



North Sonoma Coast Fire Protection District (NSCFPD)

PO Box 386 The Sea Ranch, CA 95497

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

Action Summary

Monday, December 12, 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. Order of items may be adjusted to accommodate time certain requirements.

- I. **CALL TO ORDER:** Meeting called to order at 6:08pm.
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL:** Directors Aitchison, Mueller, Scott present; Directors Carruthers and McMahan by conference call; Chief Plakos present; and Assistant Chief Aitchison (arriving at 7:24 from fire call) present.
- IV. **AMENDMENTS TO AGENDA:** Motion to amend agenda moved by Director Aitchison, seconded by Director Mueller. Motion to amend time of closed session from 6:30pm to 6:45pm by Director Mueller, seconded by Director Scott. Motion approved unanimously.
- V. **APPROVAL OF PREVIOUS MEETING MINUTES**

The minutes from the November 13 and 14, 2016 board meetings. Motion to approve the minutes from the workshop on November 13th by Director Mueller, seconded by Director McMahan. Motion approved unanimously. Motion to approve the minutes from the board meeting on November 14th by Director Mueller, seconded by Director Aitchison. Motion 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. Warrants Paid: NSCFPD Adjusted District Budget FY 16-17: Motion to approve prior warrants by Director Aitchison, seconded by Director Mueller. Motion approved unanimously.

NSCFPD Board Meeting Minutes, December 12, 2016, Page 2

VIII. REPORTS (18:10)

- A. Chair: Recently talked with district Counsel Ross regarding ERAF. He also met with Supervisor Carrillo regarding ERAF. In January he has a lunch meeting with newly elected Supervisor Hopkins to give her an update on district matters.
- B. CFO (attached)
- C. Chief (attached)
- D. CAL FIRE: None
- E. District Institutionalizing ad hoc committee: Still working on organization of information and recommendations to board.
- F. Finance ad-hoc committee: Recently met to discuss financial issues. No formal change to budget needed to accommodate additional funds approved for legal expense. The committee noted that accessing grant opportunities should be a high priority in the coming year.

IX. CLOSED SESSION: Closed Session with counsel re pending litigation at 6:43pm. Gov't Code section 54956.9(d)(4): No reportable action. Returned to regular meeting at 7:37pm.

X. DISCUSSION/ACTION ITEMS

- A. Ad hoc committee to recommend actions on Board goals: Motion to create an ad hoc committee of two Board Members, Leigh Mueller and Mike Scott, plus Chief Plakos, to review goals from November 13th workshop and recommend steps to initiate actions to achieve them. Motion made by Director Mueller and seconded by Director Scott. Motion approved unanimously. **(Resolution 16-42)**
- B. Review of legal fees for Board Counsel: Review of billing by legal counsel. General consensus that billing should be reviewed periodically and that it is important for the items to contain specific details about the work and who worked with counsel.
- C. Discontinuation of agenda review by legal counsel: Motion to discontinue sending agenda packets to legal counsel for review starting January 2017. Moved by Director Mueller and seconded by Director Aitchison. Motion to amend that packets will continue to be sent for review to legal counsel through June of 2017. Moved by Director Mueller and seconded by Director Aitchison. Motion approved unanimously. **(Resolution 16-43)**

XI. ADJOURNMENT TO NEXT MEETING

Meeting was adjourned at 8:30 p.m.

Next Meeting: 12/15/17 Thursday 5:30 p.m. @ Sea Ranch North Fire Station (NFS) - Special 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
03/13/17 Monday 6:00 p.m. @ NFS - Regular Board Meeting



NORTH SONOMA COAST FIRE PROTECTION DISTRICT

CFO Report: December 12, 2016

- Vendor detail and warrants paid through 12/5/16 are included in the Consent Agenda Portion of the 12-12-16 BOD agenda packet.
- I have scheduled meeting with our auditor and bookkeeper on 12-14-16. Key topics of discussion will relate to: aligning our current financial procedures to conform with best practice and audit guidelines, reviewing her “check list” of best practice procedures that she has developed over the years for special districts, looking at our QuickBooks set up to insure that it will align with what we want to see when we separate from the county, getting her suggestions on making our monthly financial reports more user friendly for board consumption.
- The County transferred \$133,859 into our County treasury account on November 23rd from the CSA-40 account. Together with the \$198,923 carried over from our FY 15-16 closing balance, we effectively started FY 16-17 with \$332,782. This amount easily covers our cash flow through January 2017, when we will receive our first direct transfer of funds from property tax revenues from December 2016 collections.
- Annapolis Station Lease with County: Phone call with Marc MacDonald on 12/5 now appear to have us moving again. He was struggling with finding as basis for recommendation on what to charge when he reports this item to the BOS for their approval.
- FY 16-17 Adjusted Budget to Actual for the period - is attached. Our ad hoc budget group met on 12/4 to review current adjusted budget and how we want to approach a number of items in the future. You will note that the budget does not yet reflect the recent board action to increase our legal expense to reflect the cost of projected ERAF litigation costs. We have identified areas in the expense side of the budget where funds can be adjusted to supplement additional ERAF legal expense, but thought it wise

to refrain from making those adjustments until after we see revenue from our property tax collections that will appear in January. Expect to see all of this reflected in the February FY 16-17 Adjusted Budget update. The monies from the “true-up” of the CSA-40 account for FY 15-16 are reflected in the income side of the attached report.

- CALFIRE contract. We received an informal report form CALFIRE regarding expenditures relating to our contract for this year. A very helpful document and much appreciated.
- As of this report, I'll be forwarding this report and attachments to our auditor, so that they may have a record of what has been sent to the BOD, which informs their review of actions as it relates to items they verify in their audit procedures.

North Sonoma Coast Fire Protection District

Budget vs. Actuals: FY16/17 - FY17 P&L

July 1 - December 5, 2016

	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	2016	FY 16/17 Total			Remaining
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Remaining	ing
Income										
40002 - Property Tax Revenue							0.00	2,257,629.00	2,257,629.00	100.00%
40405 - ERAF Shift							0.00	0.00	0.00	
ERAF Shift Annapolis							0.00	6,087.00	6,087.00	100.00%
ERAF Shift TSR							0.00	-1,041,342.00	-1,041,342.00	100.00%
Total 40405 - ERAF Shift							\$ 0.00	-\$ 1,035,255.00	-\$ 1,035,255.00	100.00%
45310 - REDCOM Dispatch Reimb.							0.00	10,100.00	10,100.00	100.00%
45311 - Assist. by Hire Rental Income							0.00	35,000.00	35,000.00	100.00%
"Dry" Rental	258.00						258.00	0.00	-258.00	
"Wet" Rental		3,687.84				-1,477.84	2,210.00	0.00	-2,210.00	
Total 45311 - Assist. by Hire Rental Income	\$ 258.00	\$ 3,687.84	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,468.00	\$ 35,000.00	\$ 32,532.00	92.95%
48004 - Residual Equity Transfers				133,858.00			133,858.00	0.00	-133,858.00	
Investments					402.89		0.00	0.00	0.00	
44002 - Pooled Investment Fund							402.89	0.00	-402.89	
44050 - Unrealized Gains & Losses							-289.22	0.00	289.22	
Total Investments	-\$ 289.22	\$ 0.00	\$ 0.00	\$ 402.89	\$ 402.89	\$ 0.00	\$ 113.67	\$ 0.00	-\$ 113.67	
Total Income	-\$ 31.22	\$ 3,687.84	\$ 0.00	\$ 402.89	\$ 133,858.00	-\$ 1,477.84	\$ 136,439.67	\$ 1,267,474.00	\$ 1,131,034.33	89.24%
Expenses										
51803 - CALFIRE Contract							0.00	941,175.00	941,175.00	100.00%
56020 - ONE TIME INITIAL EXPENSE							0.00	0.00	0.00	
Administrative/General Expenses							0.00	0.00	0.00	
51022 - Telecommunications		77.69	66.26	203.38	224.70		572.03	1,500.00	927.97	61.86%
51025 - Telecom - Wireless		163.41	114.03				277.44	2,500.00	2,222.56	88.90%
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	115.95		421.89	1,500.00	1,078.11	71.87%
51206 - Accounting/Audit Fees							0.00	12,000.00	12,000.00	100.00%
51207 - Bookkeeper & Notetaking		1,186.25	1,300.00	747.50	747.51	715.00	4,696.26	18,500.00	13,803.74	74.61%
51212 - Legal (Retainer)	1,975.46		1,824.54	17,091.89	10,970.75		31,862.64	45,000.00	13,137.36	29.19%
51226 - Operations Consultant	-1,687.50						-1,687.50	4,000.00	5,687.50	142.19%
51229 - HAZMAT							0.00	0.00	0.00	
51235 - Dispatch Svcs (REDCOM)			5,010.00				5,010.00	10,100.00	5,090.00	50.40%
51241 - Printing Services							0.00	1,500.00	1,500.00	100.00%
51244 - Licenses/Permits							0.00	0.00	0.00	

Jul 2016 Aug 2016 Sep 2016 Oct 2016 Nov 2016 2016 FY 16/17 Total

	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Remaining	Remaining
51249 - SC Treas. Svcs/Other							4,000.00	4,000.00	100.00%
51507 - Chief's Discretionary							2,000.00	2,000.00	100.00%
51916 - County Services							0.00	0.00	
52041 - Household Supplies					67.18		1,200.00	1,132.82	94.40%
52091 - Memberships- District							1,200.00	1,200.00	100.00%
52101 - District Branding				1,469.69	190.00		4,000.00	2,340.31	58.51%
52111 - Office Supplies		66.16	155.32	25.95	89.78	55.85	1,000.00	606.94	60.69%
52115 - Books & Subscriptions							0.00	0.00	
52117 - Postage/UPS/FedEX	76.50		94.39				200.00	29.11	14.56%
52162 - LAFCO							0.00	0.00	
52172 - Volunteer Recruitment & Screening				135.70			1,500.00	1,364.30	90.95%
52191 - Utilities		305.88	135.08	238.76	165.46		2,500.00	1,654.82	66.19%
53610 - District Formation Fees							0.00	0.00	
56011 - Special District Fees							0.00	0.00	
Insurance							0.00	0.00	
50306 - Disability							0.00	0.00	
51041 - Liability, D and O	10,927.09						11,000.00	72.91	0.66%
51046 - Workers Comp	1,753.00		1,753.00				8,400.00	4,894.00	58.26%
Total Insurance	\$ 12,680.09	\$ 0.00	\$ 0.00	\$ 1,753.00	\$ 0.00	\$ 0.00	\$ 19,400.00	\$ 4,966.91	25.60%
Training and Meetings							0.00	0.00	
51225 - Training							3,000.00	3,000.00	100.00%
51601 - Conference, Convention, Meeting			68.49	49.78	89.38	40.00	3,000.00	2,752.35	91.75%
52101 - Travel							0.00	0.00	
Total Training and Meetings	\$ 0.00	\$ 0.00	\$ 68.49	\$ 49.78	\$ 89.38	\$ 40.00	\$ 6,000.00	\$ 5,752.35	95.87%
Uniform							0.00	0.00	
52021 - Clothing/Personal						258.59	2,000.00	1,741.41	87.07%
52043 - Safety Clothing							10,000.00	9,970.43	99.70%
Total Uniform	\$ 29.57	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 258.59	\$ 12,000.00	\$ 11,711.84	97.60%
Total Administrative/General Expenses	\$ 13,290.12	\$ 1,799.39	\$ 8,768.11	\$ 20,335.90	\$ 13,873.22	\$ 1,326.62	\$ 151,600.00	\$ 92,206.64	60.82%
Equipment Related Expenses							0.00	0.00	
51061 - Equipment Maintenance			570.05	1,243.69			4,500.00	2,686.26	59.69%
51401 - Equip Rental/Maint.							0.00	0.00	
52061 - Fuel/Gas/Oil							0.00	0.00	
52081 - Medical Supplies			616.00		217.15		2,800.00	1,966.85	70.24%
52141 - Small Tools			454.65		155.19		8,500.00	7,890.16	92.83%
Total Equipment Related Expenses	\$ 0.00	\$ 0.00	\$ 1,640.70	\$ 1,243.69	\$ 372.34	\$ 0.00	\$ 15,800.00	\$ 12,543.27	79.39%
Facility Related Expenses							0.00	0.00	
51071 - Structure Maintenance							0.00	0.00	
51245 - Parcel Tax Study							0.00	0.00	

	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	2016	FY 16/17 Total			
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Remaining	Remaining
51421 - Rental on Annapolis Depr and Amort - Allowable							0.00	1,200.00	1,200.00	100.00%
53401- Amortization Expense							0.00	0.00	0.00	
53402 - Depreciation Expense							0.00	0.00	0.00	
Total Depr and Amort - Allowable Household Expenses	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
51031 - Waste Disposal Services	95.88	210.65	210.65	210.65	421.30		1,149.13	2,500.00	1,350.87	54.03%
51032 - Janitorial Services			95.88	191.76			287.64	1,200.00	912.36	76.03%
Total Household Expenses	\$ 95.88	\$ 210.65	\$ 306.53	\$ 402.41	\$ 421.30	\$ 0.00	\$ 1,436.77	\$ 3,700.00	\$ 2,263.23	61.17%
Total Facility Related Expenses	\$ 95.88	\$ 210.65	\$ 306.53	\$ 402.41	\$ 421.30	\$ 0.00	\$ 1,436.77	\$ 4,900.00	\$ 3,463.23	70.68%
Total Expenses	\$ 13,386.00	\$ 2,010.04	\$ 10,715.34	\$ 21,982.00	\$ 14,666.86	\$ 1,326.62	\$ 64,086.86	\$ 1,113,475.00	\$ 1,049,388.14	94.24%
Other Expenses										
55011 - Contingency							0.00	25,000.00	25,000.00	100.00%
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	100.00%
Vehicle Lease/Purchase (Future)							0.00	30,000.00	30,000.00	100.00%
Total 51402 - Vehicle Lease	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 55,600.00	\$ 55,600.00	100.00%
52142 - Capital Outlay (Radios)							0.00	15,000.00	15,000.00	100.00%
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	100.00%
Total 54305 - Equipment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00	\$ 5,000.00	100.00%
54331 - Mobile Equipment							0.00	0.00	0.00	
54333 - Minor Capital Equipment	105.50	45.31	45.31				150.81	4,000.00	3,849.19	96.23%
54702 - CR - NFS Capital Plan							0.00	15,000.00	15,000.00	100.00%
Total Capital Expenses	\$ 105.50	\$ 45.31	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.81	\$ 94,600.00	\$ 94,449.19	99.84%
Total Other Expenses	\$ 105.50	\$ 45.31	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.81	\$ 119,600.00	\$ 119,449.19	99.87%
Total Operating Income	-\$13,522.72	\$ 1,632.49	-\$10,715.34	#####	\$ 119,191.14	-\$ 2,804.46	\$ 72,202.00	\$ 34,399.00	-\$ 37,803.00	-109.90%



Chief's Report – NSCFPD 12/12/2016

- Apparatus:
 - All in service, starting sequential cycling of vehicles one at a time to CAL FIRE shop for annual major service. U4444 has gone, E4485 probably next.
 - Relabeling is complete except for a couple of follow-up details.
- Training drills continued with automobile accident and extrication scenarios, review of structure fire procedures, radio use, and patient movement.
- Our two new recruits are now cleared to start responding to calls as trainees.
- Annual TSRVFD news/fundraising letter completed and sent out; donations coming in.
- NSCFPD “tactical” radio channel fully implemented in all radios; now in use.
- E4483 joined in the Gualala Lighted Truck Parade on Thanksgiving weekend. They won a prize!
- Christmas Tree sales by TSRVFD going well. Enough trees have been sold that the rest of the sales at NFS are cancelled; the remaining trees are available at Sea Ranch Supply.
- The VFD Christmas Party is on 12/21.
- The large printer/copier at the south station finally died, we are ordering a replacement.

Call activity in November:

Incident Type	November
Assist police or other governmental agency	1
Building fire	2
Carbon monoxide detector activation, no CO	1
Dispatched and cancelled en route	1
EMS call, excluding vehicle accident with injury	15
False alarm or false call, other	2
Motor vehicle accident with injuries	2
Smoke detector activation, no fire - unintentional	1
Total:	25