,400	124,400	
Jan-23	124,400	248,800	
Feb-23	124,400	373,200	
Mar-23	124,400	497,600	
Apr-23	124,200	621,800	
May-23	124,400	746,200	
Jun-23	124,400	870,600	
Jul-23	124,600	995,200	
Design Subtotal			995,200
Construction			
Feb-23	150,000	1,145,200	
Mar-23	150,000	1,295,200	
Apr-23	150,000	1,445,200	
Jul-23	160,000	1,605,200	
Aug-23	350,000	1,955,200	
Sep-23	475,000	2,430,200	
Oct-23	692,143	3,122,343	
Nov-23	775,000	3,897,343	
Dec-23	850,000	4,747,343	
Jan-24	950,000	5,697,343	
Feb-24	1,125,000	6,822,343	
Mar-24	950,000	7,772,343	
Apr-24	825,000	8,597,343	
May-24	775,000	9,372,343	
Jun-24	465,000	9,837,343	
Jul-24	347,859	10,185,202	
Aug-24	295,000	10,480,202	
Sep-24	205,000	10,685,202	
Construction Subtotal			9,690,002
TOTAL			10,685,202

STAFF REPORT

22-20

TO: BOARD OF DIRECTORS
FROM: CRAIG USHER, DEPUTY CHIEF
SUBJECT: INSPECTION FEES COLLECTED
DATE: DECEMBER 9, 2022



RECOMMENDATION

It is recommended this financial audit report outlining the payment of fees due to the Vista Fire Protection District (VFPD) from the City of Vista (COV) for business fire inspections conducted between July 2019 and June 2022 is accepted by the board of directors.

BACKGROUND

Staff from the VFPD requested an audit from the COV regarding the payment of ten percent (10%) of the fees collected for business inspections conducted in the VFPD service area.

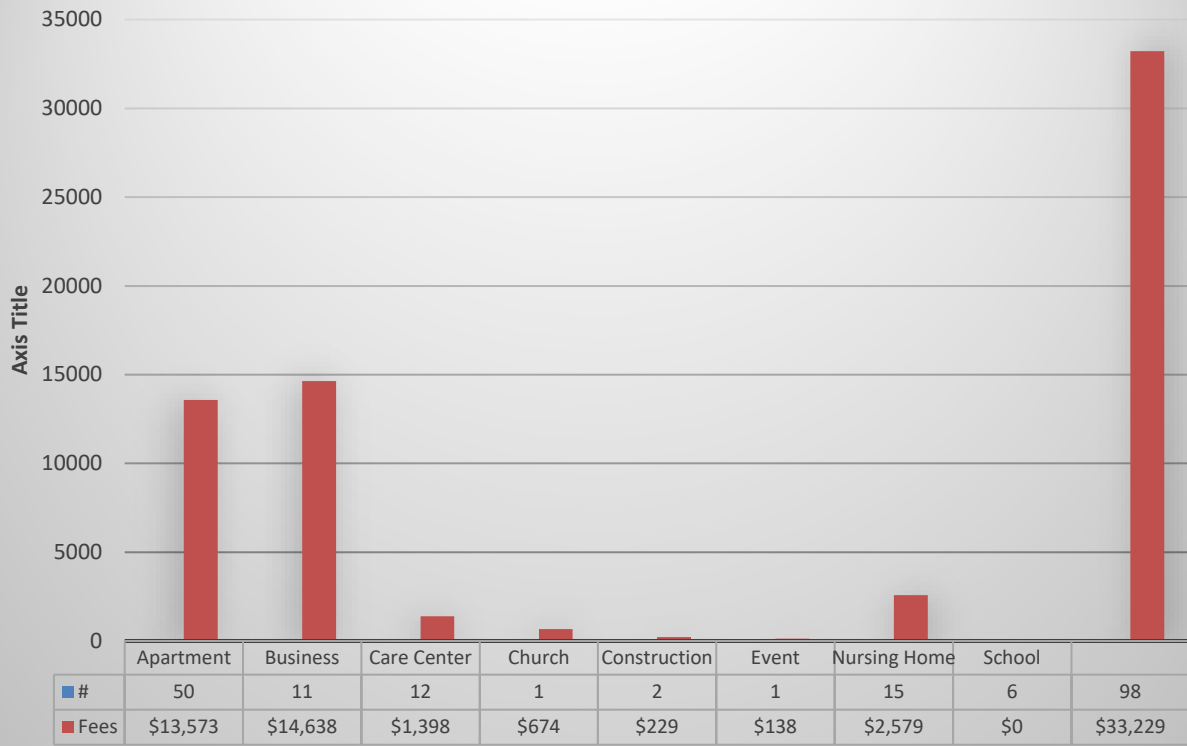
In accordance with the contract dated August 1, 2010, in place between the COV and the VFPD during this time, fees collected are to be considered a portion of the "Total District Revenue" when calculating the ninety percent (90%) fees paid to the COV from the VFPD. The fees for inspection are to be paid according to Section 3.B.2 (page 7).

Reports were acquired through a database of inspections maintained by the city for the 2019/20, 2020/21, & 2021/22 fiscal years to determine the fees generated from conducting inspections in the VFPD area. Inspections were performed at Apartments, Businesses, Care Centers, Churches, Construction sites, Events, Nursing Homes, and Schools. The fees billed (\$33,229) are outlined as well as the fees collected (\$32,909).

Based on the contractual language and outlined formula, it has been calculated that the VFPD is entitled to three thousand, two hundred nine dollars, and nine cents (\$3,209.09) for these three fiscal years.

Type	#	Fees
Apartment	50	\$13,573
Business	11	\$14,638
Care Center	12	\$1,398
Church	1	\$674
Construction	2	\$229
Event	1	\$138
Nursing Home	15	\$2,579
School	6	\$0
Totals	98	\$33,229

District Inspections FY 2019/20, 2020/21, 2021/22



TO: BOARD OF DIRECTORS
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER
SUBJECT: EIGHTH SUPPLEMENTAL AGREEMENT
DATE: DECEMBER 9, 2022



RECOMMENDATION

1. Adopt Resolution No. 2022-14 approving the Eighth Supplemental Agreement between the Vista Fire Protection District (VFPD) and the City of Vista (COV) for Fire Inspection Services and authorize the President to execute the contract; and
2. Approve a FY23 budget adjustment to increase Fire Prevention Fees from \$65,000 to \$80,000 to adjust for the additional costs.

BACKGROUND

The following is a schedule of the prior board actions in reference to the Fire Inspection Services.

1. August 10, 2010 the Vista Fire Protection District and the City of Vista entered into an Agreement for Fire Suppression, Fire Prevention, Technical Rescue, Emergency Medical Services, Hazardous Materials, Administrative Services and Disaster Preparedness;
2. In 2010 approved the First Supplemental Agreement with the City of Vista for Fire Inspection Services.
3. In 2011 approved the Second Supplemental Agreement with the City of Vista for Fire Inspection Services.
4. In 2012 approved the Third Supplemental Agreement with the City of Vista for Fire Inspection Services.
5. In 2013 approved the Fourth Supplemental Agreement with the City of Vista for Fire Inspection Services.
6. In 2016 approved the Fifth Supplemental Agreement with the City of Vista for Fire Inspection Services.
7. In 2019 approved the Sixth Supplemental Agreement with the City of Vista for Fire Inspection Services

The Sixth Supplemental Agreement between VFPD and COV expired June 30, 2022. The initial request to approve the Eighth Supplemental Agreement was calendared for the September 14th Board of Directors meeting. The initial request was to increase the quarterly expense for services from the “not to exceed fee of \$5,000 per month to \$7,500 per month” with little information supporting the request. At the conclusion of the discussion at that meeting, the Board requested that the Administrative Manager meet with the Fire Department leadership to discuss the costs, and obtain the specific items that are included in the supplemental agreement.

In the interim and in good faith of the District’s intent to retain the services of the Fire Inspector, the Board approved in October 2022 a \$15,000 payment for the first quarter (July – September, 2022) of Fire Inspector Services while negotiating the Eighth Supplemental Agreement.

Discussions between Ms. Rannals and Deputy Chief Usher occurred in November/December 2022 resulting in the tentative agreement included in the agenda material.

FISCAL IMPACT

The Eighth Supplemental Amendment, if approved, will terminate June 30, 2025, and will increase the FY 23 Budget from \$65,000 to \$80,000.

Attachments

1. Resolution 2022-14
2. Eighth Supplemental Agreement

RESOLUTION NO. 2022-14

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VISTA FIRE PROTECTION DISTRICT, COUNTY OF SAN DIEGO, CALIFORNIA, APPROVING EIGHTH SUPPLEMENTAL AGREEMENT BETWEEN THE VISTA FIRE PROTECTION DISTRICT AND THE CITY OF VISTA FOR FIRE INSPECTION SERVICES

WHEREAS, the Board of Directors of the Vista Fire Protection District (the “District”), entered into an Agreement with the City of Vista (the “City”) for Fire Suppression, Fire Prevention, Technical Rescue, Emergency Medical Services, Hazardous Materials, Administrative Services, and Disaster Preparedness Services, effective August 1, 2010 (the “Original Agreement”); and,

WHEREAS, Paragraph 1.B of the Original Agreement allows for additional services to be separately agreed to between District and City, provided that the additional services be in writing and duly approved and executed by the respective governing bodies of the City and the District; and,

WHEREAS, since entering in to the Original Agreement, the District has continuously approved, pursuant to Paragraph 1.B of the same, the hiring of an Inspector from the City of Vista’s Fire Department to perform the customary duties of a Fire Inspector in the District to reduce the risk of wildfire; and,

WHEREAS, the Board desires to continue to obtain the services of a Fire Inspector.

NOW, THEREFORE, BE IT RESOLVED that the Vista Fire Protection District does hereby:

1. Authorize the additional services of a part-time Fire Inspector to be provided by the City at a cost not to exceed the following schedule:
 - a. Up to \$6,250 per month for the term of July 1, 2022 to June 30, 2023;
 - b. Up to \$6,500 per month for the term of July 1, 2023 to June 30, 2024; and
 - c. Up to \$6,750 per month for the term of July 1, 2024 to June 30, 2025
2. Authorize the District President to enter into the Eighth Supplemental Agreement with the City of Vista annexed to this Resolution as Attachment “A”.

PASSED AND ADOPTED at regularly scheduled meeting of the Board of Directors of the Vista Fire Protection District on December 14, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

James Elliott
President

ATTEST:

Karlana Rannals
Board Clerk

**EIGHTH SUPPLEMENTAL AGREEMENT BETWEEN
THE VISTA FIRE PROTECTION DISTRICT AND THE CITY OF VISTA
FOR FIRE INSPECTION SERVICES**

THIS EIGHTH SUPPLEMENTAL AGREEMENT is made by and between the chartered City of Vista ("City") and the Vista Fire Protection District ("District") to be dated and effective as of July 1, 2022. City and District are sometimes individually referred to as a "Party" and collectively as "Parties."

RECITALS

A. The Parties entered into an Agreement for Fire Suppression, Fire Prevention, Technical Rescue, Emergency Medical Services, Hazardous Materials, Administrative Services, and Disaster Preparedness Services dated August 1, 2010 ("Original Agreement").

B. The Original Agreement was amended by a First Supplemental Agreement effective as of July 1, 2010, a Second Supplemental Agreement effective July 1, 2011, a Third Supplemental Agreement effective June 12, 2012, and a Fourth Supplemental Agreement effective July 1, 2013, a Fifth Supplemental Agreement effective July 1, 2016, a Sixth Supplemental Agreement effective July 1, 2019, and a Seventh Supplemental Agreement effective July 1, 2022, which together constitute the "Existing Agreement."

C. For the last eleven years, the District has reimbursed the City part of the City's cost for the part-time services of a Fire Inspector, employed by the City, so as to provide enhanced fire inspection services to the District ("Additional Services").

D. The District desires to continue to obtain the Additional Services of a Fire Inspector from the City.

E. The Parties desire to amend the Existing Agreement to provide for these Additional Services as authorized in Section 1.B. of the Original Agreement.

AGREEMENT

In consideration of the mutual promises and obligations set forth herein below, and other good and valuable consideration the receipt of which the Parties hereby acknowledge, District and City agree as follows:

SECTION 1. SCOPE OF SERVICES

A. City shall provide, as Additional Services, fifty percent (50%) of the services of a single Fire Inspector ("Inspector") to District for a period of three years commencing on July 1, 2022 and ending on June 30, 2025, and District shall pay to City fifty percent (50%) of the Inspector's total cost to the City, inclusive of salary and all benefits.

B. The Inspector shall perform such special services related to District's mission as assigned by District. Typical additional special services include but are not limited to: additional parcel inspections, direct property owner or resident engagement (while driving around); fire access road inspection; gate inspections (knox locks, padlocks, etc., fire lane signage, verification of property addresses, etc.)

C. The Inspector is, and at all times, will remain an employee of City. City shall be solely responsible for payment of the Inspector's compensation and benefits. City shall indemnify and hold District harmless from and against any claims by the Inspector arising out of or relating to the Inspector's employment with the City. The foregoing indemnity shall not apply to the extent that such losses, expenses, claims, actions, damages or liabilities to which the District may be subject were caused by the gross negligence, fraud or willful misconduct of the District and/or its agents.

D. This Eighth Supplemental Agreement may be terminated by either Party, at either Party's convenience, with 90 days advance written notice to the other Party. Except for the additional services specifically described herein, Termination of this Eighth Supplemental Agreement shall not affect any of the remaining terms of the Agreement which shall remain in full force and effect.

E. Should any portion of this supplemental agreement be inconsistent with prior amendments, this supplemental agreement controls.

SECTION 2. COST OF ADDITIONAL SERVICES

A. The Cost of Additional Services shall equal fifty percent of the City's total cost of the Inspector salary and benefits for the next three fiscal years commencing on July 1, 2022, and ending on June 30, 2025. Notwithstanding anything to the contrary, the Cost of Additional Services shall not exceed \$ \$6,250 per month, unless expressly agreed to by the District in writing.

- 1. 1. Salary is defined as monthly compensation, overtime, and employer related taxes; and
- 2. 2. Benefits is defined as pay for vacation, holiday, sick leave, pager pay, health/vision/dental insurance, and the CalPERS retirement employer rate.

B. The District agrees to increase the Cost of Additional Services effective July 1, 2023 by 3.5% and shall not exceed \$ \$6,500 per month, unless expressly agreed to by the District in writing.

C. The District agrees to increase the Cost of Additional Services effective July 1, 2024 by 4%, and shall not exceed \$ \$6,760 per month, unless expressly agreed to by the District in writing.

D. City shall invoice District for the Cost of Additional Services on a monthly basis.

SECTION 3. EXISTING AGREEMENT

Except as specifically modified or changed herein, all of the terms and provisions of the Existing Agreement are incorporated herein and shall remain in full force and effect.

IN WITNESS WHEREOF, the authorized representatives of the Parties have executed this Fourth Supplemental Agreement as set forth below.

APPROVED BY DISTRICT

APPROVED BY CITY

Date: _____

Date: _____

Resolution No. _____

Resolution No: _____

DISTRICT:
Vista Fire Protection District

CITY:
City of Vista, a chartered municipal corporation

By: _____
James Elliott, President

By: _____
John Franklin, Mayor

ATTEST:
Karlana Rannals, Board Clerk

ATTEST:
Kathy Valdez, City Clerk

By: _____

By: _____

RISK MANAGEMENT REVIEW:
Dolores Gascon, Risk Manager

By: _____

APPROVED AS TO FORM:
White and Bright, LLP

APPROVED AS TO FORM:
Walter Chung, City Attorney

By: _____
Fred Pfister, District Counsel

By: _____

TO: BOARD OF DIRECTORS
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER
SUBJECT: SIXTH SUPPLEMENTAL AGREEMENT
DATE: DECEMBER 9, 2022



RECOMMENDATION

Staff recommends board members review the attached document (Attachment A) covering the last three fiscal years billing for the fifty (50%) fire inspector performing extra duties on the district's behalf. Staff is seeking direction regarding the overpayment to the City of Vista for Fire Inspector Services.

BACKGROUND

In July 2010, the City of Vista (COV) and the Vista Fire Protection District (VFPD) entered into a contractual agreement for services. In October 2010, the COV and VFPD agreed to a first amendment to have the COV provide the extra services of a fifty percent (50%) fire inspector for a three (3) year period). The language for cost sharing in the First Amendment was specific and reads as follows:

SECTION 2. COST OF ADDITIONAL SERVICES

A. The Cost of Additional Services shall equal one hundred percent of the Inspector's salary (actual wages and costs of benefits) for the first three months (July 1, 2010-September 30, 2010) not to exceed \$10,000 per month, **and fifty percent of the salary for the remaining term of the agreement (October 1, 2010-June 30, 2011) not to exceed \$5,000 per month.**

In all subsequent amendments approved by the Board of Directors, (Amendments Second, Third, Fourth, Fifth and Sixth) the contract language reads:

SECTION 2. COST OF ADDITIONAL SERVICES

A. The Cost of Additional Services shall equal fifty percent of **the value of the salary** for the fiscal years commencing on July 1, 2019, and ending on June 30, 2022, not to exceed 5, 000 per month.

At the September meeting, an Eighth Amendment was initially requested to increase the quarterly expense for services from the "not to exceed fee of \$5,000 per month to \$7,500 per month". During the discussion, staff was requested to meet with the Fire Department leadership to seek additional information regarding the large increase and prepare an authorization to pay the first quarter invoice in good faith while the details were sorted out.

I met with Chief Usher in October to gain an understanding of the services provided by the Fire Inspector and learned during that meeting that the costs included salary and benefits when invoicing the district.

In October, as I was preparing the staff report for the budget authorization to pay the FY23 1st quarter of services provided, if an invoice was presented to the District, I realized that the District may have been overpaying per the contract. As previously stated, all amendments are specific to salary. *Salary is defined as a regular fixed payment that a person earns for performing work during a specific period of time.* The contract does not state "salary and benefits" or total compensation.

The eight amendment was again discussed at the October meeting and the City agreed to conduct an audit of costs for the term of the Sixth Amendment.

CURRENT SITUATION

After reviewing the audit of costs, and based on the contract language, the District has overpaid for services \$44,285.85 for the term of the Sixth Supplemental Agreement based upon contract language. Attachment A to this staff report shows a breakdown of compensation, benefits, and amounts billed to the district provided by the City of Vista and staff has calculated the overcharge based upon the contract language.

Attachment(s)

1. Inspector Billing - Audit

**SR 2022-22 Attachment A
Inspector Billing Audit - Three Years**

FY	Billing date	Salary	Benefits	Total Comp	Comp 50%	Billed to District	Delta	Contract	Difference
19/20	7/1/19 to 7/17/19	\$4,844.61	\$862.08	\$5,706.69	\$2,853.35	N/A		\$2,422.31	\$0.00
19/20	7/17/19 to 9/30/19	\$10,887.49	\$4,693.16	\$15,580.65	\$7,790.33	\$10,643.67		\$5,443.75	-\$5,199.93
19/20	10/1/19 to 12/31/19	\$18,332.35	\$8,050.21	\$26,382.56	\$13,191.28	\$13,191.28		\$9,166.18	-\$4,025.11
19/20	1/1/20 to 3/31/20	\$16,080.45	\$7,078.19	\$23,158.64	\$11,579.32	\$11,579.32		\$8,040.23	-\$3,539.10
19/20	4/1/20 to 6/30/20	\$19,914.86	\$8,295.50	\$28,210.36	\$14,105.18	\$14,105.18		\$9,957.43	-\$4,147.75
	FY 19/20 Totals	\$70,059.76	\$28,979.14	\$99,038.90	\$49,519.45	\$49,519.45		\$35,029.88	-\$14,489.57
20/21	7/1/20 to 9/30/20	\$16,778.71	\$7,274.04	\$24,052.75	\$12,026.38	\$12,026.38		\$8,389.36	-\$3,637.02
20/21	10/1/20 to 12/31/20	\$18,356.07	\$7,716.51	\$26,072.58	\$13,036.29	\$13,036.29		\$9,178.04	-\$3,858.26
20/21	1/1/21 to 3/31/21	\$16,901.11	\$7,632.07	\$24,533.18	\$12,266.59	\$12,266.59		\$8,450.56	-\$3,816.04
20/21	4/1/21 to 6/30/21	\$20,811.03	\$9,055.16	\$29,866.19	\$14,933.10	\$14,933.10		\$10,405.52	-\$4,527.58
	FY 20/21 Totals	\$72,846.92	\$31,677.78	\$104,524.70	\$52,262.35	\$52,262.35		\$36,423.46	-\$15,838.89
21/22	7/1/21 to 9/30/21	\$21,200.39	\$7,847.93	\$29,048.32	\$14,524.16	\$14,524.16		\$10,600.20	-\$3,923.97
21/22	10/1/21 to 12/31/21	\$23,082.20	\$9,191.51	\$32,273.71	\$16,136.86	\$15,000.00	\$1,136.86	\$11,541.10	-\$3,458.90
21/22	1/1/22 to 3/31/22	\$20,366.33	\$7,934.86	\$28,301.19	\$14,150.60	\$14,150.60		\$10,183.17	-\$3,967.44
21/22	4/1/22 to 6/30/22	\$24,785.82	\$9,329.24	\$34,115.06	\$17,057.53	\$15,000.00	\$2,057.53	\$12,392.91	-\$2,607.09
	FY 21/22 Totals	\$89,434.74	\$34,303.54	\$123,738.28	\$61,869.14	\$58,674.76	\$3,194.39	\$44,717.37	-\$13,957.39

Three Fiscal Years Total **(\$44,285.85)**

Total Compensation includes: Salary, overtime, vacation, holiday, sick leave, pager pay, health/vision/dental insurance, retirement.

TO: BOARD OF DIRECTORS
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER
SUBJECT: ORDINANCE NO. 2023-02 – FEE ORDINANCE
DATE: DECEMBER 9, 2022



RECOMMENDATION

Staff recommends the Board of Directors proceed with the ordinance adoption schedule authorizing updates to the Fire District fee schedule.

BACKGROUND

The Administrative Manager in researching the files has been unable to determine when the Board of Directors adopted the last fee schedule. All fees assessed are based upon actual costs incurred by the Fire District (or contractor) and are authorized pursuant to the *California Health and Safety Code, Sections 13916 and 13919*; and will be publicly noticed pursuant to *Section 6066 of the California Government Code*.

Although the District contracts with the City of Vista for emergency response services, the City also provides services in Fire Prevention in which fees are collected for plan review and inspections.

The fees listed on Ordinance No. 2023-02 - Attachment I is the same fee schedule charged by the City of Vista, with additions for Administrative Services that may be charged by District staff.

CURRENT SITUATION - ACTIONS REQUIRED

1. First reading of Ordinance 2023-02 and accompanying fee schedule at a regularly scheduled board meeting – December 14, 2022
2. Public Hearing on Ordinance 2023-02 and accompanying fee schedule at a regularly scheduled board meeting – January 11, 2023
3. Final Adoption of Ordinance 2023-02 and accompanying fee schedule at a regularly scheduled board meeting – January 11, 2023
4. If adopted, after the close of the public hearing, Ordinance 2023-01 will become effective go into effect February 25, 2023.

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 14th day of December 2022. A second reading, public hearing and final adoption occurred at a regularly scheduled meeting on the ____ day of _____, 2023, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

James Elliott
President

ATTEST

Karlena 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

Copeland, Miranda & Benner CPAs

955 Vale Terrace Drive, Suite A
Vista, CA 92084
(O) 760-758-3815 (Fax) 760-758-2628
Jgolden@vistacpa.com

Jeffrey C. Golden, Treasurer
Vista Fire Protection District
955 Vale Terrace Drive, Suite A
Vista, CA 92084

December 14, 2022

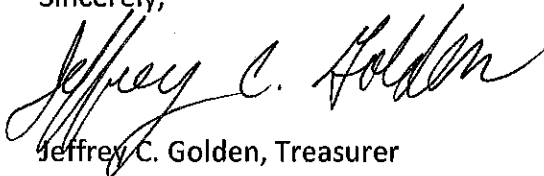
Board of Directors
Vista Fire Protection District
955 Vale Terrace Drive, Suite A
Vista, CA 92084

To the Board of Directors of the Vista Fire Protection District,

I am sending this letter to let you know that I am resigning from my position as Treasurer for the Vista Fire Protection District. I hereby resign from all my responsibilities and privileges as the Treasurer on December 31, 2022.

I have enjoyed working with the Board of Directors and I am honored to have served the Vista community in this capacity. I wish the board continued success!

Sincerely,



Jeffrey C. Golden, Treasurer

STAFF REPORT

22-24

TO: BOARD OF DIRECTORS
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER
SUBJECT: PAYROLL SERVICES CONTRACT
DATE: DECEMBER 9, 2022



RECOMMENDATION

Staff recommends the following:

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 30, 2022; and
4. Terminate services with the current provider (Copeland, Miranda, and Benner CPA's) not later than January 31, 2023.

BACKGROUND

The Administrative Manager has been working with Jeff Golden, District Treasurer to transition all financial responsibility by January 1, 2023. The Administrative Manager will continue to perform all accounting in the QuickBooks software; however, the payroll which has been processed through QuickBooks licensed by the CPA firm, and the District will not have access to the license. The Treasurer has recommended that the District contract with a third-party software that integrates with QuickBooks.

The Administrative Manager has sought a few third-party software companies and believes that ADP (also recommended by the CPA firm) is the best fit for the District. ADP service will process all payrolls that includes direct deposits, submit all tax filings, provide the necessary reports to integrate in QuickBooks, and issue the year end filings including W-2's. Also, ADP will assume all liability for the tax filings as well.

CURRENT SITUATION

There is a monthly fee associated with the contract with ADP, which the District has not budgeted for. However, there will be a savings with the termination of the contract with the current service provider. The following is the estimated annual cost:

Costs	# of Employees	Cost	# of payrolls	Annual Cost
Monthly Fee Payroll Fee	1	\$ 80.00	12	\$ 960.00
Board Member Compensation	5	\$ 2.60	4	\$ 52.00
Year End Fees (W2), 5.95 per W2 issued	6	\$ 54.95		\$ 90.65
				\$ 1,102.65
Promotion Discount				
5 Free Months (Months 4-6, 10-11) *through 12/23				\$ (426.00)
		1st Year Cost (Est.)		\$ 676.65

STAFF REPORT

22-25

TO: BOARD OF DIRECTORS
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER
SUBJECT: CY 2023 BOARD MEETING CALENDAR
DATE: DECEMBER 9, 2022



RECOMMENDATION

Review schedule and approve any changes to the meeting schedule that may be necessary.

BACKGROUND

The Board of Directors adopted Resolution No. 2022-11 establishing the second Wednesday of each month as the regular meeting date to conduct business of the District. On occasion, it is necessary to adjust the date to accommodate holidays and scheduling conflicts.

CURRENT SITUATION

The following table list the meeting dates for 2023, if approved; and I have included the annual (or routine) agenda topics that the Board must act upon: See Page 2

Calendar Year 2023

Meeting Dates	Annual Agenda Topic(s)
January 11	State Controller's Report Financial Statements (confirm filing) Complete Ethics Training NLT January 15, 2023
February 8	Resolution: to Participate in Fire Mitigation Fee Program (<i>must be adopted by April 15</i>) or March Harassment Training (<i>every two years – 2023</i>) Review annual weed abatement letter
March 8	Resolution: to Participate in Fire Mitigation Fee Program (<i>must be adopted by April 15</i>); Engage Audit Firm – FY23 If not completed in February, review annual weed abatement letter
April 12	State Controller's Report Compensation Report (confirm filing by April 1)
May 10	Select criteria to determine annual appropriations limit (Department of Finance) Resolution: Appropriations Limit
June 14	Adopt: Preliminary Budget (<i>must be adopted by June 30</i>) Accept: List of forced abatements to be placed on property tax bills if any Public Hearing: FMF Multi Year Plan Resolution: Fire Mitigation Fee 5 Year Capital Plan Resolution: Required Inspection of Certain Occupancies (<i>must be done by June 30</i>)
July 12	Public Hearing: Forced Abatement Delinquent Parcels Resolution: Confirming the report of charges to be placed as a special assessment for weed abatement for 2022
August 9	Public Hearing: Fire Mitigation Fee 5 Year Capital Plan Adopt: Fire Mitigation Fee 5 Year Capital Plan
September 13	Public Hearing: Final Budget Resolution: Establishing Constrained or Committed Fund Balances Adopt: Final Budget (<i>must be adopted by September 30</i>)
October 11	
November 8	Accept: FY23 Financial Statements (if complete); final audit reports must be provided to the State Controller's office not later than 1/31/2024 Board of Directors Meeting Calendar Review (next year)
December 13	Accept: FY23 Financial Statements (if not completed in November); final audit reports must be provided to the State Controller's office not later than 1/31/2024 Ethics Training (<i>every two years – 2024</i>) Oath of Office (<i>every election year – 2024</i>) Election of Officers (<i>every election year – 2024</i>)

STAFF REPORT

22-26

TO: BOARD OF DIRECTORS
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER
SUBJECT: ASSIGNMENTS, AD HOC COMMITTEES AND
AREAS OF RESPONSIBILITY
DATE: DECEMBER 9, 2022



RECOMMENDATION

Review Board and committee assignments, select and appoint board and staff members as appropriate.

BACKGROUND

After each general election, the District must select its officers (President, Vice president, and Secretary/Clerk). At the same meeting, the Board of Directors should review their committee assignments and/or areas of responsibilities.

CURRENT SITUATION

The following Board members are assigned currently to the following boards or committees:

Board of Directors

Fire Chief Recruitment – Interview Panelist (Stakeholder) – to be determined

Areas of Responsibility - Ad Hoc Committee(s)

Community Wildfire Protection Plan – John Ploetz, Deputy Chief Craig Usher

Emergency Access Roads – John Ploetz

Fuel Modification – John Ploetz, Read Miller, Chief Vander Pol, Fire Inspector Nichols

Finance/Audit – Jim Elliott, Treasurer, Jeff Golden

Legal Affairs – Robert Fougner

Local Agency Formation Commission (LAFCO) – Jim Elliott

Response Times – Daniel Gomez, Read Miller

Website – John Ploetz, Administrative Manager, Karlena Rannals