



VALLEY CENTER FIRE PROTECTION DISTRICT

Administrative Office & Fire Prevention Bureau
28234 Lilac Road
Valley Center, CA 92082
Tel: 760-751-7600 Fax: 760-749-3892

Minutes Of The Regular Meeting Of the Board of Directors of Valley Center Fire Protection District June 16, 2011

A Regular Meeting of the Board of Directors of the Valley Center Fire Protection District was held, pursuant to notice duly given, at 6:00 p.m. on June 16, 2011, at Valley Center Municipal Water District Office, 29300 Valley Center Rd., Valley Center, CA 92082. The following members of the Board of Directors were present: Weaver Simonsen, Bill Palmer, Oliver Smith, Jim Wold and Phil Bell. District Chief Cristina Wallace, District Administrator John Byrne, Fire Marshal George Lucia and Amy Mayerchik, acting as secretary of the meeting, were also present.

Closed Session

The Directors conducted a Closed Session for a report on the negotiations for the acquisition of real property located near the intersection of Cool Valley and Cole Grade Roads, a report on a proposal to sell the White Star Lane property. Upon conclusion of this session, the President announced that no action was taken.

Recognition

The Board of Directors presented a commendation to Amy Mayerchik for her services. The Board of Directors also presented a commendation to the Valley Center CERT for its contributions to the citizens of the District. Chris Champine presented a commendation to the Valley Center CERT from Supervisor Horn.

Approval of Minutes

The minutes of the Regular Meeting on May 19, 2011 were submitted for approval. Upon motion made and duly seconded, the minutes were approved.

Administrative Reports

- Each of the Staff members presented their reports. Staff responded to clarification questions asked by the Board on various aspects of the reports. No action was taken on any of the matters discussed.

Old Business

- None

Fire Station #72
28234 Lilac Road
Valley Center, CA 92082

Fire Station #73
28205 N. Lake Wohlford Road
Valley Center, CA 92082

New Business

- The Fiscal Year 2012 Budget was presented for its second reading. Following a discussion of this matter, the Budget was unanimously approved.
- The District Administrator submitted for approval Resolution No. 2011-07 authorizing the Auditor Engagement Agreement with Hosaka, Nagel & Company for Fiscal Years through June 2014. Upon motion duly made and seconded, Resolution No. 2011-07 was unanimously adopted.
- Resolution NO. 2011-08, in the form and content as presented to the meeting on Exhibit A, was approved.

Treasurer's Report

Mr. Bell presented the Fiscal Recap for May 2011. The report was approved.

Board Comments

- None

Adjournment

There being no further business to come before the Board, the meeting was adjourned.



Oliver Smith
Secretary

NEXT REGULAR MEETING: Thursday, July 21, 2011

VCFPD
FY 2011 Budget And
Preliminary FY2012 Budget

	FY 11 Budget	FY 12 Budget
Income		
40000 · Benefit Fees	1,261,558	1,414,997
40100 · Taxes	466,758	466,758
40200 · CFD2000-1	244,688	273,315
40300 · CFD2008-01	900	2,380
40400 · General Fund Interest	19,000	13,452
40500 · Sch D Paramedic Funding	68,667	68,667
40500 · Sch D Paramedic Funding - fuel reimb	-	-
40501 - Mercy Medical	60,000	60,000
	20,000	20,000
40600 · 1st Responder Fund	15,000	19,647
40700 · Fire Prevention Fees	12,000	8,389
40701 - Fire Prevention Fees - Business	3,690	4,410
40701 - Fire Prevention Fees - Deer Springs	-	-
40800 · Other Income	-	-
40900 · Donations	-	-
40901 - County Enhancement Funds	628,873	686,824
40902 - Grants	-	-
Total Operating Income	2,801,134	3,038,839
30100 · Mitigation Fees	26,758	29,114
30120 · Mitigation Interest	11,279	5,689
Total Non-Operating Income	38,037	34,803
Total Income:	2,839,171	3,073,642
Expense		
Schedule C Expenses		
52001 · Fire Marshal	70,000	71,400
52002 · Clerical Support	32,136	32,779
52003 · Taxes, FICA, SUTA, Unemplo.	54,000	51,000
52004 · Firefighter Physicals	11,000	11,000
52005 · District Administrator	70,000	71,400
52006 · Bookkeeper	17,255	17,600
52007 · Fire Prevention Specialist	11,400	11,628
52008 · Benefits	11,000	11,000
52010 · Reserve Firefighters	322,000	266,700
52012 · Awards, Thanks	4,000	3,000
52013 · Uniforms	8,500	9,000
52014 · Worker's Compensation	33,000	35,000
52015 · Tuition	1,000	-
52016 · Materials (training)	5,000	5,000
52017 · Training (overhead & admin)	5,000	1,000
52018 · Training & Meetings (Directors	1,000	1,500
52020 · Netwk. Serv. Supplies & Equip.	12,000	12,000
52021 · Legal	5,000	7,500
52022 · Audit	8,600	9,000
52023 · Tax Collection & Election	5,000	6,000
52024 - Consulting	5,000	2,500
52026 · Payroll Service	3,600	4,400
52031 · Liability/Prop. Insurance	14,000	14,000
52041 · Fuel	25,000	30,000
52044 · Vehicles (Repairs & Maintenance)	57,000	57,000
Repairs	24,000	-
Repairs - from contingencies	10,000	-
Maintenance	23,000	-
52052 · Water #72	2,200	2,200
52053 · Water #73	2,000	2,200
52054 · SDG&E #72	8,000	8,300
52055 · SDG&E #73	8,500	8,900
52056 · Propane	3,500	3,500
52058 · Telephone	4,000	4,000
52059 · Tele. Purch. & Repair	1,000	1,000
52061 · Office & Computer Supplies	9,000	9,000
52062 · Household #72	5,000	5,000
52063 · Household #73	6,000	6,000
52064 · Medical	11,000	9,000

**VCFPD
FY 2011 Budget And
Preliminary FY2012 Budget**

52065 · Safety		
A Turnouts	10,000	10,000
B BA Equipment & Servicing	8,500	10,000
C Other Safety	10,000	10,000
52066 · Radio/Pagers	20,000	15,000
52067 · Fireline	3,000	3,000
52068 · Equipment Annual Maintenance	10,000	11,000
A Equip/Replacement cost 7722	3,000	-
52071 · Structures/Grds. #72	12,000	10,000
52072 · Structures/Grds #73	10,000	10,000
52081 · Printing/Maps/FP	10,000	8,000
52082 · Memberships/FP	1,000	1,000
52083 · Codes/FP	1,000	500
52084 · Programs/FP		
A CERT	1,200	-
B Trauma Intervention Program	2,615	2,615
C Other Programs	1,000	1,000
D Safe Baby Program	-	-
52086 · Copier - lease/maint/supplies	8,500	7,500
52090 · Contingencies	20,000	20,000
52090 · Contingencies - move to Auto Repairs	(10,000)	-
52090 · Grant - seed money	-	-
52091 · CFD2008-01 expense	3,000	3,000
52093 · CSI/Mello Roos	-	-
52096 · Interest Expense	13,950	11,000
52097 · Special Projects	15,000	15,000
52098 · Fire Hydrant Maint	6,750	13,250
52099 · Cost Recovery	(5,000)	(3,000)
Total Schedule C Expenses	1,017,206	959,372
Total Schedule A Expense	1,965,134	2,122,082
Total Expense	2,982,340	3,081,454
Other Expense		
Capital Outlay		
15400 · Safety Equipment	14,600	-
15500 · Engines & Equipment - Princ Prmt	63,561	63,561
15800 · New Station	300,000	300,000
Total - Capital Outlay	378,161	363,561
Net income/Loss	-521,330	-371,373



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RESOLUTION NO. 2011-07

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY CENTER FIRE PROTECTION DISTRICT

WHEREAS, Hosaka, Nagel & Company, Certified Public Accountants have submitted their proposal for the annual audit of the financial statements of the Valley Center Fire Protection District in the form and content as set forth in Exhibit "A" hereto (the "Auditor Engagement Agreement") and;

WHEREAS, the Board of Directors believes that it is in the best interests of the District to enter into the Auditor Engagement Agreement;

NOW, THEREFORE, following a discussion of the matter, upon motion duly made and seconded, it was unanimously

RESOLVED, that the Auditor Engagement Agreement for the fiscal years ended June 30, 2012, 2013 and 2014 is hereby adopted and approved and, that it is

FURTHER RESOLVED, that the District Administrator is hereby authorized and directed to execute the Auditor Engagement Agreement on behalf of the District.

Adopted and approved this 16th day of June, 2011.

Oliver Smith
Secretary



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RESOLUTION NO. 2011-08

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE VALLEY CENTER FIRE PROTECTION DISTRICT**

WHEREAS, the Board of Directors believes that it is in the best interests of the District to establish a policy and procedures for pursuing and accepting external funding opportunities.

NOW, THEREFORE, following a discussion of the matter, upon motion duly made and seconded, it was unanimously

RESOLVED, that the Policy and Procedures on Grants as set forth in Exhibit "A" attached hereto is hereby adopted and approved effective this 16th day of June, 2011.

Oliver Smith
Secretary

Subject: Grant Policies and Procedures

Purpose

To establish District responsibilities to:

1. Inform the Board of Directors of a proposed grant, its full costs and anticipated revenues, and the reasons for any difference between full cost and anticipated revenue.

Background

The District can better fulfill its mission to provide District residents with superior services by pursuing external funding opportunities that do not compromise the District's fiscal integrity and operational discipline, set false expectations, or make imprudent resource commitments. This policy establishes the guidelines which the District must follow in pursuing these external funding opportunities.

Policy

It is the policy of the Board of Directors that:

General

1. Board of Directors approval is required to apply for and accept grants except as noted in (a.) below.

(a.) The District Administrator is authorized to apply for and accept grants that (1) are under \$250,000, (2) do not require the appropriation of unbudgeted amounts (including unanticipated or over realized revenue and any available fund balances), (3) do not require the addition of positions or staff years, and (4) do not specifically require Board approval as a condition of the contract or grant. The District Administrator will report annually to the Board on the nature, number and value of these agreements.

2. The District Administrator shall review all proposed grant applications from an overall policy perspective. The District Administrator shall have County Counsel review all grant contracts to ensure that the District's interests are protected.

Grants

1. The District Administrator shall docket requests to apply for grant funding (unless exempt under paragraph 2.a. of the General section above) so that the Board of Directors may act upon the request at least fifteen(15)days in advance of the date on which the grant request must be received by the granting agency.

2. All proposed grant funding requests must be certified by the District Administrator as being worthy of funding with District resources if external financing were unavailable.

3. Upon request, the Board may authorize broad authority to apply for grants. The requesting Board letter must identify the programs or projects for which grants will be sought, the amount of grant funds being sought, whether and in what form a local match will be required, implications for future staffing, operations and maintenance costs, and the overall value to the District and its residents if the grant funds were to be received.

Procedure

The District Administrator shall:

1. Complete an Award Initiation Form for grants.
2. Write a letter requesting approval of the grant application. The letter will include:
 - a. A description of the services to be funded by the grant.
 - b. A discussion of possible alternatives, and of the implications of Board approval or denial of the recommendation.
 - c. A fiscal impact statement which includes the full cost of the service, the estimated reimbursement, and the net District cost.
 - d. A justification for less than full cost recovery, if less than full cost recovery is recommended.
 - e. For grant applications, a statement by District Administrator certifying that the activity would be worthy of District funding if external financing were unavailable.
 - f. For grant applications, the Award number as may be assigned.
3. Follow procedures to docket the Board letter.
4. When appropriate, Board letters related to services reimbursed through grants must also be submitted to the Board.
5. When possible, provisions should be made in grants for advance or concurrent payments.
6. Claim, collect and report grant revenue within the guidelines established by law and Generally Accepted Accounting Policies.

Sunset Date

This policy will be reviewed for continuance by 6-30-2016.