



**VISTA FIRE PROTECTION DISTRICT**  
**Regular Board of Directors Meeting**  
**Minutes – February 14, 2024**

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

**REGULAR AGENDA**

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

1. Pledge of Allegiance

President Elliott led the assembly in the Pledge of Allegiance.

2. Roll

Directors Present: Elliott, Gomez, Miller, Ploetz

Directors Absent: Fougner

Staff Present: Karlena Rannals, Administrative Manager; Gerard Washington, Fire Chief; Bret Davidson, Deputy Chief

3. Open Discussion with the Board (Public Comment)

No one requested to speak to the Board.

4. Consent Calendar

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR GOMEZ, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the consent calendar as submitted:

a. *Board of Directors Minutes*

- i) Board of Directors minutes of January 17, 2024
- ii) Board of Directors minutes of January 31, 2024

b. *Payroll Register*

• Payroll paid on February 7, 2024	\$6,018.84
• Payroll taxes paid on February 7, 2024	\$ <u>460.44</u>
Total	\$6,479.28

b. *Accounts Payable*

• Accounts Payable Check 4157 thru 4168 paid January 17, 2024	\$636,886.03
• Auto withdrawal(s) paid on January 8 – February 9, 2024	<u>998.78</u>
Total	\$637,884.81

c. *Receive and File*

- i) Financial Quarterly Reports – Information
  - (1) FY24 Budget to Actual GF – January 31, 2024
  - (2) FY24 Budget to Actual FMF – December 31, 2023
  - (3) FY24 Combined Balance Sheet - December 31, 2023
  - (4) Portfolio Summary Report - December 31, 2023
- ii) Fire Department Reports
  - (1) *Fire Chief*
  - (2) *Fire Marshal*
  - (3) *District Inspector*

- iii) Administrative Manager's Report
- iv) Correspondence
- (1) None

5. Public Hearing

a. Ordinance 2024-01

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

6. Continuing Business

a. Ordinance 2024-01

Ms. Rannals reported that there were no changes to the language of the ordinance from the first reading to this meeting, and once adopted would become effective March 15, 2024, well in advance of the weed abatement season for 2024.

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR MILLER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to adopt Ordinance 2024-01 *entitled* An Ordinance of the Vista Fire Protection District to Declare Certain Waste Material as a Public Nuisance, Provide for Abatement and Removal Thereof, and Provide for the Cost of Said Abatement to be a Lien Upon Private Property.

7. New Business

a. *Resolution 2024-01*

Ms. Rannals summarized the staff report provided. She reported that the District is a member of the California Special Districts Association (CSDA) and at their request encouraged all special districts to join the coalition by passing a board resolution in opposition to the Ballot Initiative. She noted that while the District does not have a special assessment, this could potentially limit the District's ability to raise revenue needed to provide essential services.

Board members discussed the necessity of the resolution, and a few believed that it was too early to take a position on the subject.

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR GOMEZ, AND FAILED to adopt Resolution 2024-01 on the following vote 2 AYES; 2 NOES; 1 ABSENT; 0 ABSTAIN.

b. *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 MILLER, SECOND BY DIRECTOR GOMEZ, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize the destruction of records pursuant to the records retention schedule and authorize the President to sign the document showing approval for the destruction of records and authorize and any costs associated with the destruction.

c. *Call for Nominations | Regular Special District Member Election on LAFCO*

Ms. Rannals reported that any board member is eligible to submit their name as a candidate and asked if there was any interest. She noted that the incumbent Jo McKenzie intends to be a candidate. No board member expressed an interest.

d. *Budget Authorization*

Ms. Rannals summarized the staff report provided. She reminded the board that this request is an outcome of the board workshop held January 31<sup>st</sup>, and the desire to create a 5-year strategic plan that will align with the City of Vista Fire Department and its strategic plan as a part of the accreditation process. FireStats will be the same vendor developing the City's strategic plan, and it makes the most sense to have the same firm. Staff responded to questions from the board.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR GOMEZ, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve the expense to FireStats for the development of a strategic plan, for an amount not to exceed \$12,300, and authorize the Fire Chief or Administrative Manager to execute the contract.

e. *Annual Weed Abatement Letters*

Chief Davidson reviewed the process when sending the annual weed abatement notices. He noted a change in the procedure, as the first letter a "Courtesy Notice" will be sent to all property owners within the fire protection district. Through discussions, board members believed that the letter was not clear enough as to what should be done to clean their property. In addition, there are property owners that do not have an abatement issue, so they should consider adding a safety message to the letter. Also, the time limit within the first notice should be clarified. Then starting June 1, after inspections, the "Notice to Abate" will be sent, and the time limits outlined in the letters will be followed. At the conclusion of the discussion, Chief Davidson will request that Inspector Kozakiewicz deliver a presentation at the next meeting regarding the weed abatement process.

8. Oral Report(s)

1) *Fire Chief* – Chief Washington in addition to his report:

- Seven firefighters/paramedics are currently in an academy.
- EMT program is going very well. They intend to incorporate a mentorship program with the cadet program.
- In cooperation with other North County fire agencies, Vista personnel are participating in a Battalion Chief and a Captains Academy.

2) Deputy Chief - Administration

- Fire Prevention Inspectors: they received eighty-five applications for two positions and have been narrowed to five candidates. The intend to select two for backgrounds.
- Forced Abatement: there is one forced abatement where staff are having a tough time finding the responsible party since the property owner passed away.
- Board Workshop – January 31, 2024: He that the workshop went very well.

3) Administrative Manager – Ms. Rannals: In addition to her report, she reported on the following:

- She highlighted an item in her report noting a rent increase for office space. The rent will increase from \$800 per month to \$875.
- The temporary employee hired, Yadira Correa, has done an excellent job, and her last day will be February 15 since she has gained full-time employment with the City of Vista Fire Department.
- She received a Notice of Vacancy from LAFCO. Andrew Vanderlaan resigned his seat on the Commission.
- She participated in a “meet and greet” with staff representatives for Brian Maienschein, serving in the California State Assembly, representing the 76th district.
- She sought direction from the board on the old records. Do they really want scanned documents such as accounts payable from the 1970s and 80s? The direction was to identify the type of documents, list date periods, and destroy after approval.
- She received from the Office of Emergency Services, the American Rescue Plan Act Grant check in the amount of \$193,400, which was deposited. She has requested and received an invoice from the City of Vista to reimburse for reconstruction of Fire Station 3.

4) Legal – Mr. Pfister – unable to attend. No report.

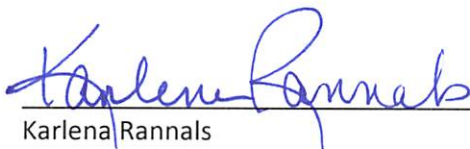
5) Fire Safe Council of Vista – Update: Director Gomez reported that they are looking forward to getting involved with the CERT program, fire sprinkler education, etc.

6) Board of Directors

- Gomez: inquired about the Home Inspection Program offered through the Fire Safe Council of San Diego County. Director Ploetz responded that in excess of forty households have requested an inspection.
- Miller: requested an update on the Kawano project, 300-acre development. Chief Washington will follow up.

9. Adjournment

President Elliott adjourned the meeting at 3:10 pm.



Karlana Rannals  
Board Clerk



James F. Elliott  
President