

**VISTA FIRE PROTECTION DISTRICT  
AGENDA  
Wednesday, January 13, 2020 6:00 P.M.**

The regularly scheduled monthly meeting of the Board of Directors of the Vista Fire Protection District will be held virtually and may be joined by logging onto the to following platform:

<https://us02web.zoom.us/j/83038339289?pwd=ZEtNa2ZLSDFyWWdFbGptQkpWR2Rldz09>

Meeting ID: 830 3833 9289  
Passcode: 286160

The platform will be hosted and may be joined 10 minutes prior to the scheduled start time to give participants time to test equipment and resolve technical issues.

In order to improve the virtual meeting experience, Participants are requested to keep video on, ensure they are well lighted and remain on mute until recognized. Those wishing to address the Board may do so under Agenda item III.

Audio only participation is also available by calling **(301) 715-8592** and using the meeting identification number: **851 5826 8976**

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

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

**III. OPEN DISCUSSION WITH THE BOARD**

The Board invites 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**

The Board will review for approval the draft minutes of the District's regularly scheduled meeting held on December 9, 2020.

**V. FIRE DEPARTMENT REPORTS**

- A. District Fire Inspector's Report. Fire Inspector Jeremy Nichols will provide results of activities in November and December, in addition to proposed activities for January and February.
- B. Fire Marshalls Report. Deputy Fire Chief Craig Usher will present for the Board's review a list of pending and approved projects for properties located within the District.
- C. Fire Department Performance Report. Fire Chief Ned Vander Pol will report on performance by the City of Vista's Fire Department during December 2020.
- D. Fire Chief's Update. Fire Chief Ned Vander Pol will report on other matters of interest to the Department and the District

**VI. OFFICERS' REPORTS**

- A. Accounts Payable. The Secretary of the Board and the treasurer will present for approval the District's Accounts Payable for the month of December 2020.
- B. Portfolio Summary/District Investments. The Board will review the Treasurer's Report on the District Investments as of December 31, 2020.
- C. Legal Affairs. District Counsel will report on the status of any pending matters.

**VII. COMMITTEE REPORTS**

- A. Fuel Modification. The temporary subcommittee on recommendations for fuel modification within the District will report on its progress.
- B. Response Times. The temporary subcommittee on recommendations for improvements to response times will report on its progress.

**VII. SPECIAL MATTERS DESIGNATED FOR CONSIDERATION**

- A. Resolution For Fire Mitigation Fees. The Board will conduct the second reading of the proposed Resolution to continue the District's program for collecting fire mitigation fees.
- B. District General Manager. Vice President Elliott will lead a discussion on the merits and issues concerning the hiring of part time manager for District business.

**VIII. CONTINUING BUSINESS**

- A. Emergency Access Roads. Director Ploetz will provide an update on the status of the Emergency Access Roads.

**IX. NEW BUSINESS**

- A. Directors' Identification. Chief Vander Pol will lead discussion on the recommended type of official identification issued to new and existing Directors, for the Board's approval and adoption.
- B. Directors' Orientation. Director Elliott will lead a discussion concerning Directors' orientation and continuing education.

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

Directors' are invited to make announcements and share written communications.

**XI. MOTION FOR ADJOURNMENT**

Vista Fire Protection District  
Agenda, January 13, 2021

**Copy of the Agenda and the Board Package of Meeting Materials Are Available at the Office of the Clerk of the Board**

955 Vale Terrace Drive, Ste. A, Vista, CA 92084

760-758-3815 [www.vistafireprotectiondistrict.com](http://www.vistafireprotectiondistrict.com)



## December 2020 Monthly Incident Report

1. Monthly Activity Report
  - A. Response Travel Time Report: Total calls of 1,443 of which 1,313 were counted in the response summary. Calls not counted in the Response Travel Time Report include:
    1. Non-priority responses
    2. Cancelled while responding
    3. Staged for sheriff.
    4. Responding to another jurisdiction for Automatic/Mutual Aid.
    5. No 'on scene' MST by responding apparatus.
  - B. USR 5 year monthly comparison City and District \*
2. Response Time Chart
3. Total Response time >10 minutes in Fire District

\*New census based USR density maps have changed USR call volumes beginning Jan 1, 2018

*NVP*

JS Dec 2020 Cover



**Monthly Activity Report**

**December 2020**

<b>Response travel time last month (cad)</b>			
	<b>Total</b>	<b>City</b>	<b>District</b>
Number of incidents	1,443	1,001	182
Number of urgent calls	1,313	919	166
Average travel time *	4:40	4:31	5:41
75 <sup>th</sup> fractal travel time *	5:44	5:35	6:41
90 <sup>th</sup> fractal travel time *	7:11	7:02	8:23

<b>Response travel time last 12 months (cad)</b>			
	<b>Total</b>	<b>City</b>	<b>District</b>
Number of incidents	13,896	9,526	1,732
Number of urgent calls	12,840	8,807	1,564
Average travel time *	4:33	4:22	5:35
75 <sup>th</sup> fractal travel time *	5:31	5:19	6:48
90 <sup>th</sup> fractal travel time *	7:11	6:52	8:48

\* First unit on scene and emergency calls only-includes automatic aid units

<b>Automatic Aid</b>		
	<b>Current month</b>	<b>Year-to-date</b>
Given	367	3,334
Received	262	2,462

<b>Ambulance Transports</b>		
	<b>Current month</b>	<b>Year-to-date</b>
Vista	695	7,314
Other Agencies	131	1,272

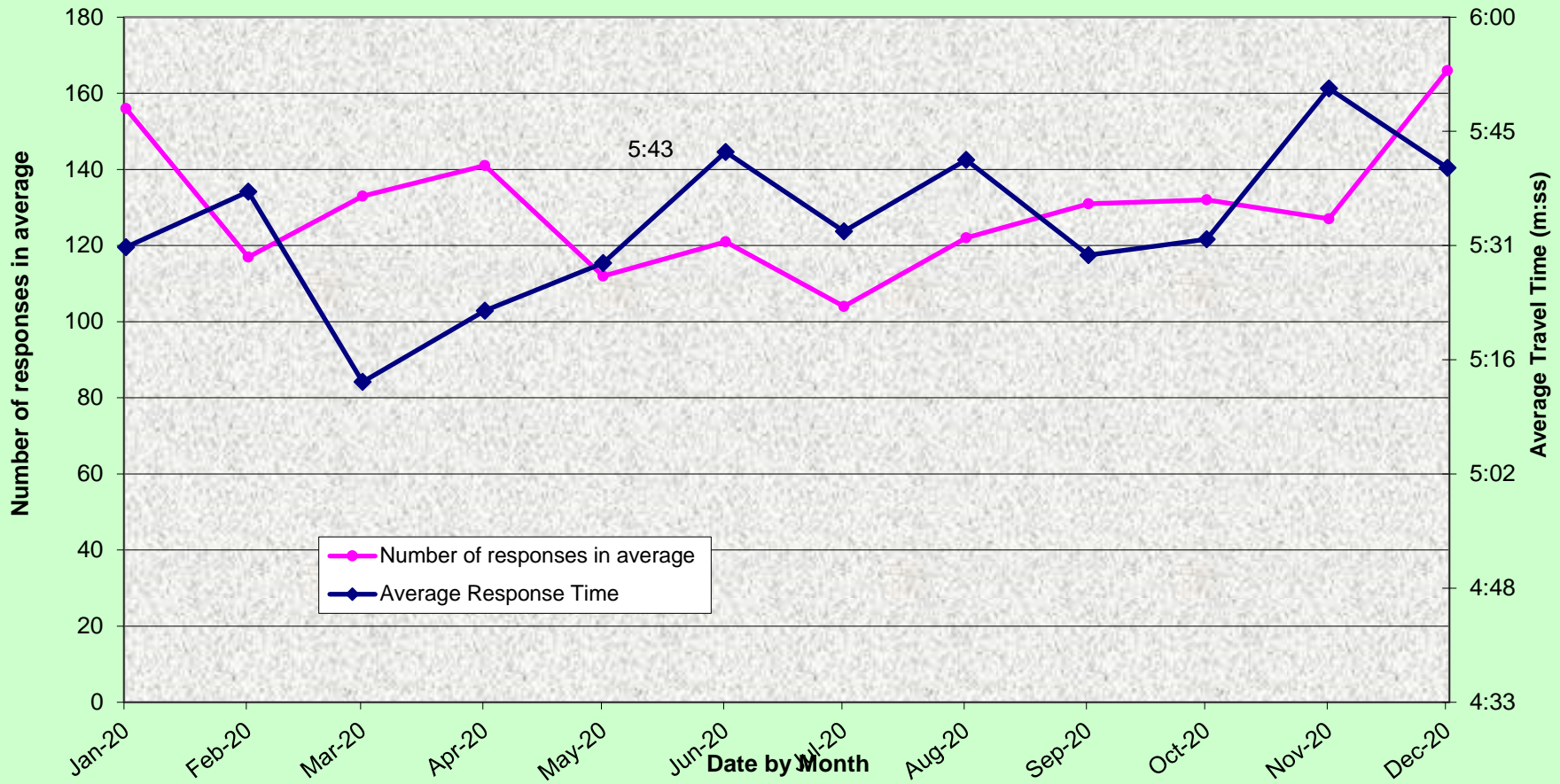
## December 2020

USR 5-year with monthly comparison-City						
	Urban		Suburban		Rural	
Year	Unit Responses	90th	Unit Responses	90th	Unit Responses	90th
2016	7,661	0:05:51	193	0:07:24	339	0:06:18
2017	7,312	0:05:43	157	0:06:47	282	0:06:28
2018 **new USR map	7,005	0:05:30	529	0:06:22	66	0:07:19
2019	7,123	0:05:38	529	0:06:19	61	0:07:03
2020 Jan - Dec	6,840	0:06:07	571	0:06:53	55	0:07:11
<i>Δ YTD previous year</i>		0:00:29		0:00:34		0:00:08

USR 5-year with monthly comparison-District						
	Urban		Suburban		Rural	
Year	Unit Responses	90th	Unit Responses	90th	Unit Responses	90th
2016	992	0:07:06	113	0:09:39	281	0:08:38
2017	1,023	0:06:55	90	0:09:47	327	0:08:30
2018 **New USR Map	826	0:05:51	358	0:07:28	153	0:09:38
2019	804	0:06:01	431	0:07:13	196	0:10:13
2020 Jan - Dec	736	0:06:21	344	0:07:45	200	0:10:02
<i>Δ YTD previous year</i>		0:00:20		0:00:32		-0:00:11

Dispatched Incident volume types	December	Year to date
Alarm	51	582
Fire	162	1,521
Medical	1,191	11,500
Other	39	293
Total	1,443	13,896

### Fire District Average Travel Time 12 month



Data retrieved from Tableau Server at NCDJPA

Note: Incident count used in averages does not include the following:  
 Not completed incidents, Mutual Aid Given, Other Aid Given, Cancelled in route,  
 Not priority, Fill-in Standby, No arrival and Invalid Dates/Times

Response Time = turnout time + travel time

## December 2020 Response times >10 minutes in Vista Fire District

Master Incident Number	Date and time	Street Name	Response time
2020-080927	12/04/2020 12:39:51	Devon Pl.	12:02
1 <sup>st</sup> in unit on another call. Travel time from station 1: 11:50			
2020-081055	12/04/2020 17:58:03	Overhill Dr.	17:30
TC blocked both lanes on Buena Creek Dr. causing SMC to be dispatched			
2020-075152	12/05/2020 17:08:36	Sunset Dr.	14:40
Security Gate problem -Travel time from quarters: 13:59 Vista station 2			
2020-081345	12/05/2020 22:22:26	Via Subria	10:25
Travel time from quarters: 08:51 first in units on call and cleared to respond to this incident			
2020-085178	11/15/2020 05:44: 02	Vista Valley Dr	12:29
Travel time from quarters: 10:45 Deer Springs station one and Vista station three from quarters			



**Fire Mitigation Fee  
Five Year Capital Plan  
Vista Fire Protection District**

Estimates reflect only that portion of facility cost necessitated by new growth.

Fiscal Year 2020-21

No planned capital expenses related to growth

Fiscal Year 2021-22

District anticipates acquiring land to build a new fire station in the area of E. Vista Way. Building this station is being prompted by development planned for the Gopher Canyon area. These projects are in addition to the 200-300 already existing legal lots that are yet to be developed and an influx of Accessory Dwelling Units (ADU's). Anticipated land costs are estimated at \$1,200,000.

Fiscal Year 2022-23

District anticipates building a new fire station for the above projects. Cost estimated in excess of \$6,000,000.

Fiscal Year 2023-24

No planned capital expense related to growth

Fiscal Year 2024-25

No planned capital expense related to growth

Approved:

Robert Fougner, President, Vista Fire Protection District

Date:

\_\_\_\_\_



VISTA FIRE PROTECTION DISTRICT



VISTA FIRE PROTECTION DISTRICT

**VISTA FIRE PROTECTION DISTRICT  
ACCOUNTS PAYABLE  
DECEMBER 31, 2020**

I have reviewed the Accounts Payable and have determined that sufficient funds are available. The accounts payables listed are typical in nature for the VFPD. *J*

COMMITTEE ASSIGNED	PAYEE & ADDRESS	DESCRIPTION	
Admin	COPELAND, MIRANDA & BENNER CPAs 955 VALE TERRACE DR, SUITE A VISTA, CA 92084	TREASURER DUTIES CPA DUTIES	\$1,968.75
Admin	WHITE AND BRIGHT 970 CANTERBURY PLACE ESCONDIDO, CA 92025	LEGAL FEES - DISTRICT BUSINESS INVOICE #	\$0.00
Admin	DIGITAL DEPLOYMENT, INC, 2321 P ST. SACRAMENTO, CA 95816	MONTHLY BILL FOR WEB HOSTING INVOICE #67009	\$75.00
Fin'l	CITY OF VISTA 200 CIVIC CENTER DR VISTA, CA 92084	APPORTIONMENT #5, INVOICE # 19080 INV#19033, NO PARKING FIRE LANE SIGNS	\$1,036,964.74 \$343.69
Facilities	AZTEC LANDSCAPING 7980 LEMON GROVE WAY LEMON GROVE, CA 91945	EMERGENCY ACCESS ROADS, INV# 36250 & 36387 PAR VALLEY, FABRY LANE, CATALINA & DEEB HARDELL LANE, EL PASO ALTO, NOV & DEC 2020	\$2,082.00 \$2,082.00
Fin'l	UNITED STATES TREASURY PO BOX 37941, HARTFORD, CT 06176	FEDERAL FORM 941-EFTVIA EFTPS PYMT SYS 4TH QTR 2020 PAYROLL TAX	\$730.54
Fin'l	E.D.D. PO BOX 826276, SACRAMENTO, CA 94230	STATE QTRLY TAX DUE-EFT VIA EDD WEBSITE 4TH QTR 2020 PAYROLL TAX	\$187.70
Admin	CHRISTIE ROSS 1222 MILAN ST, OCEANSIDE, CA 92056	REIMB. FOR ZOOM 1/6/2021	\$129.00
			\$1,044,563.42
	<b>Director</b>	<b>DATE: JANUARY 13, 2021</b>	
	<b>Director</b>	<b>DATE: JANUARY 13, 2021</b>	
	<b>Director</b>	<b>DATE: JANUARY 13, 2021</b>	

VISTA FIRE PROTECTION DISTRICT  
 955 VALE TERRACE DR STE A | VISTA, CA 92084  
 EIN: 95-6003430

**941 Payroll Liabilities and Payments**

Oct 1 - Dec 31, 2020

Wages & Accrued Taxes	Payroll Date	Federal W/H Wagebase Amount	AEIC Wagebase Amount	Social Security Wagebase Amount	Medicare Wagebase Amount	Medicare Addl Wagebase Amount	Total Tax
	10/14/2020	1,460.00	366.40	1,460.00	181.04	42.34	589.78
	11/18/2020	460.00	-	460.00	57.04	-	70.38
	12/09/2020	460.00	-	460.00	57.04	-	70.38
<b>Total Wages &amp; Accrued Taxes</b>		<b>2,380.00</b>	<b>366.40</b>	<b>2,380.00</b>	<b>295.12</b>	<b>69.02</b>	<b>730.54</b>
<b>Tax Payments</b>							
<b>Unpaid Tax Liability</b>		<b>366.40</b>	<b>-</b>	<b>295.12</b>	<b>69.02</b>	<b>-</b>	<b>730.54</b>

**Federal 941 Tax Summary** 95-6003430  
 Payment Amount Due 730.54  
 001 Social Security 295.12  
 002 Medicare & Medicare Addl 69.02  
 003 Tax Withholding 366.40

VISTA FIRE PROTECTION DISTRICT  
 955 VALE TERRACE DR STE A | VISTA, CA 92084  
 EIN: 95-6003430

**State Payroll Liabilities and Payments**

Oct 1 - Dec 31, 2020

Wages & Accrued Taxes	Payroll Date	State	State W/H Wagebase Amount	State UI Wagebase Amount	State Disability Wagebase Amount	Other Taxes Wagebase Amount	Total Tax
	10/14/2020	CA	1,460.00	187.70	-	-	187.70
	11/18/2020	CA	460.00	-	-	-	-
	12/09/2020	CA	460.00	-	-	-	-
<b>Total Wages &amp; Accrued Taxes</b>			<b>2,380.00</b>	<b>187.70</b>	<b>-</b>	<b>-</b>	<b>187.70</b>
<b>Tax Payments Paid to</b>	<b>Check Date</b>	<b>Payroll Date</b>	<b>State W/H Amount</b>	<b>State UI Amount</b>	<b>State Disability Amount</b>	<b>Other Taxes Amount</b>	<b>Total Tax</b>
<b>Total Tax Payments</b>							
<b>Unpaid Tax Liability</b>			<b>187.70</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>187.70</b>

**VISTA FIRE PROTECTION DISTRICT**  
**PAYROLL REQUEST**  
**DATE: JANUARY 13, 2021**  
**1ST QUARTER 2021**

EMPLOYEE	QUARTER ENDING PAY PERIOD	FOR MEETING DATES ATTENDED	GROSS	FED W/H	SOC. SEC.	MEDICARE	STATE W/H	SDI	NET
Robert Fougner	3/31/21	10/20-12/20	300.00	0.00	18.60	4.35	277.05	0.00	(0.00)
Jerry Hill	3/31/21	10/20-12/20	300.00	275.55	18.60	4.35	1.50	0.00	(0.00)
Read C. Miller	3/31/21	10/20-12/20	300.00	275.55	18.60	4.35	1.50	0.00	(0.00)
James Elliott	3/31/21	10/20-12/20	300.00	0.00	18.60	4.35	0.00	0.00	277.05
Daniel Gomez	3/31/21	10/20-12/20	100.00	0.00	6.20	1.45	0.00	0.00	92.35
John Ploetz	3/31/21	10/20-12/20	100.00	0.00	6.20	1.45	0.00	0.00	92.35
Christine Ross	3/31/21	10/20-12/20	460.00	0.00	28.52	6.67	0.00	0.00	424.81

Approved:

\_\_\_\_\_  
 Director  
 Date 1/13/2021

\_\_\_\_\_  
 Director  
 Date 1/13/2021

\_\_\_\_\_  
 Director  
 Date 1/13/2021

**WELLS FARGO**

**STATE/LOCAL GOVERNMENT CHECKING**

Account ...2393 **\$11,754.67**  
 Routing Numbers Available balance

Activity Summary

**Ending collected balance as of 01/04/21** \$11,754.67  
**Current posted balance** \$11,754.67  
**Pending withdrawals/debits** \$0.00  
**Pending deposits/credits** \$0.00  
**Available balance** **\$11,754.67**

Monthly Service Fee Summary

Routing numbers

**Activity**

The Available Balance shown above reflects the most up-to-date information available on your account. The balances shown below next to the last transaction of each day do not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when the transaction posted. If you had insufficient available funds when the transaction posted to your account, fees may have been assessed.

First  
 Previous  
 Next

Date	Description	Deposits/Credits	Withdrawals/Debits	Ending Daily Balance
<b>Pending Transactions</b>				
No pending transactions to view.				
<b>Posted Transactions</b>				
12/31/20	INTEREST PAYMENT	\$1.86		\$11,754.67
12/31/20	CHECK # 3694		\$75.00	
12/22/20	CHECK # 3695		\$192,345.26	\$11,827.81
12/18/20	WT FED#04934 JPMORGAN CHASE BAN /FTR/BNF=COSD TTC TREASURY ACCOUNT SRF# 0000718353889667 TRN#201218154570 RFB#		\$1,120,000.00	\$204,173.07
12/18/20	WIRE TRANS SVC CHARGE - SEQUENCE: 201218154570 SRF# 0000718353889667 TRN#201218154570 RFB#		\$30.00	
12/17/20	CHECK # 3692		\$1,968.75	\$1,324,203.07
12/17/20	DEPOSITED OR CASHED CHECK # 3691		\$424.81	
12/16/20	CHECK # 3693		\$1,203.56	\$1,326,596.63
12/16/20	TTC TREASURY EFT CORP PAY 201216 01-02393-PTSA TAX APPORTIONMENT	\$1,152,183.04		
12/14/20	CHECK # 3697		\$18,200.00	\$175,617.15
12/14/20	CHECK # 3696		\$44.97	
12/14/20	CHECK # 3690		\$26,000.00	
12/07/20	CHECK # 3680		\$75.00	\$219,862.12
12/02/20	DEPOSITED OR CASHED CHECK # 3677		\$424.81	\$219,937.12
12/02/20	DEPOSITED OR CASHED CHECK # 3688		\$129.00	
12/02/20	DEPOSIT	\$3,826.06		
11/30/20	INTEREST PAYMENT	\$1.57		\$216,664.87
11/25/20	CHECK # 3679		\$3,008.63	\$216,663.30
11/24/20	CHECK # 3689		\$191.00	\$219,671.93
11/24/20	CHECK # 3686		\$2,220.77	
11/24/20	CHECK # 3685		\$2,082.00	
11/23/20	CHECK # 3687		\$263.00	\$224,165.70
11/23/20	CHECK # 3678		\$1,968.75	
11/20/20	CHECK # 3682		\$66,326.76	\$226,397.45
<b>Totals</b>		<b>\$1,443,426.85</b>	<b>\$1,524,294.65</b>	




Date	Description	Deposits/Credits	Withdrawals/Debits	Ending Daily Balance
11/20/20	CHECK # 3681		\$42,687.23	
11/20/20	CHECK # 3683		\$18,664.11	
11/20/20	CHECK # 3684		\$12,026.68	
11/18/20	TTC TREASURY EFT CORP PAY 201118 01-02393-PTSA TAX APPORTIONMENT	\$213,716.95		\$366,102.23
11/10/20	DEPOSITED OR CASHED CHECK # 3671		\$424.81	\$152,385.28
10/30/20	INTEREST PAYMENT	\$0.97		\$152,810.09
10/26/20	CHECK # 3673		\$3,183.81	\$152,809.12
10/23/20	CHECK # 3674		\$75.00	\$155,992.93
10/22/20	CHECK # 3670		\$184.70	\$156,067.93
10/21/20	TTC TREASURY EFT CORP PAY 201021 01-02393-PTSA TAX APPORTIONMENT	\$73,696.40		\$156,252.63
10/20/20	CHECK # 3675		\$2,082.00	\$82,556.23
10/20/20	BUSINESS TO BUSINESS ACH EMPLOYMENT DEVEL EDD EFTPMT 101920 1289871392 VISTA FIRE PROTECTION		\$280.05	
10/19/20	CHECK # 3676		\$4,559.00	\$84,918.28
10/19/20	BUSINESS TO BUSINESS ACH IRS USATAXPYMT 101920 270069320643298 VISTA FIRE PROTECTION		\$991.74	
10/19/20	CHECK # 3672		\$1,968.75	
10/15/20	CHECK # 3669		\$184.70	\$92,437.77
<b>Totals</b>		<b>\$1,443,426.85</b>	<b>\$1,524,294.65</b>	

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#### \*Account Disclosures

Deposit products offered by Wells Fargo Bank, N.A. Member FDIC.

 Equal Housing Lender

VISTA FIRE PROTECTION DISTRICT  
 PORTFOLIO SUMMARY  
 DECEMBER 31, 2020

INVESTMENTS	CASH BALANCE	ACCRUED INTEREST	TOTAL ASSETS	CURRENT RATE	DURATION	PURCHASE YIELD (1)	DATE MATURE	ORIGINAL COST	BOOK VALUE
Fire Mitigation Fee	78,190	800	78,990	1.278%	***				
Wells Fargo Bank	11,614	2	11,616	0.030%					
Calif. Asset Mgmt Program	244,953	200	245,153	0.120%					
Local Agency Invest Fund	897,649	2,000	899,649	0.580%					
San Diego Investment Pool	4,616,912	11,000	4,627,912	1.278%	***				
Freddie Mac						0.500%	5/3/2024	350,000	350,719
Freddie Mac						0.610%	11/10/2025	500,000	500,432
Freddie Mac						0.320%	11/24/2023	150,000	150,049
Freddie Mac						0.350%	11/24/2023	300,000	300,108
Fannie Mae						0.800%	6/24/2025	100,000	100,016
Fannie Mae						0.600%	7/29/2025	100,000	100,253
Fannie Mae						0.510%	7/29/2024	350,000	350,754
Fannie Mae						0.625%	8/28/2025	250,000	250,534
Fannie Mae						0.590%	10/20/2025	199,900	200,132
Fannie Mae						0.600%	10/29/2025	250,000	250,258
Fannie Mae						1.689%	4/30/2021	199,094	200,266
United States Treasury US Bond						1.640%	1/31/2021	201,141	201,857
United States Treasury US Bond						3.050%	7/6/2021	124,821	126,839
Sallie Mae Bank						1.750%	6/17/2021	250,000	250,180
Wells Fargo Bank						2.249%	8/30/2021	149,714	151,066
American Express Bank						2.450%	8/29/2022	154,634	156,153
American Express National Bank						2.400%	4/26/2022	249,410	250,923
Capital One Bank						2.350%	7/26/2022	124,415	126,041
Capital One Bank						2.950%	1/25/2022	200,000	202,586
Raymond James Bank, Nat'l Assoc.						1.532%	3/27/2023	244,488	244,427
Axos Bank						0.750%	5/27/2025	249,750	249,951
Federal Farm Cr. Bnks Funding Corp						0.785%	6/16/2025	199,950	200,020
Federal Farm Cr. Bnks Funding Corp						0.675%	8/4/2025	249,938	250,626
Federal Farm Cr. Bnks Funding Corp						0.607%	8/12/2025	249,550	250,134
Federal Farm Cr. Bnks Funding Corp						0.420%	8/26/2024	100,000	100,146
Federal Farm Cr. Bnks Funding Corp						0.560%	9/16/2025	299,850	300,340
Federal Home Loan Banks						0.480%	8/5/2024	350,000	350,681
Morgan Stanley Bank						1.450%	4/17/2023	69,898	70,129
West Town Bank & Trust						0.500%	10/30/2025	245,000	245,211
Core Account-Goldman MM								461,475	461,475
FMV Goldman / Zions CA			6,942,296						
<b>Total Investments</b>	<b>5,849,318</b>	<b>14,002</b>	<b>12,805,616</b>		<b>1.128</b>	<b>0.740%</b>		<b>6,923,028</b>	<b>6,942,296</b>
Accounts Payable **	(1,045,450)		(1,045,450)			(1)			
<b>Net Investments Available</b>	<b>4,803,868</b>	<b>14,002</b>	<b>11,760,166</b>						
** Funds due to the City of Vista from property tax apportionments and due to miscellaneous consultants/vendors									
(1) Yield = .74% vs. Book Yield = 97.1%									
(2) Sufficient funds exist to cover payables									
*** Updated rate to be emailed b/f meeting									

# Vista Fire Protection District General Manager Discussion

January 7, 2021

## Meetings and Agendas

- Attend all Board meeting and Host if Board should choose.
- Overseeing agenda preparation with the Board's President, Clerk, and Counsel when necessary

## Financial

- Oversight of and/or communication with the District's accountant, and the creation of:
  - o succinct monthly financial report
  - o quarterly budget reports
  - o annual budget
  - o These reports would include comparisons to past years as well as comparison of actual results to budgeted numbers.
- Annual Audit working with consultant and Board Treasurer, and presentation to the Board
- Apply for Grants when possible

## Employee Supervision

- Annual evaluation of Board Clerk
- Supervision of the Board Accountant
- Liaison with Board Counsel

## Records Management / Website Management

- Create a records management plan for the District In cooperation with the Board Clerk
- Work with Board Clerk and Treasurer to digitize all historical Board records
- Web site management (or oversight of a contractor), and compliance with State regulations related to a governmental entity's web presence

## Project Management / Contract Management

- Work with County San Diego regarding S D County road improvement projects within District boundaries
- LAFCO. With Board Interest pursue Panoramic States boarder adjustments in whole, or at least in part where the District owns property
- Fire hydrant Maintenance
- Emergency Access Rd Maintenance
- Emergency Access Rd erosion and surface Maintenance
- Manage all contracts / consultants with expiration dates.
- Manage participation and membership in all professional organizations, and the payment of dues
- Provide monthly status reports where appropriate

## Organizational

- Maintain spreadsheet with key dates of cyclical items, facilitate bidding and renewals as necessary and keep Board on task to include:
  - o All contract terms and bidding/renewal time frames
  - o Liaison with the Vista Fire Department on daily matters such as inspections, maintenance contracts, hydrant repair, questions about specific properties, or other similar issues.
- When directed by the Board, the General Manager would undertake research necessary to help the Board make informed decisions.
- Assure that the Board receives the mandated training such as ethics, sexual harassment, and if appropriate National Incident Management System, and/or Standardized Emergency Management System (NIMS/SEMS), or other training requirements.
- Monitor compliance with state and federal regulations not listed above.

# Vista Fire Protection District General Manager Discussion

January 7, 2021

## **Sources of Potential Candidates**

- International City/County Management Association (ICMA)
- California Special District Association (CSDA)
- Local public agencies
- Hours
- Compensation