

North Sonoma Coast Fire Protection District (NSCFPD)

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

ACTION SUMMARY

Regular Meeting: Friday, April 11, 2016 .
Sea Ranch North Fire Station (39255 South Highway 1, The Sea Ranch)

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.

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

I. CALL TO ORDER: Meeting began at 6:00pm

II. Pledge of Allegiance

III. ROLL CALL: Directors Aitchison, Carruthers, McMahan, Mueller, and Scott; District Counsel William Adams by phone, Chief Plakos, Assistant Chief Aitchison, and CALFIRE Captain Spear

IV. ADDITIONS OR CORRECTIONS TO AGENDA:

1. Motion to remove closed session from the agenda. Moved by Director Mueller and seconded by Director Scott. Directors Aitchison, Mueller, and Scott voted "Aye"; Directors Carruthers and McMahan voted "No". Motion carried.
2. Motion to move agendas item "F" under New Business to follow item "C" under New Business. Motion carried unanimously.

V. APPROVAL OF PREVIOUS MINUTES: Motion to amend the April 1 minutes, to be reviewed and approved at the May 2 meeting. Moved by Director Carruthers, seconded by Director Mueller. Motion passed unanimously.

VI. PUBLIC COMMENT ON NON-AGENDA ITEMS: No public comment.

VII. CONSENT CALENDAR: No items

VIII. REPORTS:

A. Chair: Important to focus on district mission statement to provide the best fire services for our community.

B. Chief Financial Officer: Our treasury is now setup through the County and will be on line as of 4/15/16. We will need to pass an annual budget for fiscal year 2016/17. I am proposing we do a budget workshop on April 19th to start that effort. We are working with the TSRVFD to draft a MOU for the use of the NFS. The VFD has previously committed to cover all formation expenses. We are working with Bill Wong, the VFD treasurer, to sort out those expenses. We will be interviewing candidates for our bookkeeper position and expect to have a recommendation to the Board at our 5/2/16 meeting.

C. Chief: The new labeling for the protective gear has arrived. New reporting system for incidents as of July 1. "Fire House" will be funded by the County until then. "Active 911" was renewed. Pagers have been reprogrammed. Received transfers for vehicle registration from the County.

D. CALFIRE: Staff finalized for fire season. Engine 4471 will be in the shop until next week.

IX. BILLS AND WARRANTS: None

X. **PURCHASE REQUESTS:** None

XI. OLD BUSINESS:

A. Motion to assume lease for Engine 4485 from the County. Moved by Director Mueller, seconded by Director Scott. Motion approved unanimously. **(Resolution 16-9)**

B. Motion to approve contract with CALFIRE moved to May 2nd meeting.

C. District Policies and Procedures Guidelines will continue to be reviewed at each Board meeting. The target date for passage will be the June 2nd Board meeting.

D. Agenda and Packet Logistics: Agenda items are to be sent to Director McMahan and Chief Plakos seven days before a board meeting. Summaries for agenda items and packets are to be sent to Chief Plakos five days before a board meeting. The agendas will be posted three days before a meeting.

XII. NEW BUSINESS:

A. Motion to host a future meeting of the Sonoma County Fire District Association: Moved by Director Carruthers and seconded by Director McMahan to authorize Chief Plakos to give the SCFDA a date if they will hold the meeting at Sea Ranch. Motion approved unanimously.

B. Plan Date and Time for Workshop on FY 16/17 District Budget: Decided that the budget workshop would be held at the NFS on April 19th at 3:00pm.

C. Discussion of Legal Expenses: Discussed controlling expenses. If a Director needs to contact William Adams, log it, and let Director Carruthers know.

D. Formation of AdHoc Committees: Director Mueller moved that we adopt a basic policy that the Board create new committees as needed. That the Board determine the membership of the new committee, and that the Board provide a charter for each committee that includes the duration of the committee, its purpose and the expected product of the committee effort. In addition the Board will determine any restrictions deemed necessary and a short explanation of why the committee is needed. Director Aitchison seconded the motion. The motion was approved unanimously. **(Resolution 16-10)**

E. Retaining District Counsel: Motion to approve assumption of agreement with William Ross previously held with TSRVFD. Moved by Director McMahan and seconded by Director Carruthers. Motion carried unanimously. **(Resolution 16-11)**

F. Adoption of a District Conflict of Interest Policy: Motion moved by Director Scott and seconded by Director Mueller. Motion carried unanimously. **(Resolution 16-12)**

G. Create a two person AdHoc committee on ERAF: Tabled until next meeting

H. MOU/Agreement NSCFPD/TSRVFD: Discussed drafting a memorandum of understanding and agreement between the two Boards. Continued discussion next meeting.

I. Discussion and Action on District Post Office Box: Motion to have a post office box at The Sea Ranch instead of in Gualala. Moved by Director Scott and seconded by Director Mueller. Directors Aitchison, Mueller, and Scott voted "Aye", Director McMahan voted "No", Director Carruthers abstained. Motion carried. The NSCFPD placed on waiting list at The Sea Ranch. **(Resolution 16-13)**

XIII. ADJOURNMENT: Meeting adjourned at 9:20pm

Next Meeting:

4/19 Tuesday 3:00 p.m. @ NFS – NSCFPD Special Board Meeting

Future Meetings:

5/2 Monday 6:00 p.m. @ NFS - NSCFPD Board Meeting

5/16 Monday 6:00 p.m. @ Horicon School - NSCFPD Board Meeting

6/6 Monday 6:00 p.m. @ NFS - NSCFPD Board Meeting

6/20 Monday 6:00 p.m. @ NFS - NSCFPD Board Meeting