

**VISTA FIRE PROTECTION DISTRICT  
MINUTES –September 12, 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, Fire Inspector, Mike McFadden, Secretary,  
                                 Lori McCaffrey, Attorney, Liam Perry.

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

On motion made by Director Hill and duly seconded by Director Stewart, the Directors present unanimously approved the 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 August 8, 2018.

**V. OFFICER REPORTS**

- A. Accounts Payable. The Board reviewed the report of the District’s Accounts Payable for the month ending August 31, 2018. On motion made by Vice President Fougner and duly seconded by Director Elliott, the Board agreed to pay the payables in the amount of \$222,534.45 for August 2018.
  
- B. Portfolio Summary/District Investments. The Board reviewed the District Investments report as of August 31, 2018.

**VI. COMMITTEE REPORT**

Finance Committee. Director Elliott updated the Board on recent meeting with City’s Finance Department to correct a lapse in billing by the City for its share of the District’s Fire Mitigation Fees. City officials and Board Treasurer confirmed the fees billed are now up to date. Staff also confirmed the City’s understanding that the fees received by the City can be applied only to improvements within the District.

**VII. SPECIAL MATTERS DESIGNATED FOR CONSIDERATION**

None

**VIII. OLD BUSINESS**

None

**IX. CONTINUING BUSINESS**

- A. Emergency Access Roads. Subcommittee will make recommendations at October meeting on preventative erosion controls for District access roads.
- B. Fire Station Site. Board Attorney reported on findings for the use of reserves for property acquisition, construction, maintenance and other activities within and outside of the District. It was reported reserves can be used for property in District, it was unclear if the reserves can be used to purchase property within the City of Vista if there are sites that are within District. LAFCO may need to give approval. Board will add to January Agenda to discuss further findings.
- C. District's Fire Inspector's Report. Fire Inspector Mike McFadden updated the board on completed activities in August and planned activities for September. It was reported that there is one parcel that was non-compliant and a Forced Weed Abatement was performed by Aztec Landscaping at the cost of \$1247.00.
- D. Fire Marshall's Report. Fire Chief Jeff Hahn 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 July 2018.
- F. Fire Chief's Update. Fire Chief Jeff Hahn reported on other matters of interest to the Department and the District.
- G. Ratify and Confirm appointments of Board Treasurer and Board Clerk. Board discussed appointments of Board Treasurer Jeff Golden and Board Secretary Lori McCaffrey. On motion made by Vice President Fougner and duly seconded by Director Hill, the Directors present unanimously confirmed Jeff Golden's prior appointment as Treasurer, Lori McCaffrey's appointment as Secretary, and ratifies all actions taken on the District's behalf to date..

**X. NEW BUSINESS**

- A. Authorize Board Members to Sign/Transfer on Board Accounts. Board members discussed a policy for determining which Board Directors will be authorized to sign/transfer funds on bank and investment accounts. The Board agreed that the Finance Committee Members, currently Vice President Fougner and Director Elliott,

as well as the President, currently Read Miller, will be the authorized signatories. On motion made by Vice President Fougner and duly seconded by Director Elliott, the Directors present unanimously approved adding the three Directors, as necessary, as authorized signatories to the District accounts.

B. Contract review for Board Treasurers services. Moved to October.

C. Appoint Subcommittee to meet with County and City of Vista on all pending projects that may affect District services. Board discussed designating a Board Member to meet with County and City officials on behalf of District to discuss all pending projects that may involve the District. On motion made by Vice President Fougner and duly seconded by Director Stewart, the Directors present unanimously appointed Director Hill.

D. Use of Fire Mitigation Fees. Moved to October.

E. Public Records Act and Records Retention Workshop. Board discussed sending Board Secretary to attend training on October 4<sup>th</sup>. On motion made by Vice President Fougner and duly seconded by Director Stewart, the Directors present unanimously agreed to send to workshop and to pay Secretary \$150 to cover lost wages.

#### **XI. DIRECTORS' ANNOUNCEMENTS AND WRITTEN COMMUNICATIONS**

The Board discussed the possibility of participating in household hazardous waste programs operated by the City of Vista, or other agencies, in an effort to reduce the hazards facing firefighters responding to incidents within the District. Will be added to October Agenda.

#### **XII. CLOSED SESSION**

None

#### **XIII. MOTION FOR ADJOURNMENT**

The meeting was adjourned at 8:40PM  
Lori McCaffrey, Secretary of the Board  
955 Vale Terrace Dr. # A  
Vista, CA 92084

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Not approved until subsequent meeting