



**VISTA FIRE PROTECTION DISTRICT**  
**Rescheduled Regular Board of Directors Meeting**  
**Minutes – April 17, 2024**

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

**REGULAR AGENDA**

President Elliott called to order the rescheduled regular meeting of the Vista Fire Protection District Board of Directors at 1:00 PM at Vista Fire Station No. 5, 2900 South Melrose Drive, Vista CA.

1. Pledge of Allegiance

Director Gomez led the assembly in the Pledge of Allegiance.

2. Roll

Directors Present: Elliott, Fougner, Gomez, Miller,

Directors Absent: Ploetz

Staff Present: Karlena Rannals, Administrative Manager; Bret Davidson, Deputy Chief; Fred Pfister, Legal Counsel

3. Open Discussion with the Board (Public Comment)

No one requested to speak to the Board.

4. Consent Calendar

MOTION BY DIRECTOR FOUIGNER, SECOND BY DIRECTOR GOMEZ, CARRIED 4 AYES; 0 NOES; 1 ABSENT); 0 ABSTAIN to approve the consent calendar as submitted:

a. *Board of Directors Minutes*

- Board of Directors minutes March 13, 2024

b. *Payroll Register*

- |                                       |                  |
|---------------------------------------|------------------|
| • Payroll paid on April 5, 2024       | \$6,483.34       |
| • Payroll taxes paid on April 5, 2024 | \$ <u>495.98</u> |
| Total                                 | \$6,979.32       |

c. *Accounts Payable*

- |   |               |
|---|---------------|
| • Accounts Payable Check 4176 thru 4185 paid April 17, 2024 | \$126,934.74  |
| • Auto withdrawal(s) paid on March 10 – April 9, 2024       | <u>976.95</u> |
| Total   | \$127,911.69  |

d. *Receive and File*

i) Fire Department Reports

(1) *Fire Chief*

(2) *Fire Marshal*

(3) *District Inspector*

ii) Administrative Manager's Report

iii) Correspondence

(1) Support Request – H.R. 7525 Special District Grant Accessibility Act – Scott Peters, US House of Representatives

(2) Support Request – H.R. 7525 Special District Grant Accessibility Act – Mike Levin, US House of Representatives

5. Continuing Business

a. *Request for Qualifications (RFQ) for Legal Services*

Ms. Rannals, Administrative Manager, reported that at the last board meeting, the Board authorized the distribution of an RFQ for legal services. She posted the RFQ on the district’s website, the California Special Districts Association RFP Clearinghouse, and directly to firms provided by board members and legal counsel. April 16 was the final date to submit any proposals. She informed the board that the district received two (2) responses to review. The next step is to either establish an ad hoc committee to review the proposals or suspend the process and start over if the board believes that they did not receive enough responses.

The board members discussed the pros and cons of proceeding and agreed by consensus that an ad hoc committee be created. President Elliott appointed himself and Director Fougner to the committee to review the proposals received. They will provide a report at the next meeting.

6. New Business

a. *Board Policy 5306 – Workplace Violence Prevention Policy*

Ms. Rannals summarized the staff report provided. She summarized the signed California Senate Bill 553, which includes specific requirements regarding workplace violence prevention plans. The district must have a policy in place by July 1, 2024. Staff responded to questions from the Board.

MOTION BY DIRECTOR FOUIGNER, SECOND BY DIRECTOR MILLER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve Board Policy 5306 – Workplace Violence Prevention Policy.

b. *Board of Directors/Staff Workshop*

Chief Washington and Ms. Rannals requested consideration by the board to schedule a board workshop to discuss and develop a 5-year strategic plan. Chief Micheal Despain, FireStats has been retained to facilitate the process. This format, although open to the public, will allow for an interactive and collaborative session. After conferring with all board members and staff, the best date selected is May 30, 2024, from 9 am – 2 pm, with a break for lunch. In addition, the meeting location will be in the Vista Conference Room, located at Vista City Hall.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR FOUIGNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to schedule the board workshop in the Vista Conference Room, located at Vista City Hall on May 30, 2024 starting at 9 am.

c. *Temporary Weed Abatement Assistance*

Chief Davidson summarized the staff report provided. He reported that within the District there is a significant wildland risk, and he has discovered that the number of parcels inspected in previous years only focused on vacant parcels. Staff requested additional temporary help so that all parcels, more than 7,000 parcels, are inspected that are in the high and medium threat areas. He noted that the current inspector staff does not

have the capacity to complete the inspections without additional help. He also stated that inspecting all parcels within the District has never been done before, and he anticipates that this is a one-time occurrence, and in future years the number of parcels to be inspected can be reduced.

He informed the board that the plan would be to hire three part-time employees, 30 hours per week, plus one part-time employee, 20 hours per week. The cost to reimburse the City for the additional temporary work force, including pay and benefits for 90 days, is anticipated to be a maximum of \$72,468.30. Inspector Kozakiewicz will be the program coordinator.

Ms. Rannals distributed the latest (unaudited) Budget to Actual financial report, and the Balance Sheet to show that the budgetary impact would not be negative, and the current budget would remain in balance. She noted that if approved by the Board, this cost would be covered over two fiscal years (FY24 and FY25), and she would budget the remainder in the FY25 year.

The board members discussed the benefits of such a one-time program but emphasized that if approved that this approval is specific to the 2024 weed abatement season, without commitment to future seasons. While recognizing the importance of the weed abatement program, some Board members reiterated their concern that these costs and services should be borne by the City and are already included under the terms of our existing full-service contract.

MOTION BY DIRECTOR FOUIGNER, SECOND BY DIRECTOR MILLER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to APPROVE the one-time funding for temporary help to assist with the parcel inspections for the 2024 weed abatement season in an amount not to exceed \$72,468.30.

Chief Davidson conveyed his appreciation for the support and funding and will provide progress reports to the Board.

Five-minute recess

7. Oral Report(s)

- a. *Fire Chief* – Chief Davidson reported in the absence of Chief Washington the following:
  - Ribbon Cutting – June 20, 2024: he will get the information distributed to the board members. 2024
- b. *Deputy Chief – Administration*: Deputy Chief Davidson reported the following:
  - The firefighter vacancy has been reduced to four.
  - The Standards of Coverage report is almost complete.
  - The study for Station 7 is almost complete.
- c. *Administrative Manager – Ms. Rannals*: In addition to her report, she reported on the following:
  - She provided an update on her research for the Community Outreach Coordinator position.
  - She transferred an additional \$500,000 contribution to California CLASS, from the Zions investment account.
- d. *Legal – Mr. Pfister – No report.*
- e. *Fire Safe Council of Vista – Update*: Director Gomez provided the following update:
  - Inquired on the status of the CWPP approval process.
  - The San Diego Regional Fire Foundation is offering grants with an upcoming deadline of April 26.

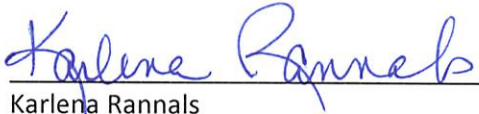
- The Fire Safe Council of San Diego County will have their annual meeting and presentation of awards in May.

f. *Board of Directors*

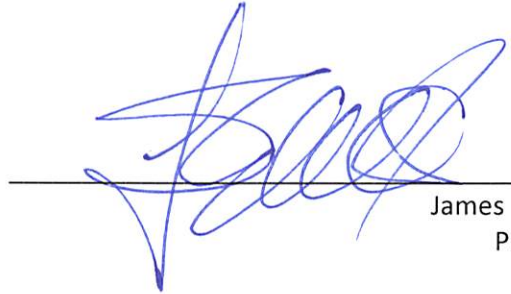
- Elliott: reported that he attended the badge pinning.

8. Adjournment

President Elliott adjourned the meeting at 2:26 pm.



Karlena Rannals  
Board Clerk



James F. Elliott  
President