

**VISTA FIRE PROTECTION DISTRICT
MINUTES September 11, 2019**

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, Deputy Fire Chief, Ned
 Vander Pol Fire Inspector, Jeremy Nichols, Secretary, Lori
 McCaffrey

II. APPROVAL OF THIS MEETING'S AGENDA

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

III. OPEN DISCUSSION WITH THE BOARD

Jim Wold, Little Yellow Buddies, reported to the Board on the 2019 District Fire Hydrant report.

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 14, 2019. Director Stewart abstained.

V. OFFICER REPORTS

- A. Accounts Payable. The Board reviewed the report of the District's Accounts Payable for the month ending August 31, 2019. On motion made by Director Elliott and duly seconded by Director Stewart the Board agreed to make the payments as listed in the amount of \$51,250.46 for August 2019.

- B. Portfolio Summary/District Investments. The Board reviewed the District Investments report as August 31, 2019.

VI. COMMITTEE REPORT

Finance subcommittee reported on meeting with Camp Representative to review policy for Camp investments, and other matters. Committee reported that the District Investments are performing satisfactorily and that there will be some minor

realignments in the future. Vice President Fougner informed Board that, after 13 years of service, he is resigning his position from the Finance Committee effective as of this meeting, including oversight of Audits, Insurance, Investments and potentially Website Management. Vice President Fougner will remain Vice President for the duration of his term. In view of the improvement in the District's finances and the expanding burden of staff work on Directors, Vice President Fougner recommended the Board investigate the option of hiring a Manager for the District. Director Elliott will look into other Districts regarding a Manager, he will provide a summary report to the Board to review at the October meeting.

VII. SPECIAL MATTERS DESIGNATED FOR CONSIDERATION

None

VIII. OLD BUSINESS

None

IX. CONTINUING BUSINESS

- A. Emergency Access Roads. Director Hill updated Board on access road conditions, Aztec has performed weed abatement on all access roads. Director Hill reported on meeting with Aztec Landscaping to perform a monthly service contract, the cost would be approximately \$24,000 yr. Director Hill to redefine the Scope of Work and negotiate a new contract for a monthly weed abatement to be performed on all District Access roads. Board discussed hiring Board Consultant Cavanaugh to look into an Erosion Control option for the District. City officials will be providing a list of Erosion Control companies for the District. Fire Inspector Nichols will also be reporting on road conditions on a monthly basis.

- B. Approval of FYE 2019-20 Budget. Director Elliott presented the final 2019-20 budget for approval. This included recommendations for increases in the fees for CPA and Treasurer's services, as well as an increase for the Secretary and Clerk's monthly fee The Board agreed to increase the Secretary and Clerk's fee by \$40 monthly, at this time the CPA and Treasurers services will remain at \$1968 monthly with an increase in the Budget for potential reimbursement to Treasurer for Insurance coverage. On motion made by Director Elliott and duly seconded by Director Stewart the Board approved the FYE 2019-20 Budget which includes sufficient funds as required to be authorized by Board at a future date.

- C. Reserve Policy. Director Elliott presented a draft to the Board with his findings and recommendations for a District policy on maintaining adequate reserves, along with a presentation on the statutory requirements. Director Elliott will prepare a

final copy with Boards suggested revisions and will present to the Board for approval at the November meeting.

D. District's Fire Inspector's Report. Fire Inspector Jeremy Nichols updated the board on completed activities in September and planned activities for October. Board has requested that the Fire Inspector report on the status of weed abatements on District access roads on a monthly basis. Vice President Fougner requested that the VFD notify the District residents that were served weed abatement notices regarding access roads controlled by the water authorities be notified they are not responsible for the weed abatement on those areas.

E. Fire Marshall's Report. Deputy Fire Chief Ned Vander Pol reported there are no new projects in the District.

F. Fire Department's Performance Report. Fire Chief Jeff Hahn reported on the Department's Performance during the month of July 2019.

G. Fire Chief's Update. Fire Chief Jeff Hahn reported on other matters of interest to the Department and the District.

X. **NEW BUSINESS**

Monthly Meetings for District. Director Hill lead a discussion with Board to consider eliminating one or more monthly meetings. On motion made by Director Hill and duly seconded by Director Stewart the Directors present unanimously the Board to differ Decembers meeting to January and to authorize President Miller to approve routine Accounts Payables for November 2019. The Board deferred decision on eliminating another meeting during the summer.

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

Director Hill shared his recent follow up communications with the County of San Diego of previous meeting - April 3, 2019 regarding traffic congestion negatively affecting VFPD emergency response times. The CIP South Santa Fe Ave. South (unfunded intersection improvements S. Santa Fe at Robelini and Buena Creek). County is following up commissioning a traffic study and will share results and recommendations later this calendar year.

Director Elliott shared the District should take note of AB 1184. If signed by the Governor, the bill would require the retention of electronic communications for a period of two years. The Legislative Analyst's summary includes the following description of the bill:

AB 1184, Gloria. Public records: writing transmitted by electronic mail: retention.

This bill would, unless a longer retention period is required by statute or regulation, or established by the Secretary of State pursuant to the State Records Management Act, require a public agency, for purposes of the California Public Records Act, to retain and preserve for at least 2 years every public record, as defined, that is transmitted by electronic mail.

XII. CLOSED SESSION

Moved to October Agenda.

XIII. MOTION FOR ADJOURNMENT

The meeting was adjourned at 8:20PM

Lori McCaffrey, Secretary of the Board
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Vista, CA 92084

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Not approved until subsequent meeting