

**Draft - Pending Approval at April Meeting**  
**VISTA FIRE PROTECTION DISTRICT**  
**MINUTES of Meeting Held**  
**Wednesday, March 9, 2022**

The monthly meeting of the Board of Directors of the Vista Fire Protection District was called to order virtually by the presiding President, Robert Fougner, at 6:00 P.M.

Directors Present:           Mr. Robert Fougner, President  
                                  Mr. James Elliott, Vice President  
                                  Mr. Daniel Gomez, Director  
                                  Mr. Read Miller, Director  
                                  Mr. John Ploetz, Director

Directors Absent:           None

Staff Present:              Chief, Ned Vander Pol, Deputy Fire Chief, Craig Usher, Fire Inspector,  
                                  Jeremy-Nichols, Board Clerk, Christie Ross, Legal Counsel, Fred Pfister,  
                                  Esq., Board Treasurer, Jeff Golden

Other Attendees:           Ms. Karlana Rannals

**I.     ROLL CALL AND PLEDGE OF ALLEGIANCE**

**II.    APPROVAL OF THIS MEETING'S AGENDA**

On motion made by Director Miller and duly seconded by Director Ploetz, the Directors unanimously approved the published agenda, as amended by (i) taking Items VIII.A (Resolution For Continuing Participation In Fire Mitigation Fee Program), IX.B (Promoting Community Awareness) and VIII.B (District Administrative Manager) ahead of order for the convenience of attendees, and (ii) deferring the Closed Session under VIII.B (District Administrative Manager) until the end of the meeting.

**III.   OPEN DISCUSSION WITH THE BOARD**

The Board invited District Residents and others in attendance to address the Board on any matter of public concern related to the District's business.

**IV.    APPROVAL OF THE MINUTES**

On a motion made by Director Elliott and duly seconded by Director Gomez, the Minutes for the regular monthly meeting held February 9, 2022, were approved.

**V.     FIRE DEPARTMENT REPORTS**

- A. District Fire Inspector's Report. In the absence of Fire Inspector, Jeremy Nichols, Deputy Fire Chief, Craig Usher provided results of activities in February 2022, and proposed activities for March 2022.
  
- B. Fire Marshalls Report. Deputy Fire Chief Craig Usher presented for the Board's review (i) resident communications concerning the seasonal weed abatement program, and (ii) a summary of pending and approved projects for properties located within the District.

Resolution For Continuing Participation In Fire Mitigation Fee Program. (Item VIII.A) Deputy Chief Usher presented for the Board's approval a second reading of a Resolution for the District's continued participation in the Fire Mitigation Fee program. On a motion made by Director Ploetz, and duly seconded by Director Elliott, the board unanimously approved the resolution.

Promoting Community Awareness. (Item IX.B) Deputy Chief Usher reviewed the Department's initiatives to raise public awareness on fire safety.

- C. Fire Department Performance Report. Fire Chief Ned Vander Pol reported on performance by the City of Vista's Fire Department during January 2022.
- D. Fire Chief's Update. Fire Chief Ned Vander Pol reported on matters of interest to the Department and the District.

District Administrative Manager. (item VIII.B). Director Elliott introduced Ms. Karlana Rannals as a candidate for the position of Administrative Manager, who then discussed her background in the field of Special District administration.

## VI. OFFICERS' REPORTS

- A. Accounts Payable. The Treasurer presented for approval the District's Accounts Payable for the month of February 2022. On motion made by Director Miller, and duly seconded by Director Fougner, the Directors present approved the payments as listed in the amount of \$20,098.81 for the month of February.
- B. Treasurer's Reports. The Treasurer reported on the following:
  - (i) progress on the June 30, 2021, audit;
  - (ii) the mitigation fee fund balances held by the District and City; and
  - (iii) the District's investment Portfolio Summary as of February 28, 2022.
- C. Legal Affairs. District Counsel reported on the status of pending matters.

## VII. COMMITTEE REPORTS

- A. Fuel Modification. Chief Vander Pol and the Subcommittee reported on the status of the Anchor Point study.
- B. Panoramic Property. The Subcommittee on Panoramic reported on the status of their efforts to divest the District's surplus property.
- C. Response Times. Chief Vander Pol and the Subcommittee provided an update on the consultant's analysis of District response times.

- D. Redevelopment Of Fire Station No. 3. The Subcommittee reported on the status of joint funding for the redevelopment of Station No. 3.

**VIII. SPECIAL MATTERS DESIGNATED FOR CONSIDERATION**

- A. Resolution For Continuing Participation In Fire Mitigation Fee Program. (Discussion moved forward and joined with Items V).
- B. District Administrative Manager. The Closed and Open Sessions on the agenda were deferred until the end of the meeting.

**IX. CONTINUING BUSINESS**

- A. Emergency Access Roads. Director Ploetz provided an update on the status of the District's Emergency Access Roads.
- C. Promoting Community Awareness. (Discussion moved forward and joined with Items V).

**X. NEW BUSINESS**

- A. Director's Identification. Director Gomez presented a proposal for Director's polo shirts. On a motion made by Director Gomez and duly seconded by Director Elliott, the board unanimously authorized the expense of \$750 to design and order shirts for the Directors.

**XI. DIRECTORS' ANNOUNCEMENTS & WRITTEN COMMUNICATIONS**

Directors were invited to make announcements and share written communications.

District Administrative Manager. (Item VIII.B).

CLOSED SESSION. The Board met in closed session to discuss and act on extending an offer for employment of an Administrative Manager.

While meeting in closed session, the Board unanimously approved the offer of employment to Ms. Karlana Runnels as District Administrative Manager on terms and conditions to be negotiated by the President and Vice President.

**XII. MOTION FOR ADJOURNMENT**

On a motion duly made and seconded, the meeting was adjourned at 9:00 PM.

**Copy of the Agenda and the Board Package of Meeting Materials Are Available On The District Web Site: [www.vistafireprotectiondistrict.org](http://www.vistafireprotectiondistrict.org) or by contacting the Office of the Clerk of the Board 955 Vale Terrace Drive, Ste. A, Vista, CA 92084, 760-758-3815**