



North Sonoma Coast Fire Protection District (NSCFPD)

PO Box 386 The Sea Ranch, CA 95497

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

Action Summary

Monday, October 10, 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 6:02pm.
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL:** Directors Aitchison, Carruthers, McMahan, Mueller (by conference call), and Scott; Chief Plakos, Assistant Chief Aitchison, and CALFIRE Captain Spear.
- IV. **AMENDMENTS TO AGENDA:** None
- V. **APPROVAL OF PREVIOUS MEETING MINUTES**
The minutes from the September 19, 2016 board meeting were approved unanimously. Motion made by Director Carruthers and seconded by Director Scott.
- 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. Warrants Paid 9/1/16-9/30/16: NSCFPD Adjusted District Budget FY 16-17 (Dir. Carruthers): Motion to approve prior warrants by Director Carruthers, seconded by Director Aitchison. Motion approved unanimously.
- VIII. **REPORTS**
 - A. Chair: No items to discuss.
 - B. CFO (see attached)
 - C. Chief (see attached)

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- D. CAL FIRE: Hopefully the recent rain will bring an end to the fire season. CALFIRE engineer Levin will be attending the academy for the next six weeks. The crew will have replacement from another station during that time. Engineer Adam Hoff will be assigned to Sea Ranch for the next two years.
- E. District Institutionalizing ad hoc committee report: This committee, which presently consists of Directors Aitchison, Director Mueller, and Chief Plakos, are putting together a binder for future board members. They will have something concrete to show at the next board meeting.

IX. CLOSED SESSION: Closed Session with counsel re pending litigation. Govt Code section 54956.9(d)(4): Closed Session 6:38 p.m. Telephone conference with Attorney William Ross. No reportable action. Returned to regular meeting 6:52 p.m.

X. BILLS AND WARRANTS (none submitted)

XI. PURCHASE REQUESTS (none submitted)

XII. OLD BUSINESS

- A. Review complete financing package for Rosenbauer rescue: It was moved by Director Scott to sign the resolution approving financing with Municipal Finance Corporation for the new rescue vehicle. Director Carruthers seconded the resolution. The resolution was approved unanimously. **(Resolution 16-38)** There was then a separate motion made regarding the signing of the additional loan documents. Director Mueller moved to sign the document and Director Aitchison seconded the motion. After discussion the motion unanimously failed. Director Carruthers moved that we approve the finance agreement as draft documents with the understanding that some changes may be made before final approval and signing of the documents, and direct staff to move forward with necessary actions to complete the financing over the coming months. Director Aitchison seconded the motion. The motion was approved unanimously. **(Resolution 16-39)**
- B. Goals and objectives workshop: It was decided to hold the workshop on Sunday, November 13, from 9:00am until 3:00pm.
- C. Policies & Procedures: Director Mueller moved to approve the "Policies & Procedures Handbook" with revisions as discussed in previous meetings. Director Scott seconded the motion. The motion was unanimously approved. **(Resolution 16-40)**

XIII. NEW BUSINESS

- A. Support for Measure L: Director McMahan moved that we support Measure L only with funds earmarked for fire protection. Director Scott seconded the motion. The motion was not approved- 1 aye, 4 nay .
- B. Appointment of Goranson Associates as District Auditor: Director Carruthers moved that we appoint Goranson and Associates as district auditor for three years. McMahan seconded the motion. The motion passed unanimously.
- C. Sonoma Coast Consolidation Community Workshop: Chief Plakos is planning on attending the meeting; she encouraged at least one board member also attend, if possible.

XIV. ADJOURNMENT TO NEXT MEETING: Meeting adjourned at 8:28pm

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Next Meeting: 11/13/16 Sunday 9:00 a.m. @ Sea Ranch North Fire Station (NFS) - Board Workshop

Future Meetings:

11/14/16 Monday 6:00 p.m. @ Sea Ranch North Fire Station (NFS) - Regular Board Meeting

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

01/09/17 Monday 6:00 p.m. @ NFS - Regular Board Meeting



NORTH SONOMA COAST FIRE PROTECTION DISTRICT

CFO Report: September 19, 2016

- Vendor detail and warrants paid are included in the Consent Agenda Portion of the 9-19-16 BOD agenda packet.
- Adjusted Budget for FY 16-17 has been entered into our Treasury Account (County EFS System). The adjusted budget is included in the agenda packet for our 9/19/16 meeting.
- Auditor Selection: Bain, Blomberg & Goranson firms were interviewed on August 24th by Directors Carruthers and Mueller. Consensus recommendation is we engage Goranson & Associates as our auditor. Goranson is a local (Santa Rosa) firm, auditor for 5 fire districts, and comes with very solid recommendations. Their fee (\$8500) is within our budget range. I have contacted the State Controllers Office as to whether we can do a consolidated audit (15 months; 3 months of FY15-16, and 12 months of FY 16-17), and as of this report have no clear direction on this matter. Plan is to have approved an engagement letter with Goranson at our October BOD meeting, with the auditor attending our November meeting.
- True up with County Fire Services CSA-40. Still no closure on this item. Follow up requests have been sent to both CSA-40 and CAO's office.
- Cash Flow for NSCFPD for the next 6 months: The district will continue to operate on it's unrestricted fund balance of approximately \$332K until we receive our first flow of funds from property tax revenues in January of 2017. Both Director Mueller and myself have looked at our cash flow needs through January 2017 and have concluded that by carefully managing expenditures we can meet our obligations without needing any additional funds. This assumes a flexible understanding with CALFIRE regarding their billing cycle and our payment schedule to coincide with our receipt of property tax dollars in January of 2017.

- Annapolis Station Lease with County: As you are aware our Tax Exchange Agreement specifies that we will enter into a lease arrangement with the County for the Annapolis Station. We (Chief Aitchison or myself) plan to meet with the County real estate agent by the end of September, (he is currently on medical leave), and expect to see a draft lease at our November meeting. We will review the lease document with counsel as things progress.
- County Credit Cards are now in use by both Chiefs Plakos and Aitchison.
- Rental of engines (wet). Chief's report covered this item. I would like to cap our "wet" rentals so we do not create any IRS problems with our volunteers or the district. These stipends will require an IRS 1099 be filed if earnings exceed \$600/year, adding a whole other layer of accounting activity which was not anticipated as an unintended consequence of a "wet" rental. CALFIRE does not separate out apparatus rental and personnel in their ABH payments, so it is up to the District to then pay our volunteers via a stipend, based on the CALFIRE agreed rates.

- Apparatus:
 - All in service. No rentals since last report.
- Training drills have focused on wildland firefighting, structure protection, and chainsaw use.
- New members: Two new recruits have been attending training and have started the verification process.
- CAL CARDS: Card numbers received for Chief and Assistant Chief; we are completing the training required to obtain plastic cards. Put one into use for online supply ordering.
- We did not put an article in the fall Soundings. Have general plan to have article in the Spring Soundings, to cover “the first year of the district”.
- Have new and updated finance quotes for new rescue vehicle (see agenda item).
- We are progressing with obtaining an NSCFPD “tactical” radio channel; working with Sergeant Smiley (Sonoma County Sheriff). Should be in place in a few weeks.
- Chief Aitchison will be meeting with the Watershed Council regarding the water tank grant.
- Fire Service Advisory Council Activity: Chief Aitchison has been attending county-wide meetings. Region (aka Zone) 4 council met to discuss grant requests from available funding this year. Planning on requesting support for Lexipol, water tank installations, and local specialized training on water operations, tender driving and operations.
- On September 14 the pavement around the NFS was slurry-sealed. Prior to work all apparatus was moved out of NFS either to south station or to VFD member homes for the day in order to be available for response while the NFS pavement was not driveable.
- ImageTrend: Most technical issues have been solved; still have some outstanding items that they are working on. Able now to generate activity reports (see below).

Department activity in August (18 calls):

