

**VISTA FIRE PROTECTION DISTRICT
MINUTES –August 8, 2018**

The regularly scheduled monthly meeting of the Vista Fire Protection District was called to order by the presiding President, Read Miller, at 6:00 P.M. at Vista Fire Station #6, 651 East Vista Way, Vista, CA 92084.

I. ROLE CALL AND PLEDGE OF ALLEGIANCE

Directors Present: Mr. Read Miller, President
 Mr. Robert Fougner, Vice President
 Mr. James Elliott, Director
 Mr. Jerry Hill, Director
 Mr. Wallace Stewart, Director

Staff Present: Fire Chief, Jeff Hahn, Deputy Fire Chief Ned Vander Pol, Fire Inspector, Mike McFadden, Clerk of the Board Lori McCaffrey, Attorney, David Bright.

II. APPROVAL OF THIS MEETING’S AGENDA

On motion made by Director Hill and duly seconded by Vice President Fougner, the Directors present unanimously approved the amended agenda.

III. OPEN DISCUSSION WITH THE BOARD

None

IV. APPROVAL OF MINUTES

On motion made by Director Elliott and duly seconded by Vice President Fougner, the Directors present unanimously approved the minutes for the meeting held July 11, 2018.

V. OFFICER REPORTS

- A. Accounts Payable. The Board reviewed the report of the District’s Accounts Payable for the month ending July 31, 2018. On motion made by Director Elliott and duly seconded by Director Hill, the Board agreed to pay the amended payables in the amount of \$122,806.03 for July 2018.

- B. Portfolio Summary/District Investments. The Board reviewed the District Investment report as of June 30, 2018.

VI. COMMITTEE REPORT

Finance Committee. Vice President Fougner and Director Elliott updated the Board on recent meetings with the District Treasurer, the District Investment Manager and the District Auditor. The District will continue with current Treasurer and has asked for a new contract with the new name of firm to be presented to Board at the

September meeting for Board approval. Board has requested from Treasurer to update the members that are authorized to sign/transfer funds on bank and investment accounts. The Treasurer shall also provide a copy of the most recent bank statement with the payables for each meeting. The Auditor, Treasurer and Finance Subcommittee agreed that audit work shall begin by September 30 of each year, with a draft of MD&A by year's end. In addition, the Treasurer, Auditor and Subcommittee are developing an allocation of responsibility for future management representation letters for the Auditor. This may require some adjustments in the Treasurer's and the Board's insurance policies. The Investment Manager will assist the Subcommittee by adjusting the monthly reports to break out the amount of interest earned each month, verifying ownership of the District's individual investments and providing details on the Manager's liability insurance.

VII. SPECIAL MATTERS DESIGNATED FOR CONSIDERATION

Fire Mitigation Fee. Deputy Fire Chief Ned Vander Pol presented the five year capital plan for use of the Districts Fire Mitigation Fee for Board for approval. The Board discussed the outstanding obligation owed to the City for their apportionment of these fees under the District's service contract, and the necessity of reflecting this on the monthly report. On motion made by Vice President Fougner and duly seconded by Director Hill, the Directors present unanimously approved the five year mitigation fee.

VIII. OLD BUSINESS

None

IX. CONTINUING BUSINESS

- A. Emergency Access Roads. The subcommittee updated the Board on condition of Emergency Access Roads and future maintenance needed. Director Hill inspected weed abatement performed by Aztec and presented pictures for Board to see. There were discussions on the need for more road reflectors to be installed.
- B. Fire Station Site. The subcommittee presented to Board a report on status of progress for potential sites. On motion made by Director Hill and duly seconded by Director Elliott, the Directors present unanimously approved the request for \$2500.00 for legal fees to investigate whether the District's funds can be spent to acquire land and build a Fire Station outside the District's boundaries.
- C. District's Fire Inspector's Report. Fire Inspector Mike McFadden updated the board on completed activities in July and planned activities for August. It was reported that there are 10 failed parcels in District and there were 3 certified letters sent out.

- D. Fire Marshall's Report. Deputy Fire Chief Ned Vander Pol reported there are no pending projects.
- E. Fire Department's Performance Report. Fire Chief Jeff Hahn reported on the Department's Performance during the month of June 2018.
- F. Fire Chief's Update. Fire Chief Jeff Hahn reported on other matters of interest to the Department and the District.

X. NEW BUSINESS

- A. VFPD Logo Design. Moved to November Agenda.

XI. DIRECTORS' ANNOUNCEMENTS AND WRITTEN COMMUNICATIONS

None

XII. CLOSED SESSION

None

XIII. MOTION FOR ADJOURNMENT

The meeting was adjourned at 9:25PM
Lori McCaffrey, Clerk of the Board
955 Vale Terrace Dr. # A
Vista, CA 92084

www.vistafireprotectiondistrict.com

Not approved until subsequent meeting