



North Sonoma Coast Fire Protection District (NSCFPD)

PO Box 386 The Sea Ranch, CA 95497

<http://northsonomacoastfpd.org> - (707)785-2648

Action Summary

Monday, August 22, 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 CAL FIRE station at 960 Annapolis Road prior to the meeting, and at the meeting.

Note that all times listed below are approximate.

- I. **CALL TO ORDER:** Meeting called to order at 6:01pm
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL:** Directors Aitchison, Carruthers, McMahan, Mueller, and Scott; Chief Plakos, Assistant Chief Aitchison, and CALFIRE Captain Spear.
- IV. **AMENDMENTS TO AGENDA:** Motion to approve agenda moved by Director Mueller and seconded by Director Scott. Motion unanimously approved.
- V. **APPROVAL OF PREVIOUS MEETING MINUTES**
The approval of the minutes from the August 8, 2016 board meeting was moved by Director Mueller and seconded by Director Scott. The motion was approved unanimously/
- 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.*
 - A. List of warrants paid to vendors for District activities for the period 7/1/16-8/17/16: See attachments in meeting packet. Motion to approve prior warrants moved by Director Carruthers and seconded by Director Aitchison. Motion approved unanimously.
- VIII. **REPORTS**
 - A. Chair: There has been some regional discussion about the fate of Fort Ross VFD when their chief retires. No decisions being made, just discussion.
 - B. CFO: See attached.

NSCFPD Board Meeting Action Summary, August 22, 2016, Page 2

- C. Chief: See attached
- D. CAL FIRE: Captain Spear reported that we are in the middle of fire season. No changes in staffing since last report.

IX. CLOSED SESSION: Adjourned to Closed Session at 6:46pm. Telephone conference with Attorney William Ross regarding ERAF. No reportable action. Returned to regular meeting at 7:03pm. Gov't Code section 54956.9(d)(4).

X. BILLS AND WARRANTS (none submitted)

XI. PURCHASE REQUESTS (none submitted)

XII. OLD BUSINESS

- A. Public hearing and motion to adopt Sonoma County Fire Code by Reference: Motion to adopt Sonoma County Fire Code moved by Director Scott and seconded by Director Carruthers. Motion approved unanimously. **(Resolution 16—30)**
- B. Discuss bids for new rescue vehicle and award contract, review financing options: Motion to approve Rosenbauer bid moved by Director Carruthers and seconded by Director Scott. Motion approved unanimously. It was decided to look at options to finance over ten years and bring back for discussion and motion at next Board meeting. **(Resolution 16-31)**
- C. Policies and Procedures: Review proposed changes selected for further review and discussion at the August 8 Board Meeting: The complete, updated document, will be brought back for approval at the September Board meeting
- D. VFD MOU approval: Review and discussion of the VFD Memo of Understanding on the relationship of the VFD and NSCFPD: Director Mueller moved to discuss the agreement tonight and make a motion at the next meeting. Director Mc Mahan seconded the motion. The motion was passed unanimously.

XIII. NEW BUSINESS

- A. September Board Meeting date: Consider whether to change the scheduled date or not. Discussion and motion: Director Mueller moved to change the Board meeting date in September from the 12th to the 19th. Director Carruthers seconded the motion. The motion was approved unanimously. Director Aitchison agreed to do the minutes for the meeting as Director Scott will not be attending the next meeting.
- B. Revise FY16-17 Preliminary Budget to reflect revised income and expense: A motion was made to approve the Amended Preliminary Budget for FY 16-17 as distributed, with the addition of a capital expense of \$5,000. to support the installation of water tanks in the Annapolis area. The motion was approved unanimously. **(Resolution 16-32)**
- C. Should we create an ad hoc finance committee to work through the current financial systems setup and budget preparation? It was decided to postpone this item until November's meeting.
- D. Review and approve additions/updates to Policies and Procedures manual to document policies for new department recruits: Motion to approve revised "New Recruit Policy", updated "Driving Policy", and approve review of forms by legal counsel. Motion approved unanimously. **(Resolution 16-33)**

NSCFPD Board Meeting Action Summary, August 22, 2016, Page 3

XIV. ADJOURNMENT TO NEXT MEETING: Meeting adjourned at 9:19pm.

Next Meeting: 9/19/16 Monday 6:00 p.m. @ Sea Ranch North Fire Station (NFS) - Regular Board Meeting

Future Meetings:

10/10/16 Monday 6:00 p.m. @ NFS - Regular Board Meeting

11/14/16 Monday 6:00 p.m. @ NFS - Regular Board Meeting

12/12/16 Monday 6:00 p.m. @ NFS - Regular Board Meeting