

VISTA FIRE PROTECTION DISTRICT

Board of Directors

AGENDA

Meeting Location

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



Special Meeting

Friday, July 17 2026
9:00 A.M.

BUSINESS SESSION – AGENDA

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 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 or by contacting the Clerk of the Board at krannals@vistafpd.org

PLEDGE OF ALLEGIANCE

CALL TO ORDER

ROLL CALL

ORAL COMMUNICATION (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.

DISTRICT BUSINESS

1. Board Vacancy

To discuss and/or provide direction for the selection process to appoint (or elect) a successor for the board vacancy created by the resignation of Marc Makebakken to Vista Fire Protection District Division B. [Staff Report 26-16](#)

ACTION REQUESTED: **Select appointment or election process for vacant position.**

ADJOURNMENT

CERTIFICATION OF POSTING

I, Karlana Rannals, Board Clerk for Vista Fire Protection District, certify that on April 9, 2026 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 24 hours in advance of the Board of Directors meeting (Government Code Section 54954.2).



Karlana Rannals
Board Clerk

TO: BOARD OF DIRECTORS
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER
SUBJECT: BOARD VACANCY – DIVISION B
DATE: July 15, 2026



RECOMMENDATION

A recommendation will not be provided by staff, as this discussion must be held at the board level.

BACKGROUND

Director Makebakken submitted his resignation effective July 13, 2026 as a Director for Division B. In accordance with the California Government Code §1780, the remaining board members will need to undertake specific steps to address this vacancy.

Key Requirements per California Government Code §1780

1. The District must notify the county elections official of the vacancy no later than 15 days following either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.
2. Appointment or Special Election

The board has the discretion to appoint a qualified individual to fill the seat or to call a special election, depending on time constraints, budgetary considerations, and the urgency of filling the role.

If the Board of Directors chooses to appoint a qualified resident of the district for the vacancy, the following steps are necessary:

1. Appointment shall be made within a period of 60 days immediately subsequent to either the date on which the District Board is notified of the vacancy or the effective date of the vacancy, whichever is later. In this case September 11, 2026.
2. Public notice will be followed pursuant to:

Board Resolution 2026-01 SECTION 3. Notice of Vacancy — Required Postings.

Upon the occurrence of a vacancy on the Board of Directors that will be filled by appointment, the District shall provide public notice of such vacancy by completing all of the following no later than fifteen (15) days before the Board makes an appointment to fill the vacancy:

1. Publication in Newspaper of General Circulation. The District shall publish a Notice of Vacancy in a newspaper of general circulation serving the District on two (2) separate occasions.
2. District Website. The District shall post the Notice of Vacancy prominently on the District's official website for the duration of the notice period and until the appointment is made.

3. Fire Station Posting. The District shall post the Notice of Vacancy at the two (2) District fire stations located closest in proximity to the division in which the vacancy occurred. Such postings shall be placed in a conspicuous location accessible to the public.
3. Establish criteria and guidelines for selecting a new board member, ensuring alignment with the district's needs and values.
4. Appointment must be made at a public meeting.
5. The district shall notify the county elections official of the appointment no later than 15 days after the appointment.

If the Board of Directors choose to call for a special election for the vacancy, the following steps are necessary:

1. The election called shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.
2. The person elected to fill the vacancy shall fill the balance of the unexpired term. The Board member, if elected, will serve until November 2028, at which time the individual may run for a full four-year term if they reside Division B.
3. The District will be required to pay for a special election for the estimated 2,929 registered voters. The estimate provided by the Registrar of Voters office for the County of San Diego is \$150,000 - \$275,000. The Registrar of Voters reports that the lower range is for an all-mail election, and the higher range is for the vote center model. All election materials will be translated into the federal mandated languages, (Spanish, Vietnamese, Chinese and Filipino).

I have attached a **DRAFT** Notice of Vacancy for your consideration. Please review and provide the necessary information and/or changes so that the announcement can be posted no later than July 28, 2026.

CURRENT SITUATION

The candidate filing period for November 3, 2026, General Election opened on July 13 and will remain open through August 7. Staff contacted the Registrar of Voters to advise them of the vacancy in Division B and to determine whether the election process or the appointment process would govern the filling of the vacancy.

The Registrar of Voters has advised that, pursuant to California Government Code Section 1780, the election process will continue, allowing any qualified resident of Division B to file as a candidate for the office. Staff will be prepared to discuss the available options in greater detail at the meeting.

ATTACHMENT(s)

1. Board Vacancy Appointment Timeline
2. **DRAFT** Notice of Vacancy

Board Vacancy
Appointment Timeline

Description	Date
Board Vacancy	13-Jul
Appointment Date NLT (60 DAYS)	11-Sep
2026 Election	3-Nov
> or < than 130 days	20-Nov
Appointed until the November 2028 Election	
Special Meeting	17-Jul
Appointment no earlier than 15-day period	1-Aug
Regular Meeting - August	
Interviews/Appointment	12-Aug
Applications Due	5-Aug
Regular Meeting - September	
Interviews/Appointment	9-Sep
Applications Due	31-Aug

Staff Notifications

Clerk of the Board/Registrar of Voters	
Notification (15 days from vacancy)	28-Jul
Notification (15 days from from appointment - August)	27-Aug
Notification (15 days from from appointment - September)	24-Sep
Conflict of Interest Form 700	
Assuming Office: 30 days from date of August appointment	11-Sep
or 30 days from date of September appointment	9-Oct

NOTICE OF VACANCY Vista Fire Protection District — Board of Directors, Division B

NOTICE IS HEREBY GIVEN, pursuant to §1780 of the California Government Code, that a vacancy exists on the governing board of the Vista Fire Protection District representing Division B, effective July 13, 2026.

NOTICE IS FURTHER GIVEN that the remaining Board members may fill this vacancy by appointment at a duly noticed public meeting no later than **September 11, 2026**, or may call for a special election.

The term of office for this seat will expire upon the commencement of the person elected at the next General Election, to be held in **November 2028**. The successful appointee is encouraged to file nomination papers with the San Diego County Registrar of Voters prior to the deadline for that election.

Eligibility Requirements

To be considered for appointment, applicants must:

1. Be 18 years of age or older;
2. Be a registered voter; and
3. Reside within the boundaries of Division B of the Vista Fire Protection District.

How to Apply

Interested individuals should submit the following to **Karlana Rannals, Board Clerk**, at info@vistafpd.org by **5:00 p.m. (TBD), 2026**:

- A current resume
- A letter of interest addressing the eligibility requirements above.

The Board of Directors has scheduled a meeting for **(TBD) at 1:00 p.m.**, at which time all applicants will be interviewed.

BY ORDER OF THE GOVERNING BOARD OF THE VISTA FIRE PROTECTION DISTRICT
Karlana Rannals, Board Clerk