

VISTA FIRE PROTECTION DISTRICT
Board of Directors
AGENDA

Meeting Location

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



Regular Meeting

August 12, 2026
1:00 P.M.

BUSINESS SESSION – REGULAR 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

CALL TO ORDER

ROLL CALL

FLAG SALUTE

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.

MOTION WAIVING READING IN FULL OF ALL RESOLUTIONS/ORDINANCES

All items listed on the Consent Calendar are considered routine and will be enacted by one motion without discussion unless Board Members, Staff, or the public requests removal of an item for separate discussion and action. The Board of Directors has the option of considering items removed from the Consent Calendar immediately or under District Business.

CONSENT CALENDAR

1. Board of Directors Minutes
 - a. **Approve** the Board of Directors regular meeting July 8, 2026
 - b. **Approve** the Board of Directors special meeting July 17, 2026
2. Payroll Register
 - a. **Ratify** Payroll paid on August 7, 2026 \$6,250.00
 - b. **Ratify** Payroll Taxes paid on paid on August 6, 2026, \$478.13

\$6,728.13
3. Accounts Payable
 - a. **Ratify** Accounts Payable Check 4442 through 4452 to be paid August 12, 2026, \$148,929.04
 - b. **Ratify** Auto withdrawal(s) paid July 7 – August 10, 2026, \$1,158.77

\$150,087.81
4. Receive and File – Information
 - a. Financial Reports – Quarterly
 - i) FY26 Budget to Actual GF – June 30, 2026 (unaudited)
 - ii) FY26 Budget to Actual FMF – June 30, 2026 (unaudited)
 - iii) FY26 Combined Balance Sheet – June 30, 2026 (unaudited)
 - iv) Portfolio Summary Report – June 30, 2026
 - v) Interest Rate Summary
 - vi) FY27 Assessed Valuation History
 - vii) FY26 Fire Mitigation Annual Report
 - b. Monthly Reports
 - i) Fire Chief
 - ii) Fire Marshal
 - iii) Workforce Program Superintendent
 - iv) Effective Response Force Report – June 26
 - v) Southern Operations Seasonal Weather Outlook – August– November 2026
 - vi) Administrative Manager’s Report
 - vii) Correspondence

DISTRICT BUSINESS

1. Resolution No. 2026-09 Vista Fire Protection District Conflict of Interest Code

To discuss and/or acknowledge receipt of the 2026 Conflict of Interest Code Biennial Notice and ratify the agency official’s notification that an amendment is necessary and adopt Resolution No. 2026-09 *entitled* A Resolution of the Board of Directors of the Vista Fire Protection District Amending the Fair Political Practices Commission’s Standard Conflict of Interest Code and Candidate Disclosure Statement and Repealing Board Action On August 14, 2024. [Staff Report 26-17](#)

ACTION REQUESTED: **ADOPT**

2. Resolution No. 2026-10

To discuss and/or adopt Resolution No. 2026-10 *entitled* A Resolution of the Board of Directors of the Vista Fire Protection District Reestablishing Time and Place of Regular Meetings, Holiday, and Emergencies

ACTION REQUESTED: **ADOPT**

3. Request for Proposal (RFP) for On-Call Grant Research, Writing and Management Services

To review and discuss the draft RFP and/or authorize its distribution. [Staff Report 26-18](#)

ACTION REQUESTED: **Authorize distribution**

4. Board of Directors Meeting – October 14, 2026

To discuss, confirm or modify the regular meeting date for October 2026.

ACTION REQUESTED: **Reschedule the October Board of Directors meeting.**

ORAL REPORT(s)

1. Fire Chief
2. Administrative Manager
3. Legal
4. Board of Directors

FUTURE AGENDA ITEM(S)

The purpose of this item is to identify issues presently known to staff or which members of the Board of Directors wish to place on an upcoming Board of Directors agenda. Board comment on these future agenda items is limited by California Government Code Section 54954.2 to clarifying questions, brief announcements, or requests for factual information in connection with an item when it is discussed.

1. District Hydrants; date TBD

ADJOURNMENT

CERTIFICATION OF POSTING

I, Karlana Rannals, Board Clerk for Vista Fire Protection District, certify that on August 6, 2026, a copy of the foregoing agenda was reposted 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 72 hours in advance of the Board of Directors meeting (Government Code Section 54954.2).



Karlana Rannals
Board Clerk



**VISTA FIRE PROTECTION DISTRICT
Board of Directors Meeting
Minutes – July 08, 2026**

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.

BUSINESS SESSION – REGULAR AGENDA

CALL TO ORDER

President Ploetz called to order the regular meeting of the Vista Fire Protection District Board of Directors at 1:00 PM at the “Smart Space” conference room located at 450 S. Melrose Dr., Vista CA.

a. Roll Call

Directors Present: Elliott, Hill, Makebakken, Miller, Ploetz

Director’s Absent: None

Staff Present: Karlena Rannals, Administrative Manager; Gerard Washington, Fire Chief;
and Chris Cardinale, Legal Counsel

Note: Director Makebakken participated via video conference from 2020 Front Street, Ste 105, Cuyahoga Falls, OH 44221 and Director Miller participated via video conference from Holiday Inn Express, Breakfast Room, 433 Wave Street, Monterey, CA 93940

FLAG SALUTE

President Ploetz led the assembly in the Pledge of Allegiance.

ORAL COMMUNICATION (PUBLIC COMMENT)

No one requested to speak to the Board.

MOTION WAIVING READING IN FULL OF ALL RESOLUTIONS/ORDINANCES

MOTION BY DIRECTOR ELLIOTT, SECOND BY DIRECTOR HILL, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

CONSENT CALENDAR

MOTION BY DIRECTOR ELLIOTT, SECOND BY DIRECTOR MILLER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted:

1. Board of Directors Minutes – APPROVE

a. Regular Meeting June 10, 2026

2. Payroll Register (Ratify)

a. Payroll paid on July 7, 2026	\$7,650.00
	<u>\$585.23</u>
	<u>\$8,235.23</u>

3. Accounts Payable (Ratify)

a. Accounts Payable Check 4429 through 4440 paid July 8, 2026	\$172,075.13
b. Auto withdrawals(s) paid May 9 – June 6, 2026	<u>\$ 952.95</u>

Total	<u>\$173,028.08</u>
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4. Receive and File (Information)

- a. Monthly Reports
 - i) Fire Chief
 - ii) Fire Marshal
 - iii) Effective Response Force Report – May 26
 - iv) Southern Operations Seasonal Weather Outlook – July – October 2026
 - v) Administrative Manager’s Report
 - vi) Correspondence

PUBLIC HEARING

1. Fixed Charge Special Assessment for Weed Abatement Unpaid Charges

President Ploetz opened and closed the public hearing. Ms. Rannals reported that there were no written comments submitted.

DISTRICT BUSINESS

1. Resolution No. 2026-08

The Board continued the consideration of the appeal of nuisance abatement charges assessed against the property owner for vegetation management work completed by the District’s contractor in 2025.

Ploetz called the following speaker:

Ms. Liping Gu, Osborne St, Vista, CA: Ms. Gu stated that she had previously completed vegetation clearing but had also received fines from the County for performing work on the property. She expressed concern that complying with the Fire District’s vegetation clearance requirements could conflict with County restrictions related to protected habitat and open-space easements.

Legal counsel clarified that the County’s land-use and environmental requirements are separate from the District’s fire prevention requirements. The property owner remains responsible for completing required vegetation management outside protected areas and for obtaining any necessary County permits before performing work. Counsel further explained that prior permits were limited in terms of duration and scope and may not authorize work in subsequent years.

The Board reviewed the notices issued in 2025, including courtesy, reinspection, and final notices directing the property owner to correct the violations and advising her of the opportunity to appeal. Notices were mailed to the owner’s address of record and posted on the property. Because the required work was not completed, the District arranged for the abatement work, paid the contractor, and sought recovery of those costs.

The Board determined that the County permitting matter did not alter the District’s right to recover the 2025 abatement expenses. Board members emphasized that the charges before the Board related only to whether the required fire-hazard reduction work was completed and whether the associated costs were valid.

To prevent future confusion, staff offered to coordinate with the County and the District’s Fire Marshal or fire inspector regarding future vegetation management requirements. The property owner advised that she had

a County meeting scheduled for July 21 and agreed to provide advance notice of any future on-site meeting so a District representative could attend. Staff agreed to provide the property owner with the Fire Marshal's contact information.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR HILL, and ADOPTED Resolution 2026-08 list *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 Mater for Fiscal Year 2025-26, and Ordering the Assessment of Unpaid Charges:

AYES: Elliott, Hill, Makebakken, Miller, Ploetz
NOES: None
ABSENT: None
ABSTAIN: None

Staff advised Ms. Gu that the unpaid charge would be placed on the property-tax roll if payment were not received by July 31, 2026.

2. Fuels Mitigation Workforce Program

Staff summarized the agenda reported included with the meeting material. Staff recommended that the board ratify the contract with the California Conservation Corps for fuel reduction and weed abatement projects and authorize the Administrative Manager to implement project work within the program budget approved by the Board acknowledging that some projects will exceed the \$30,000 limit; however, the overall project will not exceed \$200,000 as previously approved by the board.

Chief Washington also provided an update on the California Conservation Corps workforce pathway and vegetation management programs. The program is designed to recruit up to 15 recent Vista Unified School District graduates and provide training, certifications, uniforms, materials, and work experience that may lead to employment with the California Conservation Corps, Vista Fire Rescue, CAL FIRE, or other fire and emergency medical services agencies.

Chief Washington introduced Larissa Fulmer, the Workforce Program Superintendent. She expressed appreciation for the opportunity to join Vista Fire Rescue and stated that the team had warmly welcomed and supported her.

She reported that she had visited the project site and observed the crews' progress. The crews had worked approximately seven days and had 11 project hours remaining. Following the day's scheduled bin pickup, approximately 80 cubic yards of vegetation and combustible material were expected to have been removed, representing an estimated six tons of fuel. Approximately one acre had been treated.

The Fire Chief explained that the program remains a work in progress and will continue to be refined based on observations and coordination with the California Conservation Corps. Certain large-scale work, including removal of substantial trees and heavy vegetation, may exceed the CCC's capabilities and could require a private contractor.

Staff discussed the City's successful use of Rancho Tree Service for vegetation management along Hacienda Avenue and at Brengle Terrace Park. The contractor completed approximately 1.5 miles of work along Hacienda Avenue within four days under a contract capped at \$115,000, despite prior estimates of up

to \$800,000. The contractor also coordinated biological reviews and other regulatory requirements. The Board requested that staff keep this contractor and similar options under consideration for future projects requiring specialized equipment or accelerated completion.

The Board requested regular updates identifying project priorities, anticipated work areas, schedules, benchmarks, and before-and-after photographs. Staff confirmed that the current project is located in Buena Creek and that future work will be guided by established plans and risk-assessment tools. Board members expressed appreciation for the work completed and emphasized the importance of using qualified professionals to ensure compliance with environmental, right-of-entry, and regulatory requirements.

The Fire Chief requested that Board questions or concerns regarding field operations be directed through the Administrative Manager and Fire Chief rather than directly to crews. Staff also discussed promoting the District's partnership with the CCC through the District's website, public information materials, photographs, and project signage.

The Board expressed strong support for fuel-reduction efforts, particularly along emergency evacuation routes. Staff reported that a grant application had been submitted for vegetation management along approximately 114 miles of roadways within the City and District, with a maximum potential award of \$950,000. Staff will use available mapping, planning, and risk-assessment tools to prioritize work and maximize the benefit of available funding.

The Chief also advised that current vacancies and absences within the Fire Prevention Division, including the Assistant Fire Marshal and inspector positions, may affect email or phone response times. Residents may submit vegetation management concerns and photographs to info@vistafpd.org, which staff will forward to the appropriate personnel. A response within approximately one week was identified as a reasonable expectation, although residents may need to follow up due to current staffing limitations.

The Board reiterated its support for the program and acknowledged the progress being made despite staffing shortages.

MOTION BY DIRECTOR ELLIOTT, SECOND BY DIRECTOR HILL, and APPROVED the following action items:

- a. Ratify the District and CCC Sponsorship Agreement – signed June 18, 2026 by the Administrative Manager;
- b. Ratify the CCC Contract for Buena Creek Fuel Management, Project No. R25-3804-17454 – signed June 19, 2026 by the Administrative Manager;
- c. Acknowledgement that the MOU between District and City for Superintendent Cost is pending at \$1,000 per month and within the approved project cost; on the following vote:

AYES: Elliott, Hill, Makebakken, Miller, Ploetz

NOES: None

ABSENT: None

ABSTAIN: None

3. Vista Fire Protection District Conflict of Interest Code

Ms. Rannals summarized the staff report. She recommended that the Board receive and file the 2026 Conflict of Interest Code Biennial Notice; and authorize the Administrative Manager as the Chief Executive

Officer to execute the form and authorize the Administrative Manager to certify to the County of San Diego Clerk of the Board no later than October 1, 2026 that no amendments will be made to the District's code.

MOTION BY DIRECTOR ELLIOTT, SECOND BY DIRECTOR MILLER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve staff recommendations as presented.

4. Vista Fire Protection District General Election – November 3, 2026

Ms. Rannals summarized the staff report. She recommended that the Board approve the following items for the upcoming general election:

- a. Establish the maximum number of words, 200, to be permitted in a Candidate's Statement of Qualifications for the offices of Member of the Board of Directors on November 3, 2026, General Election; and
- b. Require candidates to obtain candidate papers from the Registrar of Voters in San Diego County; and
- c. Require candidate to pay the cost of publication to the Voter Registration and Elections office at the time the candidate files nomination papers.

MOTION BY DIRECTOR ELLIOTT, SECOND BY DIRECTOR HILL, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve staff recommendations as presented.

ORAL REPORT(S)

1. Fire Chief

In addition to his report, the following information was discussed:

- He provided an update regarding the proposed repair of the District's gate. The original estimate of approximately \$6,900 increased to \$13,600 after further inspection determined that replacing the lock alone would not correct the underlying structural deficiencies. The revised scope includes reinforcing and realigning the support posts and improving the footings to prevent the gate from continuing to sag or collapse. The Board agreed that additional work was necessary and noted that the expenditure was within the Administrative Manager's purchasing authority.
- He reported on emergency response performance. Current rural response times were generally meeting or exceeding established standards. Clocks have been installed in all fire stations to track turnout times, and monthly station performance reports are reviewed by battalion chiefs and company officers. Staff emphasized that turnout time is the portion of the response process personnel can directly control and that increased monitoring and accountability have already resulted in improvement.
- He reported that the *Ignite Your Potential* event was successful, with all participants completing the three-day program. Feedback was positive, although attendance at the associated family night remained low despite substantial staff preparation. The department will evaluate alternative approaches to increase family participation. Several participants expressed interest in the new workforce pathways program, and the California Conservation Corps participated in the event as a recruitment partner.
- He further discussed continuing fuel-reduction efforts through multiple methods, including mapping and planning tools, mechanical vegetation removal, contractors, youth workforce programs, and potential grazing projects. Staff will continue evaluating available options and bring future recommendations to the Board as appropriate. The Board acknowledged the District's inclusion on the Fire Risk Reduction Community list. Staff stated that the designation may support future grant applications and could benefit property owners in discussions with insurance carriers. The Fire Chief

credited District and City staff for the work required to obtain recognition and noted that other fire agencies have requested information about Vista's programs and practices. He reported that representatives from neighboring agencies have expressed interest in Vista's vegetation management and wildfire preparedness initiatives. He emphasized that the District's continued progress depends on sustained support from the Board, City leadership, staff, and the community. The Board reaffirmed its support for the department's ongoing efforts to establish Vista as a regional leader in wildfire risk reduction.

2. Administrative Manager

In addition to her report, she added:

- In coordination with Director Elliott, she committed \$1 million from the current CAMP investment to a new product for a 365-day term locking in at the rate of 4.19%.
- The El Paso Alto Gate Repair started on June 29.
- She reminded the board members of the CSDA Conference in Palm Desert.
- She demonstrated the new translation layer added to the District's website. This annual service complies with the accessibility requirement.

3. Legal

- Mr. Cardinale reported that the facility lease agreement approved by the board at the June meeting did not make it to the City Council June 23rd consent agenda. It will not be approved by the City Council until August 11. Upon approval the District will be able to provide notice after receiving a schedule to complete the work.

4. Board of Directors

- None.

FUTURE AGENDA ITEM(s)

No additional items were added to the list.

President Ploetz adjourned the meeting at 2:18 pm.

Karlana Rannals
Board Clerk

John Ploetz
President



**VISTA FIRE PROTECTION DISTRICT
Board of Directors Special Meeting
Minutes – July 17, 2026**

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.

BUSINESS SESSION – AGENDA

CALL TO ORDER

President Ploetz called to order the regular meeting of the Vista Fire Protection District Board of Directors at 9:20 AM at the “Smart Space” conference room located at 450 S. Melrose Dr., Vista CA.

a. Roll Call

Directors Present: Elliott, Hill, Miller, Ploetz,

Directors Absent: None

Staff Present: Karlana Rannals, Administrative Manager; and Chris Cardinale, Legal Counsel

FLAG SALUTE

President Ploetz led the assembly in the Pledge of Allegiance.

ORAL COMMUNICATION (PUBLIC COMMENT)

No one requested to speak to the board.

DISTRICT BUSINESS

1. Board Vacancy

Ms. Rannals summarized the staff report and advised that the District had received a resignation from Director Marc Makebakken, effective Monday, July 13, 2026.

Staff and legal counsel reviewed the election and appointment procedures applicable to the resulting vacancy in Division B. The Registrar of Voters determined that the November election would proceed because the District had previously identified Division B as a seat subject to election. The candidate filing period opened July 13 and was scheduled to close August 7. Staff was awaiting confirmation as to whether the filing deadline would be extended by five days due to the absence of an incumbent candidate.

Legal counsel explained that the current vacancy relates back to the date of the original vacancy and does not restart the election timeline. Accordingly, the District must continue with the scheduled election while also addressing the interim vacancy. Counsel further advised that, if no candidate files for Division B, the authority to appoint an individual to the seat could ultimately transfer to the County.

The Board was encouraged to identify a qualified resident of Division B who would be willing to file as a candidate before the filing deadline. Staff provided voter-registration information for Division B to assist the Board with outreach. It was clarified that an individual may file as a candidate before being considered for appointment to the vacant seat.

Staff recommended initiating the statutory appointment process, including publication of the vacancy, acceptance of applications, and candidate interviews. Under the proposed schedule, the Board would conduct interviews and consider an appointment at its September 9 regular meeting, after the candidate filing period had closed and the number of candidates was known.

Legal counsel advised that the Board must complete the required public notice, application, and interview procedures even if only one candidate files for election. Appointing a qualified candidate in September would allow that individual to serve during the interim period before the commencement of the new term. Staff and legal counsel recommended this approach to preserve the District's appointment authority, avoid an extended vacancy, and minimize the potential for a costly special election.

Staff recommended that the Board take the following actions:

- a. Acknowledge receipt of Director Marc Makebakken's resignation;
- b. Elect to fill the vacancy by appointment within 60 days in lieu of calling a separate election; and
- c. Schedule candidate interviews and consideration of an appointment for September 9, 2026, regular board meeting.

MOTION BY DIRECTOR ELLIOTT, SECOND BY DIRECTOR MILLER, to proceed with appointing a qualified individual to fill the vacant seat and to schedule the meeting for September 9, 2026, beginning at 1:00 p.m., with the start time of the regular meeting adjusted accordingly to accommodate the appointment process, on the following roll call vote:

AYES:	Elliott, Hill, Miller, Ploetz
NOES:	None
ABSENT:	None
ABSTAIN:	None

ADJOURNMENT

President Ploetz adjourned the meeting at 9:48 am.

Karlana Rannals
Board Clerk

John Ploetz
President

VISTA FIRE PROTECTION DISTRICT
PAYROLL REGISTER - June (Paid 8/7/2026)

Payment No.	Name	Gross
Direct Deposit	Rannals, Karlana	\$ 6,250.00
		\$ 6,250.00
	Employer Payroll Taxes	
	Federal (Social Security/Medicare)	\$ 478.13
	State	\$ -
		<u>\$ 6,728.13</u>

VISTA FIRE PROTECTION DISTRICT
ACCOUNTS PAYABLE
August 12, 2026

Check #	PAYEE & ADDRESS	DESCRIPTION	AMOUNT
Auto Withdrawal	SmartSpace Vista (c/o SVN Vanguard)	Space Rent - August 2026	\$952.95
	4455 Murphy Canyon Road, Ste 200	<i>Paid on 08-4-2026</i>	
	San Diego, CA 92123		
Auto Withdrawal	ADP, Inc.	June Payroll Fee	\$111.93
		<i>Paid on 7-10-2026</i>	
		July Payroll Fee	\$93.89
		<i>Paid on 8-9-2026</i>	
		Accounts Payable (Auto withdrawal)	\$1,158.77
4442	CITY OF VISTA	Reimburse 1/2 of Xylo Plan	\$29,875.00
	200 Civic Center Drive	Board approved Jan 21, 2026	
	Vista, CA 92084		
4443	CITY OF VISTA	Forced Abatements FY25-26 Reimbursements	\$40,676.00
	200 Civic Center Drive	14 Parcels	
	Vista, CA 92084		
4444	ACCESS CUSTOM DOOR & GATE	Progress Payment for El Paso Alto Gate Repair	\$6,600.00
	5268 Eastgate Mall		
	San Diego, CA 92121		
4445	ALVAREZ-GLASMAN & COLVIN	Legal Fees - Meeting Attendance Inv 2026-06-21420	\$550.00
	13181 Crossroads Pkwy. North	District Business (26):June Inv 2026-06-21421	\$3,628.50
	Suite 400 - West Tower		
	City of Industry, CA 91746		
4446	AZTEC LANDSCAPING	Emergency Access Roads, Invoice # L7865 July 2026	\$2,464.33
	7980 Lemon Grove Way		
	Lemon Grove, Ca 91945		
4447	CALIFORNIA CONSERVATION CORPS	July 2026 Buena Creek Project	\$45,530.00
	1719 24th Street		
	Sacramento CA 95816		
4448	CITY OF VISTA	Fire Emergency Services	\$11,416.45
	200 Civic Center Drive	TA#12	
	Vista, CA 92084		
4449	CIVICPLUS	DocAccess Page FY 27	\$3,000.00
	PO Box 232550		
	Encinitas, CA 92023-2550		
4450	AUDITOR & CONTROLLER - COUNTY OF SAN DIEGO (LAFCO)	FY27 Cost Share	\$3,216.68
	Auditor & Controller - Property Tax Services		
	5500 Overland Ave., Ste 470		
	San Diego, CA 92123		
4451	RANNALS, Karlana	Out of Pocket Expenses (Jul 1 - 31, 2026)	\$1,706.41
		Mileage Expenses (Jul 1 - 31, 2026)	\$115.67
4452	RGM CONSULTING	Monthly Maintenance (Aug 2026)	\$150.00
	815 Sierra Verde Dr.	Inv # 7448	
	Vista, CA 92084		
		Accounts Payable (Checks)	\$148,929.04
	PAYROLL:		
	See Payroll Register	Employee & Directors	\$6,250.00
	U.S. TREASURY (PAYROLL TAX)	FEDERAL FORM 941-EFT VIA EFTPS-DEPOSIT	\$478.13
		July Payroll Total	\$6,728.13
		Total District Expenses -July/Aug 2026	\$156,815.94
	Director	12-Aug-26	
			
	Administrative Manager	6-Aug-26	

**Accounts Payable
Certification**

Vista Fire Protection District
450 S. Melrose Dr., Ste 105
Vista, CA 92081

CERTIFICATION FOR PAYMENT NO. TA #12

CONSULTANT/VENDOR:

City of Vista

BILLING PERIOD:

ADDRESS: 200 Civic Center Drive, Vista, CA 92084

ACCOUNT No.:

DESCRIPTION:

Tax Apportionment #12

STATEMENT OF PAYMENT

				Apportionment of Fee	FEE PAYABLE
Gross Tax Apportionment	100%	\$	14,723.29	0%	\$ -
Less Interest Allocation	100%	\$	2,038.35	0%	\$ -
Tax Apportionment	100%	\$	12,684.94	90%	<u>\$ 11,416.45</u>
Invoice Billed #:					\$ 11,416.45
Discrepancy					<u>0.00</u>



Certified by: Karlene Rannals, Administrative Manager

23-Jul

Date



VISTA FIRE PROTECTION DISTRICT (FY)

Budget vs. Actual

July 2025 - June 2026

(unaudited)

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Fees & Assessments				
550 · Fees Collected by City of Vista	9,433.42	9,814.00	-380.58	96.12%
551 · Ambulance Fees Collected - City	160,264.66	68,148.00	92,116.66	235.17%
Total Fees & Assessments	169,698.08	77,962.00	91,736.08	217.67%
Interest (All)				
510 · Interest Allocation-Prop Tax	13,818.19	11,109.00	2,709.19	124.39%
511 · Interest-County	29,441.96	29,369.00	72.96	100.25%
512 · Interest Investment	430,249.71	309,695.00	120,554.71	138.93%
513 · Interest - Banks	23.91	16.00	7.91	149.44%
Total Interest (All)	473,533.77	350,189.00	123,344.77	135.22%
Other Income				
560 · Misc. / Other Income	75.00	50.00	25.00	150.0%
Total Other Income	75.00	50.00	25.00	150.0%
Property Tax				
301 · Current Secured	4,584,442.44	4,576,069.00	8,373.44	100.18%
302 · Current Unsecured	155,608.94	154,323.00	1,285.94	100.83%
303 · Current Secured HOE	19,763.16	19,705.00	58.16	100.3%
304 · Current Unsecured HOE	9.48	11.00	-1.52	86.18%
305 · Current Sec St Unitary	89,991.48	81,691.00	8,300.48	110.16%
306 · CurSec Unitary-Railroad	1,362.36	736.00	626.36	185.1%
307 · CS Qualified Electric	8,379.28	8,593.00	-213.72	97.51%
308 · Delinq Unsecured	-3,972.13	-1,353.00	-2,619.13	293.58%
309 · Delinq Secured HOE	104.80	162.00	-57.20	64.69%
310 · Delinq Unsecured HOE	0.94	0.00	0.94	100.0%
311 · Delinq Unsec State Unitary	3.09	16.00	-12.91	19.31%
312 · Delinq US Unitary-Railroad	0.00	0.00	0.00	0.0%
313 · Discharged DLQ Unsec	23.62	33.00	-9.38	71.58%
314 · Current Secured Supp Roll	97,227.14	90,948.00	6,279.14	106.9%
315 · Current Unsecured Supp Roll	6,621.53	5,234.00	1,387.53	126.51%
316 · Supplemental HOE	180.66	58.00	122.66	311.48%
317 · DLQ Unsec SUPP	1,552.11	1,626.00	-73.89	95.46%
318 · State PILT (Fish & Game)	98.00	97.00	1.00	101.03%
Total Property Tax	4,961,396.90	4,937,949.00	23,447.90	100.48%
Total Income	5,604,703.75	5,366,150.00	238,553.75	104.45%
	5,604,703.75	5,366,150.00	238,553.75	104.45%
Expense				
Administrative				
600 · Administration/Miscellaneous	100.00	500.00	-400.00	20.0%
601 · Audit	10,500.00	11,000.00	-500.00	95.46%
602 · Board/Staff Meeting Expenses	115.29	1,000.00	-884.71	11.53%
604 · Dues	1,925.00	2,540.00	-615.00	75.79%
605 · Election Expenditures	0.00	0.00	0.00	0.0%
606 · LAFCO Cost Apportionment	2,002.08	2,010.00	-7.92	99.61%
607 · Legal	27,558.50	50,000.00	-22,441.50	55.12%
608 · Legal Notices	2,817.43	5,500.00	-2,682.57	51.23%
Total Administrative	45,018.30	72,550.00	-27,531.70	62.05%
Apparel (Logowear)				
615 · Apparel (Logowear)	0.00	2,000.00	-2,000.00	0.0%

VISTA FIRE PROTECTION DISTRICT (FY)

Budget vs. Actual

July 2025 - June 2026

(unaudited)

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
Total Apparel (Logowear)	0.00	2,000.00	-2,000.00	0.0%
Computer/Software				
620 · Computer(Laptop)	1,908.39	3,500.00	-1,591.61	54.53%
621 · Software	0.00	2,500.00	-2,500.00	0.0%
Total Computer/Software	1,908.39	6,000.00	-4,091.61	31.81%
Contractual Services				
631 · Consultants				
631-01 · Buena Creek Project	300.00			
631-02 · Aerial Services	17,155.00	17,500.00	-345.00	98.03%
631 · Consultants - Other	1,427.50	25,000.00	-23,572.50	5.71%
Total 631 · Consultants	18,882.50	42,500.00	-23,617.50	44.43%
Total Contractual Services	18,882.50	42,500.00	-23,617.50	44.43%
Fees				
640 · Administrative Cost-County	53,729.82	49,379.00	4,350.82	108.81%
641 · Bank and Wire Fees	35.40	200.00	-164.60	17.7%
642 · Investment Fees	7,249.16	8,600.00	-1,350.84	84.29%
643 · Payroll Processing Fee	1,304.40	1,600.00	-295.60	81.53%
644 · 1099 Processing	30.20	100.00	-69.80	30.2%
Total Fees	62,348.98	59,879.00	2,469.98	104.13%
Fire Prevention				
650 · Community Outreach	1,247.89	5,000.00	-3,752.11	24.96%
651 · Fire Inspection Services	0.00			
Total Fire Prevention	1,247.89	5,000.00	-3,752.11	24.96%
Fire/EMS Services				
660 · Fire & Emergency Medical Srvcs	4,416,826.13	4,399,712.00	17,114.13	100.39%
Total Fire/EMS Services	4,416,826.13	4,399,712.00	17,114.13	100.39%
Hydrant Maintenance				
680 · Hydrant Maintenance	28,530.00	30,000.00	-1,470.00	95.1%
681 · Hydrant Supplies	1,130.80	2,000.00	-869.20	56.54%
Total Hydrant Maintenance	29,660.80	32,000.00	-2,339.20	92.69%
Information Technology				
690 · Accounting Software	1,499.00	1,200.00	299.00	124.92%
691 · Domain Registration	93.76	150.00	-56.24	62.51%
692 · Email Subscription	810.00	1,650.00	-840.00	49.09%
693 · Maintenance	1,800.00	3,000.00	-1,200.00	60.0%
694 · Website	2,172.00	2,340.00	-168.00	92.82%
695 · Website Refresh	0.00	5,000.00	-5,000.00	0.0%
696 · Zoom	0.00	175.00	-175.00	0.0%
697 · Subscription Services	428.98	0.00	428.98	100.0%
Total Information Technology	6,803.74	13,515.00	-6,711.26	50.34%
Insurance				
701 · Insurance-Commercial	6,203.43	9,928.00	-3,724.57	62.48%
Total Insurance	6,203.43	9,928.00	-3,724.57	62.48%
Maintenance & Repair				
710 · Emergency Access Rds Maint	28,990.31	28,705.00	285.31	100.99%
711 · Emergency Access Roads-Repair	9,975.00	5,000.00	4,975.00	199.5%
713 · EAR Gate Repair	13,500.00			
714 · Reflective Posts	0.00	5,000.00	-5,000.00	0.0%
Total Maintenance & Repair	52,465.31	38,705.00	13,760.31	135.55%
Meeting/Meals				

VISTA FIRE PROTECTION DISTRICT (FY)

Budget vs. Actual

July 2025 - June 2026

(unaudited)

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
720 · Meeting/Meals	1,480.42	2,000.00	-519.58	74.02%
Total Meeting/Meals	1,480.42	2,000.00	-519.58	74.02%
Miscellaneous				
725 · Office Set-Up (Relocation)	0.00	7,500.00	-7,500.00	0.0%
726 · Mileage	426.91	1,500.00	-1,073.09	28.46%
727 · Other	278.38	1,000.00	-721.62	27.84%
Total Miscellaneous	705.29	10,000.00	-9,294.71	7.05%
Office Rental				
730 · Smart Space	11,250.00	7,475.00	3,775.00	150.5%
Total Office Rental	11,250.00	7,475.00	3,775.00	150.5%
Personnel				
740 · Directors Compensation	5,700.00	7,500.00	-1,800.00	76.0%
741 · Administrative Manager	67,500.00	68,750.00	-1,250.00	98.18%
742 · Employer Payroll Tax	5,599.83	5,834.00	-234.17	95.99%
743 · Workers' Compensation Insurance	525.96	545.00	-19.04	96.51%
Total Personnel	79,325.79	82,629.00	-3,303.21	96.0%
Personnel-Employee Benefit(s)				
750 · Phone Reimbursement	600.00	600.00	0.00	100.0%
Total Personnel-Employee Benefit(s)	600.00	600.00	0.00	100.0%
Supplies				
760 · Postage	18.95	200.00	-181.05	9.48%
761 · Office Supplies	1,243.96	2,500.00	-1,256.04	49.76%
762 · Signage	0.00	750.00	-750.00	0.0%
763 · Miscellaneous	0.00	500.00	-500.00	0.0%
Total Supplies	1,262.91	3,950.00	-2,687.09	31.97%
Training				
775 · Conference - Board/Staff	11,296.45	20,000.00	-8,703.55	56.48%
776 · Mandatory Training-Board/Staff	0.00	500.00	-500.00	0.0%
777 · Professional Development-Staff	479.70	5,000.00	-4,520.30	9.59%
Total Training	11,776.15	25,500.00	-13,723.85	46.18%
Utilities				
790 · Phone/Internet	0.00	0.00	0.00	0.0%
Total Utilities	0.00	0.00	0.00	0.0%
66900 · Reconciliation Discrepancies	-0.01			
999 · PY Expenses	325.00			
Total Expense	4,748,091.02	4,813,943.00	-65,851.98	98.63%
Net Ordinary Income	856,612.73	552,207.00	304,405.73	155.13%
Other Income/Expense				
Other Income				
570 · Weed Abatement Special Assessme	24,223.66	24,224.00	-0.34	100.0%
868 · Gain/Loss Valuation Change-Genl	-3,207.65			
Total Other Income	21,016.01	24,224.00	-3,207.99	86.76%
Other Expense				
Depreciation				
899 · Depreciation	98,275.45	15,960.00	82,315.45	615.76%
Total Depreciation	98,275.45	15,960.00	82,315.45	615.76%
Vegetation Management				
911 · Vegetation Mgmt Workforce Prgm	0.00	297,368.00	-297,368.00	0.0%
912 · Vegetation Management Contract	35,965.00	35,965.00	0.00	100.0%

VISTA FIRE PROTECTION DISTRICT (FY)

Budget vs. Actual

July 2025 - June 2026

(unaudited)

	Jul '25 - Jun 26	Budget	\$ Over Budget	% of Budget
913 · Workforce Development Program	0.00	0.00	0.00	0.0%
Total Vegetation Management	35,965.00	333,333.00	-297,368.00	10.79%
Weed Abatement Forced Abatement				
910 · Forced Abatement	23,743.66	23,744.00	-0.34	100.0%
Total Weed Abatement Forced Abatement	23,743.66	23,744.00	-0.34	100.0%
798 · Fire Station Replacement	2,429,192.38	2,429,192.00	0.38	100.0%
Total Other Expense	2,587,176.49	2,802,229.00	-215,052.51	92.33%
Net Other Income	-2,566,160.48	-2,778,005.00	211,844.52	92.37%
Net Income	-1,709,547.75	-2,225,798.00	516,250.25	76.81%

VISTA FIRE PROTECTION DISTRICT (FY)
FMF Budget vs. Actual
July 2025 through June 2026

	<u>Jul '25 - Jun 26</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
400 · Fire Mitigation Fees	70,359.11	151,485.00	-81,125.89	46.45%
401 · Interest - FMIT	2,784.28	2,500.00	284.28	111.37%
Total Income	<u>73,143.39</u>	<u>153,985.00</u>	<u>-80,841.61</u>	<u>47.5%</u>
Gross Profit	<u>73,143.39</u>	<u>153,985.00</u>	<u>-80,841.61</u>	<u>47.5%</u>
Net Ordinary Income	73,143.39	153,985.00	-80,841.61	47.5%
Other Income/Expense				
Other Income				
869 · Gain/Loss Valuation Change-FMIT	<u>58.78</u>			
Total Other Income	<u>58.78</u>			
Net Other Income	58.78			
Net Income	<u><u>73,202.17</u></u>	<u><u>153,985.00</u></u>	<u><u>-80,782.83</u></u>	<u><u>47.54%</u></u>

Combined Balance Sheet (Cash)

June 30, 2026

(Unaudited)

	GENERAL FUND			FIRE MITIGATION FUND		TOTAL (All Funds)	
	30-Jun-25	30-Jun-26		30-Jun-25	30-Jun-26	30-Jun-25	30-Jun-26
ASSETS			ASSETS				
Current Assets			Current Assets				
Checking/Savings			Checking/Savings				
103 · Wells Fargo Checking	56,394	83,516				56,394	83,516
104 · SDCO Investment Pool	1,615,898	910,375				1,615,898	910,375
104-01 · SDCO Investment Pool FMV Adj	(2,957)	(4,117)				(2,957)	(4,117)
			106 · Cash in Treasury Fire Mitigation	32,231	47	32,231	47
109 · Investment - LAIF	469,236	32,977	106-01 · FMV Adjustment	(59)	0	(59)	0
109-01 · Investment - LAIF FMV Adjustment	562	(37)				469,236	32,977
	-	-				562	(37)
Total Checking/Savings	2,139,134	1,022,714	Total Checking/Savings	32,172	0	-	-
Accounts Receivable						2,171,306	1,022,714
11000 · Accounts Receivable	8,392	18,762				-	-
Total Accounts Receivable	8,392	18,762				8,392	18,762
Other Current Assets			Other Current Assets			8,392	18,762
111 · California Asset Management Pro	1,586,876	1,012,489				-	-
112 · California CLASS	3,129,072	1,112,689				1,586,876	1,012,489
112.01 · California CLASS	2,018,828	1,597,644				3,129,072	1,112,689
112.02 · California CLASS (FMV Adjustment)	2,330	2,072				2,018,828	1,597,644
112.03 · California CLASS TS2	-	2,000,000				2,330	2,072
113 · California Bank & Trust Wealth	5,159,772	5,126,171				5,159,772	5,126,171
113-01 · CB&T FMF Adjustment	(24,261)	(23,816)				(24,261)	(23,816)
120 · Prepaid Expenses	5,178					5,178	-
110 · Taxes Receivable	18,559	14,723	115 · Fees Receivable - FMF	16,721	30,840	35,280	45,564
132 · Accrued Interest Receivable	35,388	15,430	133 · Accrued Int Receivable-FMIT	7,112	1,320	42,500	16,750
134 · Due from FMF > GF	1,357,493	1,260,493				1,357,493	1,260,493
139 · Security Deposit	800	800				800	800
Total Other Current Assets	13,290,036	12,118,694	Total Other Current Assets	23,833	32,160	13,313,869	12,150,854
Fixed Assets						-	-
144 · Access Road Improvements	368,727					-	-
151 · Accumulated Depreciation	(270,452)	-				-	-
Total Fixed Assets	98,275	-				98,275	-
TOTAL ASSETS	15,535,837.37	13,160,170	TOTAL ASSETS	56,005	32,160	15,591,843	13,192,330
	15,535,837	13,160,170		56,005	32,160	15,591,843	13,192,330
LIABILITIES			LIABILITIES				
Liabilities			Liabilities				
Current Liabilities			Current Liabilities				
Accounts Payable			Accounts Payable				
20000 · *Accounts Payable	878,585	211,227	20000 · *Accounts Payable	-	-	878,585	211,227
Total Accounts Payable	878,585	211,227		-	-	878,585	211,227
Other Current Liabilities			Other Current Liabilities				
220 · Salary & Payroll Taxes Payable	6,997	8,235	211 - Due to GF < FMF	1,357,493	1,260,493	1,357,493	1,260,493
230 · VTA Reconstruction	2,429,193	-				6,997	8,235
Total Other Current Liabilities	2,436,191	8,235				2,429,193	-
Total Current Liabilities	3,314,775	219,462	Total Other Current Liabilities	1,357,493	1,260,493	3,793,684	1,268,728
Total Liabilities	3,314,775	219,462	Total Current Liabilities	1,357,493	1,260,493	4,672,268	1,479,955
			Total Liabilities	1,357,493	1,260,493	4,672,268	1,479,955
Equity			Equity				
280 - Fire Station	2,429,192					-	-
281 - Fire/EMS Services	4,399,712	4,740,232				2,429,192	-
282 - Community Wildfire Protection	1,000,000	1,000,000				4,399,712	4,740,232
285 - General Operating Reserve	3,317,678	7,576,328				1,000,000	1,000,000
290 - Investment in General Fixed Assets	98,275	-				3,317,678	7,576,328
	-	-				98,275	-
Equity Subtotal	11,244,857	13,316,561	291 - Fire Mitigation Fee Fund	56,005	32,207	56,005	32,207
Net Income	6,945	(1,709,548)	Equity Subtotal	56,004	32,207	11,300,862	13,348,768
Total Equity	11,251,802	11,607,013	Net Income	(388,232)	73,202	(381,287)	(1,636,346)
TOTAL LIABILITIES & EQUITY	14,566,577	11,826,475	Total Equity		105,410	10,919,575	11,712,422
			TOTAL LIABILITIES & EQUITY	1,025,265	105,410	15,591,843	13,192,377

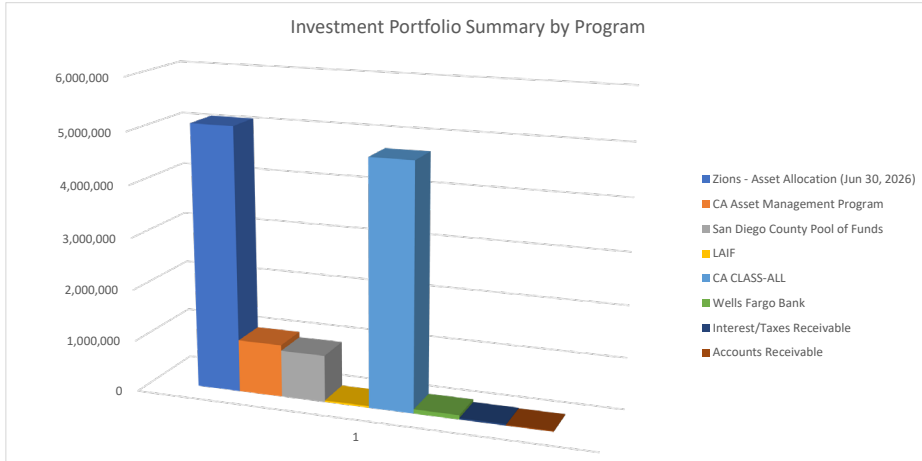
Vista Fire Protection District Portfolio Summary
March 31, 2026

Zions - Asset Allocation (Jun 30, 2026)	Security Type	Original Cost /Cash Balance	Trade Date	Final Maturity	Market Value + Accrued Interest	Book Yield
Description						
Receivable	CASH	184.11	---	06/30/2026	184.11	USD
GOLDMAN:FS GOVT INST	MMFUND	69,741.88	---	06/30/2026	69,741.88	USD
Stearns Bank National Association	CD	245,000.00	05/30/2025	07/10/2026	250,791.06	USD
FEDERAL HOME LOAN BANKS	AGCY BOND	100,000.00	08/10/2021	08/24/2026	99,963.16	USD
UNITED STATES TREASURY	US GOV	199,226.56	03/13/2025	08/31/2026	202,483.36	USD
UNITED STATES TREASURY	US GOV	252,305.16	07/10/2025	10/31/2026	253,889.14	USD
UBS Bank USA, National Association	CD	229,942.50	06/16/2025	12/18/2026	230,322.12	USD
Paradelle Funding Llc	CP	249,513.53	06/26/2026	12/31/2026	249,659.45	USD
HYUNDAI CAPITAL AMERICA	CORP	211,904.07	11/26/2025	01/08/2027	213,422.52	USD
KIA CORP	CORP	221,253.75	12/01/2025	02/14/2027	224,737.71	USD
ATHENE GLOBAL FUNDING	CORP	213,297.00	11/26/2025	03/25/2027	214,264.33	USD
CANADIAN IMPERIAL BANK OF COMMERCE	CORP	216,636.37	11/26/2025	06/28/2027	216,138.56	USD
JACKSON NATIONAL LIFE GLOBAL FUNDING	CORP	214,481.40	11/26/2025	07/02/2027	217,908.15	USD
UNITED STATES TREASURY	US GOV	100,165.53	01/20/2026	10/31/2027	100,804.50	USD
AMERICAN HONDA FINANCE CORP	CORP	220,067.10	11/26/2025	11/19/2027	220,739.74	USD
UNITED STATES TREASURY	US GOV	264,009.72	03/02/2026	01/31/2028	265,863.26	USD
UNITED STATES TREASURY	US GOV	783,914.65	05/15/2026	05/15/2028	786,953.80	USD
FEDERAL HOME LOAN BANKS	AGCY BOND	700,000.00	12/02/2025	11/25/2030	690,528.30	USD
FEDERAL HOME LOAN BANKS	AGCY BOND	600,000.00	12/02/2025	12/05/2030	593,956.40	USD
Market Adjustment		-			-	
		5,091,643.33			5,102,351.53	

6/30/2026		Qtr Interest Rate
Security Deposit	800	
Interest/Taxes Receivable	30,153	
Accounts Receivable	18,762	
Wells Fargo Bank	83,422	0.01%
CA Asset Management Program	1,012,489	3.77%
CA CLASS	1,112,689	
CA CLASS (FMV Adj)	2,072	
CA CLASS (Enhanced Cash)	1,597,644	3.77%
CA CLASS (Series TS2)	2,000,000	
San Diego County Pool of Funds	906,258	3.92%
LAIF	32,940	3.92%
Total Cash	6,797,229	
Accounts Payable Due 06/30/2026	(174,658)	
Other Liabilities (Fire Station/Payroll)	(8,235)	
Net Cash (Liquid)	6,614,335	

		11,716,687	Net Investments Available
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Restricted Cash	
San Diego County Pool of Funds (Fire Mitigation Fund)	32,207
	11,748,894



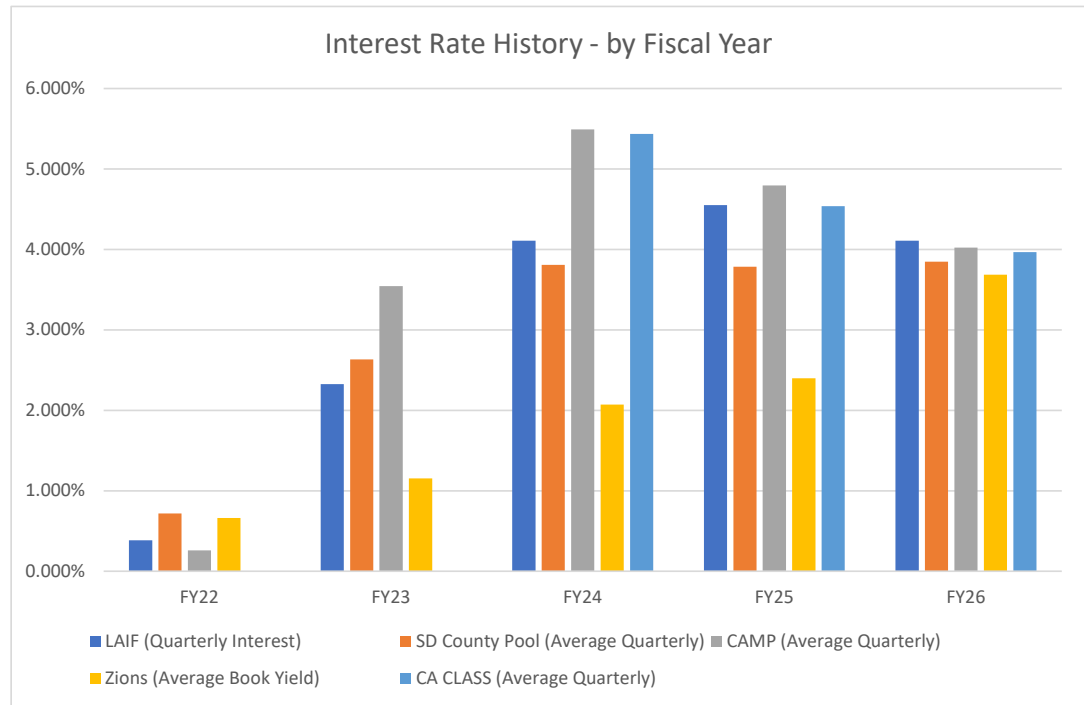
	LAIF (Quarterly Interest)				
	Q1	Q2	Q3	Q4	FY Avg
FY22	0.240%	0.230%	0.320%	0.750%	0.385%
FY23	1.350%	2.070%	2.740%	3.150%	2.328%
FY24	3.590%	4.000%	4.300%	4.550%	4.110%
FY25	4.710%	4.620%	4.480%	4.400%	4.553%
FY26	4.340%	4.200%	3.980%	3.920%	4.110%

	SD County Pool (Average Quarterly)				
	Q1	Q2	Q3	Q4	FY Avg
FY22	0.684%	0.644%	0.642%	0.903%	0.718%
FY23	1.536%	2.331%	3.196%	3.473%	2.634%
FY24	3.490%	3.892%	3.971%	3.879%	3.808%
FY25	3.835%	3.735%	3.735%	3.834%	3.785%
FY26	3.764%	3.862%	3.844%	3.922%	3.848%

	CAMP (Average Quarterly)				
	Q1	Q2	Q3	Q4	FY Avg
FY22	0.050%	0.050%	0.120%	0.820%	0.260%
FY23	2.183%	3.780%	3.087%	5.123%	3.543%
FY24	5.460%	5.563%	5.507%	5.433%	5.491%
FY25	5.377%	4.877%	4.510%	4.423%	4.797%
FY26	4.390%	4.103%	3.827%	3.770%	4.023%

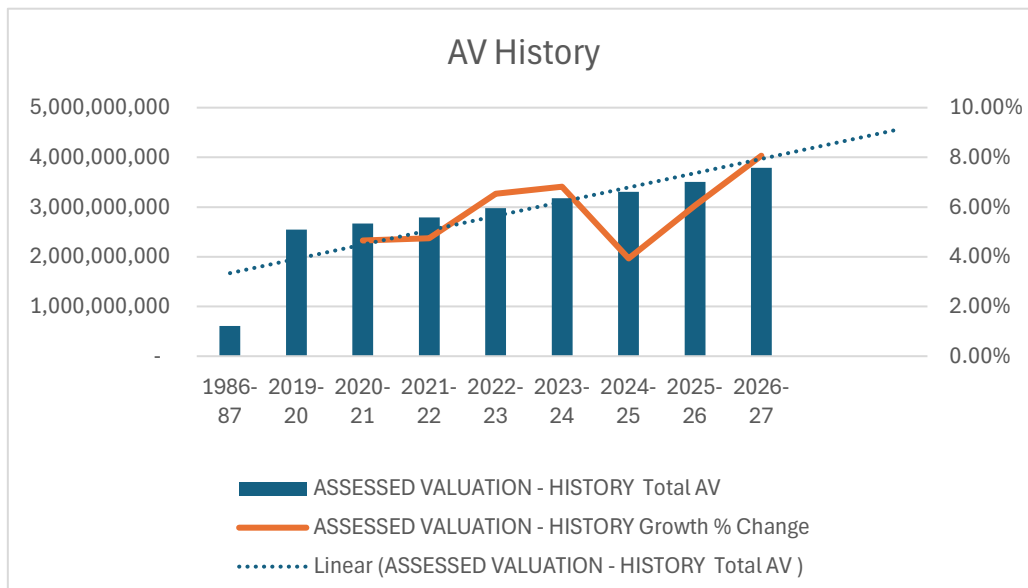
	Zions (Average Book Yield)				
	Q1	Q2	Q3	Q4	FY Avg
FY22	0.166%	0.821%	0.851%	0.810%	0.662%
FY23	0.961%	1.152%	1.620%	0.881%	1.154%
FY24	1.963%	2.123%	2.127%	2.073%	2.072%
FY25	2.614%	2.335%	2.221%	2.425%	2.399%
FY26	2.883%	3.892%	3.930%	4.033%	3.685%

	CA CLASS (Average Quarterly)				
	Q1	Q2	Q3	Q4	FY Avg
FY24		5.453%	5.452%	5.399%	5.435%
FY25	5.364%	4.041%	4.407%	4.336%	4.537%
FY26	4.314%	4.031%	3.756%	3.771%	3.968%



ASSESSED VALUATION - HISTORY

Fiscal Year	Total AV	Growth % Change
1986-87	611,040,931	
2019-20	2,549,302,136	
2020-21	2,668,009,106	4.66%
2021-22	2,794,493,982	4.74%
2022-23	2,976,988,289	6.53%
2023-24	3,180,159,126	6.82%
2024-25	3,305,215,412	3.93%
2025-26	3,505,547,395	6.06%
2026-27	3,788,337,398	8.07%



ANNUAL REPORT OF REVENUES AND EXPENDITURES
CA GOV. CODE 66006 (B)(1) (A) AND (B)

FIRE AGENCY: **ALL PARTICIPATING FIRE AGENCIES**
FISCAL YEAR: **2025/26**

(A) DESCRIPTION OF FEE

The fee is imposed on new development at the time of issuance of a building permit for new construction or expansion. Fee proceeds are used to fund new or expanded fire protection facilities and equipment necessary to meet the additional demand caused by new development in the district.

(B) AMOUNT OF FEE

Fiscal Year 2025-26 Fee Schedule, effective July 1, 2025

Fire Agency	RESIDENTIAL	COMMERCIAL / RETAIL	HOTEL	INDUSTRIAL	MEDICAL	OFFICE	AGRICULTURE*
Alpine FPD	\$2.13	\$1.85	\$0.99	\$1.45	\$3.46	\$6.93	\$0.06
Bonita-Sunnyside FPD	\$1.70	\$1.47	\$0.79	\$1.17	\$2.77	\$5.56	\$0.05
Deer Springs FPD	\$2.20	\$1.91	\$1.02	\$1.51	\$3.58	\$7.16	\$0.07
Lakeside FPD	\$1.54	\$1.35	\$0.72	\$1.06	\$2.52	\$5.05	\$0.05
North County FPD	\$1.22	\$1.06	\$0.57	\$0.84	\$1.99	\$3.98	\$0.03
Rancho Santa Fe FPD	\$2.89	\$2.50	\$1.33	\$1.98	\$4.69	\$9.39	\$0.08
Rincon Del Diablo MWD	\$1.10	\$0.97	\$0.51	\$0.76	\$1.81	\$3.60	\$0.03
San Diego County FPD	\$3.08	\$2.68	\$1.44	\$2.12	\$5.03	\$10.07	\$0.09
San Marcos FPD	\$1.05	\$0.91	\$0.48	\$0.72	\$1.70	\$3.41	\$0.03
San Miguel Consolidated FPD	\$1.71	\$1.48	\$0.80	\$1.17	\$2.78	\$5.58	\$0.05
Valley Center FPD	\$1.30	\$1.13	\$0.61	\$0.90	\$2.13	\$4.26	\$0.03
Vista FPD	\$0.93	\$0.82	\$0.43	\$0.64	\$1.52	\$3.04	\$0.02

KEY: FPD = Fire Protection District; MWD = Municipal Water District.

*Agricultural building as defined by the Uniform Building Code.

ANNUAL REQUIREMENTS
CA GOV. CODE 66000 (D)(1) (A)-(D)

GOV. CODE § 66000

Please Note: pursuant to the requirements in the Mitigation Fee Act and County Fire Mitigation Fee Ordinance, The information in the following sections was provided TO THE COUNTY FOR REPORTING PURPOSES by the INDIVIDUAL participating fire agencies.

1. DESCRIPTION of Fee, Gov. Code § 66006(b)(1)(A)
2. Amount of Fee, Gov. Code § 66006(b)(1)(B)
3. BEGINNING AND ENDING BALANCE OF ACCOUNT, Gov. Code § 66006(b)(1)(C)
4. AMOUNT OF FEES COLLECTED AND INTEREST EARNED, Gov. Code § 66006(b)(1)(D)
5. Public improvement expenditures, Gov. Code § 66006(b)(1)(E)
6. Incomplete public improvements, Gov. Code § 66006(b)(1)(F)
7. Interfund Transfer or Loans, Gov. Code § 66006(b)(1)(G)

ANNUAL REPORT OF REVENUES AND EXPENDITURES
CA GOV. CODE 66006 (B)(1) (C), (D), (G), AND (H)

FIRE AGENCY: **VISTA FIRE PROTECTION DISTRICT**
FISCAL YEAR: **2025/26**
ACCOUNT FUND NO.: **47745**

(C) BEGINNING AND ENDING BALANCE OF ACCOUNT

Beginning Balance	\$56,054.25
Ending Balance	\$ 47.33

(D) AMOUNT OF FEES COLLECTED AND INTEREST EARNED (REVENUES)

☐ No revenues to report.

Quarter	Fees	Interest
1st	\$13,879.72	\$ 502.02
2nd	\$13,019.74	\$ 664.73
3rd	\$12,619.43	\$ 777.91
4th	\$30,840.22	\$ 839.62
TOTAL	\$70,359.71	\$2,784.28

(H) REFUNDS☒ **No refunds to report.**

Date	Amount
TOTAL	

(G) INTERFUND TRANSFERS/LOANS

If applicable, provide a description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account or fund will receive on the loan.

☐ **No interfund transfers or loans to report.**

Description	Public Improvement	Repayment Date (for interfund loans only)	Interest Rate (for interfund loans only)
Interfund Transfer	Repayment to General Fund Repayment Balance: \$1,260,493.00	06/22/2026	\$97,000.00

(E) PUBLIC IMPROVEMENT EXPENDITURES

If applicable, identify each public improvement on which fees were expended and the amount of expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees.

☐ **No public improvement expenditures to report.**

Date	Public Improvement	Total Expenditures (from all revenue sources)	Total FMF Expenditures	Percentage of Public Improvement funded by FMF
07/09/25	VTA Fire Station Reconstruction Progress Payment (GF)	\$849,900.53		53%
08/13/25	VTA Fire Station Reconstruction Progress Payment (GF)	\$867,882.48		53%
10/08/25	VTA Fire Station Reconstruction Progress Payment (GF)	\$837,376.23		53%
11/12/25	VTA Fire Station Reconstruction Final Payment (GF)	\$723,933.67		53%
06/22/2026	Repayment to GF Balance: \$1,260,493.00		\$73,143.99	

(F) INCOMPLETE PUBLIC IMPROVEMENTS

If the fire agency has determined that sufficient funds have been collected to complete financing on an incomplete public improvement that has been identified for use of fee revenues and the public improvement remains incomplete at the time of the report, identify the approximate date by which the construction of the improvement will commence.

☒ **No information to report.**

Public Improvement	Approximate Start Date of Construction

FIVE-YEAR REQUIREMENTS**CA GOV. CODE 66001 (D)(1) (A)-(D)****GOV. CODE § 66001**

Please Note: pursuant to the requirements in the Mitigation Fee Act and County Fire Mitigation Fee Ordinance, The information in the following sections was provided TO THE COUNTY FOR REPORTING PURPOSES by the INDIVIDUAL participating fire agencies.

1. Purpose of fee, Gov. Code § 66001(d)(1)(a)
2. Reasonable Apportionment, Gov. Code § 66001(d)(1)(B)
3. Funding Anticipated for Incomplete Improvements, Gov. Code § 66001(d)(1)(C)
4. ESTIMATED DATE OF FUNDING FOR Incomplete Improvements, Gov. Code § 66001(d)(1)(D)

FIVE-YEAR REQUIREMENTS**CA GOV. CODE 66001 (D)(1) (A)-(D)****FIRE AGENCY: VISTA FIRE PROTECTION DISTRICT****FISCAL YEAR: 2025/26****(A) – (D) FINDINGS FOR UNEXPENDED FUNDS**

For the fifth fiscal year following the first deposit in the fund and every five years thereafter, Section 66001 of the Mitigation Fee Act requires the local agency to provide the following findings regarding those funds remaining unexpended.

☒ **No unexpended funds to report.**

Amount	Purpose of Fee Gov. Code § 66001(D)(1)(A)	Reasonable Apportionment Gov. Code § 66001(D)(1)(B)	Anticipated Funding Gov. Code § 66001(D)(1)(C)	Estimated Funding Date Gov. Code § 66001(D)(1)(D)

TO: BOARD OF DIRECTORS
FROM: GERARD WASHINGTON, FIRE CHIEF
SUBJECT: MONTHLY ACTIVITY REPORT – FIRE CHIEF’S REPORT
DATE: August 6, 2026



Monthly Activity Summary (July 1 - July 31, 2026)

The following highlights the work activities for the reporting period:

1. On July 16th, four (4) Vista Fire Rescue members participated in Recruitment in the Spotlight (RITS), a live YouTube broadcast hosted by the California Firefighter Joint Apprenticeship Committee (Cal-JAC) at their Firestar Studios in Sacramento. The panel shared the department’s story and culture with a wide audience of potential candidates, including career changers, parents, and those who joined later in life. The episode also carries strong replay value, continuing to serve as a recruitment tool long after the live airing.
2. Fire Admin welcomed new Communications Specialist Karla Gutierrez Grimaldo, who joins us with a strong background in public communications, content development, and community engagement across digital platforms.
3. Vista Fire Rescue was invited to take part in two (2) community events this week: the San Diego County Sheriff’s Coffee with the Community at the Vista Library and the SDG&E Wildland Safety Fair at the Antique Gas & Steam Engine Museum.
4. The department hosted a booth at the SoCal News Community Kickback on July 11th by request.
5. The Vista Fire Rescue Pathways Pilot Program is launching in late summer 2026, funded through a San Diego Workforce Partnership grant. The program will provide paid hands-on training, classroom instruction, and career pathways into fire and EMS for graduating seniors and financially disadvantaged youth, in partnership with Vista Unified School District and the California Conservation Corps.
6. Training occurred on an acquired structure located at 1020 E. Vista Way. The Training and EMS Division appreciates opportunities to train on locally acquired structures scheduled for demolition.
7. Vista Fire Rescue hosted a Medical Spanish course for first responders. The course instructs students on communicating in Spanish during common incident types and building cultural understanding within the Spanish-speaking community.
8. Vegetation management services around Brengle Terrace Park were completed this week.
9. On July 7th, a recently saved patient visited Fire Station 3 to meet the crew who saved him and personally thank them.

Chief's Activity Report

Page | 2

10. Fire investigators called for a small vegetation fire along North County Transit District (a tree fire also occurred last week along the train tracks).
11. Fire investigator called for accidental fire sprinkler activation.
12. Fire investigators called Oceanside for a U-Haul truck fire.
13. A water main break occurred at Camino Patricia and Vista Village. Crews assisted with securing the area and coordinating with Vista Irrigation District representatives.
14. A hazardous materials incident occurred in the 1300 block of N. Melrose. Crews secured the site, prevented spread of the material into local waterways, and coordinated mitigation with property owners and County Hazardous Materials representatives.

TO: BOARD OF DIRECTORS
FROM: MARK VIEROW, FIRE MARSHAL
SUBJECT: MONTHLY ACTIVITY REPORT–FIRE MARSHAL
DATE: August 6, 2026



Monthly Activity Summary (July 1 – 31, 2026)

The following highlights the work activities for the reporting period:

1. Plan Checks and Construction Inspections
 - a. 15 plan checks completed
 - b. 5 construction inspections
2. San Diego County Fire Mitigation Fees
 - a. 15,999 square feet of new construction
 - b. \$15,359.04 in fire mitigation fees
3. Meetings
 - a. Met with representatives of Zylo Plan
 - b. Site meeting with representatives from Vista Fire, County, VID, Contractor, and owner to discuss grading for the Palisades Estates on Elevado Rd.
4. Plans

Plans included 3 Single Family Dwellings with attached garages, Detached Recreation room with garage, and a Fire Rebuild.

TO: BOARD OF DIRECTORS
FROM: LARISSA FULLMER, SUPERINTENDENT
SUBJECT: MONTHLY ACTIVITY REPORT – SUPERINTENDENT REPORT
DATE: AUGUST 6, 2026



Monthly Activity Summary (July 1 - 31, 2026)

The following highlights the work activities for the reporting period:

1. From June 22nd through July 31st, the California Conservation Corps (CCC) completed 1,550 crew member working hours on the Buena Creek Hazard Mitigation Project. This site, located near the entrance of a gated community and along a key fire evacuation route, received 2.75 acres of fuel reduction treatment. Crews removed ladder fuels and brush, hauled out approximately 400 cubic yards of slash material and removed approximately 75 pounds of trash from the area.
2. The CCC crew is concluding work at the Verona Hills site this week and is scheduled to relocate on August 13th to an additional project area along Buena Creek Road to continue fuel reduction and vegetation management activities.
3. Interviews, selections, and onboarding for the Vista Fire Rescue Pathways Pilot Program have been completed. The program officially launched on August 3rd. The Pathways crew will operate out of Station 5 for the next five weeks and will assist with fuel reduction and vegetation management projects while gaining hand on training and classroom instruction.
4. Xyloplan assessment meetings have begun, and some of the required data has been submitted for analysis. The next assessment meeting is scheduled for August 11th.
5. A new Vegetation Management and Maintenance GIS application has been developed. This tool will support future fuel treatment planning by enabling project mapping, document storage, photo tracking, maintenance monitoring, and overall project progress documentation. This is for internal use only.



Example of New “Critical Fuels App”





EFFECTIVE RESPONSE FORCE REPORT

JUNE 2026



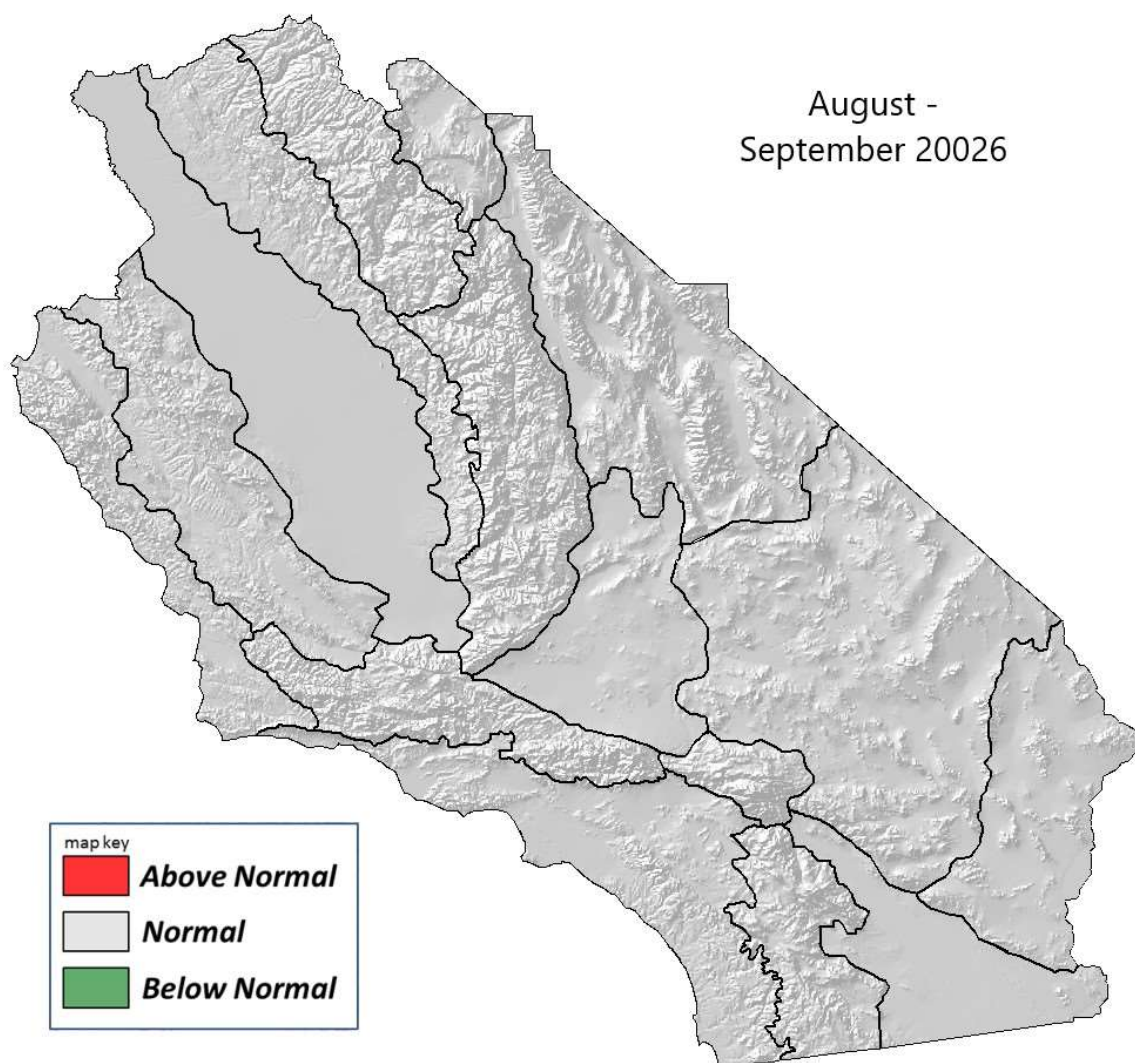
VISTA FIRE RESCUE

STANDARD OF COVER TRAVEL INTERVALS

June 2026

This table describes the Vista Fire Rescue standard travel interval times in accordance with Section 2.G.2. of the agreement with the Vista Fire Protection District.

Type	Risk Level	Unit Complement	Parameter	Urban	Suburban	Rural
All Risks	N/A	1 Engine or 1 Aerial	Objective	00:05:40	00:06:30	00:08:00
All Risks	N/A	1 Engine or 1 Aerial	90th Percentile	00:06:35	00:08:40	00:09:54
All Risks	N/A	1 Engine or 1 Aerial	Count	112	11	32
Fire	High	4 Engine, 1 Ambulance, 1 BC, 1 Aerial	Objective	00:09:30	00:11:00	00:11:30
Fire	High	4 Engine, 1 Ambulance, 1 BC, 1 Aerial	90th Percentile	n/a	n/a	n/a
Fire	High	4 Engine, 1 Ambulance, 1 BC, 1 Aerial	Count	n/a	n/a	n/a
Fire	Medium	3 Engine, 1 Ambulance, 1 BC, 1 Aerial	Objective	00:09:00	00:10:30	00:11:00
Fire	Medium	3 Engine, 1 Ambulance, 1 BC, 1 Aerial	90th Percentile	n/a	n/a	n/a
Fire	Medium	3 Engine, 1 Ambulance, 1 BC, 1 Aerial	Count	n/a	n/a	n/a
Fire	Low	1 Engine	Objective	00:05:40	00:08:00	00:08:00
Fire	Low	1 Engine	90th Percentile	00:07:08	n/a	00:05:37
Fire	Low	1 Engine	Count	5	n/a	2
EMS	High	1 Engine, 1 Ambulance	Objective	00:06:00	00:08:30	00:09:30
EMS	High	1 Engine, 1 Ambulance	90th Percentile	00:08:25	00:10:00	00:10:52
EMS	High	1 Engine, 1 Ambulance	Count	15	3	8
EMS	Medium	1 Engine, 1 Ambulance	Objective	00:06:00	00:08:30	00:09:30
EMS	Medium	1 Engine, 1 Ambulance	90th Percentile	00:08:47	00:08:52	00:10:00
EMS	Medium	1 Engine, 1 Ambulance	Count	52	2	13
EMS	Low	1 Engine, 1 Ambulance	Objective	00:06:00	00:08:30	00:09:30
EMS	Low	1 Engine, 1 Ambulance	90th Percentile	n/a	n/a	n/a
EMS	Low	1 Engine, 1 Ambulance	Count	n/a	n/a	n/a
Rescue	High	2 Engine, 1 Ambulance, 1 BC, 1 Aerial	Objective	00:09:00	00:10:30	00:11:30
Rescue	High	2 Engine, 1 Ambulance, 1 BC, 1 Aerial	90th Percentile	n/a	n/a	n/a
Rescue	High	2 Engine, 1 Ambulance, 1 BC, 1 Aerial	Count	n/a	n/a	n/a
Rescue	Medium	1 Engine, 1 Ambulance, 1 BC, 1 Aerial	Objective	00:08:30	00:11:00	00:11:00
Rescue	Medium	1 Engine, 1 Ambulance, 1 BC, 1 Aerial	90th Percentile	n/a	n/a	n/a
Rescue	Medium	1 Engine, 1 Ambulance, 1 BC, 1 Aerial	Count	n/a	n/a	n/a
Rescue	Low	1 Engine, 1 Ambulance	Objective	00:08:00	00:08:00	00:09:00
Rescue	Low	1 Engine, 1 Ambulance	90th Percentile	00:07:34	n/a	n/a
Rescue	Low	1 Engine, 1 Ambulance	Count	2	n/a	n/a
Wildland	Red Flag	2 Type 1, 3 Type 3, 1 BC, 1 WT, Aircraft	Objective	00:10:24	00:13:00	00:18:12
Wildland	Red Flag	2 Type 1, 3 Type 3, 1 BC, 1 WT, Aircraft	90th Percentile	n/a	n/a	n/a
Wildland	Red Flag	2 Type 1, 3 Type 3, 1 BC, 1 WT, Aircraft	Count	n/a	n/a	n/a
Wildland	High	2 Type 1, 3 Type 3, 1 BC, 1 WT, Aircraft	Objective	00:10:24	00:13:00	00:18:12
Wildland	High	2 Type 1, 3 Type 3, 1 BC, 1 WT, Aircraft	90th Percentile	n/a	n/a	n/a
Wildland	High	2 Type 1, 3 Type 3, 1 BC, 1 WT, Aircraft	Count	n/a	n/a	n/a
Wildland	Medium	2 Type 1, 2 Type 3, 1 BC	Objective	00:10:24	00:13:00	00:18:12
Wildland	Medium	2 Type 1, 2 Type 3, 1 BC	90th Percentile	n/a	n/a	n/a
Wildland	Medium	2 Type 1, 2 Type 3, 1 BC	Count	n/a	n/a	n/a
Wildland	Low	2 Type 1, 2 Type 3, 1 BC	Objective	00:09:00	00:13:00	00:18:12
Wildland	Low	2 Type 1, 2 Type 3, 1 BC	90th Percentile	n/a	n/a	n/a
Wildland	Low	2 Type 1, 2 Type 3, 1 BC	Count	n/a	n/a	n/a
Hazmat	High	2 Engine, 1 Ambulance, 1 BC, 1 Aerial	Objective	00:09:00	00:10:30	00:11:30
Hazmat	High	2 Engine, 1 Ambulance, 1 BC, 1 Aerial	90th Percentile	n/a	n/a	n/a
Hazmat	High	2 Engine, 1 Ambulance, 1 BC, 1 Aerial	Count	n/a	n/a	n/a
Hazmat	Low	1 Engine	Objective	00:05:40	00:06:30	00:08:00
Hazmat	Low	1 Engine	90th Percentile	n/a	n/a	n/a
Hazmat	Low	1 Engine	Count	n/a	n/a	n/a



***Monthly Images will only be shown when there are changes**

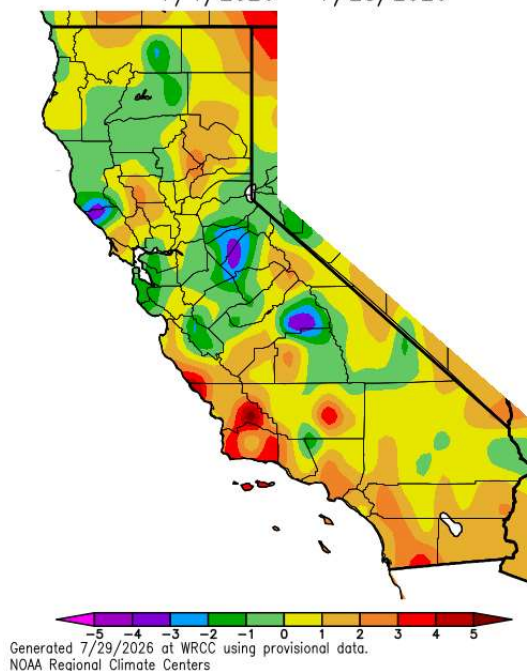
August – November 2026 South Ops Highlights

- Precipitation will likely be near to below normal through September and then near to above normal in October and November.
- Temperatures will likely be above normal through September and then become below normal in October and November.
- There will likely be a below normal amount of Santa Ana wind events in October and November.

Weather Discussion

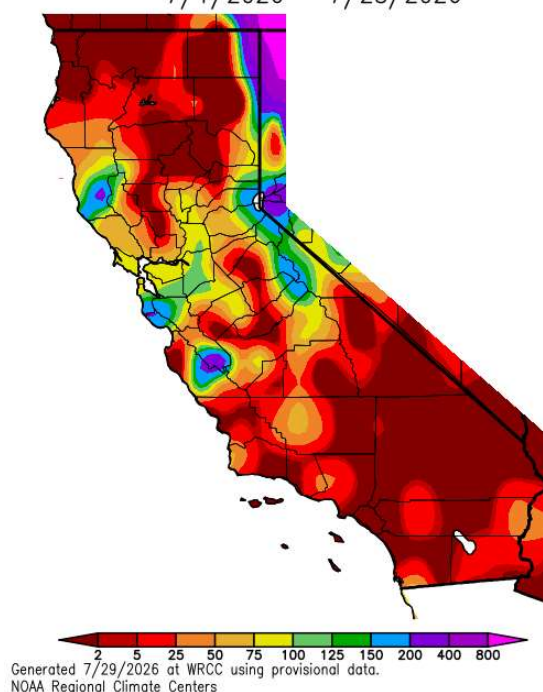
High pressure centered off the California Coast brought near normal temperatures to Central and Southern California during the first couple weeks of July. During the last two weeks of July, high pressure migrated back and forth between the Great Basin and the Rockies maintaining near normal temperatures across the region. There were no periods of excessive heat during the month with only brief periods of a little below normal and a little above normal temperatures. Overall for the month, temperatures were within a couple degrees of normal (**Fig 1**). Southeast flow aloft around the high pressure that migrated back and forth between the Great Basin and Rockies brought isolated monsoonal showers and thunderstorms to the mountains and deserts most days July 12-26. Scattered light showers and sprinkles moved across the entire region July 12-13 and then again July 20th. Most locations received below normal rainfall for July, since thunderstorms were isolated, but there was near to above normal rainfall across Monterey and San Benito Counties as well as the Sierra from Fresno County northward (**Fig 2**). Normal winds occurred during the month, with afternoon southwest to northwest winds of 15 to 25 mph with gusts to 40 mph over the mountain ridges and through the desert passes along with a sea breeze of 10 to 20 mph elsewhere.

Av. Max. Temperature dep from Ave (deg F)
7/1/2026 – 7/28/2026



**Fig 1: July 1st - July 28th
Temperature (% of Ave.)**

Percent of Average Precipitation (%)
7/1/2026 – 7/28/2026



**Fig 2: July 1st - July 28th
Precipitation (% of Ave.)**

Fuels Discussion

There have been only minor changes in the drought in July compared to June. There is now moderate drought near the entire portion of the Colorado River instead of just over San Bernardino County. There has also been an increase in abnormally dry conditions over the central deserts from San Bernardino County down to Imperial County. Most of Central California west of the Sierra and most locations across Southern California west of the central deserts continue to have no drought. However, most of San Diego County from the mountains westward and the mountains of Riverside County continue to have abnormally dry conditions (**Fig 3**). Both the 1000-hr and the 100-hr dead fuel moisture were near normal for the entire month (**Figs 4@5**). The live fuel moisture is mainly between 70% and 90% which is near to slightly below normal for this time of year (**Fig 6**).

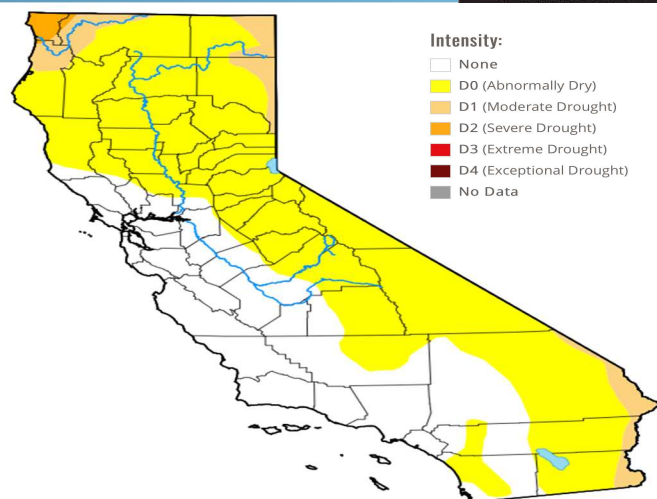


Fig 3: Drought Monitor July 30th, 2026

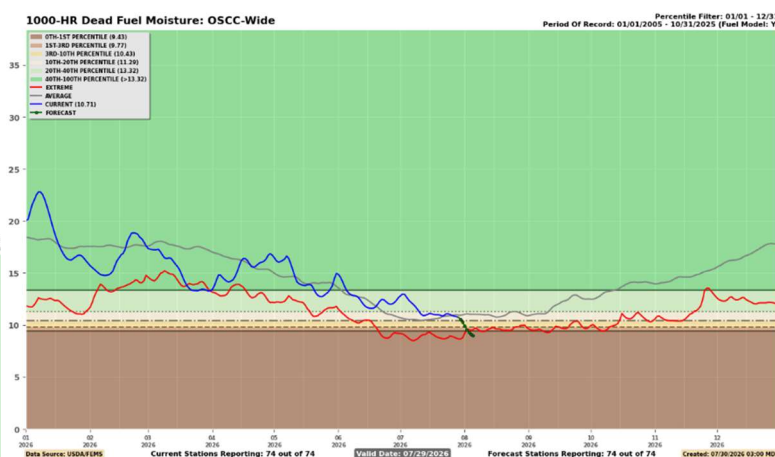


Fig 4: OSCC-Wide 1000 hr Dead fuel moisture July 28th

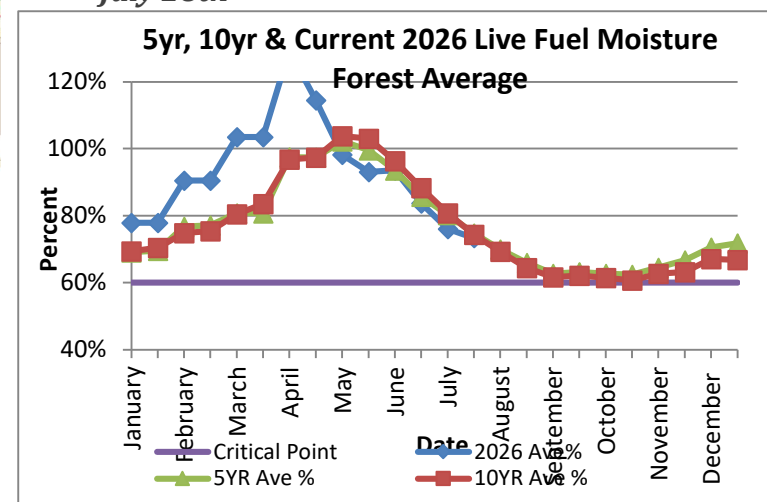


Fig 6: LPF Live Fuel Moisture July 15th

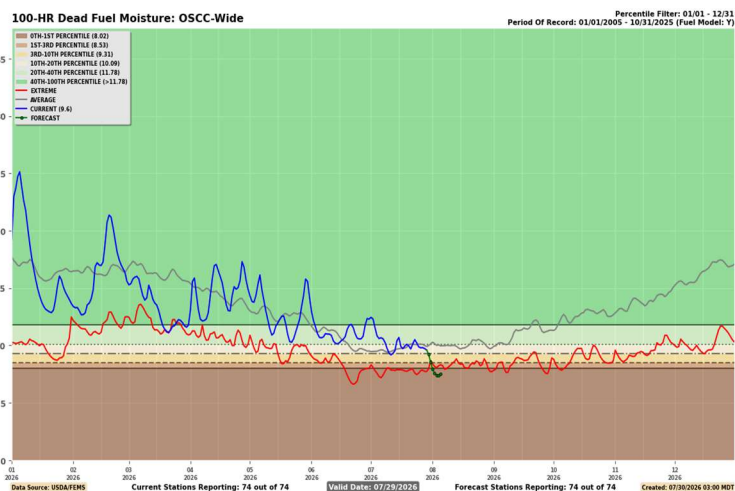


Fig 5: OSCC-Wide 100 hr Dead fuel moisture July 28th

SOUTH OPS OUTLOOK

Sea surface temperatures off the West Coast are now above normal and little change is expected through September (**Figs 7@8**). Thus, we can expect above normal temperatures across the region through September. There will likely be a near to below normal amount of monsoonal showers and thunderstorms through September as strong El Nino conditions remain in place. Strong El Nino conditions will likely bring near to below normal temperatures and near to above normal precipitation to the region in October and November. The first storm from the Gulf of Alaska will likely arrive mid to late October. There will likely be a below normal amount of Santa Ana wind events this fall and it is likely that a storm from the Gulf of Alaska will come before the first Santa Ana event. The storms for this fall and winter will likely be warm and atmospheric rivers will be likely. The potential for large fire will be near normal across Central and Southern California through November.

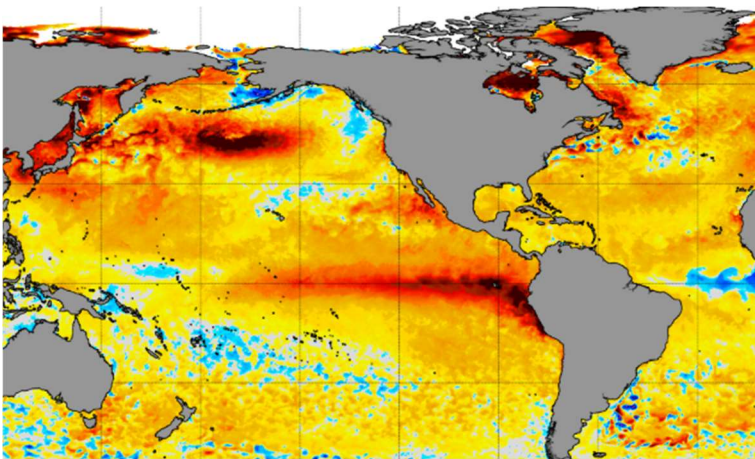


Fig 7: Sea Surface Temperature Anomaly, July 28th, 2026

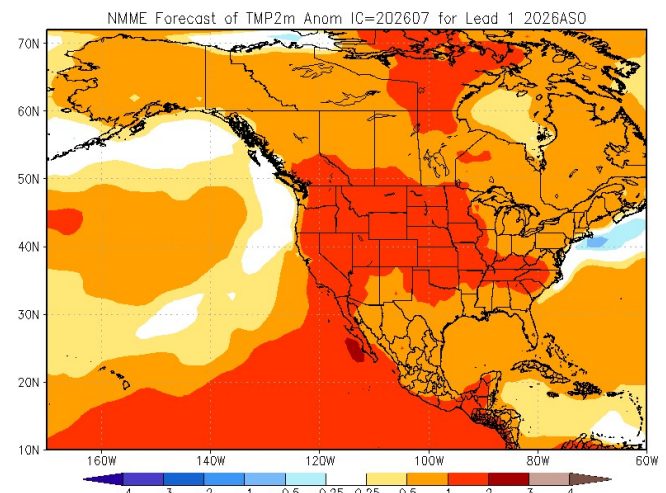
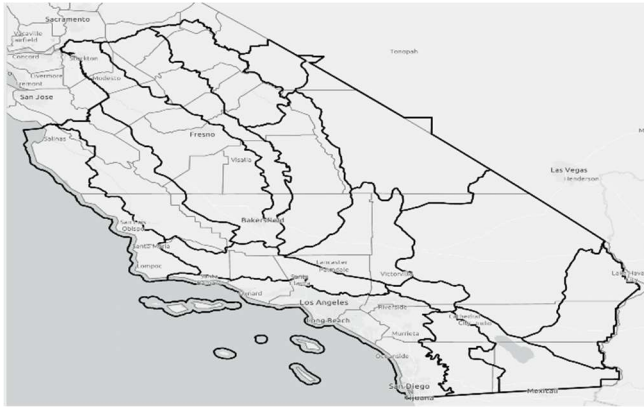


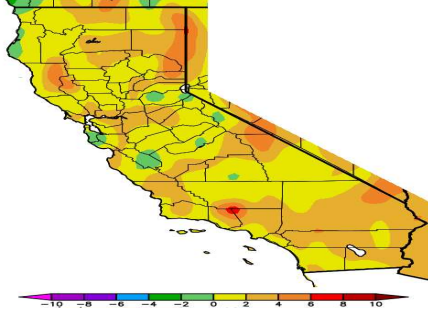
Fig 8: Forecast Temperature Anomalies for August through November, July 28th, 2026

Maps with Counties and Select Intel Links used in the forecast

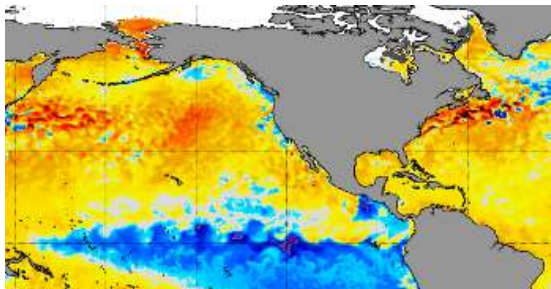
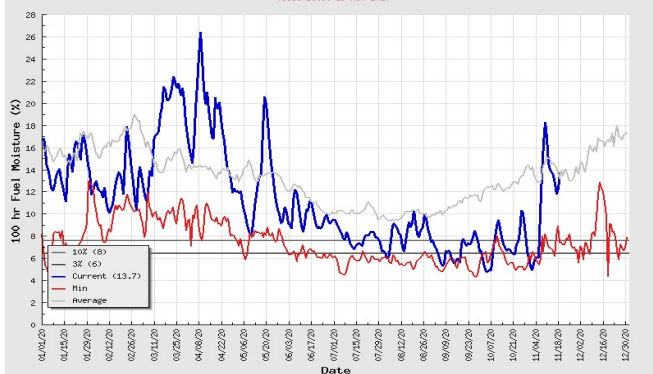


August - September 2026

Av. Max. Temperature dep from Ave (deg F)
11/1/2020 – 11/19/2020



5003 - Southern Sierra
Valid Date: 19-Nov-2020



Climate

- <https://calclim.dri.edu/pages/anommaps.html>

100 hr dead fuel moisture

- https://gacc.nifc.gov/oscc/fuelsFireDanger_Hundred.php

Current sea surface temperatures

- <https://www.ospo.noaa.gov/Products/ocean/sst/anomaly/>

Vista Fire Protection District

TO: BOARD OF DIRECTORS
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER
SUBJECT: MONTHLY ACTIVITY REPORT - ADMINISTRATION
DATE: August 6, 2026



Activity Summary (July 1 – 31, 2026)

The following highlights my work activities for the reporting period:

1. Prepared agenda and supporting material for the July 8 Board of Directors meeting.
2. Prepared all accounts payable and payroll.
3. Met July 7 (in person) with Chief Washington, monthly staff meeting.
4. Attended July 8 Board of Directors meeting.
5. Acknowledged receipt of Marc Makebakken's resignation and prepared and submitted all notifications.
6. Met July 15 (in person) with Larissa Fullmer, Workforce Program Superintendent
7. Prepared agenda and supporting material for the July 17 Board of Directors special meeting.
8. Attended July 17 Board of Directors special meeting.
9. Met July 21 (in person) Director Elliott, re: Division B
10. Attended July 22 Public Safety Roundtable hosted by Assembly member Darshana Patel
11. Attended IAAP Summit, July 26-30, Los Angeles: Professional Development
12. Distributed candidate information for Divisions B, D and E
13. Reallocated CAMP investment to a 365-day term at 4.19%, maturity 7/8/2027
14. In cooperation with legal counsel, drafted RFP for On-Call Grant Writer
15. Responded to two Freedom of Information Act, requesting records for specific vendors.
Note the district did not have any records matching their request.
16. Assisted by VFR staff with gate repair at El Paso Alto, repair completed August 4th.
17. Assisted parcel owners re: invoices received for special assessment.
18. Prepare agenda and supporting materials for August 12 board meeting.

CONTRACTS: [Informational](#)

A report to the Board of Directors regarding contracts executed on behalf of the Fire District by the Administrative Manager:

1. Signed CCC Buena Creek Fuel Mitigation Project Amended – NTE \$104,994

The highlights do not include emails, phone calls, website updates, or other requests for review/comments on district topics.

A#3439

CALIFORNIA CONSERVATION CORPS

CCC Agreement #

Index#

CCC Project Number

26-3804-429R

(CCC Contract Officer Assigns)

3804

(Center Index Code is Four digits)

R-25-3804-17454

(C3 Assigns)

A] The California Conservation Corps (CCC), agrees to provide crew labor for the project titled:

Vista Fire Protection District Buena Creek Fuel Mitigation

See CCC-58: Project Evaluation Form for details.

B] The term of this agreement shall be:

Agreement Start Date: June 18, 2026

☒ Check here if multi-year

Agreement Expiration Date: June 30, 2027

C] Sponsor agrees to reimburse the CCC for estimated costs in accordance with the Fiscal Summary. (Fiscal Year displays are shown on page 2 and page 3.)

NOTE TO SPONSOR: Budget detail will not be provided on performance based contracts.

Labor	Hours	Rate/Hr	Totals
CM Regular Time:	3586.00	\$ 29.00	\$ 103,994.00
CM Overtime:	0.00	\$ -	\$ -
Performance Based Labor:			\$ -
Unspecified:			\$ -
Staff Regular Time :			\$ -
Staff Overtime :			\$ -
EXPENSES			
Equipment (greater than \$5,000):			\$ -
Tools (includes equipment less than \$5,000):			\$ -
Materials:			\$ 1,000.00
Vehicle Operations:			\$ -
Consulting:			\$ -
Other:			\$ -

D] The total amount payable by Sponsor to CCC under this agreement shall not exceed:

\$ 104,994.00

E] The CCC shall forward billing for labor and/or operating expenses with supporting documentation to the sponsor:

☒ Monthly ☐ Quarterly ☐ At end of contract

F] Sponsor agrees to pay CCC within 35 days from receipt of invoice.

Sponsor	
Organization:	Vista Fire Protection District
Date:	7/13/2026
Signature:	DocuSigned by: Karlana Rannals D8078BFD89794D3...
Print:	Karlana Rannals
Title:	Administrative Manager
SPONSOR EMAIL ADDRESS	
krannals@vistafpd.org	
SPONSOR MAILING ADDRESS	
450 S. Melrose Drive Vista, CA 92081	
SPONSOR BILLING ADDRESS:	
Check Here if Billing and Mailing Address are the same	

STATE OF CALIFORNIA	
California Conservation Corps	
Date:	7/17/2026
Signature:	DocuSigned by: Tabatha Chavez BF9C0B03A5AE474...
Print:	Tabatha Chavez
Title:	Deputy Director, Administration
CCC CENTER VERIFICATION	
Date:	7/10/2026
Signature:	DocuSigned by: James Roe CF0DDA08A7A2488...
Print:	James Roe
Title:	Conservation Supervisor
FORWARD PAYMENTS TO:	
California Conservation Corps Attention: Accounting/Receivables 1719 24th Street Sacramento, CA 95816	

AGREEMENT ADDENDUM: CCC-96A (Rev. 7/9/2024) page 2 of 3

First Fiscal Year Display	FROM:	06/18/26	Labor	Hours	Rate/Hr	Totals
			CM Regular Time:	1000.00	\$ 29.00	\$ 29,000.00
			CM Overtime:	0.00	\$ -	\$ -
	TO:	06/30/26	Performance Based Labor:		\$	-
			Unspecified:		\$	-
			Staff Regular Time :		\$	-
			Staff Overtime :		\$	-
			EXPENSES			
			Equipment (greater than \$5,000):		\$	-
			Tools (includes equipment less than \$5,000):		\$	-
			Materials:		\$	1,000.00
			Vehicle Operations:		\$	-
			Consulting:		\$	-
			Other:		\$	-
			First Fiscal Year TOTAL:		\$	30,000.00
Second Fiscal Year Display A#3439 +2,586 CM HOURS +\$74,994 CM LABOR	FROM:	07/01/26	Labor	Hours	Rate/Hr	Totals
			CM Regular Time:	2586.00	\$ 29.00	\$ 74,994.00
			CM Overtime:	0.00	\$ -	\$ -
	TO:	06/30/27	Performance Based Labor:		\$	-
			Unspecified:		\$	-
			Staff Regular Time :		\$	-
			Staff Overtime :		\$	-
			EXPENSES			
			Equipment (greater than \$5,000):		\$	-
			Tools (includes equipment less than \$5,000):		\$	-
			Materials:		\$	-
			Vehicle Operations:		\$	-
			Consulting:		\$	-
			Other:		\$	-
			Second Fiscal Year TOTAL:		\$	74,994.00
Third Fiscal Year Display	FROM:		Labor	Hours	Rate/Hr	Totals
			CM Regular Time:	0.00	\$ -	\$ -
			CM Overtime:	0.00	\$ -	\$ -
	TO:		Performance Based Labor:		\$	-
			Unspecified:		\$	-
			Staff Regular Time :		\$	-
			Staff Overtime :		\$	-
			EXPENSES			
			Equipment (greater than \$5,000):		\$	-
			Tools (includes equipment less than \$5,000):		\$	-
			Materials:		\$	-
			Vehicle Operations:		\$	-
			Consulting:		\$	-
			Other:		\$	-
			Third Fiscal Year TOTAL:		\$	-
Fourth Fiscal Year Display	FROM:		Labor	Hours	Rate/Hr	Totals
			CM Regular Time:	0.00	\$ -	\$ -
			CM Overtime:	0.00	\$ -	\$ -
	TO:		Performance Based Labor:		\$	-
			Unspecified:		\$	-
			Staff Regular Time :		\$	-
			Staff Overtime :		\$	-
			EXPENSES			
			Equipment (greater than \$5,000):		\$	-
			Tools (includes equipment less than \$5,000):		\$	-
			Materials:		\$	-
			Vehicle Operations:		\$	-
			Consulting:		\$	-
			Other:		\$	-
			Fourth Fiscal Year TOTAL:		\$	-
The total amount payable by Sponsor to CCC under this agreement shall not exceed:						\$ 104,994.00

TO: BOARD OF DIRECTORS,
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER
SUBJECT: GOVERNMENT AGENCY BIENNIAL REVIEW, and a RESOLUTION
UPDATING AGENCY CONFLICT OF INTEREST CODE
DATE: AUGUST 6, 2026



RECOMMENDATION

1. Receive and file the amended 2026 Conflict of Interest Code Biennial Notice;
2. Adopt Resolution No. 2026-09 *entitled* A Resolution of the Board of Directors of the Vista Fire Protection District Amending the Fair Political Practices Commission's Standard Conflict Of Interest Code and Candidate Disclosure Statement and Repealing Board Action on August 14, 2024.

BACKGROUND

The Board of Directors last amended the District's Conflict of Interest Code on August 14, 2024. The Code was reviewed at board meeting on July 10, 2026, at which time staff reported that no amendments appeared necessary.

Following the filing of the District's Biennial Notice with the Clerk of the Board of Supervisors, staff was advised that an amendment is required to incorporate new language mandated by Senate Bill 852. The legislation specifies that individuals who manage public investments must file their Form 700 directly with the Fair Political Practices Commission.

The Administrative Manager has filed the required Form 700 with the Fair Political Practices Commission. The District's Conflict of Interest Code must now be amended to reflect this filing requirement.

Attachment(s)

1. *County of San Diego Biennial Review Form*
2. *Resolution No. 2026-09*

2026 Local Agency Biennial Notice

Name of Agency: _____

Mailing Address: _____

Contact Person: _____ Phone No. _____

Email: _____ Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

Include new positions

Revise disclosure categories

Revise the titles of existing positions

Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions

Other (*describe*) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

Signature of Designated Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **September 1, 2026**, via email to:

Form700@sdcounty.ca.gov

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

RESOLUTION No. 2026-09

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VISTA FIRE PROTECTION DISTRICT AMENDING THE FAIR POLITICAL PRACTICES COMMISSION'S STANDARD CONFLICT OF INTEREST CODE AND CANDIDATE DISCLOSURE STATEMENT and REPEALING BOARD ACTION ON AUGUST 14, 2024

WHEREAS, the Political Reform Act requires certain District Officials, specified in section 87200 of the California Government Code, to file economic disclosure forms ("Form 700") and abstain from making or participating in making governmental decision which have a reasonably foreseeable material effect on an economic interest; and

WHEREAS, the Vista Fire Protection District approved an "Agency Conflict of Interest Code" as required by California Government Code on August 14, 2024; and

WHEREAS, the Fair Political Practices Commission ("FPPC") has adopted a regulation, California Code of Regulations, Title 2, division 6, Section 18730 (hereinafter "CCR 18730"), which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the FPPC after public notice and hearings to conform to amendments in the Political Reform Act.

WHEREAS, consistent with the biennial schedule established by the Fair Political Practices Commission for amending local conflict of interest codes, the District reviews and amends its local conflict of interest code every two years;

NOW, THEREFORE, the Board of Directors of the Vista Fire Protection District does RESOLVE as follows:

1. The Code approved by Board action on August 14, 2024 is hereby repealed.
2. The Conflict-of-Interest Code for the Vista Fire Protection District is hereby amended to read as follows:

CONFLICT OF INTEREST CODE FOR THE VISTA FIRE PROTECTION DISTRICT

The Political Reform Act, Government Code §81000, et. seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission ("FPPC") has adopted a regulation, California Code of Regulations, Title 2, division 6, Section 18730 (hereinafter "CCR 18730"), which contains the terms of a standard conflict of interest code. After public notice and hearing the regulation may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and Appendix A and B, attached to this resolution and a part of it, designating officials, employees and consultants, and establishing disclosure categories, shall constitute the Conflict-of-Interest code of the Vista Fire Protection District (District).

Individuals holding designated positions shall file their Statements of Economic Interests (Form 700s) with the County of San Diego Clerk of the Board of Supervisors.

District officials who manage public investments shall file Statements of Economic Interests (Form 700) pursuant to Government Code section 87200.

Designated persons listed under "Other Reporting Requirements" employees shall file their statements with the District, which shall make the statements available for public inspection and reproduction in accordance with Government Code section 81008.

3. The Conflict-of-Interest Code for the Vista Fire Protection District will become effective on the date the Board of Directors approves this resolution.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Vista Fire Protection District on August 12, 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

JOHN PLOETZ
President

Karlena Rannals
Clerk, Board of Directors

DESIGNATED POSITIONS

<u>Titles</u>	<u>Assigned Disclosure Category</u>
Directors	1
Candidate for Board of Directors	1
Administrative Manager	1
Board Clerk/Secretary	1
<u>Attorney(s)</u>	<u>1</u>

DESIGNATED POSITION(S) WHO MANAGE PUBLIC INVESTMENTS

<u>Titles.....</u>	<u>Assigned Disclosure Category</u>
<u>Administrative Manager</u>	<u>1</u>

OTHER REPORTING REQUIREMENTS

Consultants (Defined in FPPC Regulation 18701(a)(2))

The positions of the following consultants presently Retained by the Agency:

<u>Attorney(s)</u>	<u>1</u>
<u>Fire Chief</u>	1

APPENDIX B

DISCLOSURE CATEGORIES OF REPORTABLE ECONOMIC INTERESTS

1. FULL DISCLOSURE

What to report? All investments and business positions in business entities, sources of income including gifts, loans and travel payments, and interests in real property.

What Form 700 schedules? All Schedules. (A through E)

2. DISTRICT-RELATED INCOME

What to report? All investments and business positions in business entities and sources of income including gifts, loans, and travel payments if the source is of a type which provides, manufactures, or supplies services, supplies, materials, machinery or equipment of the type utilized by or subject to the review or approval of the District.

What Form 700 schedules? A, C, D, E

3. DISTRICT-RELATED INCOME, REAL PROPERTY

What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments if the source is of a type which provides, manufactures, or supplies services, supplies, materials, machinery or equipment of the type utilized by or subject to the review or approval of the District and all interests in real property.

What Form 700 schedules? All Schedules (A through E)

4. DIVISION-RELATED INCOME (Administration)

What to report? All investments and business positions in business entities and sources of income including gifts, loans and travel payments if the source is of a type if the source is of a type which provides, manufactures or supplies equipment, supplies, material, services or machinery of the type utilized by or subject to the review or approval of the department in which that person is employed.

What Form 700 schedules? A, C, D, E

FORM 700 SCHEDULES – DESCRIPTION

Form 700

- Schedules A-1 Investments (Stocks, Bonds, and Other Interests (Ownership Interest is Less than 10%))
- Schedules A-2 Investments, Income and Assets of Business Entities/Trusts (Ownership Interest is 10% or Greater)
- Schedule B Interests in Real Property (Including Rental Income)
- Schedule C Income, Loans and Business Positions (Other than Gifts and Travel Payments)
- Schedule D Income – Gifts
- Schedule E Travel Payments, Advances and Reimbursements

RESOLUTION No. 2026-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VISTA FIRE PROTECTION DISTRICT CHANGING THE LOCATION AND REESTABLISHING TIME AND PLACE OF REGULAR MEETINGS, HOLIDAY, AND EMERGENCIES

WHEREAS, California Government Code §54950 et. seq, also known as the Brown Act, provides in §54954(a) that the legislative body of a local agency must set the time and place for its regular meetings by ordinance, resolution, bylaws, or similar formal rules for conducting business; and

WHEREAS, §54954(b) of the Brown Act requires that all regular and special meetings of a local agency be held within the boundaries of the territory over which the local agency exercises jurisdiction, except if there is no meeting facility within its territory, then the local agency may meet at the closest meeting facility, or at the principal office of the local agency if that office is located outside the territory over which the agency exercises jurisdiction; and

WHEREAS, there is no meeting place within the jurisdiction of the Vista Fire Protection District and the Vista Fire Protection District, by prior resolution, set the meeting place for all regular board meetings at its principal office, located at 450 S. Melrose Drive, Vista, California, which is outside its territory; and

WHEREAS, the closest adequate meeting place for the regular meetings of the VISTA FIRE PROTECTION DISTRICT is the City of Vista City Hall, located at 200 Civic Center Drive, Vista, California, 92084; and

WHEREAS, the legislative body of the Vista Fire Protection District shall establish a time and place of regular meeting; holiday; emergencies pursuant to Section 54954 of the Government Code, State of California.

NOW, THEREFORE, BE RESOLVED that the Board of Directors of the Vista Fire Protection District does hereby establish the following effective September 1, 2026:

- a. the legislative body shall conduct business at their regularly scheduled meeting on the second Wednesday of each month; and
- b. meetings shall commence at 1:00 pm; and
- c. meetings shall be conducted at City Hall for the City of Vista located at 200 Civic Center Drive, Vista, CA 92084; and
- d. if at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day of the district; and
- e. if, because of fire, flood, earthquake, or other emergency, it shall be unsafe to meet in the place designated, the meetings may be held for the duration of the emergency at such place as is designated by the presiding officer of the legislative body.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Vista Fire Protection District on August 12, 2026, on the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

John Ploetz

President, Board of Directors

Karlana Rannals
Board Clerk

TO: BOARD OF DIRECTORS
FROM: KARLENA RANNALS, ADMINISTRATIVE MANAGER
SUBJECT: AUTHORIZATION TO DISTRIBUTE A REQUEST FOR PROPOSALS (RFP) FOR ON-CALL GRANT RESEARCH, WRITING, AND MANAGEMENT CONSULTING SERVICES
DATE: AUGUST 6, 2026



RECOMMENDATION

Staff recommend that the Board of Directors authorize staff to distribute a Request for Proposals (RFP) for On-Call Grant Research, Writing, and Management Consulting Services to qualified consulting firms.

BACKGROUND

The Vista Fire Protection District ("District") has identified a number of community-based project priorities that could be advanced through supplemental grant funding. Successfully identifying, pursuing, and securing grant funds require specialized expertise in grant research, competitive proposal writing, and post-award compliance and management — particularly for federal and California state grant programs, which carry detailed eligibility, reporting, and administrative requirements. In addition, the District's recent Fire Risk Reduction Community List designation allows for the District to qualify for grants that the City of Vista would not be able to apply.

To build capacity in this area, staff propose to solicit proposals from qualified consulting firms to provide comprehensive grant research, writing, and management services on an as needed or ongoing basis, in support of District priorities identified by the Board and District staff.

DISCUSSION/ANALYSIS

Staff have prepared a draft Request for Proposals (RFP) (Attachment A) seeking a consulting firm to provide comprehensive grant research, writing, and management services to help the District obtain grant funding for identified projects and community priorities. At a minimum, the scope of services outlined in the RFP includes:

- Ongoing research to identify federal, state, and other grant opportunities aligned with District priorities;
- Preparation and submission of competitive, complete, and timely grant applications;
- If applicable, post-award grant management, including compliance monitoring, reporting, and reimbursement support; and
- Coordination with District staff to align grant strategy with Board-adopted priorities and community needs.

The RFP requires respondents to demonstrate experience and expertise in the service areas identified above, along with a proven track record of successful grant identification, acquisition, and funding for community-based projects. Because a substantial share of anticipated funding opportunities is expected to come from federal and California state sources, the RFP also requires respondents to

demonstrate experience managing federal and California grant awards, including compliance with applicable administrative and reporting requirements.

If authorized, staff will distribute the RFP to qualified firms and post it publicly in accordance with the District's procurement practices. The Board may wish to select one or two board members to evaluate proposals received based on firm qualifications, relevant experience, proposed approach, and cost, and will return to the Board with a recommendation for award of a professional services agreement with the selected firm.

FISCAL IMPACT

There is no direct fiscal impact associated with authorizing distribution of the RFP. Any costs associated with retaining a grant consulting firm will be identified through the proposal evaluation process and brought back to the Board for consideration and approval prior to execution of any professional services agreement.

Attachment(s)

1. *RFP for On-Call Grant Research, Writing, and Management Services*



REQUEST FOR PROPOSALS

ON – CALL GRANT RESEARCH, WRITING, AND MANAGEMENT SERVICES

**PROPOSALS MUST BE RECEIVED BY
September 23, 2026**

Vista Fire Protection District 450
S. Melrose Dr.,
Vista, CA 92081

**Vista Fire Protection
District Request for
Proposals
ON-CALL GRANT RESEARCH, WRITING, AND
MANAGEMENT SERVICES**

Date: DATE

Department: District Manager's Office

Project Name: On-call Grant Research, Writing, and Management Services

Proposal Due Date: September 23, 2026

Time: Proposals must be submitted to:

Vista Fire Protection District
Attn: Administrative Manager
Karlena Rannals
450 S. Melrose Dr.
Vista, CA 92081

Due Date and Delivery

Proposals must be for the entire scope of services outlined in this RFP. Incomplete proposals will not be considered. The proposer must submit a package clearly marked on the outside as **"Proposal for On-Call Grant Research, Writing, and Management Services"** to the District. The package must contain the following:

- Two (2) bound hard copies and one (1) electronic copy (flash drive is preferred method, emails not accepted) of the proposal; that includes the cost proposal in a separate section; and
- A signed W-9.

Proposals must be received by the Administrative Manager's Office **no later than (3:00) pm September 23, 2026**. Submissions received after this deadline will be rejected. Submissions by facsimile or electronic mail will not be accepted.

A. General Information

The Vista Fire Protection District (“District”) invites written proposals from qualified service providers to provide On-Call Grant Research, Writing, and Management Services. The successful consultant will be awarded a contract for a three (3) year period with two (2) one-year renewal options OR a five (5) year period, as determined to be in the District’s best interest. The services will be provided on an “on call” basis with no guaranteed minimum or maximum contract value. The proposal must clearly demonstrate how your organization would best satisfy the requirements of the District. This written Request for Proposal (RFP) states the scope of the District’s requirements and specifies the general rules for preparing the proposal.

There is no expressed or implied obligation for the District to reimburse responding consultants for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq.), unless exempt. The District reserves the right to decline to award any contract or to award multiple on-call contracts in response to this RFP.

B. Description of the Government

The Vista Fire Protection District is adjacent to the City of Vista in San Diego County. The District is organized under the Fire Protection District Law of 1987 (Health and Safety Code Section 13800 et. Seq) to provide fire protection services within the Vista Fire Protection District. The elected board of directors makes all policy decisions.

The District is governed by a five-member elected Board of Directors. The Board is responsible for establishing policies, guidelines, and providing direction for Fire District staff. Board meets on the second Wednesday of each month.

The District was formed in 1944, approximately 19 square miles with an estimated population of 20,000. The District contracts with the City of Vista for emergency response and fire prevention services.

C. Background

The Vista Fire Protection District is seeking a consulting firm that can provide comprehensive grant research, writing, and management services to help the District obtain grant funding for identified projects and community priorities. Respondents should have demonstrated experience and expertise in the areas identified in the RFP and a proven track record of successful grant identification, acquisitions, and ability to secure funding for community-based projects. Firms should have experience with managing federal and California grant awards.

D. Addendum

The District may modify, clarify, or interpret the RFP by issuing an Addendum. Addendums to the RFP will be published and distributed through the District’s website. All addenda shall become a part of the RFP document requiring acknowledgment by the proposer.

E. Questions

Please direct any questions or concerns to Karlana Rannals @ info@vistafpd.org by (time) pm on (DATE). Only questions with “ON – CALL **Grant Research, Writing, and Management Services**” in the subject line will be accepted.

F. Evaluation and Selection

Proposals will be evaluated on the basis of the response to all provisions of this RFP. Since this solicitation is an RFP as opposed to a Bid, pricing alone will not constitute the entire selection criteria. An award, if any, will be made to the proposer(s) deemed by the District to have the requisite skill, qualifications, and experience needed performance the scope of work, with price being a contributing but not deciding factor in the District’s determination. The District may use some or all of the following criteria and corresponding percentages in its evaluation and comparison of proposals submitted. The criteria below are not necessarily an all-inclusive list but are intended to guide proposers in formulating their response. The order in which they appear is not intended to indicate their relative importance.

POTENTIAL PROPOSAL EVALUATION CRITERIA	
EVALUATION CRITERIA	POINTS
Qualifications/Related Experience/References	25
Thoroughness and Understanding of the Project	25
Cost of Services	25
Interview/Demo (optional)	25
Total Points	100

The District reserves the right to reject any or all proposals, to request additional information concerning any proposal for purposes of clarification, to interview some or all of the proposers, to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals, and to waive any irregularities if such would serve the best interests of the District as determined by the District. The District may cancel this solicitation at any time. All proposals shall comply with any applicable and current federal, state, and other laws relative thereto. The District is not liable for any costs incurred by a proposer in connection with this RFQ. Costs for developing the proposal or any other such expenses incurred by a proposer in responding to the RFP are entirely the responsibility of proposer(s) and shall not be reimbursed in any manner by the District. No reimbursable cost may be incurred in anticipation of award.

Submission of a proposal indicates acceptance by the consultant of the conditions contained in this RFP and attached template professional services agreement unless clearly and specifically noted in the proposal submitted and confirmed in the agreement between District and consultant selected.

The following is a tentative schedule of this RFP process. While the District will attempt to maintain this schedule, the following dates are merely projections, and the District reserves the right to modify this schedule as needed to accommodate the completion of this RFP process. The following is a tentative timeline for the evaluation and RFP selection procedure.

TENTATIVE PROJECT SCHEDULE	
RFP Published	August 13, 2026
Questions from Consultants Due	August 27, 2026
Questions and Answers Posted	September 4, 2026
Proposals Due	September 23, 2026
Interviews	October 6, 2026
Anticipated Contract Award	October 14, 2026

G. Scope of Services

The sections below provide the framework for the scope of services required. Any additional information that the consultant wishes to include will be helpful in making our decision.

1. Grant Funding Needs Assessment and Strategy
 - a. Participate in an initial introductory/all hands meeting with District executives and staff, and annually thereafter, to develop an overall strategy for identifying and securing grant funding.
 - b. Meet with District staff on a quarterly basis to identify grant funding needs and priorities and discuss current and potential grant opportunities.
2. Grant Monitoring and Research
 - a. Identify appropriate grant and grant programs opportunities, including but not limited to federal, state, and regional government organizations, as well as private foundations and businesses, to support the District's funding needs and priorities.
 - b. Research and analyze potential funding opportunities to determine its suitability to the District's needs and project eligibility requirements.
 - c. Based on grant funding research, recommend grants and grant programs to which the District qualifies to submit applications.
 - d. Inform staff of the details of identified grants and provide key information including funding program name and agency, available funding, key dates/deadlines, funding type (grant, loan, or incentive), required match, and cost share required.
3. Grant Writing
 - a. The consultant shall write and apply for grants as may be directed from time to time by District.
 - b. Prepare a strategic work plan for each grant application including key dates, responsibilities of consultant and staff for producing grant application content, key tasks, and specific deliverables.

- c. Provide grant proposal writing services associated with the completion of grant applications on behalf of the District, including the preparation of letters of intent, funding abstracts, production, and submittal of applications.
 - d. Ensure that all required components of each proposal are included in submission; ensuring adherence to grant evaluation criteria and ensuring each entire grant package is timely and correctly prepared in accordance with the requirements and restrictions of its respective funder's portal and technical submission requirements.
 - e. Work with designated District staff to edit grant applications for consistency of messaging, ensuring integration of grant requirements and succinctness prior to District final review and submittal to funder.
 - f. Organize facts, data, statistics, and narrative collected and written as a part of assigned projects, developing tabular or graphic data displays as appropriate, and making those items available to the District for future use.
4. Grant Management and Administration
- a. If requested by District, upon award of grant, provide grant management and administration services, including but not limited to:
 - i. Prepare a schedule for the submission of required documents, including project milestones, progress and final reports and invoices to funding agencies, including key dates and responsibilities of consultant and staff for producing drafts and final deliverables.
 - ii. Ensure that all reporting components of the awarded grant are correctly prepared and submitted to meet the deadlines in accordance with funding agency requirements.
 - iii. Work with designated staff on all grant compliance components including all standard environmental, procurement, and compliance regulations, and also provide guidance on grant eligible costs and advise staff of analysis and strategic actions to fully utilize existing grant money and ensure 100% compliance.
 - iv. Review status and progress of grant with District staff on a monthly (or other agreed-to interval) basis and with funding agencies as needed.
 - v. Ensure project and grant reporting are "Audit Ready" upon completion by developing and maintaining an audit file with all documentation, including, but not limited to all compliance documents, financial documents, reports, reimbursement requests, and any other documentation relevant to the project's grant funding.
5. Ongoing Communication
- a. Communicate with designated District staff regarding the work undertaken and upcoming grant opportunities.

- b. Submit monthly reports to the District summarizing the amount of time expended and describe activities undertaken during the previous month.

H. Technical Proposal Format

The proposal submitted for this project must follow the outline described below and must address all requested information.

1. Title Page
2. Table of Contents
3. Cover Letter

The Cover Letter shall be addressed to Karlana Rannals, District Manager's Office, and at minimum, must contain the following:

- a. Identification of consultant, including name, address, and telephone number.
- b. Name, title, address, and telephone number of contact person during period of proposal evaluation.
- c. Statement to the effect that the proposal shall remain valid for a period of not less than 120 calendar days from the date of submittal.
- d. Signature of a person authorized to bind the consultant to the terms of the proposal.
- e. California Secretary of State business entity number.
- f. If a corporation, a resolution, or corporate bylaws illustrating who is authorized to sign contracts.

4. Introduction/Approach

In a brief narrative, describe the proposed solution by setting forth the overall approach and plans to meet the requirements of the RFP. The intent of this narrative is to convey to the District that the consultant understands the objective of the requested service, the nature of the work, and the level of effort necessary to successfully provide the defined services. The narrative must stipulate how the consultant's approach and plans to provide the services are appropriate to the tasks involved.

Provide general information about the consultant, including size of the organization, location of offices, years in business, organizational chart, state of incorporation, names of owners and principal parties, and a statement of qualifications for performing the requested services. Include a statement indicating what differentiates your firm from other consultants.

5. Experience

Provide a summary of the consultant's qualifications and prior experience in providing the requested services. This section must include specific and detailed descriptions of similar projects performed, project results, client name and year completed.

6. Project Overview

Provide a narrative description of the project based on the scope of services presented in the RFP along with a detailed work plan. Include any issues that you believe will require special consideration for this project. Also identify any unique approaches or strengths you may have related to this project.

7. Detailed Work Plan

Respond to all requirements defined in the scope of services. Include the steps needed to complete all tasks and any recommended additions to the list of tasks. Also, document assumptions used in development of the work tasks, including assistance needed from District staff and required hardware and software if applicable. If any of the requirements cannot be supported, provide a recommendation for an alternative approach.

8. Project Team

Identify the project team, including proposed sub-consultants, and provide brief resumes for key staff assigned to the engagement. Identify the geographic locations of the vendor and key personnel.

9. Quality Control

Provide a detailed description and/or examples of the consultant's quality control procedures that ensure all work products delivered to the District (i.e., drafts and final versions) are of high quality, accurate and have been thoroughly reviewed prior to delivery to the District.

10. References

Provide a complete list of other local governmental entities in California utilizing your grant research, writing, and management services over the past five (5) years. Provide at least three (3) references, past and present, using the same service being proposed and indicate the scope of services, date, name, email address, and telephone number of the client contact.

11. Required Statements

- a. A written statement by the consultant that it will comply with all applicable federal, state, and local laws and regulations applicable to the services. In case of conflict between federal, state, or local laws or regulations, the strictest shall be adhered to.

- b. A written statement by the consultant agrees to allow access, as may be required by law or grant requirements, by authorized federal, state, District, or other local officials to place of work, books, documents, papers, fiscal records, payroll materials, and other relevant contract records pertinent to this project. All relevant records shall be retained for at least four (4) years or such longer period required by the grant.
- c. A written statement that the consultant will not discriminate illegally against any employee or applicant for employment pursuant to applicable law.
- d. A written statement that the consultant shall comply with the California Labor Code and, if applicable, the Federal Labor Standards Act and implementing regulations, Federal Prevailing Wage Determinations and State of California Prevailing Wage Rates.
- e. A written statement certifying that consultant has no conflicts of interest within the meaning of federal or California law.

12. Professional Services Agreement

The District has provided a copy of the Professional Services Agreement. Please review this agreement and provide the District with a written statement of the consultant's willingness to accept the terms of the agreement. **Please specifically identify any term of the agreement which the consultant is unwilling to accept and the reason therefore (See Attachment No.1).**

I. Cost Proposal

The cost proposal must be submitted separately in a "sealed envelope" and include the following:

- 1. The District is open to consideration different or alternative rate structures, such as an hourly rate for services rendered, fixed fee per grant application, or other reasonable methodologies.
- 2. A copy of the consultant's hourly rate schedule, separated by type or nature of service as applicable, shall be provided. If consultants propose a flat fee rate structure, an hourly rate schedule must still be provided to allow District to compare rates for similar services.
- 3. Rate increases, cpi adjustments, or other rate escalators that are anticipated by consultant during the term of the contract must be included in the rate schedule. Proposals shall include a rate structure with options for both a 3-year term and a 5-year term. Rates should include all direct and indirect costs as well as out-of-pocket expenses incurred in providing the services. Any costs or items for which consultant will seek reimbursement shall be disclosed, together with the applicable rate of reimbursement.

J. Administrative Elements

1. The consultant must assign a responsible representative and an alternate to perform assigned tasks. Both staff members must be identified in the proposal. The consultant's representative will be responsible for all duties from contract negotiations through project completion. If the primary representative is unable to continue with the project, then the alternate representative will become the primary representative. Any other changes in responsible representative must be approved, in advance, by the District. The District will have the right to reject other proposed changes in personnel and may consider any other changes in responsible personnel a breach of contract.
2. The consultant shall provide all necessary personnel, instruments, equipment, and materials to perform the described services.
3. The District reserves the right to accept or reject any or all proposals or to waive any defects or irregularities in the proposals or selection process.

K. Insurance

Selected consultant(s) must comply with the insurance requirements described in the Professional Services Agreement and will be obligated to provide the District with Certificates of Insurance evidencing compliance prior to commencing work.

L. Subcontracting

The consultant may utilize the services of specialty subconsultants on those parts of the work that, under normal contracting practices, are performed by specialty subconsultants. Unless a specific subconsultant is listed by the consultant, the consultant is representing to the District that the consultant has all appropriate licenses, certifications, and registrations to perform the work hereunder.

After submission of the proposal, the consultant shall not award work to any unlisted subconsultant(s) without prior written approval from the District. The consultant shall be fully responsible to the District for the performance of his/her subconsultant(s) and of persons either directly or indirectly employed by them.

Nothing contained herein shall create any contractual relation between any subconsultant and the District.

M. Public Information

All materials received in response to this RFP will become public information and be available for inspection after the award of bid pursuant to the Public Records Act. The District reserves the right to retain all proposals submitted, whether or not the proposal was selected or judged to be responsive.

N. Attachments

Attachment No. 1 - Professional Services Agreement

VISTA FIRE PROTECTION DISTRICT PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is dated July __, 2026 ("Effective Date") between the VISTA FIRE PROTECTION DISTRICT, a California local agency organized and operating under the Fire Protection District Law of 1987 ("*DISTRICT*"), and _____ ("*CONSULTANT*"). *DISTRICT* and *CONSULTANT* are at times referred to herein jointly as "Parties" and individually as a "Party."

1. **TERM.** The term of this Agreement shall commence on the Effective Date and shall remain in full force and effect until *CONSULTANT*'s complete performance of the Services (defined below), unless extended upon the mutual written agreement of the Parties or earlier terminated pursuant to the termination provisions of this Agreement ("Term").

2. **SCOPE OF SERVICES.** Subject to the terms and conditions in this Agreement, *CONSULTANT* shall provide to *DISTRICT* those services that are specifically described in Exhibit "A" (the "Services").

3. **SCHEDULE OF PERFORMANCE.** *CONSULTANT* shall commence providing the Services immediately upon the Effective Date and perform all Services in the time described in Exhibit "A" ("Schedule of Performance"), or if not specified in Exhibit A in a timely and diligent manner reasonably acceptable to *DISTRICT*.

4. **COMPENSATION.** The total compensation paid to *CONSULTANT* for complete performance of the Services, including any authorized reimbursable expenses, shall NOT EXCEED the total maximum sum of \$_____ ("Compensation"). *CONSULTANT* shall be paid for performing the Services at the hourly rate basis specified in Exhibit "A" to this Agreement ("Compensation Schedule"), subject to the Not to Exceed Amount specified herein. The Compensation may only be increased by amending this Agreement.

5. **PAYMENT.**

5.1 **Invoices.** *CONSULTANT* shall submit monthly invoices to *DISTRICT* for the Services performed in the immediately preceding calendar month. (Ex: invoices for Services rendered in January should be submitted in February). The invoices shall describe in detail the Services rendered, the days worked, personnel involved, number of hours worked, rates charged, milestones achieved, work product generated, or reimbursable expenses incurred, as applicable. *CONSULTANT* shall remit the invoices to the address and in the manner specified by *DISTRICT*.

5.2 **Payment.** *DISTRICT* shall review all invoices and notify *CONSULTANT* in writing of any disputed charges or amounts. *DISTRICT* shall pay all undisputed portions of the invoice within thirty (30) calendar days after receipt. *DISTRICT* shall not withhold federal or state payroll or other taxes, or make deductions, from payments made to *CONSULTANT*.

6. **STANDARD OF SKILL.** *CONSULTANT* shall perform all Services in the manner and according to the standards currently observed by a competent practitioner of *CONSULTANT*'s profession in California and shall at all times meet or exceed any applicable professional standards of care, workmanship, or conduct.

7. **INDEPENDENT CONTRACTOR.** *CONSULTANT* is and shall at all times remain as to *DISTRICT* a wholly independent contractor. Neither *DISTRICT* nor any of its agents shall have control over the conduct of *CONSULTANT*. *CONSULTANT* shall not at any time or in any

manner represent that it or any of its agents or employees are in any manner agents or employees of DISTRICT. CONSULTANT shall have no power to incur any debt, obligation, or liability on behalf of DISTRICT or otherwise act on behalf of DISTRICT as an agent. CONSULTANT shall not have the status of an employee of DISTRICT for any purpose. CONSULTANT represents that it has, or will secure at its own expense, all personnel or equipment required to perform the Services under this Agreement.

8. ADMINISTRATION.

8.1 Districts' Representative. The Administrative Manager of the District shall be the District Representative with authority to administer this Agreement and oversee CONSULTANT's performance of the Services.

8.2 Consultant's Representative. Consultant's Representative shall be the individual executing this Agreement on behalf of CONSULTANT, except as otherwise agreed by the Parties in writing, said individual has the authority to administer this Agreement on behalf of CONSULTANT and to act, bind, and approve all matters relating to this Agreement on behalf of CONSULTANT. Consultant's Representative shall not be replaced without the advance consent of DISTRICT, which consent shall not be unreasonably withheld.

9. INDEMNIFICATION AND HOLD HARMLESS.

9.1 CONSULTANT shall, at its sole cost and expense, protect, defend, hold harmless and indemnify DISTRICT from and against any and all damages, costs, taxes, fees, expenses, liabilities, claims, demands, causes of action, proceedings, judgments, penalties, liens and/or losses of any nature whatsoever, including fees of accountants, attorneys and other professionals, and all costs associated therewith, and the payment of all consequential damages (collectively "Claims"), in law or equity, whether actual, alleged or threatened, which arise out of, pertain to, or relate to the acts or omissions, or willful misconduct, of CONSULTANT, or its officers, agents, servants, employees, subcontractors, materialmen, suppliers, or contractors, or their officers, agents, servants or employees (or any entity or individual that CONSULTANT shall bear the legal liability thereof) in the performance of this Agreement, including CONSULTANT's active or passive negligence, except for Claims arising from the sole negligence or willful misconduct of DISTRICT, as determined by final arbitration or court decision or by the agreement of the Parties. CONSULTANT shall defend DISTRICT in any action or actions filed in connection with any Claims with counsel of DISTRICT's choice, and shall pay all costs and expenses, including all attorneys' fees and experts' costs actually incurred in connection with such defense. CONSULTANT shall reimburse the Indemnitees for any and all legal expenses and costs incurred by DISTRICT in connection therewith.

9.2 Taxes, Assessments, Workers Compensation. CONSULTANT shall pay all required taxes on amounts paid to CONSULTANT under this Agreement and indemnify and hold DISTRICT harmless from any and all taxes, assessments, penalties, and interest asserted by reason of the independent contractor relationship created by this Agreement. CONSULTANT shall fully comply with applicable workers' compensation laws regarding CONSULTANT and shall indemnify and hold DISTRICT harmless from any failure of CONSULTANT to comply with applicable workers' compensation laws.

10. INSURANCE. Prior to commencing performance of the Services, CONSULTANT will have in place insurance coverage pertaining to the Services in the amounts and types that are reasonable acceptable to the District Representative, and during all relevant times CONSULTANT shall keep and maintain such insurance in the forms, types, and amounts that are provided to the District Representative.

10. WORK PRODUCT.

10.1 Deliverables. CONSULTANT shall, in such time and in such form as DISTRICT may require, furnish reports concerning the status of Services required under this Agreement. CONSULTANT shall, upon request by DISTRICT and upon completion or termination of this Agreement, deliver or return to DISTRICT all material furnished to CONSULTANT by DISTRICT.

10.2 Ownership. All reports, documents and other written material, and any and all images, ideas, concepts, designs including website designs, source code, object code, electronic data and files or other media whatsoever, created or developed by CONSULTANT in the performance of this Agreement (collectively, "Work Product") shall be considered to be "works made for hire" for the benefit of DISTRICT. All Work Product and any and all intellectual property rights arising from their creation shall be and remain the property of DISTRICT without restriction or limitation upon their use, duplication, or dissemination by DISTRICT upon final payment being made.

11. CONFIDENTIALITY. If CONSULTANT gains access to and use DISTRICT information regarding governmental affairs, processes, technical matters, systems, facilities, customer lists, product design, data, or other vital information which applicable law or DISTRICT considers privileged or confidential, CONSULTANT agrees to protect all such information and treat it as strictly confidential, and further agrees that CONSULTANT shall not at any time, either directly or indirectly, divulge, disclose or communicate in any manner any such information to any third party without the prior written consent of DISTRICT.

12. ASSIGNMENT AND SUBCONTRACTING. CONSULTANT shall not assign any of its rights or delegate any of its duties under this Agreement, either in whole or in part, without DISTRICT's prior written consent, by and through the District Representative.

13. SUSPENSION AND TERMINATION. DISTRICT shall have the right at any time to temporarily suspend or terminate CONSULTANT's performance hereunder, in whole or in part, by giving a written notice to CONSULTANT. In the event of Termination, DISTRICT shall pay CONSULTANT the reasonable value of Services rendered by CONSULTANT prior to termination; provided, however, DISTRICT shall not in any manner be liable for lost profits that might have been made by CONSULTANT had the Agreement not been terminated or had CONSULTANT completed the Services.

14. CONFLICTS OF INTEREST. CONSULTANT shall comply with all applicable federal, state, and local conflict of Interest laws, including the Political Reform Act (Cal. Gov. Code § 81000 et seq.), the Levine Act (Cal. Gov. Code § 84308), and California Government Code Section 1090. CONSULTANT covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, that would conflict in any manner with the interests of DISTRICT or that would in any way hinder CONSULTANT's performance of Services under this Agreement. CONSULTANT further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent, or subcontractor, without the written consent of DISTRICT.

15. MISCELLANEOUS TERMS.

15.1 Exhibits; Precedence. All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement by this reference. In the event of any inconsistency between the express provisions of this Agreement and any provision of an exhibit, the provisions of this Agreement shall prevail.

15.2 Compliance with Laws. In performing the Services CONSULTANT shall abide by and conform with and to any and all applicable laws of the United States and the State of California, and the local ordinances, regulations, and policies of the DISTRICT, County of San Diego, or City of Vista.

15.3 Permits and Licenses. CONSULTANT, at its sole expense, shall obtain and maintain during the term of this Agreement all appropriate permits, licenses, and certificates that may be required in connection with performing the Services.

15.4 Governing Law; Venue. The terms of this Agreement, and any dispute arising from the relationship between the Parties to this Agreement, shall be governed by and construed in accordance with the laws of the State of California, without regard for its conflicts of laws principles, except that any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be applied in interpreting this Agreement. The venue for resolving any dispute that arises under or relates to this Agreement (whether contract, tort, or both) shall be a court with jurisdiction that is located in the County of San Diego, California.

15.5 Cost of Litigation. If any legal action is necessary to enforce any provision of this Agreement or for damages by reason of an alleged breach of any provisions of this Agreement (whether in contract, tort, or both), the prevailing Party shall be entitled to receive from the losing Party all attorneys' fees, costs and expenses in such amount as the courts may determine to be reasonable.

15.6 Severability. If any part, term, or provision of this Agreement shall be held illegal, unenforceable or in conflict with any law of a federal, state, or local government having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected by such holding.

15.7 Integrated Agreement and Modification of Agreement. This Agreement, and all exhibits referred to in this Agreement, constitutes the final, complete, and exclusive statement of the terms of the agreement between DISTRICT and CONSULTANT with respect to the subject matter of this Agreement. This Agreement supersedes all prior or contemporaneous oral or written negotiations, representations, or agreements of the Parties. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. No Party has been induced to enter into this Agreement by, nor is any Party relying on, any representation or warranty except those expressly set forth in this Agreement. This Agreement may be modified only by a writing signed by both Parties.

15.8 Authority to Bind Parties. Each of the undersigned hereby represents that he or she has the authority to execute this Agreement on behalf of his or her contracting Party.

In recognition of the obligations stated in this Agreement, the Parties have executed this Agreement on the date indicated above by and through their duly authorized representatives.

VISTA FIRE PROTECTION DISTRICT,

a California local agency

Signature

Name: Karlena Rannals

Title: Administrative Manager

Signature

Name:

Title:

EXHIBIT A

SERVICES. CONSULTANT shall provide to DISTRICT the following Services:

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2) SCHEDULE OF PERFORMANCE. CONSULTANT shall perform all Services in compliance with the following Schedule of Performance:

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3) COMPENSATION SCHEDULE. CONSULTANT shall be paid for performing the Services at the follow rates and times:

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