



North Sonoma Coast Fire Protection District (NSCFPD)

PO Box 386 The Sea Ranch, CA 95497

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

Action Summary

Monday, September 19, 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 6:03 pm**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL** Present: Directors: Jim Carruthers, Leigh Mueller, Stacy Aitchison
By Phone: Don McMahan Absent: Mike Scott
Assist Chief: Chris Aitchison
Public: Brian Park, ICO
- IV. **AMENDMENTS TO AGENDA:** None
Motion: Mueller
Second: Carruthers
Voted: Approved Unanimously
- V. **APPROVAL OF PREVIOUS MEETING MINUTES:** The minutes of the August 20, 2016 meeting were approved as distributed.
Motion: Aitchison
Second: McMahan
Voted: Approved Unanimously

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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. Current Budget report; List of warrants paid to vendors for District Activities for the period 8-18-16 thru 9-13-16:

Motion: Aitchison

Second: Mueller

Voted: Approved Unanimously

VIII. REPORTS

- A. Chair: Reported that he had lunch with E. Carrillo and that he was pushing for unsettled business to be taken care of. The rest of his report would be covered by Attorney William Ross in closed session.
- B. CFO: See Attached. Auditor recommendation letter also attached.
- C. Chief: See Attached.
- D. CAL FIRE: No report.

IX. CLOSED SESSION: Closed Session with counsel re pending litigation. Govt Code section 54956.9(d)(4).: Closed Session 6:46 pm Telephone Conference with Attorney William Ross. No reportable action. Returned to regular meeting 7:25pm

X. BILLS AND WARRANTS (none submitted)

XI. PURCHASE REQUESTS (none submitted)

XII. OLD BUSINESS

- A. Review and approve financing for new rescue:
1. To go with Municipal Finance Corporation for finance.

Motion: Assist Chief Chris Aitchison

Second: Mueller

Voted: Approved Unanimously (**Resolution 16-34**)

2. To have a \$5,000 variance to be used at the discretion of Cal Fire Capitan Shelley Spear for any modifications to the rescue. This changes the amount from \$180,000.00 to \$185,000.00

Motion: Assist Chief Chris Aitchison

Second: Mueller

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Voted: Approved Unanimous (**Resolution 16-35**)

- B. VFD MOU review and discussion: Move to approve the VFD MOU

Motion: Mueller

Second: Aitchison

Voted: Approved Unanimously (**Resolution 16-36**)

- C. Finance ad hoc committee: To consist of Jim Carruthers, Leigh Mueller & Chief Bonnie Plakos

Motion: Mueller

Second: Aitchison

Voted: Approved Unanimously (**Resolution 16-37**)

XIII. NEW BUSINESS

- A. Goals and objectives workshop: To approved facilitated workshop to discuss strategic goals and objectives

Motion: Mueller

Second: Carruthers

Voted: Approved Unanimously

- B. Approve plan to convert policy documents to Lexipol system: Approved plan to initiate use of Lexipol to hold, update and distribute policies, assuming that funding through Sonoma County Fire Advisory Council is approved

Motion: Assist Chief Chris Aitchison

Second: Carruthers

Voted: Approved Unanimously

XIV. ADJOURNMENT TO NEXT MEETING 8:20pm

Next Meeting: 10/10/16 Monday 6:00 p.m. @ Sea Ranch North Fire Station (NFS) - Regular Board Meeting

Future Meetings:

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

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