

**VISTA FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – July 13, 2022**

These minutes reflect the order in which items appeared on the meeting agenda and do not necessarily reflect the order in which items were considered.

REGULAR AGENDA

Director Ploetz called to order the regular session of the Vista Fire Protection District Board of Directors at 6:00 pm.

Pledge of Allegiance

Director Ploetz led the assembly in the Pledge of Allegiance.

1. Roll Call

Directors Present: Elliott, Fougner, Gomez, Miller, Ploetz

Directors Absent: None

Staff Present: Ned Vander Pol, Fire Chief; Craig Usher, Deputy Chief, Jeremy Nichols, Fire Inspector, and Fred Pfister, Esq., Legal Counsel.

2. Approval of this Meeting's Agenda

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR PLOETZ, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the agenda as submitted, with consensus to reorder agenda item 8. a. to discuss time certain.

3. Open Discussion with the Board (Public Comment)

No one requested to speak to the Board.

4. Approval of the Minutes

MOTION BY DIRECTOR GOMEZ, SECOND BY DIRECTOR ELLIOTT, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the following minutes as submitted:

- a. Board of Directors Regular Meeting minutes held June 8, 2022

5. Fire Department Reports

- a. District Fire Inspector: Fire Inspector Nichols summarized the previous month's activities. For the month of July, he reviewed his planned activities and responded to questions from the board, in particular the status of emergency access roads. Chief Vander Pol stated that there is an opportunity to agendize for a future maintenance of additional emergency access roads.
- b. Fire Marshal: Deputy Chief Usher summarized the previous month's report noting:
 - Five applications were submitted for Accessory Dwelling Units (ADU). '
 - The Mar Vista Annexation continues to progress. The tentative timeline for completion from LAFCO is the end of the year.
 - The City has submitted its last invoice for Q4 of the Fire Mitigation funds. Going forward it will be the responsibility of District personnel to track and submit the required annual reports.
- c. Fire District Performance Report: Chief Vander Pol provided no additional information to the report submitted for May and June.

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- d. Fire Chief Update: Chief Vander Pol reported the following:
 - i. July 20, a new Battalion Chief will start. Robbie Ford was also hired recently
 - ii. 14 candidates being interviewed for vacant firefighter positions
 - iii. Ordered two new fire engines at a cost of 1.7 million
 - iv. New brush rig will go into service of August
 - v. Annual accreditation compliance report is due August. Accreditation is thru the Center for Public Safety Excellence.
 - vi. A job offer was made and accepted for a new Fire Inspector with an anticipated start date of August 1stChief Vander Pol responded to questions from the Board.

6. Officers' Reports

- a. Accounts Payable: MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR ELLIOTT, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN approving the June 2022 Accounts Payable and Payroll Requests that included the Treasurer's certification for the availability of funds.
- b. Treasurer's Report: Director Elliott reviewed the reports in the absence of the Treasurer. He discussed the following topics:
 - i. Management Report: The District continues to track ahead of the spending plan approved for FY22. Net operating revenue positive about \$200,000. However, the numbers are subject to change due to year end obligations.
 - ii. Fire Mitigation Fee Fund Balance: the fund balance was provided for information.
 - iii. Investment Portfolio as of June 30: the investment totals and rates of return were provided for information. Director Elliott distributed a history summary for the investment rate of return. He responded to questions from the board. There was consensus to allow Director Elliott rebalance the investment portfolio.
A request was made of the Fire Chief to provide a draw down schedule for the construction of the fire station.
- c. Financial Audit Services FY 2021-22 – Fedak & Brown LLP
President Fougner and Director Elliott summarized the Administrative Manager's report. Director Elliott reported that this is the third year of the initial contract with Fedak & Brown LLP. Director Elliott responded to questions from the Board.
MOTION BY DIRECTOR ELLIOTT, SECOND BY DIRECTOR MILLER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to confirm the services of Fedak & Brown LLP and authorize the President, and Treasurer or Administrative Manager to execute all require documents.
- d. Administrative Manager's Report: Ms. Rannals was not able to attend due to a prior commitment.
- e. Legal Affairs: Mr. Pfister – nothing to report.

7. Committee Reports

- a. Fuel Modification: Director Ploetz and Chief Vander Pol led the discussion for the Anchor Point study, which was distributed previously in June. The document presents the results of a study to identify and quantify changes in conditions or values at risk that could affect fire protection planning and response in the Wildland-Urban Interface (WUI) and Wildland Intermix (WI). This document is considered an updated supplement to the 2005 Community Wildfire Protection Plan (CWPP).

Chief Vander Pol noted that the report is thorough and has good information and several recommendations for the Board to consider. There is a lot of useful information for the property owner(s), and there are numerous opportunities to educate the public and property owners on how to better protect themselves. He believes that the subcommittee should continue to meet and put together ideas and seek ideas for funding sources such as grants.

President Fougner has agreed to add the CWPP to each agenda going forward to continue the discussion for how to implement recommendations from the report, and how to fund it. In addition, all agreed that the CWPP should be placed on the website as a resource for residents of the District.

- b. Panoramic Property: Director Miller reported that as of this date there are no offers to purchase the property listed. He noted that the market is changing and the subcommittee maybe seeking authorization to make an adjustment in the price. The board members discussed the pros and cons of adjusting the property price or removing it from the market. The subcommittee was given direction by the board members.
- c. Response Times: This topic was deferred as they anticipate the consultant attending the next meeting.

8. Special Matters Designated for Consideration – Time Certain – 6:15 pm

- a. Fourth Hearing on Proposals for Creating District Divisions for Elections: President Fougner opened the public hearing at 6:15pm. He introduced Elizabeth Stitt from Redistricting Partners who participated remotely. Ms. Stitt delivered a PowerPoint presentation that discussed the following topics when considering districting:
 - i. Traditional Districting/Redistricting Principles
 - ii. At-large map and census data
 - iii. Draft Maps
 - 1. A, B, C
 - 2. New: B2
 - iv. Public Hearing Schedule

During her PowerPoint presentation she reminded the board members of the criteria that was used in developing the maps for consideration which consisted of 1) relatively equal size; 2) contiguous; 3) maintaining “communities of interest”; 4) following city and census boundaries; and 5) keep the zones compact.

She reviewed three maps presented at the last meeting, and added a new map (B2) for discussions based upon the feedback from the last meeting. The draft maps follow the requirements of the Federal Voting Rights Act focusing on the 2020 census and the citizen voting age population. She noted that each voting area should average 3,800 and the reminding the members that the deviation cannot be greater than 10%.

President Fougner polled each board member asking their preference of which map, A, B, B2 or C and their reasoning of their selection. The focus of the discussion was comparing Map A vs. Map B2 and discussing its merits. At the end of the discussion, Map B2 was the practical solution, while noting that there is one division in which an incumbent did not reside within the division boundary.

Ms. Stitt also discussed the sequencing for the divisions and the cycle for election. The first election cycle to put the districting in place is 2024, following 2026. Any board member elected in the 2022 cycle would

remain “at large” until their term ended in 2026. She recommended that that board members with terms ending in 2024, are the first to implement the division cycle. The following is a sample of how the proposed sequencing would be:

Name	Term	Division
Elliott	2022	At Large
Miller	2022	At Large
Fougner (<i>incumbent</i>)	2024	B
Gomez (<i>incumbent</i>)	2024	A
Ploetz (<i>incumbent</i>)	2024	C
Elliot (<i>incumbent</i>)	2026	E
No current representation	2026	D
Miller	2026 (term ends)	

Ms. Stitt agreed to let the board know when the County of San Diego Registrar of Voters requires the District’s decision and provide sample resolutions.

The remaining public hearing timeline to encourage public participation is:

Meeting Date	Purpose
August 10, 2022 (Subsequently adjourned to August 18, 2022)	5th Public Hearing – Final Vote on Map

The consultants responded to questions from the board. President Fougner opened and closed the public hearing at 7:12 pm.

Five-minute recess

Director Ploetz informed the board that he will not be in person at the next meeting. At the conclusion of the discussion there was a request to reschedule the regular meeting to a special meeting on August 18. No action was taken.

b. Public Hearing for 2021 Weed Abatement Program

1. Open the Public Hearing and receive testimony: Fougner opened and closed the public hearing @ 7:30 pm, noting that there was no public in attendance or written comments received.
2. Resolution No. 2022-03, Confirming the Report of Charges to be Placed as a Special Assessment for Weed Abatement for 2021, and Make any Desired Changes:
 MOTION BY DIRECTOR GOMEZ, SECOND BY DIRECTOR MILLER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve the *A Resolution of the Vista Fire Protection District Approving and Confirming a Report and Account for Abatement of Weeds, Shrubs, Dead Trees, and Waste Matter for Fiscal Year 2021/22, and Ordering the Assessment of Unpaid Charges* on the following roll call vote:

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

It was noted by the staff present that of all notices sent the program Deputy Chief Usher reviewed the processes of notification and inspections for the of the weed abatement program. The resolution presented is necessary for the District and City and County as supporting documentation that all efforts were made to collect the costs to force abate a property prior to placing the costs on the property tax roll.

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9. Continuing Business

- a. Emergency Access Roads: Director Ploetz reports that the roads continue to be well maintained by the contractor and he did not report seeing any weeds on the roads.

10. New Business

- a. Request for Records Destruction: Ms. Rannals submitted a staff report requesting authorization to destroy records pursuant to the adopted records retention schedule.

MOTION BY DIRECTOR ELLIOTT, SECOND BY DIRECTOR GOMEZ, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to authorize the destruction of records pursuant to the records retention schedule and authorize the President to sign the document show approval for the destruction and any costs associated with the destruction.

11. Directors' Announcements & Written Communications

- a. President Fougner reported that he received a letter providing notice from the City of Vista a request concerning the use of District Badges within the City boundaries or during interactions with its employees. At the conclusion of the discussion, Director Elliott requested that development of a policy on the issuance and use of badges be added to the agenda of a future meeting.

12. Motion for Adjournment

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR GOMEZ, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adjourn at 9:54 pm.