

**VISTA FIRE PROTECTION DISTRICT
MINUTES July 10, 2019**

The regularly scheduled monthly meeting of the Vista Fire Protection District was called to order by the presiding Vice President, Robert Fougner, 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. Wallace Stewart, Director

Directors Absent: Mr. Jerry Hill, Director

Staff Present: Fire Chief, Jeff Hahn, Fire Inspector, Deputy Fire Chief, Ned
 Vander Pol Mike McFadden, Treasurer Jeff Golden, Secretary,
 Lori McCaffrey

II. APPROVAL OF THIS MEETING'S AGENDA

On motion made by Director Elliott and duly seconded by Director Stewart, 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 Director Stewart, the Directors present unanimously approved the corrected minutes for the meeting held June 12, 2019.

V. OFFICER REPORTS

- A. Accounts Payable. The Board reviewed the report of the District's Accounts Payable for the month ending June 30, 2019. On motion made by Director Stewart and duly seconded by Director Elliott the Board agreed to pay the payables in the amount of \$37,083.33 for June 2019.
- B. Portfolio Summary/District Investments. The Board reviewed the District Investments report as June 30, 2019.
- C. 2019-20 Preliminary Draft Budget and Management Report. The Board Treasurer presented to the Board. Board discussed items for Board Treasurer to look into for adjustments to 2019-20 Budget. Will be added to August Agenda. The Directors

discussed the importance of maintaining a sound financial position to support the long term goals of the District. As part of this discussion, the Board considered establishing a reserve policy designating a portion of the existing fund balance as an operating reserve. Director Elliott will prepare a draft policy for Board review at a future meeting.

- D. Approval of YE 2019 Audit Engagement Letter. The Board Treasurer presented to the Board, followed by discussion lead by Vice President Fougner concerning the Directors responsibilities sharing in management responsibilities with future audits. On motion made by Director Elliott and duly seconded by Director Stewart, the Directors present unanimously approved the engagement letter.

VI. COMMITTEE REPORT

None

VII. SPECIAL MATTERS DESIGNATED FOR CONSIDERATION

None

VIII. OLD BUSINESS

None

IX. CONTINUING BUSINESS

- A. Emergency Access Roads. Continued to August Agenda.
- B. District's Fire Inspector's Report. Fire Inspector Mike McFadden updated the board on completed activities in July and planned activities for August.
- C. Fire Marshall's Report. Deputy Fire Chief Ned Vander Pol reported there are no new projects in the District.
- D. Fire Department's Performance Report. Fire Chief Jeff Hahn reported on the Department's Performance during the month of May 2019.
- E. Fire Chief's Update. Fire Chief Jeff Hahn reported on other matters of interest to the Department and the District.

X. NEW BUSINESS

None

XI. DIRECTORS' ANNOUNCEMENTS AND WRITTEN COMMUNICATIONS

None

XII. CLOSED SESSION

None

XIII. MOTION FOR ADJOURNMENT

The meeting was adjourned at 7:20PM
Lori McCaffrey, Secretary of the Board
955 Vale Terrace Dr. # A
Vista, CA 92084

www.vistafireprotectiondistrict.com

Not approved until subsequent meeting