



VISTA FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – August 9, 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 “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, Fougner, Gomez, Miller, Ploetz

Directors Absent: None

Staff Present: Karlena Rannals, Administrative Manager; Bret Davidson, Acting Fire Chief, and Kalli Sarkin, 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 FOUGNER, 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 July 11, 2023

b. *Payroll Register*

- Payroll paid on August 7, 2023 \$4,583.34
- Payroll taxes paid on August 7, 2023 \$ 350.63

Total \$4,933.97

c. *Accounts Payable*

- Accounts Payable Check 4100 thru 4110 paid August 9, 2023 \$124,214.38
- Auto withdrawal(s) paid on July 7 – August 6, 2023 802.95

Total \$125,102.49

d. *Receive and File*

i) Financial Quarterly Report(s)

- (1) FY23 Budget to Actual GF – June 30, 2023 *(unaudited)*
- (2) FY23 Revenue vs. Expenditures FMF – June 30, 2023 *(unaudited)*
- (3) FY23 Combined Balance Sheet – June 30, 2023 *(unaudited)*
- (4) Portfolio Summary Report – June 30, 2023 *(unaudited)*
 - Interest Rate Summary

- ii) Fire Department Reports
 - (1) *Deputy Chief – Administration*
 - (2) *Fire Marshal*
 - (3) *District Fire Inspector*
- iii) Administrative Manager’s Report
- iv) Correspondence - Incoming
 - (1) None

5. Oral Report(s)

- a. *Fire Chief (Acting)* – Chief Davidson, in addition to the written report submitted, reported on the following:
 - Fire Chief Appointment: he invited the board members to the badge pinning for Fire Chief Gerard Washington on Monday, August 14 at 8:00 am. Directors’ Gomez and Ploetz agreed to attend to represent the fire district.
 - New Hire Academy: four new hires have completed their academy. He noted that due retirements and resignations, they still have five (5) open positions.
 - EMT Recruitment: they received 75 applications for the positions for EMT’s. The new target date to put in service one BLS ambulance is October 9. The second BLS ambulance is targeted for January 1, 2024.
 - Battalion Chief Positions: All Battalion Chief position have been filed.
- b. *Deputy Chief – Administration*: Deputy Chief Ford was not in attendance.
- c. *Administrative Manager – Ms. Rannals*
 - She reminded the board that the September 14 regular meeting was rescheduled to September 20 at 10 am. Agenda items include:
 - 1. a public hearing and adoption of the final budget;
 - 2. a presentation from Robin Biglione for the reconstruction of fire station 3;
 - 3. a meet and greet for Fire Chief Washington.
 - She informed the Board that she will be out of town from August 23 – September 6, 2023.
- d. *Legal – Ms. Sarkin* – the pending issue to report will be discussed in closed session.
- e. *Fire Safe Council of Vista – Update*: Director Gomez reported:
 - 1. the first meeting planned for August 2nd, had to be rescheduled due to a lack of a quorum. They plan to meet monthly
 - 2. He is working to recruit more residents to join the Council
 - 3. He is working with the city on a booth at Día De Los Muertos at Rancho Guajome Adobe that will include the purchase of shirts and a banner for branding
 - 4. He has been in contact with the Red Cross to participate in the “Sound the Alarm” program
- f. *Board of Directors*
 - None

6. Continuing Business

a. *Community Wildfire Protection Plan (CWPP)*

Vice President Ploetz reported that he has been working with Emergency Manager Kramer who intends to have a draft ready for review by Chief Butz and Chief Silva by August 11th. CalFire has started clearing roads at Mt. Woodson and has a total of 530 miles of roads to clear, that does include Gopher Canyon and Buena Vista Creek, all paid by grant funding. Vice President Ploetz extended his appreciation to the Vista Fire Department staff for their work and commitment to get the CWPP in the proper template and format.

7. New Business

a. *Financial Policies*

Ms. Rannals summarized the staff report requesting approval of Policy No. 4040 – Fixed Asset Capitalization & Accounting Control, and Policy No. 4200 – Government Accounting Standards Board (GASB) Statement 54. She reported that these policies are the beginning of many; however, these two policies are retroactive to July 1, 2022 for use in the FY23 audited financial statements. She responded to questions from the Board.

MOTION BY DIRECTOR GOMEZ, SECOND BY DIRECTOR MILLER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve as submitted (1) Policy No. 4040 – Fixed Asset Capitalization & Accounting Control and (2) Policy No. 4200 – Government Accounting Standards Board (GASB) Statement 54.

Ten-minute recess

8. Closed Session

Pursuant to the following section, the board met in closed session from 11:15 am – 12:00 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 Karlene Rannals, Administrative Manager, and Ms. Kalli Sarkin, Attorney, White & Bright and participated in this discussion.

9. Announcement of Closed Session

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

10. DIRECTORS' ANNOUNCEMENTS & WRITTEN COMMUNICATIONS

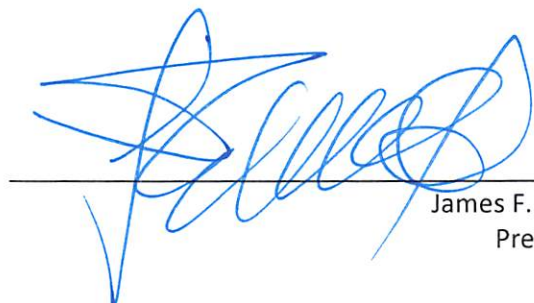
a. Miller: he requested that the Fire Inspector's report be more specific to the additional services provided.

11. Adjournment

President Elliott adjourned the meeting at 12:03 pm.



Karlene Rannals
Board Clerk



James F. Elliott
President