



VISTA FIRE PROTECTION DISTRICT
Rescheduled Regular Board of Directors Meeting
Minutes – September 20, 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.

Announcement: *In advance of the regular Board of Directors meeting, all board members, staff and members of the public attended a Meet and Greet with the Fire Chief for Vista Fire Protection District from 9 – 10 am.*

BUSINESS SESSION – REGULAR AGENDA

President Elliott called to order the regular meeting of the Vista Fire Protection District Board of Directors at 10:02 AM at the “Smart Space” conference room located at 450 South Melrose Drive, Vista CA.

1. Pledge of Allegiance

Fire Chief Washington led the assembly in the Pledge of Allegiance.

2. Roll

Directors Present: Elliott, Fougner, Gomez, Miller, Ploetz
Directors Absent: None
Staff Present: Karlena Rannals, Administrative Manager; Gerard Washington, Fire Chief, Robbie Ford, Deputy Chief; and Fred Pfister, Legal Counsel

3. SPECIAL PRESENTATIONS

Ms. Robin Biglione Putnam delivered a PowerPoint presentation about the status for the reconstruction of Fire Station 3 located on Old Taylor Road. She informed the board that the City of Vista chose the design/build process for the reconstruction. The new station will be rebuilt at the current site, and addressed the concern of Vista Fire Protection District that the response driveway will exit on East Vista Way, that will include traffic signal improvements. She reviewed the site plan, first and second floor useable spaces, and the proposed schedule. The planned schedule is:

- ▶ Temporary Station Construction Start: December 2023
- ▶ Temporary Station Construction Complete: April 2024
- ▶ New Station Construction Start: April 2024
- ▶ New Station Construction Complete: June 2025

She reported on a potential challenge that could change the schedule which is procurement of items that have long lead times, such as electrical panels, gear and emergency generator. She reported that the total project budget is \$10,685,200 in which the District will contribute \$4,500,000, of which a portion of the funds will come from Fire Mitigation Funds (FMF) collected. She responded to questions from the Board.

Ms. Rannals reported that the City currently holds in trust \$452,766, and the district has at the end of FY23 an additional \$259,086. She acknowledged that the City of Vista Finance department has confirmed that they understand that the District will exhaust all FMF monies prior to spending general fund monies.

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

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

5. Open Discussion with the Board (Public Comment)

- a. Joanne Demmer, Gopher Canyon Rd, Vista: spoke about her concern about all of the new construction in the Bonsal Oaks project, the increased traffic and how it will affect emergency response and the fires that have been occurring in the area.
- b. Kim Reynolds, Gopher Canyon Rd, Vista: spoke about the “pop-up” taco stands. She reported flames shooting from their grills, and not only is there a traffic hazard, but a concern about fires in the area. She also suggested that a free chipping event be considered. Director Ploetz informed her that CalFire has this program, however, all of the dates are full for this year. This is something that the Fire Safe Council of Vista could consider for next year.
- c. Arnold Keene, Buena Creek Rd., Vista: he informed the board that his interest is in the Buena Creek area. He has a specialty in vegetation management. While Buena Creek is a very scenic drive, there is a lot of dead eucalyptus trees in the creek; and he believes that there is support to eliminate the fuels.
- d. Joe Lamond, Buena Creek Rd., Vista: he echoed the previous speaker comments. He also conveyed his appreciation to the board members for their service to the community.

Ten-minute recess

6. Consent Calendar

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

- a. *Board of Directors Minutes*
 - Board of Directors minutes August 9, 2023
- b. *Payroll Register*

• Payroll paid on September 7, 2023	\$4,583.34
• Payroll taxes paid on September 7, 2023	<u>\$350.63</u>
Total	\$4,933.97
- c. *Accounts Payable*

• Accounts Payable Check 4111 thru 4122 paid September 20, 2023	\$120,506.66
• Auto withdrawal(s) paid on August 7 – September 7, 2023	<u>802.95</u>
Total	\$121,309.61
- d. *Receive and File*
 - i) Fire Department Reports
 - (1) *Fire Chief*
 - (2) *Fire Marshal*
 - (3) *District Inspector*
 - ii) Annual Hydrant Report – Little Yellow Buddies
 - iii) Administrative Manager’s Report
 - iv) Correspondence
 - (1) *None*

7. Oral Report(s)

- a. *Fire Chief* – Chief Washington summarized his background and experience. He is excited for the opportunity to serve the community. Director Miller requested a focused discussion at a future meeting regarding the roles and responsibilities of the additional services for the Fire Inspector. He would like to see the inspector bring ideas to the board to educate and serve the residents of the District. The Board Clerk will calendar for the November meeting. Chief Washington was welcomed by all members of the Board.
- b. *Deputy Chief – Administration* – Chief Ford reported that the gate at El Paso Alto has been vandalized, once again. Inspector Kozakiewicz has been working Mobile Weld and Ms. Rannals to get the barrel lock installed the week of September 25th. The Fire Department is completing the hire EMTs to launch the new ambulance on October 9th.
- c. *Administrative Manager – Ms. Rannals*
In addition to her written report, she reported on the following:
 - The onsite financial audit was completed September 18 by Jonathan Abadesco, CJ Brown & Company, CPAs. She reminded the board that she assumed the financial responsibilities mid-year (January 1) and was pleased that the auditor proposed only two reclassifications. The draft audit will be ready for her review mid-October and scheduled for acceptance at the November board meeting.
- d. *Legal - Mr. Pfister* – the pending issue to report will be discussed in closed session.
- e. *Fire Safe Council of Vista – Update:* Director Gomez reported that the Council held their first meeting September 19. They agreed to meet monthly, and their first project will be October 28 at the *Dia De Los Muertos at Guajome*. This will be an opportunity to promote Fire Prevention Week and the Fire Safe Council. In addition to the inaugural event, they are discussing other programs such as evacuation plans, residential sprinkler systems, and the implementation of the Community Wildfire Protection Plan (CWPP). The board members requested that the CWPP be discussed at a future meeting and discuss the initial steps for implementation.
- f. *Board of Directors*
 - *Ploetz* – discussed the outstanding cooperation and work of Ed Kramer, Emergency Manager on the rewrite of the CWPP into the proper template.
 - *Miller* – asked if the City of Vista has a current CWPP. Chief Washington agreed to research, find the answer and report back.

8. Continuing Business

- a. *None*

9. Public Hearing(s)

- a. *Final Budget Fiscal Year 2023/24*

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

10. New Business

a. *Resolution No. 2023-08*

Ms. Rannals summarized the staff report and the purpose of the resolution that establishes committed and/or constrained fund balances for FY23. Staff evaluates the District's equity (or fund balance) to ensure the appropriate reserves are allocated to meet the constraints of GASB 54, in addition to the long- and short-term financial needs of the District. Resolution No. 2023-08 meets GASB 54 criteria and Exhibit A reallocates the unassigned fund balances to achieve the long and short-term financial needs. She responded to questions from the board.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR PLOETZ, and APPROVED to accept staff's recommendation listed in Staff Report 23-15 and ADOPTED Resolution No. 2023-08 *entitled* a Resolution of the Board of Directors of the Vista Fire Protection District Establishing Committed and/or Constrained Fund Balances for FY23 on the following roll call vote:

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

b. *Final Budget FY 2023/24*

Ms. Rannals delivered a PowerPoint presentation on the Final Budget for FY24 focusing on the differences between the Preliminary and Final budget. She reports that revenue projection \$4,980 (in thousands) is expected to increase (1.0%). The revenue anticipated is primarily from the San Diego County Tax Assessor's FY24 estimated receivables (\$4,535); the remainder is comprised of Grant, Interest and Miscellaneous revenue.

She reports that the overall Operating Budget of \$4,727 (in thousands) increased (12.1%). She summarized the expenditure changes between the proposed budget and preliminary budget expenditures that include:

- Emergency Services – \$4,535 (\$147) - 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 5.8%, so should this expense.
- Maintenance & Repair – \$39 (\$5) – the overall increase is the direct result of the gate repair planned for El Paso Alto.
- Training/Education Grant – \$26 (\$15) – the District anticipates sending representative to the Fire District's Association conference in 2024.

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

MOTION BY DIRECTOR GOMEZ, SECOND BY DIRECTOR FOUIGNER, and ADOPTED Resolution No. 2023-09 *entitled* a Resolution of the Board of Directors of the Vista Fire Protection District Adopting a Final Budget for Fiscal Year 23-24 on the following roll call vote:

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

11. Closed Session

Pursuant to the following section, the board met in closed session from 12:25 – 1:00 pm and discussed the following:

- a. Potential Litigation (1) Case – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9
All board members listed and Fred Pfister, Attorney, White & Bright, Karlena Rannals, Administrative Manager, and Gerard Washington, Fire Chief participated in this discussion.

12. Announcement of Closed Session

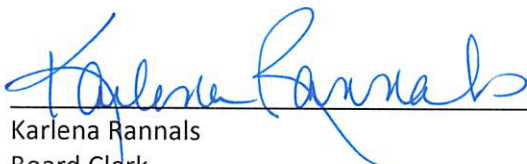
Upon reconvening, President Elliott reported that direction was provided to legal counsel to settle a potential litigation case.

13. Directors' Announcements & Written Communications

Elliott: reported that he, Director Ploetz and Ms. Rannals met with Jim Desmond, Supervisor, Fifth District. This was an introductory meeting, and they plan to meet at least once a year.

14. Adjournment

President Elliott adjourned the meeting at 1:02 pm.


Karlena Rannals
Board Clerk


James F. Elliott
President