



**VISTA FIRE PROTECTION DISTRICT**  
**Rescheduled Regular Board of Directors Meeting**  
**Minutes – June 21, 2023**

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

**REGULAR AGENDA**

President Elliott called to order the regular meeting of the Vista Fire Protection District Board of Directors at 10:00 AM at the “Smart Space” conference room located at 450 South Melrose Drive, Vista CA.

1. Pledge of Allegiance

Deputy Chief Ford led the assembly in the Pledge of Allegiance.

2. Roll

Directors Present: Elliott, Fougner, Miller, Ploetz

Directors Absent: Gomez

Staff Present: Karlena Rannals, Administrative Manager; Roy Palmer, Fire Chief, Robbie Ford, Deputy Chief; and Fred Pfister, Legal Counsel

President Elliott informed the Board that pursuant to Government Code Section 54954.2(b) (2), there is a need to take action by the governing body subsequent to the agenda being posted.

AMEND AGENDA ITEM: Add New Business 9.c. (and renumber the remaining agenda items)

9. New Business

c. Meeting Change – September 13, 2023 Meeting and November 8, 2023 Meeting

To discuss and/or reschedule the September 13, 2023 Board of Directors meeting date to September 20, 2023; and November 8, 2023 Board of Directors meeting date to November 15, 2023

ACTION REQUESTED: **Reschedule**

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR MILLER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to amend the agenda as requested.

3. Motion waiving reading in full of all Resolutions/Ordinances

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR FOUIGNER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to waive reading in full of all resolutions and/or ordinances.

4. Open Discussion with the Board (Public Comment)

No one requested to speak to the Board.

5. Consent Calendar

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

a. *Board of Directors Minutes*

- Board of Directors minutes May 10, 2023

b. <i>Payroll Register</i>	
• Payroll paid on June 7, 2023	\$4,372.50
• Payroll taxes paid on May 8, 2023	<u>\$334.50</u>
Total	\$4,707.00

c. <i>Accounts Payable</i>	
• Accounts Payable Check 4063 thru 4073 paid June 21, 2023	\$295,911.77
• Auto withdrawal(s) paid on May 3 – June 5, 2023	<u>802.95</u>
Total	\$296,714.72

- d. *Receive and File*
- i) Fire Department Reports
    - (1) *District Fire Inspector*
    - (2) *Fire Marshal*
    - (3) *Fire Chief*
    - (4) *Fire Department Performance Report – April 2023*
  - ii) *Administrative Manager’s Report*
  - iii) *Correspondence - Incoming*
    - (1) *C.J. Brown & Company CPAs*
    - (2) *City of Vista – Notice of Availability of Surplus Land (APN: 175-223-25-00)*
    - (3) *City of Vista – Notice of Availability of Surplus Land (APN: 175-221-28-00, 175-221-29-00)*

6. Oral Report(s)

- a. *Fire Chief* – Chief Palmer reported, in addition to the written report submitted, the following:
- Deputy Chief Announcement: he introduced Robbie Ford, Deputy Chief of Administration. He will be the direct contact to the Fire District.
  - Fire Chief Recruitment: the process is ongoing, and the City is in negotiations with the potential candidate.
  - Community WildFire Protection Plan (CWPP): he has a meeting scheduled for June 30 with CalFire and the Fire Safe Council to convert the CWPP from its current format to the required template.
  - Emergency Access Road El Paso Alto: he informed the Board of a significant issue that someone is cutting the locks off the gate to gain access to the easement. They have replaced the locks three times since the last meeting. He sought direction on this situation, as he wanted to know, who bears the costs of the locks, who maintains the maintenance of the private road, etc. Through the discussion, the board members provided information to staff informing some easements are recorded at the County and some are licenses. Some gates were built by the District as an accommodation to the property owner for access. Legal Counsel agreed to look through his records to try and determine what recorded documents he may have in his files. Staff will need to review the documents to determine any legal obligations and report back at a future meeting.
  - Bonsall Oaks: Assistant Fire Marshal Vierow informed him that the development will be required to obtain a traffic impact study.
  - FireStats: Mr. Rottenberg is almost finished with the rough draft. He will forward to Ms. Rannals once he has received the report, and it will be subsequently forwarded in advance to the Emergency Response Times ad hoc committee.

- VTA 3 Fire Station Reconstruction: Deputy Chief Ford is the new point of contact for the construction of the station. Plans and elevations are currently under review. He anticipates that the tenant improvements for the temporary fire station will commence September/October timeframe.
- b. *Fire Marshal* – Chief Palmer anticipates that the Fire Marshal will be appointed by July 1, 2023.
- c. *Administrative Manager – Ms. Rannals*
  - Ms. Rannals informed the board that with the questions from board members on the balance paid to Anchor Point, she will withhold the check so that the matter for discussion can be added to the July agenda.
  - She reminded the Board that there is a change in meeting location for the July 12 meeting, as the normal conference room is not available. The meeting will be held at Vista City Hall, Gallery Conference Room. The meeting time did not change.
  - She informed the Board that she will be out of town from June 23 – July 3.
- d. *Legal - Mr. Pfister* – there are no pending issues to report
- e. *Fire Safe Council of Vista – Update*: Director Gomez was unable to attend due to illness. Ms. Rannals conveyed on his behalf that he is planning his first meeting, date to be determined, at the Vista Valley Country Club. The preliminary plan is to review bylaws, set the first year’s goals, timeline and the programs that they want to establish. She informed the board members that she has included grant funding, but she will work with Director Gomez on establishing a process to request the money if approved by the Board of Directors.
- f. *Board of Directors*
  - *Miller* –questioned Chief Palmer on the Emergency Response Time Report and questioned when does response times greater than 10 minutes become a concern to him. Chief Palmer’s responded noted that responses times are always monitored by the Operation’s Chief and the Fire Chief. The dispatch system always calculates the appropriate closest unit to the call; however, they can’t control the time of day for the call, the distance to the call from the responding unit, and they are not able to control the traffic. There are not a lot of options other than building a satellite fire station, noting funds are not available for this option. He suggested that the board members consider lobbying the County of San Diego for road improvements. Director Ploetz stated that he believes that the Fire Department is doing everything that they can to reach the call in a timely manner. The County of San Diego is approving development without demanding road improvements. Hence, the trend that there are more traffic and people, that ultimately generates more calls. Chief Palmer once again, assured Director Miller that the responding personnel are doing the best that they can to respond quickly to the emergency incident.
  - *Elliott* – *Report on the CSDA Chapter meeting May 18, 2023* – he along with Ms. Rannals attended the meeting. They listened to an interesting presentation from LAFCo and representatives from the Governor’s office provided information on the State of California budget. He informed the Board that he requested an update on the Municipal Service Review and Mar Vista Annexation from the Special District representative Barry Willis at the July 2023 board meeting.

*Ten-minute recess*

7. Continuing Business

a. *None*

8. Public Hearing(s)

a. *Capital Improvement Plan for the Use of Fire Mitigation Fee Revenue*

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

9. New Business

a. *Resolution No. 2023-05*

Ms. Rannals summarized the staff report provided. She reported that this is a new approved format from the County as a result of the NEXUS Study that was recently completed. She noted that by adopting the proposed resolution, the Board was approving 53% of cost (\$2,283,240) for the approved Fire Station 3 Replacement from of Fire Mitigation revenue and obligate future FMF monies to repay the General Fund currently estimated to be \$1,613,240. She responded to questions from the Board.

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR FUGNER, and APPROVED to accept staff's recommendation listed in Staff Report 23-11 and ADOPTED Resolution No. 2023-05 on the following roll call vote:

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

b. *Resolution No. 2023-06*

Ms. Rannals informed the Board that this resolution is necessary to set a public hearing for the City of Vista to levy assessments on the 2023 property tax roll for collection of delinquent 2022 weed abatement charges. The three delinquent parcel owners will have until July 31, 2023 to pay the city. If it remains unpaid, then the City will levy the assessment to the property by August 10, 2023, the County of San Diego deadline.

MOTION BY DIRECTOR FUGNER, SECOND BY DIRECTOR MILLER, and ADOPTED Resolution No. 2023-06 *entitled* a Resolution of the Board of Directors of the Vista Fire Protection District Declaring its Intent to Set A Public Hearing for Collection of Delinquent Weed Abatement Charges on the following roll call vote:

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

c. *Meeting Change – September 13, 2023 Meeting and November 8, 2023 Meeting*

President Elliott requested consideration to accommodate Ms. Rannals schedule. She has a long-planned vacation in August/September, and Board Clerk training in November. The September meeting would change from September 13 to September 20, and November 8 to November 15. Ms. Rannals informed the Board that she conferred with Director Gomez on this date and confirmed his availability for both meetings.

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR FUGNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to reschedule the regularly scheduled Board of Directors meeting from September 13 to September 20, and November 8 to November 15 with both meetings commencing at 10 am.

d. *Employment Contract – Karlena Rannals*

President Elliott reminded the board members that this contract was discussed in closed session at the last board meeting. The contract was written as negotiated. Ms. Rannals responded to questions from the Board.

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR FUGNER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to approve and authorize the President to execute the employment contract between Karlena Rannals and Vista Fire Protection District effective July 1, 2023.

e. *Vista Fire Protection District – Depreciation Schedule*

Ms. Rannals reported that she been working on the financials to record all transactions appropriately in QuickBooks. As she has been working through the Balance Sheet accounts, she noted transactions that have been capitalized, that does qualify as a capital item. An example would be signage. If a sign was damaged or stolen, she would not know anything about it. She reminded the Board that the District does not have a capitalization policy, although it is on the list to be completed. She and President Elliott have conferred with the District’s auditor, and as long as there is board action, she can write those items off of the balance sheet. The auditor did encourage staff to confer with legal counsel to ensure that there is no legal liability in doing so. She responded to questions from the Board.

The District’s legal counsel, Mr. Pfister, at the conclusion of the discussion did not see any legal ramifications by writing off fixed assets from the balance sheet.

MOTION BY DIRECTOR FUGNER, SECOND BY DIRECTOR MILLER, CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to authorize that the Administrative Manager to fully depreciate all fixed assets and remove from the Balance Sheet.

f. *Preliminary Budget FY2023-24*

Ms. Rannals delivered a PowerPoint presentation on the Preliminary Budget for FY24. She reports that preliminary revenue projection \$4,831 (in thousands) decreased (2.4%). The revenue anticipated is primarily from the San Diego County Tax Assessor’s FY24 estimated receivables (\$4,388); the remainder is comprised of Grant, Interest and Miscellaneous revenue.

She reports that the overall Operating Budget of \$4,564 (in thousands) increased (7.6%). She summarized the expenditure changes between the proposed budget and FY23 estimated expenditures that include:

- Emergency Services – \$3,950 (+2.4%) - this is where 90% of the tax revenue goes to fund the emergency response and fire prevention services. Since property tax is expected to increase 2.4%, so should this expense.

- Personnel Cost – \$149 (+15.52%) – the overall increase is the direct result of the approval of the 8<sup>th</sup> Supplemental Amendment for the additional services of a Fire Inspector.
- Grant – \$197 – the District anticipates to receive grant money from the ARPA (American Rescue Plan Act) Grant for the reconstruction of Fire Station 3.
- Contractual/Supplies – \$89 (-9.2%) – this reduction is a direct result of services no longer provided by the contracted Treasurer
- All Other – \$160 (+14.3%) – this is a direct result in the change in business practices such as establishing an office, adding training, staff professional development, and the basic increase for all other costs.

She also provided an overview of the District’s cash position and she responded to questions from the Board.

MOTION BY DIRECTOR FOUNGNER, SECOND BY DIRECTOR PLOETZ, to approve the Preliminary Budget for FY24 as presented on the following roll call vote:

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

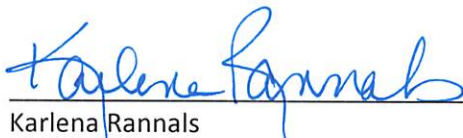
President Elliott announced that the District will schedule a public hearing for adopting the Final Budget on September 20, 2023, and he further requested that the Board Clerk notify the public of the hearing according to all applicable codes.

10. Directors’ Announcements & Written Communications

Each board member in attendance thanked Chief Palmer for his service and expertise as the District’s Fire Chief since his arrival in January.

11. Adjournment

President Elliott adjourned the meeting at 12:25 pm.



Karlana Rannals  
Board Clerk



James F. Elliott  
President