

**VISTA FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – May 11, 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

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

Pledge of Allegiance

Administrative Manager Rannals 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; Karlana Rannals, Administrative Manager, Jeremy Nichols, Fire Inspector, and Matthew Bertolucci, Legal Counsel.

2. Approval of this Meeting's Agenda

MOTION BY DIRECTOR ELLIOTT, 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 PLOETZ, SECOND BY DIRECTOR MILLER, CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve as corrected the Board of Directors Meeting minutes held April 13, 2022, noting a spelling correction.

5. Fire Department Reports

- a. District Fire Inspector: Fire Inspector Nichols summarized the previous month's activities and reported that he has encountered several face-to-face opportunities with District residents, which included opportunities to distribute public education material. He also met with the CalFIRE Defensible Space Inspectors to discuss the joint efforts in ensuring a property's defensible space was complying. He responded to questions from the board.
- b. Fire Marshal: Deputy Chief Usher summarized the previous month's report noting that there is an increase in permits issued for Accessory Dwelling Units (ADU). The weed abatement letters were mailed April 15th. Inspections will begin June 1 to inspect for compliance. He also informed the board that a resolution will be prepared for the June meeting to recover the costs of forced abatements on the property tax roll.
- c. Fire District Performance Report: Chief Vander Pol reviewed the March 2022 response times noting that of the 171 District responses, three calls were greater than ten minutes. Chief Vander Pol reported that with the changes in the BLS Ambulance, he will be modifying the monthly report.

- d. Fire Chief Update: Chief Vander Pol reported the following:
- He was elected (by his peers) as the North Zone Coordinator. He is the primary point of contact coordinating resources (strike teams, single resource medics, safety officers, etc.), which at the time of the meeting he was working on coordinating five strike teams to Orange County. As a part of his training for his new appointment, he recently attended Multi-Agency Area Command (MAC) at South Ops in Riverside.
 - Six individuals have been given conditional offers of employment. A “Family Academy” is planned to start May 23, 2022.
 - He will be out of the area the week of May 23, noting that Deputy Chiefs’ Usher and Davidson will function as Fire Chief in his absence.
- Chief Vander Pol responded to questions from the Board.

6. Officers’ Reports

- a. Accounts Payable: MOTION BY DIRECTOR ELLIOTT, SECOND BY DIRECTOR PLOETZ, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN approving the April 2022 Accounts Payable and Payroll Requests that included the Treasurer’s certification for the availability of funds. Director Miller discussed his concern on the cost of legal services, and the process to request legal assistance services by board members. At the conclusion of the discussion, all board members were reminded that if there is a need to seek legal counsel, that all requests should be directed to the President for authorization.
- b. Treasurer’s Report: Director Elliott reviewed the March 31, 2022, reports in the absence of the Treasurer. He discussed the following topics:
- Management Report: The District is tracking ahead of the spending plan approved for FY 22. He believes that they will be in a positive financial position at year end.
 - Fire Mitigation Fee Fund Balance: the fund balance was provided for information.
 - Investment Portfolio as of April 30, 2022: the investment totals and rates of return were provided for information.
- c. Independent Audit Fiscal Year 2020-21: Director Elliott summarized the process and timeline it took to complete the annual independent audit. He conveyed his appreciation to the staff and board members who assisted in the process. The District received a *clean* opinion from the auditors. He responded to questions from the Board.

MOTION BY DIRECTOR MILLER, SECOND BY DIRECTOR ELLIOTT, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to accept the FY 2020-21 Annual Financial Report and Independent Audit Report prepared by Fedak & Brown LLP, Certified Public Accountants.

- d. Administrative Manager’s Report: Ms. Rannals summarized her report submitted and responded to questions. She also distributed information for an upcoming quarterly meeting hosted by the San Diego Chapter – CA Special Districts Association; she discussed the requirements for the preliminary budget that will be presented at the June meeting that included the listing of newspapers of general circulation within San Diego County to notice the required public hearing; and other documents that will be brought forward for board consideration and approval.
- e. Legal Affairs: Mr. Bertolucci reported on two requests from the previous board meeting:
- Panoramic Property: he reported that the State of California’s Department of Housing and Community Development has confirmed that the District has complied with the provisions of the Surplus Land Act and that the District may move ahead with sale of the Panoramic Property.

- Board Meetings held Outside District Boundaries: he reported that there is an exception to Government Code 54954 for conducting board meetings outside the District boundaries. He recommended that the board adopt a resolution making the finding that there is no meeting facility accessible to the public within the District boundaries; and determine where the meetings will be held. Staff will work with the Board President to prepare a resolution for a future meeting.
- A response letter was prepared and forwarded to Fedak & Brown LLP, Certified Public Accountants for the FY21 audit.

7. Committee Reports

- a. Fuel Modification: Director Ploetz reported that they are expecting to receive a final report of the Anchor Point study and agenda for the June meeting. He hopes that prior to the June meeting, he will be able to meet with the Chief and consultant to discuss an action plan which may affect the budget.
- b. Panoramic Property: Director Elliott provided an update on the property listed noting that the communication with the broker has been particularly good. The broker reports that she has been contacted by interested parties and believe that there could be an offer for consideration by the board soon.
- c. Response Times: Chief Vander Pol reported that he did not have an update from the consultant. He believes that the consultant has clear direction from the subcommittee; however, he agreed to coordinate a meeting between the subcommittee and the consultant.

Five-minute recess

- d. Redevelopment of Station 3: Chief Vander Pol gave a presentation to the board members on the site challenges to reconstruct Vista Station 3. The planned design includes at least two drive thru bays; however, there is a building owned by the Vista Irrigation District in which the architects must take into consideration when designing the structure. He noted that when designing the facility, the location and exits are all about response times, and how to potentially improve them. The estimated completion date is June 2024.

President Fougner highlighted the Seventh Supplemental Amendment submitted for board consideration. If approved, the District will contribute \$4.5 million towards the reconstruction of the fire station, noting that the funding sources include Fire Mitigation Fees, General Fund and American Rescue Plan Act (ARPA) monies. Other terms include extending the contract until 2056, adding the District's name to the monument sign, eliminating the option for the Vista Fire Protection District to build a fire station within the district boundaries, and retaining all future fire mitigation fees. This amendment if approved becomes effective July 1, 2022. At the conclusion of the discussion, the board members commended President Fougner and Chief Vander Pol for their efforts in developing the supplemental amendment.

MOTION BY DIRECTOR ELLIOTT, SECOND BY DIRECTOR FOUIGNER, to approve the *Seventh Supplemental Agreement with the Vista Fire Protection District for the Reconstruction of Fire Station No. Three* and authorize the President to execute the amendment on a roll call vote:

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

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

- a. First Hearing on Proposals for Creating District Divisions for Elections: President Fougner opened the public hearing at 6:15pm. He introduced Chris Chaffee and Elizabeth Stitt from Redistricting Partners who participated remotely. Mr. Chaffee delivered a PowerPoint presentation that covered the following topics when considering districting:
- The California Voting Rights Act (CVRA)
 - What is Districting
 - Traditional Districting/Redistricting Principles
 - Public Hearing Schedule

During their informational presentation, they presented criteria that the board should take into consideration that included 1) equal population; 2) contiguous boundaries; 3) maintaining “communities of interest”; 4) follow district and census designated place boundaries; and 5) keep district boundaries compact. They also included the following public hearing timeline to encourage public participation:

<i>Meeting Date</i>	<i>Purpose</i>
May 11, 2022	1st Public Hearing – Districting 101
May 25, 2022	2nd Public Hearing – Communities of Interest
June 8, 2022	3rd Public Hearing – Map Presentation
July 13, 2022	4th Public Hearing – Revised Maps
August 10, 2022	5th Public Hearing – Final Vote on Map

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

9. Continuing Business

- a. Emergency Access Roads: Director Ploetz reported he recently conducted a “drive by” and the roads are in good shape. He noted that maintenance is keeping up with the necessary abatements.

10. New Business

- a. Adoption of Records Retention Policy: Ms. Rannals summarized the staff report included with the requested policy. She reported that this policy will give her the tool necessary as she reorganizes and purges records that are no longer required.

MOTION BY DIRECTOR ELLIOTT, SECOND BY DIRECTOR FUGNER, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to approve and adopt Policy No. 3010 – Record Retention Schedule.

- b. Request for Records Destruction: Ms. Rannals summarized the staff report noting that this will be one of numerous requests as she organizes the files. She requested authorization to destroy records pursuant to the newly adopted records retention schedule.

MOTION BY DIRECTOR ELLIOTT, SECOND BY DIRECTOR FUGNER, 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.

11. Directors’ Announcements & Written Communications

- a. Director Ploetz: expressed his appreciation to Director Gomez in obtaining District logo wear.

- b. Director Miller: conveyed that he was pleased with the progress of the Administrative Manager's position and role.

12. Motion for Adjournment

MOTION BY DIRECTOR PLOETZ, SECOND BY DIRECTOR GOMEZ, and CARRIED 5 AYES; 0 NOES; 0 ABSENT; 0 ABSTAIN to adjourn at 9:12 pm.



Karlena Rannals
Administrative Manager



Robert Fougner
President