



**PUBLIC MEETING OF THE
DEER SPRINGS FIRE PROTECTION DISTRICT (DSFPD)**

June 12, 2024

Open Session 4:00 p.m.

Meeting Location: DSFPD Station 1, 8709 Circle R Drive, Escondido, CA 92026

All agenda materials and other writings related to agenda items that are distributed to the board are available for public inspection at the District's offices located at 8709 Circle R Drive, Escondido, Ca. 92026

1. Call to Order, Roll Call

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

2. Pledge of Allegiance

3. Adoption of Agenda

4. Public Comments Period

Any member of the public may speak on any matter that is not on the agenda. However, under State law, no decisions or actions can be taken and any such matters shall be deferred to the next meeting.

5. Fire Safe Council Report

6. Approval of Minutes

a. Regular Board Meeting May 8, 2024

7. Acceptance of May Finance Reports-General, Capital and Mitigation Funds

8. Chief's Report

a. Fire Marshal Report
b. Community Emergency Response Team Report

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
- 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
- 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

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.

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

- b. 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

Action requested: If the Final Budgets are adopted, dissolve the Fiscal Year 2024-2025 Budget Committee with the purpose having been completed

- c. 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

- d. 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

12. Correspondence

13. Directors Comments

14. Adjournment

Members of the public may submit written comments. The public is strongly encouraged to submit their comments on agenda and non-agenda items via e-mail to liz@dsfd.sdcoxmail.com. All comments submitted are sent to the members of the Board for their consideration. Written comments will be accepted until 30 minutes before the start of the meeting. Public comments that are submitted will be read into the record at the Board Meeting. The public retains the right to make comments during the course of the meeting.

In compliance with the Americans with Disabilities Act (US Code Title 42), if you need special assistance to participate in a meeting, please contact the Clerk of the Board at (760)749-8001. Notification of 48 hours prior to the meeting will enable the District to make reasonable arrangements to assure accessibility to the meeting.