



**VISTA FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – January 11, 2023**

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

**REGULAR AGENDA**

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

1. Pledge of Allegiance

Director Gomez led the assembly in the Pledge of Allegiance.

2. Roll Call

Directors Present: Elliott, Fougner, Gomez, Miller, Ploetz (*arrived at 5:01*)

Directors Present via Zoom: None

Directors Absent: None

Staff Present: Karlena Rannals, Administrative Manager, and Fred Pfister, Legal Counsel

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

MOTION BY DIRECTOR GOMEZ, 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.

4. Open Discussion with the Board (Public Comment)

No one requested to speak to the Board. President Elliott reported that the following students from Rancho Buena Vista High School were in attendance as a requirement of their Economics Class:

1. Zak Montero
2. Edwin Jimenez

5. Consent Calendar

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR MILLER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the consent calendar, with the removal of Item 5.c. – Accounts Payable.

*a. Board of Directors Minutes*

- i. Board of Directors minutes of December 14, 2022

*b. Payroll Register*

- |  |               |
|--|---------------|
| i. Payroll Checks 4010 thru 4014 paid on December 31, 2022 | \$4,957.50    |
| ii. Payroll taxes paid on December 31, 2022                | <u>379.26</u> |

Total \$5,336.76

*d. Receive and File*

- i. Fire Department Reports
  1. District Fire Inspector’s
  2. Fire Marshal
  3. Fire Chief
  4. Fire Department Performance Report – November 2022

- e. *Ad Hoc Committee Reports*
  - i. Community Wildfire Protection Plan
- f. *Administrative Manager's Report*
- g. *Finance*
  - ii. Investment Portfolio Summary – December 31, 2022

Director Fougner requested to discuss the Accounts Payable – specifically the invoice payable to the City of Vista. While he acknowledges that the amount invoiced is correct, he would like to see some type of certification that the amounts invoiced by the vendor is correct. In particular, since the District sends large sums of money for payment of emergency services. Staff agreed to develop a certification form to include with the accounts payable summary sheet to ensure board members the amounts paid are accurate.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR PLOETZ, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve Consent Calendar, Item 5.c. – Accounts Payable.

6. Oral Report(s)

- a. *Fire Chief/Deputy Chief* – Deputy Chief Usher was unable to attend; however, Ms. Rannals announced on behalf of Chief Usher that the interim Fire Chief had been selected. He name is Chief Roy Palmer who spent the majority of his career in Oregon working his way up from Firefighter, and retired as their Fire Chief. His hire date is effective January 17, 2023.
- b. *Fire Marshal* – Chief Usher was unable to attend
- c. *Ad Hoc Committee Reports*
  - i. Community Wildfire Protection Plan – Director Ploetz reported that a meeting is planned with Chief Usher later in the month
  - ii. Emergency Access Roads – no report
- d. *Administrative Manager – Ms. Rannals*
  - i. She reminded board members to complete the ethics training and provide her a copy of the certificate of completion.
  - ii. She requested that the required harassment training be completed by February 28, 2023.
  - iii. All board members should anticipate a notice from the County of San Diego about the required Form 700 filing around February 1<sup>st</sup>
  - iv. Effective with tax apportionment #6 (January 2023), the County will deposit the tax proceeds directly to the County pool, instead of Wells Fargo. This will allow the funds to accrue at a higher interest rate until paid.
  - v. Services for Ms. Joan Thurman (the District's former CPA) are planned for January 28, 2023.
- e. *Legal - Mr. Pfister* – no report

7. Public Hearing

- a. *Ordinance No. 2023-02*

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

8. Continuing Business

a. *Ordinance No. 2023-02*

Ms. Rannals informed the Board that no changes were made to the ordinance since its introduction at the December meeting. This ordinance establishes the collection of fees for services provided. It is congruent with the City of Vista fee schedule. She reports that the Ordinance would become effective February 26, 2023.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR PLOETZ, to adopt Ordinance No. 2023-02 *entitled* An Ordinance of the Board of Directors of the Vista Fire Protection District Adopting Fees for Service by Reference to the California Health and Safety Code Section 13916 and Section 13919 and approved on the following roll call vote:

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

President Elliott requested that the board clerk publish a *Notice of Ordinance Adoption* pursuant to all applicable codes.

b. *Eighth Supplemental Agreement*

President Elliott reports that this matter will be deferred to the next meeting, since Deputy Chief Usher was unable to attend.

c. *Sixth Supplemental Agreement*

President Elliott reports that this matter will be deferred to the next meeting, since Deputy Chief Usher was unable to attend. However, he reported that he and Director Fougner had a constructive conversation discussing the potential overpayment for services. Chief Usher has some ideas on how to resolve the matter.

9. New Business

a. *Resolution No. 2023-01*

Ms. Rannals reported that the resolution submitted for consideration changes the regular meeting time for the Board of Directors meetings. The new meeting time will be at 10 am, continuing on the second Wednesday of each month.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR GOMEZ, to adopt Resolution No. 2023-01 *entitled* A Resolution of the Vista Fire Protection District Establishing Time and Placer of Regular Meetings, Holiday and Emergencies and approved on the following roll call vote:

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

b. *Changes to Remote Meeting Procedures and Brown Act Update*

Mr. Pfister summarized his memorandum included in the meeting packet. He informed the Board that the Board has two options, 1) conduct a remote meeting in the way they were held before COVID-19; or 2) hold a remote meeting under the new requirements of AB2449. Should the Board decide to adopt a resolution to hold a meeting under the new requirements (AB2449) there are costs implications as the procedure entails that the agenda under this option must contain the address of the physical location within the District where at least three (3) Directors will meet, and it must also contain the dial-in information for the audiovisual platform (e.g., "Zoom"). This option offers the opportunity for public participation.

The Board requested that the Administrative Manager research the pros and cons, cost and complications of implementing the requirements of AB 2449. She will target a report back to the Board for the March meeting.

c. *Budget Authorization*

Ms. Rannals summarized the staff report provided. She reports that as a member of the California Special District Association, she learned of the CSDA's Special District Leadership Academy that will be held in La Quinta, CA. She reports that since the conference was not budgeted, she needed approval for staff and board members to attend and authorize the expenditures. The Board discussed the benefits of attending and agreed to support the training.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR GOMEZ, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the attendance and expenditures for up three participants (two board members and the Administrative Manager) to attend the CSDA's Special District Leadership Academy Conference that will be held at the Embassy Suites La Quinta Hotel & Spa February 26 – March 1, 2023.

d. *Call for Nominations*

President Elliott reviewed the letter from LAFCO soliciting interest from any board member interested in submitting their name as a candidate to serve on the LAFCO Board of Directors. No board member expressed any interest to self-nominate. There was no action taken.

10. Directors' Announcements & Written Communications

*Director Miller:* informed the Board that thru conversation with the Administrative Manager, she has suggested that any board member interested in a "field trip" to the 9-1-1 center (North County Dispatch JPA) in Rancho Santa Fe she can arrange for a tour. During the discussion, four board members expressed their interest and the Administrative Manager will make arrangements for two tours (two board members each) and target March 2023.

*Director Gomez:* announced that he will not be able to attend the February meeting due to a planned vacation.

*10-minute recess*

11. Closed Session

Pursuant to the following section, the board met in closed session from 6:51 – 7:55 pm to discuss the following:

Conference with negotiators for the following real property (\$54956.8)

2319 Panoramic, Lot 1, Vista

Negotiating Parties: Jim Elliott, Director; Read Miller, Director

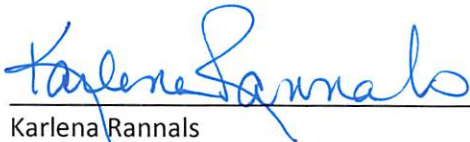
Under Negotiation: Both Price and Terms of Payment

*All board members listed and Karlana Rannals, Administrative Manager, Fred Pfister, Legal Counsel and Stephanie Cavanaugh, Realty Masters participated in this discussion.*

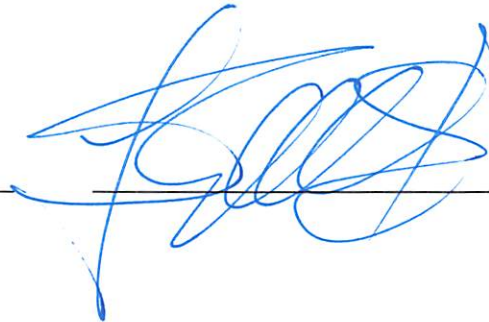
Upon reconvening, the District's attorney Mr. Pfister announced that that a counter offer for the property at 2319 Panoramic, Lot 1, Vista approved and direction was given to the negotiating parties and the broker. The motion was made by Director Gomez, second by Director Ploetz, CARRIED 4/1 (Miller).

12. Motion for Adjournment

MOTION BY DIRECTOR GOMEZ, SECOND BY DIRECTOR ELLIOTT, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adjourn at 7:59 pm.



Karlana Rannals  
Board Clerk



James F. Elliott  
President