



VISTA FIRE PROTECTION DISTRICT
Regular Board of Directors Meeting
Minutes – October 9, 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

Vice President Ploetz 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

Director Fougner led the assembly in the Pledge of Allegiance.

2. Roll

Directors Present: Fougner, Gomez, Miller, Ploetz

Directors Absent: Elliott

Staff Present: Karlena Rannals, Administrative Manager; Chris Cardinale, Legal Counsel

3. Oral Communication (Public Comment)

No one requested to speak to the Board.

4. Consent Calendar

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

a. Board of Directors Meeting

i. Minutes (Regular Meeting) September 11, 2024

ii. Minutes (Special Meeting) September 17, 2024

b. *Payroll Register*

• Payroll paid on September 7, 2024	\$6,800.00
• Payroll taxes paid on September 7, 2024	<u>\$ 520.20</u>
Total	<u>\$7,320.20</u>

b. *Accounts Payable*

• Accounts Payable Check 4236 thru 4243 to paid October 9, 2024	\$42,414.32
• Auto withdrawal(s) paid on July 8 – August 8, 2024	<u>\$ 976.92</u>
Total	<u>\$43,391.27</u>

c. *Receive and File*

i) Monthly Reports

(1) *Fire Chief*

(2) *Fire Marshal*

(3) *District Inspector*

(4) *Effective Response Force Report – July 24*

(5) *Effective Response Force Report - August*

ii) Southern Operations Seasonal Weather Outlook – September – December 2024

iii) Vista Fire Protection District Strategic Plan – Final Document

iv) Administrative Manager’s Report

- v) Correspondence
 - (1) DPLU Public Disclosure Notice – 145 Hannalei Drive, Vista, CA 92083

5. New Business

a. *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 FOUIGNER, 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.

b. *Review - Vista Fire Protection District Investment Policy*

Ms. Rannals summarized the staff report as required by California Government Code §53646, the District has a policy that governs the investment of surplus funds for purposes of generating investment income for the District. A review is required annually and must be conducted at a public meeting per Government Code §53646(a). Since there are no proposed changes, she recommended that the Board acknowledge the review and retain the District's Policy as approved on October 11, 2023.

MOTION BY DIRECTOR FOUIGNER, SECOND BY DIRECTOR MILLER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to accept staff recommendation and retain the Districts Investment Policy as approved by Resolution No. 2023-10 on October 11, 2023.

c. *Reschedule Regular Board of Directors Meeting – January 8, 2025*

Ms. Rannals requested the meeting date to be changed to accommodate the holidays and the necessary preparation for agenda items the Board has requested for the January 2025 meeting.

MOTION BY DIRECTOR FOUIGNER, SECOND BY DIRECTOR MILLER, and CARRIED 4 AYES; 0 NOES; 1 ABSENT; 0 ABSTAIN to modify the January 2025 meeting date from January 8 to January 15, 2025, noting the same meeting location and time.

6. Continuing Business

a. *Vista Fire Protection District – Policies*

Vice President Ploetz stated that the creation of District policies was necessary to provide authority to staff and is not personal. He set a time limit for this meeting to discuss and provide direction to staff with additional feedback. Legal Counsel Cardinale led the discussion with the board members seeking their comments on the proposed policies that staff has prepared and address their concerns. He noted that the proposed policies govern the board and not staff. Policies are necessary to avoid liability.

Each board member present had the opportunity to share their concerns and comments. A summary of board comments included:

Miller – (1) the focus should be on what policies that the District is required to have; (2) what are the relationships with the contractor (e.g., City of Vista); and (3) fire chief responsibilities, since the

District does not employ the fire chief.

Ploetz – the board should focus on what is really important – fire protection and emergency responders.

Fougner – potential agenda matters should not take two months to be agendized. If a board member wishes to discuss a matter, they should go through the President to have it placed on the agenda.

At the conclusion of the discussion, Vice President Ploetz appointed with consensus of the Board an ad hoc committee comprised of Director’s Fougner and Miller to provide comments on the staff’s draft. The ad hoc committee will prepare a redlined version of the policies proposed by staff incorporating the ad hoc committee’s comments for review.

10-minute recess

7. Oral Report(s)

1) *Fire Chief* – not in attendance: no report.

2) *Deputy Chief – Administration* – not in attendance: no report

3) *Administrative Manager*: In addition to her report submitted, Ms. Rannals reported the following:

- Ethics training is scheduled for December 11, 2024 from 10am – 12pm. This training will satisfy the requirements of AB1234 of training every two years. This is in advance of the regularly scheduled meeting.
- She distributed a revised voter division map to the board members. This map was prepared by the Registrar of Voters office and with the assistance of the City of Vista they were able to convert the GIS shape file for printing. This map will be posted to the District’s website and the City of Vista as a courtesy will add this layer to their GIS system and to their website.
- She successfully obtained a .gov address for the District (VistaFirepdCA.gov). There are additional steps that must be taken, such as registration for our IP address, and there will need to be a transition period. She is currently seeking a consultant to assist with this process.
- She reported that she would be out of the office from 10/17 – 10/20 (personal) and 10/21 – 10/23 attending the CSDA Board Clerk Conference in San Diego.

4) *Legal* – Cardinale

- He reported that he confirmed the information and process provided by the Administrative Manager for a board vacancy was correct, and that until a vacancy occurs, in this case, December when the Director is sworn into their new division seat, the board cannot take any action ahead of time. This will be calendared for the December 2024 board meeting, and a process will be outlined and ready for execution immediately following the board meeting.

5) *Board of Directors*

- Ploetz – he reported on the following:
 - Meeting with Supervisor Desmond: he and President Elliott covered topics that included: (1) traffic signal control improvements within the fire district to coordinate with the City of Vista Fire GPS controlled signal program; (2) Buena Creek clearing and creek improvement project; and (3) Gopher Canyon road brush clearing. He noted that the meeting was positive and productive.

- City of Vista Fire Department Strategic Plan Stakeholder Meeting: he represented the district on September 21 at the stakeholder meeting. The meeting facilitated by Chief Micheal Despain covered the process of the strategic plan and it was a repeat of the district's process.
- Miller: he requested additional information on the number of shake roofs in the district; requested and update on the evacuation routes; and an update on the status of the weed abatement project.
- Gomez: he reported that the Fire Safe Council of Vista is moving forward with projects identified in the CWPP. They attended the Strawberry Festival and will participate in the Dia de Los Muertos event on October 26.

8. Closed Session

Pursuant to the following section, the board met in closed session from 2:35 Pm – 2:58 am, and discussed the following:

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Gov. Code Section 54956.9 (d)(4)

Based on existing facts and circumstances, the legislative body of the local agency has decided to initiate or is deciding whether to initiate litigation.

Number of potential cases: One

All board members listed, Administrative Manager Rannals and Chris Cardinale (Legal Counsel) attended and participated in the discussion.

Upon reconvening, Vice President Ploetz reported that there was no reportable action.

9. Adjournment

Vice President Ploetz adjourned the meeting at 3:19 pm.



Karlena Rannals
Board Clerk



John Ploetz
Vice President