

# North Sonoma Coast Fire Protection District (NSCFPD)

PO Box 1528, Gualala, CA 95445  
(707)785-2648

## ACTION SUMMARY

Regular Meeting: Friday, April 1, 2016 .  
Sea Ranch North Fire Station (39255 South Highway 1, The Sea Ranch)

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**Assistance for the Disabled:** If you are disabled in any way and need accommodation to participate in the meeting, please call the Fire Chief at 707-785-2648 at least 48 hours in advance so the necessary arrangements can be made.

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**This is a meeting of the Board of Directors of the North Sonoma Coast Fire Protection District.**

**I. PLEDGE OF ALLEGIANCE - Bonnie Plakos**

**II. FORMATION AND ORGANIZATION**

A. Roll Call ( Directors Aitchison, Carruthers, McMahan, Mueller, Scott)

B. Swearing in of all Directors by Mary Condon.

C. Set Terms of Office: Directors Mueller and Aitchison 2 year terms through 2018; Directors Carruthers, McMahan, and Scott 4 year terms through 2020,

D. Election of Officers: McMahan Chair; Aitchison Vice-Chair; Carruthers Chief Financial Officer; Scott Secretary.

**III. AMENDMENTS TO AGENDA**

None

**IV. APPROVAL OF PRIOR MINUTES**

Minutes from March 14, 2016 and March 25, 2016 approved.

**V. INAUGURAL DISTRICT REPORTS**

A. Chair reported on the property tax allocation agreement between the Sea Ranch Volunteer Fire Department and the County of Sonoma upon formation of a fire protection district in the northwestern portion of Sonoma County. It was signed on January 11, 2016.

B. Chief Financial Officer reported that he will meet with County of Sonoma accounting staff to set up a treasury for the NSCFPD on April 4th. He will also try to establish the total amount of tax dollars going to the new fire district.

**VI. PUBLIC COMMENT ON NON-AGENDA ITEMS:** *Any person wishing to speak to the Board on any item not listed on the agenda may do so during public comment. All presentations made under public comment are normally restricted to three (3) minutes in length per meeting unless the Board Chair specifically authorizes additional time.*

No persons made public comment.

**VII. CONSENT CALENDAR**

A. None

**VIII. DISCUSSION /ACTION ITEMS**

A. Approval of Provisional Policies and Procedures: Director Mueller recommends that we pass the document and discuss possible revisions at the next meeting. Moved by Director Mueller to approve, seconded by Director Carruthers. Motion approved unanimously. **(Resolution 16-1)**

B. Approve Certificate of Organization: Chief Plakos presented a list of current members of both VFD'S. It was approved unanimously with one correction. **(Resolution 16-2)**

## **IX. CLOSED SESSION**

I. CONVENED AT 1:20PM

II. ACTION ITEMS

A. Appointment of District Chief:

Bonnie Plakos was appointed unanimously.

B. Approval of Department Officers:

Chris Aitchison was approved as Assistant Chief - Directors Carruthers, McMahan, Mueller, and Scott approved, Director Aitchison recused herself. Dagan Holmes was approved as Captain unanimously.

## **X. CONTINUATION OF OPEN SESSION**

A. Retaining District Counsel: Director Carruthers moved that the NSCFPD assume the contract with Merrill, Arnone & Jones as district counsel from the TSRVFD. The motion was seconded by Director Mueller. The vote was unanimous. **(Resolution 16-3)**

B. Retaining Consultant: It was moved by Director Scott that the NSCFPD assume the contract with Fire and Emergency Services Consultants (FESC) for training support from TSRVFD. Director Mueller seconded the motion. The motion was approved unanimously. **(Resolution 16-4)**

C. Approve "Agreement for Interim Provision of Fire and Emergency Services" with Sonoma County: Director Mueller made the motion. It was seconded by Director Carruthers. The motion was unanimously approved. **(Resolution 16-5)**

D. Approve Transfer of Apparatus Ownership: This transfer is part of the district's Property Tax Allocation Agreement with the County. Assistant Chief Aitchison will follow through with the transfer.

E. Approve REDCOM Joint Powers Authority (JPA) Agreement: Director McMahan moved that we join in agreement with the REDCOM JPA. The motion was seconded by Director Mueller. The motion was unanimously approved. **(Resolution 16-6)**

F. Approve Assistance by Hire (ABH) Agreement with CAL FIRE: The proposal is for Chief Plakos to sign the agreement. The motion was made by Director Mueller and seconded by Director McMahan. The motion was approved unanimously. **(Resolution 16-7)**

G. Approve Interim Operating Budget for April-June, 2016: Proposal to approve budget was moved by Director Scott and seconded by Director Aitchison. The motion was carried unanimously. **(Resolution 16-8)**

## **XI. DISCUSS CAL FIRE CONTRACT OPTIONS**

The following four options for the 2016/2017 CalFire contract were discussed:

Option 1: Maintains current level of service and adds maintenance of the Annapolis equipment to the agreement. \$941,174.43

Option 2: Removes the FireFighter 1 position and adds \$20K in unplanned overtime. \$907,142.50

Option 3: Maintains current level of service and removes maintenance of Annapolis equipment from Option 1. 927,531.65

Option 4: Removes FireFighter 1 and Annapolis equipment maintenance and adds \$20K for unplanned overtime.

Contract to be placed on April 11th agenda for action.

## **XI. RECURRING REPORTS**

A. CHIEF'S REPORT: Labels for re-branding of safety clothing have been ordered. Looking at "Image Trend" for fire reporting instead of "Fire House". District web site almost ready.

B. CalFire Report: Tentative fire season staffing starting May 1 with an Engine at the Hilton station. June 1 for Schedule B staffing.

## **XIII. ESTABLISHMENT OF COMMITTEES AND LIAISONS**

Brief overview of rules for committees by district counsel William Adams. Action to be taken at next meeting.

## **XIV. Future Meetings**

Next meeting April 11, 2016 6:00 pm at the North Fire Station

## **XV. ADJOURNMENT 4:45 pm**