



VISTA FIRE PROTECTION DISTRICT
Rescheduled Regular Board of Directors Meeting
Minutes – November 15, 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 10:03 AM at the “Smart Space” conference room located at 450 South Melrose Drive, Vista CA.

1. Pledge of Allegiance

President Elliott led the assembly in the Pledge of Allegiance.

2. Roll

Directors Present: Elliott, Miller, Ploetz

Directors Absent: Fougner, Gomez

Staff Present: Karlena Rannals, Administrative Manager; Gerard Washington, Fire Chief; Bret Davidson, Deputy Chief, James Kozakiewicz, Fire Inspector; and 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 PLOETZ, SECOND BY DIRECTOR MILLER, CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted:

a. *Board of Directors Minutes*

1. Board of Directors minutes October 11, 2023

b. *Payroll Register*

1. Payroll paid on November 7, 2023	\$4,583.34
2. Payroll taxes paid on November 7, 2023	\$ <u>350.63</u>
Total	\$4,933.97

c. *Accounts Payable*

1. Accounts Payable Check 4132 thru 4139 paid November 15, 2023	\$225,554.14
2. Auto withdrawal(s) paid on October 7 – November 7, 2023	<u>888.11</u>
Total	\$226,442.25

d. *Receive and File*

i) Financial Quarterly Report

- (1) FY24 Budget to Actual GF – September 30, 2023
- (2) FY 24 Revenue to Expenditures FMF – September 30, 2023
- (3) FY24 Combined Balance Sheet – September 30, 2023
- (4) Portfolio Summary Report – September 30, 2023

- Interest Rate Summary

ii) Fire Department Reports

- (1) *Fire Chief*

- (2) *Fire Marshal*
- (3) *District Inspector*
- iii) *Administrative Manager's Report*
- iv) *Correspondence*
- (1) *None*

5. Oral Report(s)

a. *Fire Chief* – Chief Washington in addition to his report:

1. Strike Team was sent to Riverside County as a result the new fire engine was damaged.
2. Personnel participated in Confined space training.
3. The Tri-City Hospital was cyber attacked, transports were affected.
4. BLS Ambulance placed in service November 5, 2023
5. Met with Oceanside Fire Chief Parsons to discuss service delivery within the Zone; and
6. The Fire Department was allocated 1.3 million from the City General Reserves and Fund Balance to fund Opticom and GIS expenses.

b. *Deputy Chief – Administration*: Deputy Chief Davidson reported the following:

1. Reported on the structure fire resulting in a fatality.
2. NCDJPA has hired IT personnel, however, Tableau data is still not available to prepare monthly reports.
3. He is the point of contact for the requested Memorandum of Agreement between the District and the San Diego County Fire Protection District. Right now, it is under review by both the City Attorney and the District's legal counsel.
4. Inspector James Kozakiewicz attended the meeting to obtain feedback from board members on the services provided. He is working to update the Weed Abatement Ordinance, as it has not been updated in 20 years. He is aware that there will be a separate discussion regarding the roles and responsibilities of the District inspector in the future. The board members in attendance complimented Inspector Kozakiewicz on his excellent communications.

c. *Administrative Manager – Ms. Rannals*: In addition to her report, she just returned from attending the attending the Board Secretary/Clerk Conference sponsored by California Special Districts Association in Monterey, CA.

Chief Ford also sent her a message following up regarding the Fuel Reduction Clearance on Buena Creek and Gopher Canyon. No date identified for Gopher Canyon Road, and Buena Creek is planned for Spring 2024.

d. *Legal – Mr. Pfister* – he reported that he has been working with the Vista City Attorney on the Memorandum of Agreement with San Diego County Fire Protection District.

e. *Fire Safe Council of Vista – Update*: Director Gomez was unable to attend. There was no report.

f. *Board of Directors*

1. None

6. Continuing Business

a. *Community Wildfire Protection Plan (CWPP)*

Directors Elliott and Ploetz reported that they attended the San Diego County Fire Safe Council meeting on November 9th at the Lakeside Library. They found the meeting to be very informative.

Director Ploetz informed the board members that nothing has happened in moving the revised CWPP to an approved document. After speaking with the staff at the San Diego County Fire Safe Council, it will be early spring of 2024 before it will go before the Fire Safe Council Board of Directors for approval.

Chief Davidson reported that the evacuation routes have been reevaluated and the new routes will be implemented January 2024.

Board members requested future topics for education and/or discussion was 1) what are the effects on the homeowner regarding homeowners' insurance; and 2) Fire Hazard Zones.

7. New Business

a. *Independent Auditor's Report – FY 2022-2023 (Time Certain: 10:30 am)*

Jonathan Abadesco, CJ Brown & Company CPAs participated via Zoom. Mr. Abadesco delivered a PowerPoint presentation summarizing the financial statements of the District noting that the District has received a "clean opinion" for the FY23 audit. He also reported that the auditors 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 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to accept the FY 2022-23 independent audit and management report as presented.

b. *Purchasing Policy*

Ms. Rannals summarized the staff report provided. The District is required to have a purchasing and contracting policy pursuant to the California Public Contracting Code. As a part of the proposed policy, she included the County of San Diego Procurement Policy A-87 that outlines the competitive process for procurement and goods and services and recommended approval.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR PLOETZ, and CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to approve Policy No. 4020 – Purchasing and Contracting Policy, becoming effective immediately.

c. *Contract Renewal – Landscaping Contract*

Ms. Rannals summarized the staff report provided. With the previous board action of approving a new Purchasing and Contracting Policy, the proposed 5% contract increase (from \$25,000 → \$26,250) is under the new \$30,000 threshold and currently does not require that the contract be rebid. It was noted by board members and staff that the work performed by the current contractor Aztec Landscaping is excellent and supported the 12-month extension.

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR MILLER, and CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to authorize a 12-month contract extension with Aztec Landscaping, Inc. for Emergency Access Road Maintenance, Weed Abatement, and As Needed Services to the Vista Fire Protection District from December 1, 2023, to December 1, 2024, at the contract rate not to exceed \$26,250; and further authorize the President to execute the contract extension.

d. *Board of Directors Meeting Calendar*

Ms. Rannals reviewed the meeting schedule for the calendar year 2024. Chief Washington requested consideration from the Board to amend the time of the meeting from 10am to 1pm due to a standing conflict with the City Manager. At the conclusion of the discussion, the staff was given direction to update the necessary resolution at the December meeting noting the new meeting time.

President Elliott requested consideration to change the meeting start time for the December meeting to 1pm and reschedule the regular meeting for January 10 to January 17. At this time, all other meetings outlined within the staff report will remain.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR PLOETZ, and CARRIED 3 AYES; 0 NOES; 2 ABSENT; 0 ABSTAIN to revise the start time for December 13, 2023, to 1pm; and reschedule the January regular meeting to January 17, 2024.

e. *Board of Directors/Staff Workshop*

Chief Washington and Ms. Rannals requested consideration by the board to conduct a board workshop to discuss specific topics in greater detail such as the staff roles and responsibilities, and the strategic direction of the District. This format, although will be open to the public, will allow for an interactive and collaborative session on topics of interest. At the conferring with all on the best date, January 31, 2024, from 9 am – 2 pm, with a break for lunch was selected. In addition, the meeting location will be in the Vista Conference Room, located at Vista City Hall.

f. *City of Vista Fire Department – Mission Statement*

Chief Washington informed the board members that as he was preparing for the job interview, he wanted to know what the mission of the Vista Fire Department was. He did find it, but it was buried in the strategic plan. The document provided summarizes “who we are” and “why we are here.” This will be reproduced and hung in all fire stations and at City Hall. He responded to questions from the board.

g. *Training – Certificate of Achievement in Fire District Leadership*

Ms. Rannals solicited the interest of any staff or board member to attend the training scheduled for December 8-9, 2023, at San Miguel Fire & Rescue Fire Station No. 15. Early registration ends November 29, 2023. Chief Washington and President Elliott wished to attend. Ms. Rannals reported that training money was funded in the budget, and no additional action was required. She will facilitate the registrations.

8. DIRECTORS' ANNOUNCEMENTS & WRITTEN COMMUNICATIONS

a. None

9. Adjournment

President Elliott adjourned the meeting at 1:01 pm.



Karlana Rannals
Board Clerk



James F. Elliott
President