



North Sonoma Coast Fire Protection District (NSCFPD)

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

Action Summary

Monday, May 16, 6:00 p.m.

Horicon School, in "Hickory Room" in main building (35555 Annapolis Road, Annapolis)

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.

Copies of Full Agenda Packet: May be requested by emailing a request to info@northsonomacoastfpd.org. A small number of paper copies of the packet will be available at the meeting.

Note that all times listed below are approximate.

- I. **CALL TO ORDER:** Meeting called to order at 6:00pm
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL:** Directors Aitchison, Carruthers, McMahan, Mueller, Scott; Chief Plakos, Captain Spear.
- IV. **AMENDMENTS TO AGENDA:** Motion to defer item "B" in **New Business** to future meeting. Motion moved by Director Carruthers, seconded by Director Scott. Motion not approved. Noes by Directors Aitchison, Mueller, and Scott.
- V. **APPROVAL OF PREVIOUS MEETING MINUTES:**
Motion to approve minutes of May 2nd meeting with the addition of updated financial report and one warrant. Moved by Director Mueller, seconded by Director Aitchison. Motion approved unanimously.
- VI. **PUBLIC COMMENT ON NON-AGENDA ITEMS:**
None
- VII. **CONSENT CALENDAR:**
No items
- VIII. **REPORTS**
 - A. Chair: Reported that he received a letter from the County Administrative Office concerning William Adams and his conflict of interest in representing us as he was formerly County Counsel. A copy of his response was shared with the Board.
 - B. CFO: The FY 16-17 Budget has been set up in QuickBooks format (see attached). The same document will be forwarded to the County for use with our District Treasury. Transfer of lease for Engine 4485 from County to NSCFPD has been completed

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- C. Director Mueller: Had some comments regarding progress and actions of the district board and staff so far.
- D. Chief: Engine 4477 will be in shop for several more weeks. The cover engine will be back soon. SOP's and Risk Injury documents need to be finished in June. In the future will have to adopt a fire safety inspection code. Picnic planning is going well. A clarification of the duties of support staff was required for insurance purposes – as a result they will not be able to direct traffic.
- E. CAL FIRE: The Schedule B crew will be assigned to Sea Ranch starting May 30th. The two seasonal Captains have been assigned.
- F. ERAF Ad Hoc Committee: Our attorney William Ross said that the information that we received from the County and LAFCO did not fulfill our request. He will send a memo to the committee outlining what the County needs to send us. The burden is on us to prove that our ERAF calculation is incorrect.

IX. BILLS AND WARRANTS (none submitted)

X. PURCHASE REQUESTS (none submitted)

XI. OLD BUSINESS

- A. District Policies and Procedures Review: Discussed pages 17-33.
- B. Discuss district website contents and format: Chief Plakos reminded Board members to review website contents and send comments to her.

XII. NEW BUSINESS

- A. Pass a motion to restore “Household Expenses” of \$650 to the FY 16/17 budget: Moved by Director Mueller, seconded by Director McMahan. Approved unanimously.
- B. Pass a motion to direct staff to move forward with order for replacement rescue squad vehicle: Action on the motion was deferred. There was a discussion as to what is necessary to make the decision regarding the lease. Director Carruthers will discuss further with Chief Plakos before next meeting.
- C. Date for a facilitated workshop on District mission: Unanimously deferred to next meeting.
- D. Create an ad hoc committee of 2 plus the Chief to prepare a list of recommended actions that would create the systems and the information needed to organize and “institutionalize” (put in writing) who we are, how we relate to others, create our calendar, our records system, and more: Unanimously deferred to next meeting.
- E. Create an ad hoc committee of 1 or 2 to recommend an annual program of information and activities that will inform the public and engage them with the District: Unanimously deferred to next meeting.
- F. Approve a calendar of regularly scheduled Board meetings for the upcoming fiscal year that takes holidays into account: Unanimously deferred to next meeting.
- G. Pass the resolutions required for Fire Agencies Self Insurance System (FASIS) Participation and Workman’s Compensation insurance: Resolution Authorizing Participation In the Fire Agencies

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Self Insurance System Workers' Compensation Program – Moved by Director Carruthers, seconded by Director Mueller. Approved unanimously. **(Resolution 16-19)**

A Resolution of the Board of Directors of the North Sonoma Coast Fire Protection District Providing Workers' Compensation Coverage for Certain District Volunteers – Moved by Director Carruthers, seconded by Director Mueller. Approved unanimously. **(Resolution 16-20)**

A Resolution Authorizing Application to the Director of Industrial Relations, State of California for Certificate of Consent to Self Insure Workers' Compensation Liabilities – Moved by Director Carruthers, seconded by Director Mueller. Approved unanimously. **(Resolution 16-21)**

XIII. ADJOURNMENT TO NEXT MEETING: Meeting adjourned at 8:57pm

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

Future Meetings:

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