

VISTA FIRE PROTECTION DISTRICT

Board of Directors

AGENDA

Meeting Location

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



Regular Meeting

Wednesday, October 11, 2023  
10:00 A.M.

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

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

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

**BUSINESS SESSION – REGULAR AGENDA**

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

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

5. CONSENT CALENDAR

- a. Board of Directors Minutes
  - i) **Approve** the Board of Directors minutes of September 20, 2023
- b. Payroll Register

<b>Approve</b> Payroll paid on October 7, 2023	\$5,983.34
<b>Approve</b> Payroll Taxes paid on paid on October 7, 2023	\$457.73
	<u>\$6,441.07</u>

- c. Accounts Payable  
**Approve** Accounts Payable Check 4123 thru 4130 to be paid October 11, 2023 \$23,196.81  
Auto withdrawal(s) paid on September 8 – October 6, 2023 \$901.95  
\$24,098.76

- d. Receive and File - Information  
i) Fire Department Reports  
(1) *Fire Chief*  
(2) *Fire Marshal*  
(3) *District Inspector*  
ii) Administrative Manager's Report  
iii) Correspondence  
(1) Outgoing  
▪ Jim Desmond, Supervisor Fifth District

6. ORAL REPORT(s)  
a. Fire Chief  
b. Deputy Chief - Administration  
c. Administrative Manager  
d. Legal  
e. Fire Safe Council of Vista - Update  
f. Board of Directors

7. CONTINUING BUSINESS  
a. Contract with Fire Stats  
To discuss and or approve a contract between Vista Fire Protection District and FireStats, LLC to complete quarterly reports that focuses on the Vista Fire Services and their performance within the District boundaries. [Staff Report 2023-17 provided.](#)  
ACTION REQUESTED: **Approve and authorize the execution of contract**

8. NEW BUSINESS  
a. Investment Policy  
To discuss and/or update the District's Statement for Investment of District Funds:  
1) Resolution No. 2023-10 – Investment of District Funds  
a. Policy No. 4010 – Investment of District Funds  
[Staff report 23-18 provided](#)  
ACTION REQUESTED: **Adopt Resolution**

9. DIRECTORS' ANNOUNCEMENTS & WRITTEN COMMUNICATIONS  
Directors are invited to make announcements and share written communications.

10. ADJOURNMENT

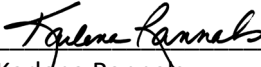


VISTA FIRE PROTECTION DISTRICT  
Board of Directors  
Regular Meeting Agenda  
Wednesday, October 11, 2023 10:00 am PT

CERTIFICATION OF POSTING

I certify that on October 5, 2023 a copy of the foregoing agenda was posted on the District's website and near the meeting place of the Board of Directors of Vista Fire Protection District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2)

Executed at Vista, California on October 5, 2023

  
\_\_\_\_\_  
Karlana Rannals  
Board Clerk



**VISTA FIRE PROTECTION DISTRICT**  
**Rescheduled Regular Board of Directors Meeting**  
**Minutes – September 20, 2023**

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

**Announcement:** *In advance of the regular Board of Directors meeting, all board members, staff and members of the public attended a Meet and Greet with the Fire Chief for Vista Fire Protection District from 9 – 10 am.*

**BUSINESS SESSION – REGULAR AGENDA**

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

1. Pledge of Allegiance

Fire Chief Washington led the assembly in the Pledge of Allegiance.

2. Roll

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

Directors Absent: None

Staff Present: Karlena Rannals, Administrative Manager; Gerard Washington, Fire Chief, Robbie Ford, Deputy Chief; and Fred Pfister, Legal Counsel

3. SPECIAL PRESENTATIONS

Ms. Robin Biglione Putnam delivered a PowerPoint presentation about the status for the reconstruction of Fire Station 3 located on Old Taylor Road. She informed the board that the City of Vista chose the design/build process for the reconstruction. The new station will be rebuilt at the current site, and addressed the concern of Vista Fire Protection District that the response driveway will exit on East Vista Way, that will include traffic signal improvements. She reviewed the site plan, first and second floor useable spaces, and the proposed schedule. The planned schedule is:

- ▶ Temporary Station Construction Start: December 2023
- ▶ Temporary Station Construction Complete: April 2024
- ▶ New Station Construction Start: April 2024
- ▶ New Station Construction Complete: June 2025

She reported on a potential challenge that could change the schedule which is procurement of items that have long lead times, such as electrical panels, gear and emergency generator. She reported that the total project budget is \$10,685,200 in which the District will contribute \$4,500,000, of which a portion of the funds will come from Fire Mitigation Funds (FMF) collected. She responded to questions from the Board.

Ms. Rannals reported that the City currently holds in trust \$452,766, and the district has at the end of FY23 an additional \$259,086. She acknowledged that the City of Vista Finance department has confirmed that they understand that the District will exhaust all FMF monies prior to spending general fund monies.

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

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

5. Open Discussion with the Board (Public Comment)

- a. Joanne Demmer, Gopher Canyon Rd, Vista: spoke about her concern about all of the new construction in the Bonsal Oaks project, the increased traffic and how it will affect emergency response and the fires that have been occurring in the area.
- b. Kim Reynolds, Gopher Canyon Rd, Vista: spoke about the “pop-up” taco stands. She reported flames shooting from their grills, and not only is there a traffic hazard, but a concern about fires in the area. She also suggested that a free chipping event be considered. Director Ploetz informed her that CalFire has this program, however, all of the dates are full for this year. This is something that the Fire Safe Council of Vista could consider for next year.
- c. Arnold Keene, Buena Creek Rd., Vista: he informed the board that his interest is in the Buena Creek area. He has a specialty in vegetation management. While Buena Creek is a very scenic drive, there is a lot of dead eucalyptus trees in the creek; and he believes that there is support to eliminate the fuels.
- d. Joe Lamond, Buena Creek Rd., Vista: he echoed the previous speaker comments. He also conveyed his appreciation to the board members for their service to the community.

*Ten-minute recess*

6. Consent Calendar

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR GOMEZ, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted:

- a. *Board of Directors Minutes*
  - Board of Directors minutes August 9, 2023
- b. *Payroll Register*

• Payroll paid on September 7, 2023	\$4,583.34
• Payroll taxes paid on September 7, 2023	<u>\$350.63</u>
Total	\$4,933.97
- c. *Accounts Payable*

• Accounts Payable Check 4111 thru 4122 paid September 20, 2023	\$120,506.66
• Auto withdrawal(s) paid on August 7 – September 7, 2023	<u>802.95</u>
Total	\$121,309.61
- d. *Receive and File*
  - i) Fire Department Reports
    - (1) *Fire Chief*
    - (2) *Fire Marshal*
    - (3) *District Inspector*
  - ii) Annual Hydrant Report – Little Yellow Buddies
  - iii) Administrative Manager’s Report
  - iv) Correspondence
    - (1) *None*

7. Oral Report(s)

- a. *Fire Chief* – Chief Washington summarized his background and experience. He is excited for the opportunity to serve the community. Director Miller requested a focused discussion at a future meeting regarding the roles and responsibilities of the additional services for the Fire Inspector. He would like to see the inspector bring ideas to the board to educate and serve the residents of the District. The Board Clerk will calendar for the November meeting. Chief Washington was welcomed by all members of the Board.
- b. *Deputy Chief – Administration* – Chief Ford reported that the gate at El Paso Alto has been vandalized, once again. Inspector Kozakiewicz has been working Mobile Weld and Ms. Rannals to get the barrel lock installed the week of September 25<sup>th</sup>. The Fire Department is completing the hire EMTs to launch the new ambulance on October 9<sup>th</sup>.
- c. *Administrative Manager – Ms. Rannals*  
In addition to her written report, she reported on the following:
  - The onsite financial audit was completed September 18 by Jonathan Abadesco, CJ Brown & Company, CPAs. She reminded the board that she assumed the financial responsibilities mid-year (January 1) and was pleased that the auditor proposed only two reclassifications. The draft audit will be ready for her review mid-October and scheduled for acceptance at the November board meeting.
- d. *Legal - Mr. Pfister* – the pending issue to report will be discussed in closed session.
- e. *Fire Safe Council of Vista – Update:* Director Gomez reported that the Council held their first meeting September 19. They agreed to meet monthly, and their first project will be October 28 at the *Dia De Los Muertos at Guajome*. This will be an opportunity to promote Fire Prevention Week and the Fire Safe Council. In addition to the inaugural event, they are discussing other programs such as evacuation plans, residential sprinkler systems, and the implementation of the Community Wildfire Protection Plan (CWPP). The board members requested that the CWPP be discussed at a future meeting and discuss the initial steps for implementation.
- f. *Board of Directors*
  - *Ploetz* – discussed the outstanding cooperation and work of Ed Kramer, Emergency Manager on the rewrite of the CWPP into the proper template.
  - *Miller* – asked if the City of Vista has a current CWPP. Chief Washington agreed to research, find the answer and report back.

8. Continuing Business

- a. *None*

9. Public Hearing(s)

- a. *Final Budget Fiscal Year 2023/24*

President Elliott opened and closed the public hearing. Ms. Rannals reported that there were no written comments submitted.

10. New Business

a. *Resolution No. 2023-08*

Ms. Rannals summarized the staff report and the purpose of the resolution that establishes committed and/or constrained fund balances for FY23. Staff evaluates the District's equity (or fund balance) to ensure the appropriate reserves are allocated to meet the constraints of GASB 54, in addition to the long- and short-term financial needs of the District. Resolution No. 2023-08 meets GASB 54 criteria and Exhibit A reallocates the unassigned fund balances to achieve the long and short-term financial needs. She responded to questions from the board.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR PLOETZ, and APPROVED to accept staff's recommendation listed in Staff Report 23-15 and ADOPTED Resolution No. 2023-08 *entitled* a Resolution of the Board of Directors of the Vista Fire Protection District Establishing Committed and/or Constrained Fund Balances for FY23 on the following roll call vote:

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

b. *Final Budget FY 2023/24*

Ms. Rannals delivered a PowerPoint presentation on the Final Budget for FY24 focusing on the differences between the Preliminary and Final budget. She reports that revenue projection \$4,980 (in thousands) is expected to increase (1.0%). The revenue anticipated is primarily from the San Diego County Tax Assessor's FY24 estimated receivables (\$4,535); the remainder is comprised of Grant, Interest and Miscellaneous revenue.

She reports that the overall Operating Budget of \$4,727 (in thousands) increased (12.1%). She summarized the expenditure changes between the proposed budget and preliminary budget expenditures that include:

- Emergency Services – \$4,535 (\$147) - this is where 90% of the tax revenue goes to fund the emergency response and fire prevention services. Since property tax is expected to increase 5.8%, so should this expense.
- Maintenance & Repair – \$39 (\$5) – the overall increase is the direct result of the gate repair planned for El Paso Alto.
- Training/Education Grant – \$26 (\$15) – the District anticipates sending representative to the Fire District's Association conference in 2024.

She also provided an updated overview of the District's cash position and she responded to questions from the Board.

MOTION BY DIRECTOR GOMEZ, SECOND BY DIRECTOR FOUNGNER, and ADOPTED Resolution No. 2023-09 *entitled* a Resolution of the Board of Directors of the Vista Fire Protection District Adopting a Final Budget for Fiscal Year 23-24 on the following roll call vote:

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

11. Closed Session

Pursuant to the following section, the board met in closed session from 12:25 – 1:00 pm and discussed the following:

- a. Potential Litigation (1) Case – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9  
*All board members listed and Fred Pfister, Attorney, White & Bright, Karlana Rannals, Administrative Manager, and Gerard Washington, Fire Chief participated in this discussion.*

12. Announcement of Closed Session

Upon reconvening, President Elliott reported that direction was provided to legal counsel to settle a potential litigation case.

13. Directors' Announcements & Written Communications

*Elliott:* reported that he, Director Ploetz and Ms. Rannals met with Jim Desmond, Supervisor, Fifth District. This was an introductory meeting, and they plan to meet at least once a year.

14. Adjournment

President Elliott adjourned the meeting at 1:02 pm.

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Karlana Rannals  
Board Clerk

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James F. Elliott  
President



**VISTA FIRE PROTECTION DISTRICT**  
**PAYROLL REGISTER - Septembe (Paid 10/06/23)**

Payment No.	Name	Gross
Direct		
Deposit	Elliott, James (Jul - Sep 2023)	\$ 300.00
Direct		
Deposit	Fougner, Robert (Jul - Sep 2023)	\$ 300.00
Direct		
Deposit	Gomez, Daniel (Jul - Sep 2023)	\$ 300.00
Direct		
Deposit	Miller, Read (Jul - Sep 2023)	\$ 200.00
Direct		
Deposit	Ploetz, John (Jul - Sep 2023)	\$ 300.00
Direct		
Deposit	Rannals, Karlena	<u>\$ 4,583.34</u>
		\$ 5,983.34
	Employer Payroll Taxes	
	Federal (Social Security/Medicare)	\$ 457.73
	State	<u>\$ -</u>
		<u><u>\$ 6,441.07</u></u>

**VISTA FIRE PROTECTION DISTRICT  
ACCOUNTS PAYABLE  
September 20, 2023**

Check #	PAYEE & ADDRESS	DESCRIPTION	AMOUNT
Auto Withdrawal	SmartSpace Vista (c/o SVN Vanguard) 4455 Murphy Canyon Road, Ste 200 San Diego, CA 92123	Space Rent - October 2023 <i>Paid 10-03-2023</i>	\$802.95
Auto Withdrawal	ADP, Inc.	September Payroll Fee <i>Paid on 10-06-2023</i>	\$99.00
		<b>Accounts Payable (Auto withdrawal)</b>	<b>\$901.95</b>
4123	AZTEC LANDSCAPING 7980 Lemon Grove Way Lemon Grove, Ca 91945	Emergency Access Roads, Invoice # L3546, September 2023	\$2,082.00
4124	CJ Brown & Company CPAs 10805 Holder St, Ste 150 Cypress, CA 90630	Progress billing - FY23 Audit	\$6,186.00
4125	CITY OF VISTA 200 Civic Center Drive Vista, CA 92084	Fire Inspector Services - Invoice #24939 (Sep 23)	\$8,027.75
4126	MOBILEWELD, INC 356 S. Pacific St San Marcos, CA 92078	Fabricate & Install Gate Barrell Lock	\$5,473.00
4127	RANNALS, Karlena	Out of Pocket Expenses (Sep 1 - 30, 2023)	\$159.94
4128	RGM CONSULTING 815 Sierra Verde Dr. Vista, CA 92084	Monthly Maintenance (Oct 2023) Inv # 7183	\$150.00
4129	STREAMLINE P.O. Box 207561 Dallas, TX 75320-7561	Monthly Billing for Webhosting Invoice # 67009CA4-0035	\$84.00
4130	WHITE AND BRIGHT 970 Canterbury Place Escondido, CA 92025	Legal Fees - District Business Invoice #11177 (September)	\$1,034.12
		<b>Accounts Payable (Checks)</b>	<b>\$23,196.81</b>
	PAYROLL:		
	See Payroll Register	Employee & Directors	\$5,983.34
	U.S. TREASURY (PAYROLL TAX)	FEDERAL FORM 941-EFT VIA EFTPS-DEPOSIT	\$457.73
		<b>August Payroll Total</b>	<b>\$6,441.07</b>
		<b>Total District Expenses - August 2023</b>	<b>\$30,539.83</b>
	<b>Director</b>		<b>11-Oct-23</b>
			
	<b>Administrative Manager</b>		<b>6-Oct-23</b>

TO: BOARD OF DIRECTORS  
FROM: GERARD WASHINGTON, FIRE CHIEF  
SUBJECT: MONTHLY ACTIVITY REPORT – FIRE CHIEF’S REPORT  
DATE: October 5, 2023



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## **Monthly Activity Summary (September 1 – September 30, 2023)**

The following highlights the work activities or significant events for the reporting period:

1. Ed Kramer and John Ploetz completed the draft CWPP. The draft needs updated maps that will be provided by CALFIRE. Once those are inserted in the draft, it will be sent to Lakeside Fire Chief Don Butz to vet the product.
2. A new tamper-proof “barrel lock” assembly was installed on the El Paso Alto gate.
3. Interviews and hiring for the BLS Transport Program are ongoing. The target start date has been pushed to October 23.
4. Two existing ambulances are being prepared for the program by Fleet and Fire staff.
5. Ten (10) firefighter/paramedic applicants just completed Fire Chief interviews and are headed to backgrounds.
6. Division Chief interviews were conducted by Senior Fire Leadership.
7. Firefighters completed North Zone Rope Rescue Training. The next North Zone training is Confined Space Rescue in November.
8. Twenty-six (26) Vista Fire employees seeking additional training, classes, and higher education.
9. Monthly statistical reports—Tableau (the statistical repository we use) had not been updated since early May. Until the data is restored, the reports will be delayed. NorthComm expects to have the position filled soon.
10. FireStats has provided a quote for quarterly and annual fire district statistics.

TO: BOARD OF DIRECTORS  
FROM: MARK VIEROW, FIRE MARSHAL  
SUBJECT: MONTHLY ACTIVITY REPORT – FIRE MARSHAL  
DATE: October 5, 2023



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## Monthly Activity Summary (September 1-30, 2023)

The following highlights the work activities for the reporting period:

1. Projects:
  - Silverado – Multifamily, 425 block of Smilax  
15 buildings, 13 complete  
**No Change**
  
  - Bonsall Oaks, Gopher Canyon Rd  
3 Models, 1<sup>st</sup> fire sprinkler inspection complete  
3 Community Buildings, 1<sup>st</sup> fire sprinkler inspection complete  
**No Change**
2. Plan checks and construction inspections continue.
  - 7 plan checks
  - 11 construction inspections
3. One lot to be annexed into the City. 752 Bush Dr; APN 166-450-14-00.  
Septic system failure and the county will not allow them to put in a new system. Annexing into city to be able to connect to sewer system.

TO: BOARD OF DIRECTORS  
FROM: James Kozakiewicz, Fire Inspector  
SUBJECT: MONTHLY ACTIVITY REPORT – FIRE  
DATE: October 5, 2023



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## **Monthly Activity Summary (September 1 – October 5, 2023)**

The following highlights the work activities for the reporting period:

1. Inspector Kozakiewicz represented the VFPD at the County Fire Safe Council Meeting on 9/14/2023.
2. Evaluated all emergency roads on 10/5/2023 with Director Miller.
3. Barrel Lock Project at El Paso Alto EAR has been completed.
4. Weed abatement second wave inspections are moving to posted notice.
5. SDCFPO September training provided education on fire alarm systems presented by Symons Fire.
6. Offsite training presented by OSFM provided education on statutes and regulations regarding the CFC and HSC.

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



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### **Activity Summary (September 1 – 30, 2023)**

The following highlights my work activities for the reporting period:

1. Returned September 7, personal travel (vacation)
2. Prepared year-end financial reports in preparation of FY23 Audit. On site work to begin September 18, 2023
3. Prepared agenda items and supporting reports for September 20 Board of Directors meeting
4. Met September 14 with Jim Desmond, Supervisor, Fifth District (in person) with Director's Elliot and Ploetz to discuss topics of interests on behalf of the district
5. Supported Jonathan Abadesco, CJ Brown & Company CPAs with the onsite September 18
6. Attended September 20 Board of Directors meeting
7. Closed the FY23 financials in QuickBooks
8. Researched and proposed updated investment policy
9. Submitted September 27 to San Diego County Property Tax Services the required final budget

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

### **Future Activity**

1. Development of Purchasing Policy
2. Website Refresh
3. Continue reorganization of files



# VISTA Fire Protection District

## Board of Directors

James F. Elliott

*President*

John Ploetz

*Vice President*

Robert Fougner

*Director*

Daniel Gomez

*Director*

Read Miller

*Director*

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Karlana Rannals

*Clerk, Board of*

*Directors/Admin. Mgr.*

Gerard Washington

*Fire Chief*

September 18, 2023

Jim Desmond

Supervisor, Fifth District

1600 Pacific Highway, Room 335

San Diego, CA 92101

Dear Supervisor Desmond:

On behalf of the Vista Fire Protection District Board of Directors we wish to thank you and Ms. House for meeting with Director John Ploetz, our Administrative Manager Karlana Rannals, and me on September 14<sup>th</sup>. We know that you are very busy, and we appreciate the opportunity to introduce ourselves and acquaint you with our district, and our mission. We are dedicated to serving the 20,000 people that live within our 19 square-mile district. Your continued support for fire prevention, suppression, and emergency preparedness in our region plays an important role in our success.

As you are aware, fire season is now a year-round problem. Your support of road clearance and fuel reduction projects in this region, and more specifically along Gopher Canyon Road and Buena Creek roads, is of great value. While CalFire has added these roads to the grant received from the State, any information about the timing of the work is appreciated. We look forward to working with your staff on these and other projects that improve the delivery of emergency services to North San Diego County.

Again, we thank you for your time, and look forward to continuing this relationship and to future meetings with you and/or your staff. In the meantime, if we can be of any assistance, please do not hesitate to contact our office.

Sincerely,

*James F. Elliott*

James F. Elliott

President, Board of Directors

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# STAFF REPORT

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23-17

TO: BOARD OF DIRECTORS  
FROM: ROBBIE FORD, DEPUTY FIRE CHIEF  
SUBJECT: FIRESTATS CONTRACT FOR QUARTERLY RESPONSE DATA  
DATE: OCTOBER 6, 2023

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## RECOMMENDATION

Approve a contract between the Vista Fire Protection District and FireStats, LLC for annual and quarterly data in the amount of \$8,600 which includes one time Script charges, four quarterly reports, and one annual report, and authorize the Fire Chief or Administrative Manager to execute

## BACKGROUND

The Fire District received the annual report prepared by Fire Stats, LCC during the July 2023 board meeting. The Board discussed using FireStats, LLC for ongoing reporting in addition to the annual report. The Fire District requested staff obtain a quote from FireStats, LLC to provide four (4) quarterly reports and an annual report at the conclusion of each fiscal year. See attachment

## CURRENT SITUATION

Fire Department staff had been providing monthly statistical reports using data available through software provided by North County Dispatch JPA (North Comm). However, interruptions in this process beyond the control of the fire department resulted in staff being unable to provide these reports. During this period, FireStats, LLC and fire department staff delivered the annual report to the Fire Board. The Fire Board discussed the use of FireStats, LLC to continue providing the data quarterly so the district could be informed and see the data in a consistent format with the annual report.

## ATTACHMENT(S)

1. Quote – FireStats, LLC





**Proposal to Provide Analysis Services to  
The Vista Fire Department**

**By  
FireStats, LLC.  
August 21, 2023**

### **Introduction**

FireStats, LLC., recently completed two projects (“Projects”) for the District in which we looked at system variables that influence travel times and we made some inferences about the differences in travel times for resources responding into the District and the City and we created some periodic metrics of performance and demand.

At the request of the board, we offer to continue the Project by providing an annual report and a quarterly report that include some of the elements of the Project and that focusses on Vista Fire services and performance in the District.

### **Project Elements**

#### **I. Annual Report**

FireStats will develop an annual report that focusses on the call volumes, incident types, locations, response and travel times and any other areas of interest in the District on an annual basis on a calendar or fiscal year (the board’s discretion as to which.)

#### **II. Quarterly Report**

FireStats will develop a quarterly report that is substantially similar to the annual report but that tracks some values quarterly and compares quarter to quarter.

### **Costs**

- 1. Update database from NorthCom** (access the TriTech CAD via VPN connection and run SQL queries, extracts, transformations and loads to the FireStats online analysis tools.) This will be waived if we are updating the database pursuant to work for the Vista Fire Department.  
\$200.00 per update
- 2. Script the Annual Report**  
\$1,400 (one time)
- 3. Annual Report**  
\$2,800 per year
- 4. Script the Quarterly Report**  
\$1,400 (one time)
- 5. Quarterly Report**  
\$2,800 per year (\$700 each)

**6. Zoom Meeting to Present Any Report**

\$250.00 per meeting

**7. Ad Hoc Analysis**

\$140 per hour

The costs listed above may be reduced if we have efficiencies from work performed for the Vista Fire Department or the Fire District.

**END**

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# STAFF REPORT

23-18

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TO: BOARD OF DIRECTORS  
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER  
SUBJECT: FINANCIAL POLICY - ADOPTION  
DATE: OCTOBER 6, 2023



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## RECOMMENDATION

Staff recommends that the Board of Directors update and adopt the Financial Policy No. 4010 – Investment of District Funds and Resolution 2023-10 amending the Investment of District Funds Policy.

## BACKGROUND

As required by California Government Code §53646, the District has a Policy that governs the investment of surplus funds for purposes of generating investment income for the District. It is required that the Board to periodically review and approve amendments to the Policy so that it reflects and responds to the changing economic and investment market.

Periodic reviews must be conducted at a public meeting per Government Code §53646(a). The last comprehensive review of the District’s Policy was conducted in 2011.

Staff compared the District’s current policy with policies from other fire agencies and the sample policy provided by the California Special District’s Association. Based upon research, staff recommends that the District’s Policy be amended as shown in Attachment 2.

## ATTACHMENTS

1. Resolution 2023-10 *entitled* Resolution of the Board of Directors of the Vista Fire Protection District Approving the Amendment of the District’s Investment Policy
2. Proposed Financial Policy No. 4010 – Investment of District Funds

## RESOLUTION NO. 2023-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VISTA FIRE PROTECTION DISTRICT AMENDING THE INVESTMENT OF DISTRICT FUNDS POLICY

**WHEREAS**, California Government Code Section 53646 requires that the District adopt a Statement of Investment Policy and periodically review the Policy; and,

**WHEREAS**, since the Board's adoption of the District's Policy, the Board of Directors has periodically reviewed and amended the Policy; and,

**WHEREAS**, the Board of Directors has reviewed the policy and agrees with the staff recommendation, to amend the Policy to simplify and eliminate outdated language.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of Vista Fire Protection District does hereby approve the Investment of District Funds Policy attached hereto as "Exhibit A."

**PASSED AND ADOPTED** at regularly scheduled meeting of the Board of Directors of the Vista Fire Protection District on October 11, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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JAMES F. ELLIOTT  
President

ATTEST:

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Karlana Rannals  
Board Clerk

## **ADMINISTRATIVE POLICY AND PROCEDURES**

POLICY TITLE	Investment of District Funds
POLICY No.	4010
ADOPTED	
REVISED	

### **4010 Investment of District Funds**

#### 4010.1 PREMISE

- a) The State Legislature has declared the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (Government Code (GC) § 53600.6 and § 53630.1); and,
- b) Government Code Sections 53601, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency; and,
- c) The treasurer or fiscal officer of a local agency is required to annually prepare and submit a statement of investment policy and such policy, and any changes thereto, is to be considered by the local agency’s legislative body at a public meeting (GC § 53646(a)). The statement shall also be annually presented to any oversight agency of the local agency.
- d) For these reasons, and to ensure prudent and responsible management of the public’s funds, it is the policy of the District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of District funds.

#### 4010.2 SCOPE:

This investment policy applies to all financial assets of the District. These funds are accounted for in the annual audited financial statements of the District and include:

- a) Demand Accounts
- b) Investments
- c) General Fund
- d) Local Agency Investment Fund [others]
- e) Operation and Maintenance Fund
- f) Enterprise Funds [others]

#### 4010.3 PRUDENCE:

The Board and persons authorized to make investment decisions subject to these policies are fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a fiduciary shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the District, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived.

## **ADMINISTRATIVE POLICY AND PROCEDURES**

POLICY TITLE	Investment of District Funds
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Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from policy or expectations are reported in the next issued quarterly treasury report and appropriate actions are taken to control adverse developments. When a deviation poses a significant risk to the District's financial position, the fiscal officer shall notify the Board immediately.

### 4010.4 OBJECTIVES:

As specified in GC §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, the primary objectives of the investment activities, in priority order, shall be:

- a) Safety: Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the whole portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- b) Liquidity: The secondary objective shall be to meet the liquidity needs of the District.
- c) Yield: The third objective shall be to achieve a return on the funds under the District's control.

### 4010.5 PROHIBITED INVESTMENTS:

The District shall not invest any funds in inverse floaters, range notes or interest-only strips that are derived from a pool of mortgages. The District shall not invest any funds in any security that could result in zero interest accrual if held to maturity; however, the District may hold this prohibited instrument until its maturity date. The limitation does not apply to investments in shares of beneficial interest issued by diversified management companies as set forth in California Government Code Section 53601.6.

### 4010.6 REPORTING:

At least quarterly, the Administrative Manager shall submit an investment report to the Board of Directors within 45 days following the end of the quarter. The report shall include the following information:

1. type of investment, issuer, date of maturity, par and dollar amount invested in all securities, investments and money held by the District;
2. description of any of the District's funds, investments or programs that are under the management of contracted parties, including lending programs;
3. for all securities held by the District or under management by any outside party that is not a local agency or the State of California Local Agency Investment Fund, a current market value as of the date of the report and the source of this valuation;
4. statement that the portfolio complies with the Investment Policy or the manner in which the portfolio is not in compliance; and
5. statement that the District has the ability to meet its pool's expenditure requirements (cash flow) for the next six months or provide an explanation as to why sufficient money shall or may not be available.