

**VISTA FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – June 8, 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

President Fougner called to order the regular session of the Vista Fire Protection District Board of Directors at 6:00 pm.

Pledge of Allegiance

Director Ploetz led the assembly in the Pledge of Allegiance.

1. Roll Call

Directors Present: Elliott, Fougner, Gomez, Miller, Ploetz

Directors Absent: None

Staff Present: Ned Vander Pol, Fire Chief; Karlana Rannals, Administrative Manager, Jeremy Nichols, Fire Inspector, and Fred Pfister, Esq., Legal Counsel.

2. Approval of this Meeting's Agenda

MOTION BY DIRECTOR ELLIOTT, SECOND BY DIRECTOR GOMEZ, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the agenda as submitted, with consensus to reorder agenda item 8. a. to discuss time certain.

3. Open Discussion with the Board (Public Comment)

No one requested to speak to the Board.

4. Approval of the Minutes

MOTION BY DIRECTOR FOUNGNER, SECOND BY DIRECTOR ELLIOTT, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the following minutes as submitted:

- a. Board of Directors Regular Meeting minutes held May 11, 2022
- b. Board of Directors Special Meeting minutes held May 25, 2022.

5. Fire Department Reports

- a. District Fire Inspector: Fire Inspector Nichols summarized the previous month's activities. For the month of June, he planned to continue to assess the fire hazard threats within the District boundaries and replace faded or illegible "Fire Lane" signs. He responded to questions from the board.
- b. Fire Marshal: Deputy Chief Usher summarized the previous month's report noting that there continues to be an increase in permits issued for Accessory Dwelling Units (ADU). He reports that the first round of weed abatement inspections is complete and beginning June 1, follow-up inspections will commence. Any weed abatement "second notices" will be sent at the end of June.
- c. Fire District Performance Report: Chief Vander Pol provided no additional information to the report submitted.

- d. Fire Chief Update: Chief Vander Pol reported the following:
 - Six new hires are currently in the academy and doing well.
 - The City is currently recruiting for lateral and entry-level Firefighter/Paramedics; and
 - Interviews were conducted for the position of Fire Inspector.Chief Vander Pol responded to questions from the Board.

6. Officers' Reports

- a. Accounts Payable: MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR GOMEZ, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN approving the May 2022 Accounts Payable and Payroll Requests that included the Treasurer's certification for the availability of funds.
- b. Treasurer's Report: Director Elliott reviewed the reports in the absence of the Treasurer. He discussed the following topics:
 - Management Report: The District continues to track ahead of the spending plan approved for FY 22. He believes that they will be in a positive financial position at year end.
 - Fire Mitigation Fee Fund Balance: the fund balance was provided for information, noting that with the latest contract amendment with the City of Vista, the District will no longer share this revenue source.
 - Investment Portfolio as of May 31: the investment totals and rates of return were provided for information.
- c. Preliminary Fiscal Year 2022-23 Budget: Director Elliott introduced the FY23 Preliminary Budget, noting that staff was given direction on the Board's financial priorities and that Ms. Rannals would be able to provide greater detail within the categories. Administrative Manager Rannals summarized the process for developing the preliminary budget reporting that she was working with limited financial information, and that she did collaborate with the Treasurer on the document presented. During the discussion, she detailed numerous budget categories, adjusted the "Special Projects" budget category, and responded to board members questions. At the conclusion of the discussion, she requested that the Board approve the amended FY23 Operating Budget (\$4,064,918) and set a public hearing date for final approval.

MOTION BY DIRECTOR ELLIOTT, SECOND BY DIRECTOR GOMEZ, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the FY23 Preliminary Budget on the following roll call vote:

AYES:	Elliott, Fougner, Gomez, Miller, Ploetz
NOES:	None
ABSENT:	None
ABSTAIN:	None

President Fougner announced that the District will schedule a public hearing for adopting the Final Budget on September 14, 2022, and he further requested that the Board Clerk notify the public of the hearing pursuant to all applicable codes.

- d. Administrative Manager's Report: Ms. Rannals summarized her report submitted and responded to questions. She also informed the board members that due to a prior commitment she will not attend the July meeting.
- e. Legal Affairs: Mr. Pfister – nothing to report.

7. Committee Reports

- a. Fuel Modification: Director Ploetz reported that the study is complete. The Committee wished to defer the final report to July as they would like to first meet to discuss an action plan resulting from the study.
- b. Panoramic Property: Director Miller provided an update on the property listed for sale, reporting that the property has been shown seven (7) times since the listing started. Currently there are no offers to purchase.
- c. Response Times: The Ad Hoc Committee (Gomez and Miller) and Chief Vander Pol has met with representatives from FireStats about the study. They anticipate that the report will be completed within the next two months. They do not anticipate any significant areas of concern within the report, but they are seeking recommendations from the consultant.

8. Special Matters Designated for Consideration – Time Certain – 6:15 pm

- a. Third Hearing on Proposals for Creating District Divisions for Elections: President Fougner opened the public hearing at 6:15pm. He introduced Elizabeth Stitt from Redistricting Partners who participated remotely. Ms. Stitt delivered a PowerPoint presentation that discussed the following topics when considering districting:
 - Traditional Districting/Redistricting Principles
 - Current Map
 - Draft Maps
 - Next Steps

During her PowerPoint presentation she summarized the criteria that is used nationally and upheld by the courts. She discussed three draft maps provided which followed the criteria of 1) relatively equal size; 2) contiguous; 3) maintaining “communities of interest”; 4) following city and census boundaries; and 5) compact (appearance and function). She then asked the board members to discuss what they liked and did not like about the drafts, as they are much more familiar with the communities and natural boundaries of the district.

President Fougner polled each board members asking their preference of which map, A, B, or C and their reasoning of their selection. At the conclusion of the discussion, it was determined that board members need additional information, such as the need to be able to identify streets and population within a census block, potentially showing how it can be divided up (subblocks). Direction was provided to the consultant to amend the proposed options and focus on Maps B and C for further refinement.

The remaining public hearing timeline to encourage public participation is:

Meeting Date	Purpose
July 13, 2022	4th Public Hearing – Revised Maps
August 10, 2022	5th Public Hearing – Final Vote on Map

The consultants responded to questions from the board. President Fougner closed the public hearing at 8:05 pm.

Five-minute recess

9. Continuing Business

- a. Approval of Definitive Contract for Redistricting Partners: President Fougner requested that the Board approve the *Professional Services Agreement between Client (Vista Fire Protection District) and Consultant (Redistricting Partners)* contract for an amount not to exceed \$25,000 to provide professional services to assist the Board of Directors in creating Districts/Divisions within the fire protection district.

MOTION BY DIRECTOR ELLIOTT, SECOND BY DIRECTOR MILLER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the *Professional Services Agreement between Client and Consultant*, and authorize the President to execute the contract on the following roll call vote:

AYES:	Elliott, Fougner, Gomez, Miller, Ploetz
NOES:	None
ABSENT:	None
ABSTAIN:	None

- b. Emergency Access Roads: Director Ploetz reports that the roads continue to be well maintained by the contractor and he did not report seeing any weeds on the roads.

10. New Business

- a. Assessments for Weed Abatement Season 2021-22: Deputy Chief Usher summarized the staff report provided in the meeting material. He noted that three parcels that were forced abated total \$16,037.28, which includes the administrative fee. He requested that a public hearing be set to allow the property owner to appeal, and to adopt a resolution at the July meeting ordering the assessment of unpaid charges. He responded to questions from the board.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR PLOETZ, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the following staff recommendations:

1. Set July 13, 2022, as the date of the public hearing to levy assessments on the FY23 property tax roll for collection of delinquent 2021 weed abatement charges;
 2. Agendize for adoption on July 13, 2022 a resolution *entitled* Resolution of the Vista Fire Protection District Approving and Confirming a Report and Account for Abatement of Weeds, Shrubs, Dead Trees, and Waste Matter for Fiscal Year 2021/22, and Ordering The Assessment of Unpaid Charges; and
 3. Direct Staff to retain the list of non-compliant owners publicly posted until July 31, 2022 and deliver to the County of San Diego no later than August 10, 2022 (deadline).
- b. Appointment of Ms. Karlana Rannals as District Clerk: President Fougner reported that there is a need to appoint a Board Clerk/Secretary with the resignation of Ms. Ross. He requested that the Board consider appointing Ms. Rannals in this role that would be in addition to her role as Administrative Manager.

MOTION BY DIRECTOR ELLIOTT, SECOND BY DIRECTOR GOMEZ, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to appoint Karlana Rannals as the District's Board Clerk/Secretary retroactive to May 20, 2022.

11. Directors' Announcements & Written Communications

- a. None

12. Motion for Adjournment

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR GOMEZ, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adjourn at 9:16 pm.

Karlena Rannals
Board Clerk

Robert Fougner
President