



VISTA FIRE PROTECTION DISTRICT Regular Board of Directors Meeting Minutes – July 12, 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 10:00 AM at the Gallery conference room located at 200 N Civic Center Drive, Vista CA.

1. Pledge of Allegiance

Emergency Manager Ed Kramer led the assembly in the Pledge of Allegiance.

2. Roll

Directors Present: Elliott, Fougner, Gomez, Ploetz

Directors Absent: Miller

Staff Present: Karlena Rannals, Administrative Manager; Roy Palmer, Fire Chief, Robbie Ford, Deputy Chief; Steve Wecklich, Battalion Chief and Fred Pfister, Legal Counsel

3. Introduction

- a. Chief Palmer introduced Ed Kramer, Emergency Manager, City of Vista. Mr. Kramer summarized his professional background highlighting that he was appointed as the Bioterrorism Coordinator for the State of Connecticut. His relocation to southern California eventually led him to apply for the Emergency Manager position for the City of Vista, and has been employed by the City for approximately two years. He is responsible for all emergency management plans for the city including hazard mitigation. A future program that he intends to reactivate is the CERT (Community Emergency Response Team) program.

Chief Palmer reported to the board members that Mr. Kramer is working on the rewrite of the Community Wildfire Protection Plan (CWPP) into the correct template in collaboration with Director Ploetz. In addition, he plans to improve the wildfire communications to residents of the City and District. The board requested an update at a future meeting on the different topics discussed at this meeting.

- b. Fred Pfister, Legal Counsel, introduced his associate Kalli Sarkin. Ms. Sarkin provided a summary of her education and looks forward to assisting Mr. Pfister on behalf of the District.

4. Special Presentations

- a. *San Diego Local Agency Formation Commission, Baron Willis*: Mr. Willis provided an update to the board on the recent decision to approve the detachment of the Rainbow and Fallbrook Water Districts. With this action, the water districts can save approximately 35% in water costs with the ability to purchase elsewhere. He also distributed a sample Municipal Service Review and discussed what LAFCO staff is reviewing. He was uncertain as to when Vista is scheduled, but he agreed to find out and let Ms. Rannals know for distributing this information to the Board.
- b. Paul Rottenberg from FireStats presented the results of the Annual Report of the Vista Fire Department Performance and District Demand. He reported that his objective was to provide an analysis of the fire

department performance, what happens in the District and City, and how is it relative to the equity of services. He used five years of data for his analysis. Some of his observations included:

- Call volume for the Fire Department dipped in 2020 likely due to the impacts of Covid 19. Call volume for the Fire Department increased in 2021 and 2022 in an operationally significant amount. A disproportionate percentage of this increase was in demand for Vista resources from neighboring agencies.
- Call volume for the Fire Department both in the City and District follow the same pattern described above.
- Demand in the City and the District is comparatively stable. He noted that it may be growing, and related to population growth, demographic changes i.e., aging, or other variables.
- Variation in travel times was observed in both the City and the District.

His report also included recommendations:

- The District should continue to watch travel times
- The District should continue its practice of identifying longest travel times. However, it should also be looking at short travel times. He noted that many of the calls in the District are proximate to fire stations and the short travel times do not get observed with the same weight as the long ones.

At the conclusion of the presentation, the Board conveyed their appreciation to Mr. Rottenberg for the thorough report; however, it was determined thru discussion that the staff monthly reports are materially inconsistent with the consultant's analysis, possibly because they may not be looking at the data in the same context. The board agreed to table the discussion and requested Staff to bring back recommendations to present a report based on the same context. The tentative timeline is to report is October 2023.

Ten-minute recess

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

MOTION BY DIRECTOR FOUIGNER, SECOND BY DIRECTOR GOMEZ, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

6. Open Discussion with the Board (Public Comment)

No one requested to speak to the Board.

7. Consent Calendar

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR FOUIGNER, 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 June 21, 2023

b. <i>Payroll Register</i>	
• Payroll paid on July 7, 2023	\$5,288.75
• Payroll taxes paid on July 7, 2023	\$ <u>404.59</u>
Total	\$5,693.34

c. <i>Accounts Payable</i>	
• Accounts Payable Check 4077 thru 4083 paid July 12, 2023	\$8,199.98
• Auto withdrawal(s) paid on June 6 – July 6, 2023	<u>802.95</u>
Total	\$9,002.93

- d. *Receive and File*
- i) Fire Department Reports
 - (1) *District Fire Inspector*
 - (2) *Fire Marshal*
 - (3) *Fire Chief*
 - (4) *Fire Department Performance Report – Unavailable*
 - ii) *Administrative Manager’s Report*
 - iii) *Correspondence - Incoming*
 - (1) None

8. Oral Report(s)

- a. *Fire Chief* – Chief Palmer reported, in addition to the written report submitted, the following:
- *Fire Chief Recruitment*: the City Manager has announced the selection of Gerard Washington as the Fire Chief. He will start August 14, 2023. He has been in communication with Chief Washington to aid in his transition. He reported that he conveyed to Chief Washington the importance of fostering and improving the relationship between the City and the District.
 - *Battalion Chief Recruitment*: Captain Miles Sweeney was promoted to Battalion Chief; Captain Emily Downing will serve as an Acting Battalion Chief.
 - He expressed his appreciation for his time in serving as the District’s Fire Chief. He is concluding a 50-year career, and he is looking forward to returning back home to Oregon.
- b. *Deputy Chief – Administration*: Deputy Chief Ford reported, in addition to the written report submitted, the following:
- *VTA 3 Fire Station Reconstruction*: The plans are still under review; however, they are closer to occupying a temporary facility. Once the improvements are complete, the crews can be relocated and the demolition can occur. The goal is to start the construction in January 2024. He will work with Ms. Rannals to schedule the project manager, Ms. Robin Biglione to attend a future meeting.
 - He reported that he followed up with the Administrator for NorthComm to see if “speeds” could be adjusted for travel times. He reported that there are no speed changes. The impact on other agencies were significant, and they are not able to adjust. The dispatch center is still looking to add a live traffic module to the computer aided dispatch system; however, it is still cost prohibitive.
- c. *Fire Marshal* – Chief Palmer anticipates that the Mark Vierow will be appointed as Fire Marshal by July 1, 2023.

d. *Administrative Manager – Ms. Rannals*

- She informed the board that because of the July 4 holiday, she was not able to prepare the quarterly financials. The information will be included in the August meeting material.
- She reported that the Assessed Valuation reports were received, and the AV for FY 24 is 6.2%. The final budget tax revenue will be increased.
- She informed the Board that she will be out of town from July 15 – July 21.

e. *Legal - Mr. Pfister* – he reported that he was able to access from the archives the four easements requested at the last meeting. In reviewing the El Paso Alto easement, the District did agree to install the gate and have it locked. The maintenance of the lock is not clear. Deputy Chief Ford informed the board that there is still a person cutting the lock for access to the emergency access road. They have been unable to get a license number on the vehicle. It is clearly trespassing, but without the vehicle information the use of law enforcement isn't effective. Staff is researching a long-term solution for the lock. The board requested that the staff get quotes for a gate replacement that could eliminate the use of locks, yet remain secured.

f. *Fire Safe Council of Vista – Update:* Director Gomez reported the first meeting will be August 2nd, and their regular meetings going forward will be the first Wednesday each month at the Vista Valley Country Club. The preliminary plan is to review bylaws, set the first year's goals, timeline and the programs that they want to establish. He also had quotes for business cards and shirts and requested the district grant funds to the Fire Safe Council for such expenses. Ms. Rannals reported that the Board approved the grant line item in the preliminary budget and she would get a check issued. He also reported that he and Director Ploetz plan to attend the general membership meeting for the Fire Safe Council of San Diego County July 13th.

g. *Board of Directors*

- *None*

9. Continuing Business

a. *Community Wildfire Protection Plan (CWPP)*

Chief Palmer coordinated a meeting to develop a strategy to get the CWPP converted to the template approved by CalFire. All stakeholders attended and Director Ploetz and Emergency Manager Ed Kramer will rewrite the CWPP in the proper format. He reminded the board that CalFire has already included Gopher Canyon Road and Buena Creek Road in the work scheduled for later this summer. President Elliott conveyed his appreciation to Director Ploetz for the work and his passion in getting these roads included and funded through a CalFire grant.

b. *Professional Services Agreement – Consultant for Community Wildfire Protection Plan - Update (CWPP)*

Director Ploetz expressed his concern in paying the final payment to Anchor Point. He believes that there is enough dissatisfaction that a document was produced in a format that the District could not use. The Board of Directors provided direction to legal counsel to contact Anchor Point and convey their dissatisfaction.

10. Public Hearing(s)

a. *Vista Fire Protection District Declaring its Intent for Collection of Delinquent Weed Abatement Costs*
President Elliott opened and closed the public hearing. Ms. Rannals reported that there were no written comments submitted.

11. New Business

a. *Resolution No. 2023-07*

Ms. Rannals reported that this resolution is necessary authorization to place liens on the three District parcels should the property not pay the forced abatement costs by July 31, 2023. Staff responded to questions from the board.

MOTION BY DIRECTOR FUGNER, SECOND BY DIRECTOR PLOETZ, and ADOPTED Resolution No. 2023-07 *entitled* A 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 2022/23, and Ordering the Assessment of Unpaid Charges on the following roll call vote:

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

12. Announcements & Written Communications

Each board member in attendance thanked Chief Palmer for his service and expertise as the District's Fire Chief since his arrival in January. On behalf of the District Board of Directors and staff, President Elliott presented a thank you card including a gift card to his favorite restaurant in Oregon.

13. Adjournment

President Elliott adjourned the meeting at 2:03 pm.



Karlena Rannals
Board Clerk



James F. Elliott
President