



# North Sonoma Coast Fire Protection District (NSCFPD)

PO Box 386 The Sea Ranch, CA 95497

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

## Action Summary

Monday, November 14, 2016, 6:00 p.m.

Sea Ranch North Fire Station (39255 South Highway 1, The Sea Ranch)

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**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.

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**Copies of Full Agenda Packet:** May be requested by emailing a request to [info@northsonomacoastfpd.org](mailto: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.

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- I. **CALL TO ORDER:** Meeting called to order at 6:00pm.
  - II. **PLEDGE OF ALLEGIANCE**
  - III. **ROLL CALL:** Directors Aitchison, Carruthers, McMahan, Mueller, and Scott; Chief Plakos, Assistant Chief Aitchison, CALFIRE Captain Spear.
  - IV. **AMENDMENTS TO AGENDA:** Motion to approve agenda as is by Director Mueller, seconded by Director Carruthers. Motion approved unanimously.
  - V. **APPROVAL OF PREVIOUS MEETING MINUTES**  
The minutes from the October 10, 2016 board meeting were approved unanimously. Motion made by Director Carruthers, seconded by Director Mueller.
  - 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. **INTRODUCTION OF AUDITOR:** Susan Goranson of Goranson and Associates, Inc. was introduced to the Board. She shared her background and answered questions about the District's future audit. No action was taken.
  - VIII. **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 10/1/16-10/31/16; Latest Report NSCFPD Adjusted District Budget FY 16-17 (Dir. Carruthers): Motion to approve prior warrants by Director Carruthers, seconded by Director Mueller. Motion approved unanimously.
  - IX. **REPORTS (18:10)**
    - A. CFO – (See attached)

## **NSCFPD Board Meeting Minutes, November 14, 2016, Page 2**

- B. Chair – Continues to work on ERAF with Counsel Ross.
  - C. Chief – (See Attached)
  - D. CAL FIRE – Winter scheduling starts today. We have not filled the additional fire fighter position; option to fill it to carry over into the 2017 fire season.
  - E. District Institutionalizing ad hoc committee: The ad hoc committee has been meeting. (See attached)
- X. CLOSED SESSION:** Closed Session with counsel re pending litigation at 7:00pm. Gov't Code section 54956.9(d)(4): No reportable action. Returned to regular meeting at 8:00pm.

### **XI. DISCUSSION/ACTION ITEMS**

- A. General discussion/follow-up regarding Board workshop held on Sunday November 13: Very positive response from everyone that attended. Looking forward to getting Frank's list of priorities that were generated. No action taken.
- B. Meetings Looking-Ahead: Director Mueller moved that we meet the second Monday of the month at 6:00pm, January through June of 2017 with one of those meeting to be scheduled in Annapolis. Director Scott seconded the motion. The motion was approved unanimously.
- C. Letter to Little Hoover Commission: Motion to review a draft of a letter to the Little Hoover Commission as prepared by Counsel Ross. The final draft to be signed by Chief Plakos and Board Chair McMahan. Director McMahan made the motion and Director Mueller seconded it. Motion approved unanimously.
- D. Additional Legal Funds for ERAF Project: Director Carruthers moved to approve an additional amount of \$25,000. to have counsel William Ross pursue the issue of ERAF. Director Scott seconded the motion. Director Mueller moved to amend the amount from \$25,000. to \$36,000. Director Aitchison seconded the motion. The amendment was approved unanimously. The final motion to approve the additional amount of \$36,000. to have Counsel William Ross pursue the issue of ERAF was approved unanimously. **(Resolution 16-41)**

### **XII. ADJOURNMENT TO NEXT MEETING:** Meeting adjourned at 8:58pm.

Next Meeting: 12/12/16 Monday 6:00 p.m. @ Sea Ranch North Fire Station (NFS) - Regular Board Meeting

Future Meetings:

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

02/13/17 Monday 6:00 p.m. @ NFS - Regular Board Meeting



## NORTH SONOMA COAST FIRE PROTECTION DISTRICT

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### CFO Report: November 14, 2016

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- Vendor detail and warrants paid through are included in the Consent Agenda Portion of the 11-14-16 BOD agenda packet. We worked through some timeliness issues regarding payment of invoices during the period which we now believe have smoothed out.
- Auditor Sue Goranson will be joining us to explain process and answer questions. See agenda item in today's packet. You we're provided the Goranson audit proposal with addendum at our BOD on 10-10-16.
- The County "closed" our FY 15-16 books as of the end of October. The issue of the "true-up" was not addressed, and if appropriate will be noted as a footnote in our FY 15-16 audit. The County continues to disappointment on a number of levels, this being one of them.
- Annapolis Station Lease with County: Chris and the County R/E agent met at the Annapolis Station on October ---. Chris reported it was a positive meeting. No further action by the County. Chris and I will continue to follow up with Marc MacDonald to complete this item.
- County Credit Cards are now in use by both Chiefs Plakos and Aitchison.
- FY 16-17 Budget to Actual is attached. Our ad hoc budget group will meet later this month to review all income and expense items. I'd like our group to meet on a quarterly basis, so that we can both look back, but more importantly look ahead.
- Rental of "wet engines". Our ABH agreement sets this opportunity in place, and the Chief believes that when appropriate such activity has an excellent training benefit. This means we set up an independent contractor relationship with those who staff the wet engines. Previously CALFIRE paid staff directly for such work. They now send one check: which means

we pay the individuals as independent contractors. Another layer of bookkeeping is created. Individuals fill out a W-9 (IRS form), we issue a 1099 at the end of the year. Note that the YTD FY 16-17 Budget Report has an area for both income and expense for ABH related items.

**North Sonoma Coast Fire Protection District**  
**Budget vs. Actuals: FY16/17 - FY17 P&L**  
 July 1 - November 9, 2016

	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 1-9, 16	Total		
	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Remaining
<b>Income</b>								
40002 - Property Tax Revenue						0.00	2,257,629.00	2,257,629.00
40405 - ERAF Shift						0.00	0.00	0.00
ERAF Shift Annapolis						0.00	6,087.00	6,087.00
ERAF Shift TSR						0.00	-1,041,342.00	-1,041,342.00
<b>Total 40405 - ERAF Shift</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>-\$ 1,035,255.00</b>	<b>-\$ 1,035,255.00</b>
45310 - REDCOM Dispatch Reimb.						0.00	10,100.00	10,100.00
45311 - Assist. by Hire Rental Income						0.00	35,000.00	35,000.00
"Wet" Rental					3,687.84	3,687.84	0.00	-3,687.84
"Dry" Rental						0.00	0.00	0.00
<b>Total 45311 - Assist. by Hire Rental Income</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 3,687.84</b>	<b>\$ 3,687.84</b>	<b>\$ 35,000.00</b>	<b>\$ 31,312.16</b>
<b>Investments</b>								
44002 - Pooled Investment Fund						0.00	0.00	0.00
44050 - Unrealized Gains & Losses		-289.22				-289.22	0.00	289.22
<b>Total Investments</b>	<b>-\$ 289.22</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>-\$ 289.22</b>	<b>\$ 0.00</b>	<b>\$ 289.22</b>
<b>Services</b>								
		3,687.84				3,687.84	0.00	-3,687.84
<b>Total Income</b>	<b>-\$ 289.22</b>	<b>\$ 3,687.84</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 3,687.84</b>	<b>\$ 7,086.46</b>	<b>\$ 1,267,474.00</b>	<b>\$ 1,260,387.54</b>
<b>Gross Profit</b>	<b>-\$ 289.22</b>	<b>\$ 3,687.84</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 3,687.84</b>	<b>\$ 7,086.46</b>	<b>\$ 1,267,474.00</b>	<b>\$ 1,260,387.54</b>
<b>Expenses</b>								
51803 - CALFIRE Contract						0.00	941,175.00	941,175.00
56020 - ONE TIME INITIAL EXPENSE						0.00	0.00	0.00
<b>Administrative/General Expenses</b>								
51022 - Telecommunications		77.69	66.26	203.38	224.70	572.03	1,500.00	927.97
51025 - Telecom - Wireless		163.41	114.03			277.44	2,500.00	2,222.56
51201 - Business/Secret. Svcs						0.00	0.00	0.00
51202 - Election						0.00	0.00	0.00
51205 - Advertising/Notices/Newsletters	216.00			89.94		305.94	1,500.00	1,194.06
51206 - Accounting/Audit Fees						0.00	12,000.00	12,000.00
51207 - Bookkeeper & Notetaking		1,186.25	1,300.00	747.50	747.51	3,981.26	18,500.00	14,518.74
51212 - Legal (Retainer)	1,975.46		1,824.54	17,091.89	6,837.49	27,729.38	45,000.00	17,270.62
51226 - Operations Consultant	-1,687.50					-1,687.50	4,000.00	5,687.50
51229 - HAZMAT						0.00	0.00	0.00
51235 - Dispatch Svcs (REDCOM)			5,010.00			5,010.00	10,100.00	5,090.00

51241 - Printing Services						0.00	1,500.00	1,500.00
51244 - Licenses/Permits						0.00	0.00	0.00
51249 - SC Treas. Svcs/Other						0.00	4,000.00	4,000.00
51507 - Chief's Discretionary						0.00	2,000.00	2,000.00
51916 - County Services						0.00	0.00	0.00
52041 - Household Supplies						0.00	1,200.00	1,200.00
52091 - Memberships- District						0.00	1,200.00	1,200.00
52101 - District Branding						0.00	4,000.00	4,000.00
52111 - Office Supplies		66.16	155.32	25.95	20.00	267.43	1,000.00	732.57
52115 - Books & Subscriptions						0.00	0.00	0.00
52117 - Postage/UPS/FedEX	76.50		94.39			170.89	200.00	29.11
52162 - LAFCO						0.00	0.00	0.00
52172 - Volunteer Recruitment & Screening				135.70		135.70	1,500.00	1,364.30
52191 - Utilities		305.88	135.08	238.76	165.46	845.18	2,500.00	1,654.82
53610 - District Formation Fees						0.00	0.00	0.00
56011 - Special District Fees						0.00	0.00	0.00
Insurance						0.00	0.00	0.00
50306 - Disability						0.00	0.00	0.00
51041 - Liability, D and O	10,927.09					10,927.09	11,000.00	72.91
51046 - Workers Comp	1,753.00			1,753.00		3,506.00	8,400.00	4,894.00
<b>Total Insurance</b>	<b>\$ 12,680.09</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 1,753.00</b>	<b>\$ 0.00</b>	<b>\$ 14,433.09</b>	<b>\$ 19,400.00</b>	<b>\$ 4,966.91</b>
Training and Meetings						0.00	0.00	0.00
51225 - Training						0.00	3,000.00	3,000.00
51601 - Conference, Convention, Meeting			68.49	49.78		118.27	3,000.00	2,881.73
52101 - Travel						0.00	0.00	0.00
<b>Total Training and Meetings</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 68.49</b>	<b>\$ 49.78</b>	<b>\$ 0.00</b>	<b>\$ 118.27</b>	<b>\$ 6,000.00</b>	<b>\$ 5,881.73</b>
Uniform						0.00	0.00	0.00
52021 - Clothing/Personal						0.00	2,000.00	2,000.00
52043 - Safety Clothing	29.57					29.57	10,000.00	9,970.43
<b>Total Uniform</b>	<b>\$ 29.57</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 29.57</b>	<b>\$ 12,000.00</b>	<b>\$ 11,970.43</b>
<b>Total Administrative/General Expenses</b>	<b>\$ 13,290.12</b>	<b>\$ 1,799.39</b>	<b>\$ 8,768.11</b>	<b>\$ 20,335.90</b>	<b>\$ 7,995.16</b>	<b>\$ 52,188.68</b>	<b>\$ 151,600.00</b>	<b>\$ 99,411.32</b>
Equipment Related Expenses						0.00	0.00	0.00
51061 - Equipment Maintenance			570.05	1,243.69		1,813.74	4,500.00	2,686.26
51401 - Equip Rental/Maint.						0.00	0.00	0.00
52061 - Fuel/Gas/Oil						0.00	0.00	0.00
52081 - Medical Suppies			616.00		217.15	833.15	2,800.00	1,966.85
52141 - Small Tools			454.65			454.65	8,500.00	8,045.35
<b>Total Equipment Related Expenses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 1,640.70</b>	<b>\$ 1,243.69</b>	<b>\$ 217.15</b>	<b>\$ 3,101.54</b>	<b>\$ 15,800.00</b>	<b>\$ 12,698.46</b>

Facility Related Expenses						0.00	0.00	0.00
51071 - Structure Maintenance						0.00	0.00	0.00
51245 - Parcel Tax Study						0.00	0.00	0.00
51421 - Rental on Annapolis						0.00	1,200.00	1,200.00
Depr and Amort - Allowable						0.00	0.00	0.00
53401- Amortization Expense						0.00	0.00	0.00
53402 - Depreciation Expense						0.00	0.00	0.00
<b>Total Depr and Amort - Allowable</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>0.00</b>
Household Expenses						0.00	0.00	0.00
51031 - Waste Disposal Services	95.88	210.65	210.65	210.65		727.83	2,500.00	1,772.17
51032 - Janitorial Services			95.88	191.76		287.64	1,200.00	912.36
<b>Total Household Expenses</b>	<b>\$</b>	<b>95.88</b>	<b>\$</b>	<b>210.65</b>	<b>\$</b>	<b>306.53</b>	<b>\$</b>	<b>402.41</b>
<b>Total Facility Related Expenses</b>	<b>\$</b>	<b>95.88</b>	<b>\$</b>	<b>210.65</b>	<b>\$</b>	<b>306.53</b>	<b>\$</b>	<b>402.41</b>
<b>Total Expenses</b>	<b>\$</b>	<b>13,386.00</b>	<b>\$</b>	<b>2,010.04</b>	<b>\$</b>	<b>10,715.34</b>	<b>\$</b>	<b>21,982.00</b>
<b>Net Operating Income</b>	<b>-\$</b>	<b>13,675.22</b>	<b>\$</b>	<b>1,677.80</b>	<b>-\$</b>	<b>10,715.34</b>	<b>-\$</b>	<b>21,982.00</b>
<b>Other Expenses</b>								
55011 - Contingency						0.00	25,000.00	25,000.00
Capital Expenses						0.00	0.00	0.00
51402 - Vehicle Lease						0.00	0.00	0.00
Vehicle Lease (Current)						0.00	25,600.00	25,600.00
Vehicle Lease/Purchase (Future)						0.00	30,000.00	30,000.00
<b>Total 51402 - Vehicle Lease</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>0.00</b>
52142 - Capital Outlay (Radios)						0.00	15,000.00	15,000.00
54305 - Equipment						0.00	0.00	0.00
Shop Equipment						0.00	0.00	0.00
Tanks at Annapolis						0.00	5,000.00	5,000.00
<b>Total 54305 - Equipment</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>5,000.00</b>
54331 - Mobile Equipment						0.00	0.00	0.00
54333 - Minor Capital Equipment	105.50	45.31				150.81	4,000.00	3,849.19
54702 - CR - NFS Capital Plan						0.00	15,000.00	15,000.00
<b>Total Capital Expenses</b>	<b>\$</b>	<b>105.50</b>	<b>\$</b>	<b>45.31</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>0.00</b>
<b>Total Other Expenses</b>	<b>\$</b>	<b>105.50</b>	<b>\$</b>	<b>45.31</b>	<b>\$</b>	<b>0.00</b>	<b>\$</b>	<b>0.00</b>
<b>Total Operating Income</b>	<b>-\$</b>	<b>13,780.72</b>	<b>\$</b>	<b>1,632.49</b>	<b>-\$</b>	<b>10,715.34</b>	<b>-\$</b>	<b>21,982.00</b>

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## Chief's Report – NSCFPD 11/14/2016

- Apparatus:
  - All in service.
  - Relabelling is underway; using SpeedPro. SpeedPro visited on 11/8 to take final measurements and train a handful of volunteers on decal removal. We are doing removal ourselves, then scheduling a day for SpeedPro to return here and do application on all vehicles in one day.
- Training drills have focused on automobile accident evolutions (stabilization, patient packaging, extrication) as well as winter driving.
- Our new recruits are progressing. It has been very good for them to be able to go to RCMS for medical tests, and to submit background checks without having to make them drive to get a LiveScan.
- Agreement for dispatch cost reimbursement for FY 16-17 was signed and sent to county CAO's office.
- Billing for website hosting has been separated from TSRVFD's account; automatically billed to CAL CARD.
- As a result of the pre-build conference with Rosenbauer a number of minor details were modified. The net fiscal effect was reducing the build cost by \$373.
- FSAC Update: Region 4's request for funds to support water operations training and facility improvement was approved on October 13.
- Chief Plakos attended BBFPD Coastal Consolidation Community Workshop.
- Chief Plakos attended October SCFDA meeting.
- Chief Plakos has been working with TSRVFD on website updates and preparation of the annual news/fundraising letter. Changes to fully separate content on the two websites complete. Newsletter ready to go to print as soon as mailing list is finished.
- NSCFPD "tactical" radio channel is set, FCC License received. In process of arranging for updating of all mobile and hand-held radios.
- TSRVFD Inc. signed the MOU that NSCFPD signed at their last meeting.
- The Conflict of Interest resolution that was sent to the county in April was missing "Exhibit A", even though the approved resolution did have that attachment. The missing page has been sent to the county.
- E4483 is joining in the Gualala Lighted Truck Parade on Thanksgiving weekend. TSRVFD is doing the decorations.
- Christmas Tree sales by TSRVFD will start Thanksgiving weekend. Directors are invited to help with sales!

Call activity in October:

Incident Type	October
Accident, potential accident, other	1
Carbon monoxide detector activation, no CO	1
Dispatched and cancelled en route	1
EMS call, excluding vehicle accident with injury	8
False alarm or false call, other	3
Medical assist, assist EMS crew	1
Motor vehicle accident with injuries	1
Motor vehicle accident with no injuries.	1
No incident found on arrival at dispatch address	1
Public service assistance, other	1
Smoke detector activation due to malfunction	1
<b>Total:</b>	<b>20</b>