



North Sonoma Coast Fire Protection District (NSCFPD)

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

Action Summary

Monday, June 20, 2016, 6:00 p.m.

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.

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:** Director McMahan stated that the meeting was out of compliance with the Brown Act as notice was not posted 72 hours before the meeting (per District Counsel William Adams). This meeting will be a discussion of agenda items and a Special Meeting will be held tomorrow morning at 9:30am to vote on actions.
- V. **APPROVAL OF PREVIOUS MEETING MINUTES**
The minutes from the June 6, 2016 regular board meeting: **No vote.**
- 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.* **None**
- VII. **CONSENT CALENDAR:** *The Consent Calendar includes routine financial and administrative actions that are usually approved by a single majority vote. There will be no discussion on these items prior to voting on the motion unless Board Members or the public request specific items be discussed and/or removed from the Consent Calendar.* **None**
- VIII. **REPORTS**
 - A. Chair: Reported that business cards were ready for Directors Aitchison, McMahan, Mueller, Scott and Assistant Chief Aitchison. Director McMahan presented the Board with a letter of resignation from active duty with The Sea Ranch Volunteer Fire Department. He explained that he wanted to avoid any conflicts concerning his position on the Board and serving as an active volunteer within the District.

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- B. CFO: Reported the 4th quarter budget details are being finalized. Director Carruthers highlighted activity during this period. He also stated that expenditures prior to April 1st were not the responsibility of the NSCFPD. County credit cards ("CAL CARDS") for the district are in progress, applications to be finalized after we have permanent PO Box. Our FAIRA application was approved. Our 16/17 budget is in the process of being reformatted to include "planned" vs. "actual". He is in the process of getting QuickBooks Online so that "read only" access is available. Getting information on auditor selection is in progress. Director Mueller volunteered to help. The corrected Annual 16/17 budget was reissued to the ICO. He has requested certification of E & O insurance from our consultants. Brian Elliott (FESC) has an issue with this as he does not have E & O insurance
- C. Chief: She received a notice from FASIS that our Workers' Comp Insurance was approved and that we have one more document to be signed at tonight's meeting. We are evaluating the Occu-med program provided by FASIS. She and Captain Spear are working on the details. Business inspection training with Brian Elliott is scheduled for June 27th. She and Captain Spear met with Coastal Valleys EMSA to work on ImageTrend. The District will use it for reporting incidents on July 1st or shortly thereafter. In addition, the District has received six AED's from CVEMS. She and Captain Spear will evaluate them and decide on placement. She is working on apparatus rebranding and hopes to have estimates for the July meeting. Call summary for May: 19 calls – 12 medical, 5 auto, 1 vegetation fire, and 1 smell of propane. Captian Spear is working on bids for replacement of the Rescue. Chief Plakos contacted American River Bank about financing. They acknowledged that it may be difficult for a new agency with no credit history to get financing from a traditional bank. They will send us information but recommended that we look at other sources as well. Chief Plakos met with Rich Blacker from FAIRA. Received handbook and checklists for risk management. Appraisers will be assigned and will come out sometime in the next two or three months.
- D. CAL FIRE: Reported that 4436 is in the shop for its annual service.
- E. ERAF ad hoc Committee Report: Our Attorney William Ross joined us by telephone conference to report on ERAF progress. He received a supplemental response from the County after Directors Carruthers and Mueller meet with them. Attorney Ross received over 900 pages of documentation. There are still documents missing. He is in the process of overlaying maps from CSA's and districts to bring them over time to FY 90/91 for ERAF 1 for Sonoma County credit and subsequent charge to districts. He is finalizing requests for more documents to fill in the gaps. Recommendations for further steps will be made after analysis of the documents is complete.

IX. BILLS AND WARRANTS (none submitted)

X. PURCHASE REQUESTS (none submitted)

XI. OLD BUSINESS

- A. Managing legal expenses: How to control legal expenses, discussion and motion: No action taken. Will be brought up in July meeting when Attorney Adams is available.

XII. NEW BUSINESS

- A. Adopt Fire Code: A resolution was presented. The resolution was discussed and it was suggested that it be reviewed by legal counsel. No action taken.

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- B. Motion to approve legal review of all board meeting packages by Merrill, Arnone, & Jones:
Discussion of the merits of having Board agenda and accompanying packet reviewed by our legal counsel William Adams before meetings. After discussion, a suggestion was made that counsel review agendas, not full packets, just for the next few months, with a limit placed on evaluation time without specific direction from the board for more work. No action taken.
- C. ERAF legal funding: Attorney William Ross projected that the cost of determining our chances for changing our ERAF calculation would probably be in the neighborhood of \$15,000. This was more than we had budgeted in FY 15/16. The ERAF investigation and the effect on the budget in this and the next fiscal year was discussed. No action taken.
- D. Conflict between Board membership and other roles: There was a discussion of what constitutes conflicts in terms of Board members or any other roles within the district. It was determined that this is a gray area and the Board needs to be aware of the community's perception of possible conflicts. It was suggested that a policy needs to be created to address this issue. No action taken.
- E. An explanation of attorney client privilege: Director McMahan suggested that this issue be brought up in July's meeting when counsel can participate in the discussion.

XIII. ADJOURNMENT TO NEXT MEETING: Meeting adjourned at 8:33pm.

Next Meeting: 7/11/16 Monday 6:00 p.m. @ NFS - Regular Board Meeting

Future Meetings:

8/8/16 Monday 6:00 p.m. @ NFS - Regular Board Meeting

8/22/16 Monday 6:00 p.m. @ NFS - Regular Board Meeting