



**PUBLIC MEETING OF THE
DEER SPRINGS FIRE PROTECTION DISTRICT (DSFPD)
June 12, 2024
Open Session 4:00 p.m.**

1. Call to Order, Roll Call

President Sealey-Absent
Vice-President Jackson-Present
Secretary/Treasurer Kerrin-Present
Director Holley-Present
Director Gordon-Present

2. Pledge of Allegiance-Led by Vice President Jackson

3. Adoption of Agenda- Director Holley moved to adopt June 12, agenda; Director Kerrin seconded the motion. **Motion is adopted; 4 Ayes; 0 Noes; 1 Absent (Sealey); 0 Abstain.**

4. Public Comments Period-None

5. Fire Safe Council Report-Steve Kerrin President-Spring Defensible Space Inspection mailers were sent to around 3700 mailboxes within the community of Deer Springs Fire. The mailer included a copy of San Diego County LE-200a compliance requirements for reference. The Chipper Program has increased interest within the community. Fire Safe Council attended the Sellers' Faire on June 9.

6. Approval of Minutes

- a. Regular Board Meeting May 8, 2024-Director Gordon moved to approve May 8, minutes; Director Holley seconded the motion. **Motion is adopted; 4 Ayes; 0 Noes; 1 Absent (Sealey); 0 Abstain.**

7. Acceptance of May Finance Reports-General, Capital and Mitigation Funds-Director Kerrin moved to accept May financial reports; Director Jackson seconded the motion. **Motion is adopted; 4 Ayes; 0 Noes; 1 Absent (Sealey); 0 Abstain.**

8. Chief's Report-Chief Morrison

- During month of May the District received 134 calls for service
- Station 2 demolition completed and ready for grading
- FAE Woychak accepted a promotion to Fire Captain

- a. Fire Marshal Report-May Prevention Report included 5 Annual business inspections and 8 plan reviews.
- b. Community Emergency Response Team Report-Marc Weissman CERT Manager-Held their June monthly meeting at Station 3 where new members were sworn in by Chief Morrison. Special thanks to Captain Fimon and crew for hosting the meeting. CERT supported the Seller's Faire on June 9 with Deer Springs Fire Safe Council. Next CERT meeting will be held on June 18, 6:30 pm via zoom.

9. Committee Reports

- a. Station 2 Improvement-Directors Holley, Gordon, and Chief Morrison
 Purpose: To oversee the transition of Station 2 from the existing facility to a permanent facility
 Type: Ad hoc

Building plans were picked up from the County for first comment review. The contractor has 15 days for corrections and resubmittal. The Civil Engineer is in communication with Vallecitos Water on water service revisions. The septic system design has been submitted to Department Environmental Health (DEH) for their review.

The committee recommends for the District to contract with a firm for geotechnical special testing and inspections. The board agreed for EC Constructors to give his recommendations and present at July 10 board meeting. The Board Directors will review and approve a firm for these services.

- b. Threats, Hazard, and Mitigations-Directors Sealey, Kerrin and Chief Morrison
 Purpose: To develop the Threat and Hazard Identification and Risk Assessment (THIRA), develop the Stakeholder Preparedness Review (SPR), update the Community Wildfire Protection Plan (CWPP), and develop the Deer Springs Annex to the San Diego County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP)
 Type: Ad hoc

The committee is updating the Community Wildfire Protection Plan based on input from the community, scheduled for completion in July.

- c. Fiscal Year 2024-2025 Budget Committee-Directors Jackson and Kerrin
 Purpose: Pursuant to Policies C01 and C02, develop the District's General, Capital, and Mitigation Preliminary Budgets for Fiscal Year 2024-2025; publish the Preliminary Budgets for public review; prepare Final Budgets; and make recommendations on Standby/Availability and Fire Suppression fee changes to go into effect July 1, 2024
 Type: Ad hoc

Director Jackson presented a PowerPoint over view on the Districts' financials, operating profit and loss analysis. A projected income statement budget and five year forecast, operating and loss history, CAL FIRE five year agreement and Capital reserve balances to June 30 2025. CAL FIRE costs are outpacing Districts revenue sources, losses will occur operating three stations. In fiscal year 2025-2026 when station 2 is completed an additional \$250,000 of required annual reserves will be added to inadequate capital reserve and annual operating losses. The District needs to reduce expenses and increase revenue from sources outside of the District. The Board needs to lobby for re-evaluation of 1% apportionment general property tax. Director Jackson will contact Jeff Collins with County of San Diego for further discussion.

10. Unfinished Business-None

11. New Business

- a. Replacement of Station 1 Upstairs Flooring. The carpet and vinyl plank flooring at Station 1 are worn and require replacement. Pursuant to Policy C04, competitive quotes are not required for budgeted projects under \$25,000. A fair and reasonable proposal for the work was received from Ariel Vasquez (DBA Extreme Cleaning Company). Funding through the American Rescue Plan Act and the approved Fiscal Year 2023-2024 budget are available to meet the proposed cost.

12. Action requested: Accept the proposal from Ariel Vasquez (DBA Extreme Cleaning Company) for installation of Station 1 flooring and authorize the Board President to enter into a contract with Ariel Vasquez for such services- **Director Gordon moved to accept proposal from Ariel Vasquez for services stated; Director Holley seconded the motion. Motion is adopted; 4 Ayes; 0 Noes; 1 Absent (Sealey); 0 Abstain.**

- a. General, Capital, and Mitigation Final Budgets for Fiscal Year 2024-2025. Pursuant to Health and Safety Code §13890 et seq, along with Policies C01 and C02, Special District budgets are prepared to identify planned revenues and expenditures for the following year. The Preliminary Budget changes and Final Budgets are available for public review on the District's website and during normal business hours at the District Headquarters, 8709 Circle R Drive Escondido, CA 92026.

Action requested: Accept changes to the General, Capital, and Mitigation Preliminary Budgets and adopt the General, Capital, and Mitigation Final Budgets for Fiscal Year 2024-2025- **Director Holley made a motion to accept changes to Preliminary General, Capital and Mitigation Budgets and adopt the final budgets for FY 2024-2025; Director Gordon seconded the motion. Motion is adopted; 4 Ayes; 0 Noes; 1 Absent (Sealey); 0 Abstain.**

Action requested: If the Final Budgets are adopted, dissolve the Fiscal Year 2024-2025 Budget Committee with the purpose having been completed-**The Board Directors present agreed to dissolve the Fiscal Year 2024-2025 Budget Committee.**

- b. Third-Party Engineering Services for Deer Springs Fire Protection District Self Certification of Station 2 Grading and Construction. As presented at the February 14, 2024 meeting, the District will provide Self Certification of Station 2 grading and construction activities located at 1321 Deer Springs Rd, San Marcos, CA 92069. To ensure compliance with the San Diego County Building Code and other Regulations, the District requires selection of appropriate independent engineering services to validate the work on behalf of the District. Government Code §37103 provides for the contracting with any specialty trained and experienced person, firm, or corporation for special services and advice in engineering matters. Construction Testing & Engineering, Inc. (DBA Universal Engineering Services) Proposal No. 4810.0524.00029 for As-Needed Third-Party Civil Engineering services would provide the services necessary to meet the Self Certification requirements.

Action requested: Accept the proposal from Construction Testing & Engineering, Inc. (CTE) (DBA Universal Engineering Services) for Third-Party Engineering Services and authorize the Board President to enter into a contract with CTE for such services-**Director Jackson moved to accept proposal from CT&E/UES for services stated; Director Holley seconded the motion. Motion is adopted; 4 Ayes; 0 Noes; 1 Absent (Sealey); 0 Abstain.**

- c. Establish the Fiscal Year 2023-2024 Audit Committee. Pursuant to Government Code §26909, Special Districts are required to have annual, independent audits conducted by the county auditor or a certified public accountant. The District has an existing agreement with Nigro & Nigro, PC, a Professional Accountancy Corporation, to perform independent audits to meet this requirement. Additionally, pursuant to Section 11 of Article IV of the Bylaws of the Deer Springs Fire Protection District, the Board President may nominate such committees as are necessary to assist the Board in carrying out its duties.

Action requested: Approve the Board President's committee member nominations and establish the purpose of the committee to oversee the District's participation in the Fiscal Year 2023-2024 financial audit, develop the draft Management's Discussion and Analysis, and make recommendations to the Board on any audit findings-**Directors Kerrin and Jackson were nominated for the Audit Committee.**

13. Correspondence-None

14. Directors Comments-Thank you to the Budget Committee for all your work

15. Adjournment

Meeting adjourned at 5:27 pm



Director Steve Kerrin
Secretary-Treasurer