



North Sonoma Coast Fire Protection District (NSCFPD)

PO Box 386 The Sea Ranch, CA 95497

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

Action Summary

Monday, January 9, 2017, 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 6:05 p.m.
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL:** Directors Aitchison, Mueller, and Scott present; Directors Carruthers and McMahan by phone conference; Chief Plakos, Assistant Chief Aitchison, and CAL FIRE Captain Spear.
- IV. **AMENDMENTS TO AGENDA:** Moved by Director Mueller to accept agenda without amendments, seconded by Director McMahan. Agenda as is approved unanimously
- V. **APPROVAL OF PREVIOUS MEETING MINUTES:** Director Mueller moved to approve the minutes for the regular board meeting on December 12th, seconded by Director Scott. Minutes approved unanimously. Director Mueller moved to approve the minutes for the closed session meeting on December 15th, seconded by Director Scott. Minutes 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 12-6-16 thru 12-30-16: NSCFPD Adjusted District Budget FY 16-17
 - B. Renew membership in Sonoma County Fire District Association.

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Consent Calendar (continued)

Director Aitchison moved to approve consent calendar, Director McMahan seconded. Motion approved unanimously.

VIII. REPORTS

- A. Chair: Will meet with Supervisor Hopkins to update her on status of NSCFPD.
- B. CFO: See attached. Director Carruthers notified the board that he will have to resign as he no longer resides within the district.
- C. Chief: See attached.
- D. CAL FIRE: Paul Mackey is back on full duty. Robbie Barnes has accepted a permanent captain's position in another county. Adam Hoff will be attending the academy. Trevor Littleton and Scott Rohrs have been assigned to cover the ranch. The Sea Ranch Fire Safe Council recently received a grant of \$90,000. for fuel management. Vehicle 4431 will be in the shop for repairs

IX. CLOSED SESSION: Closed Session with counsel re pending litigation at 7:28 p.m. Gov't Code section 54956.9(d)(4). Reportable Action: It was moved by Director McMahan and seconded by Director Mueller to authorize Counsel William Ross to draft a letter for the Press Democrat and the ICO outlining our position on ERAF. The motion was approved. Returned to regular meeting at 7:51 p.m.

X. DISCUSSION/ACTION ITEMS

- A. Public hearing and motion to adopt Sonoma County Fire Code By Reference: It was moved by Director Scott to adopt the Sonoma County Fire Safety Ordinance (Sonoma County Ordinance Number 6184) as the NSCFPD fire prevention code, seconded by Director Mueller. The motion was approved by 4 Ayes with Director Carruthers abstaining. **(Resolution 17-1)**
- B. Contact officer for the Office of the Registrar of Voters: It was moved by Director Mueller that Director Scott as Secretary be the contact person for the Office of Registrar of Voters, seconded by Director McMahan. Motion approved by 4 Ayes with Director Carruthers abstaining.
- C. Review and discussion of wording of goals from our recent workshop. After discussion, the ad hoc committee will present revised wording and recommendations at the February board meeting.

XI. ADJOURNMENT TO NEXT MEETING

Meeting was adjourned at 8:40pm.

Next Meeting: 02/13/17 Monday 6:00 p.m. @ Sea Ranch North Fire Station (NFS) - Regular Board Meeting

Future Meetings:

03/13/17 Monday 6:00 p.m. @ NFS - Regular Board Meeting

04/10/17 Monday 6:00 p.m. @ NFS - Regular Board Meeting



NORTH SONOMA COAST FIRE PROTECTION DISTRICT

CFO Report: January 9th, 2017

- A copy of warrants paid for the period 12/6/16 thru 12/30/16 are included in the Consent Agenda portion of our agenda package for the 1/9/17 meeting.
- Update on meeting with our Auditor: Morgan and myself met with our auditor (Sue Goranson) on 12-14-16. In the December CFO report a number of key topics of discussion were outlined. Here is an update on that meeting:
 - Sue is reviewing our our current financial procedures to conform with best practice and audit guidelines, she will also provide us with her internal financial “best practice” guidelines which she has developed for special districts, as needed.
 - We confirmed that based on communication from the State Controllers office, we will do a combined audit for FY 16-17 next fall, that will also include the last quarter of FY 15-16.
 - She and Morgan will review our current QuickBooks set up so that her team can easily use this data and sub sets of financial information to efficiently conduct their audit work in the future.
 - She agreed to assist us in the selection of a banking partner when we make the move from the County EFS system in the second quarter of FY 17-18
 - Sue agreed to be available for questions that Morgan and I might have regarding district finances during the course of the year, so long as that did not compromise the independence of her audit process. She will bill us for any substantive work that arises, (her work to assist us with selection of a banking relationship would be an example of substantive work). My suggestion is we hold \$5K in our current budget for any remaining work during this FY.



Chief's Report – NSCFPD 1/9/2017

- Apparatus:
 - E4485 is being serviced, expected to return the week of Jan 9.
 - U4444 has been moved to the south station.
- Training since the last meeting focused on auto accidents, extrication, patient movement, and radio skills.
- All known ImageTrend issues have been resolved. Now we are awaiting auto-population of call data from REDCOM, which will simplify data entry.
- Annual TSRVFD news/fundraising drive going well, > \$20K in donations so far.
- The large printer/copier at the south station has been replaced.
- VFD and CAL FIRE personnel assisted with the tragic house fire in Manchester in December.
- TSRVFD is in the process of converting to a 501(c)(3).
- SCFDA: Chief Plakos has been attending as much as possible; should we try for attendance by at least one board member? Let's discuss.
- SCFDA request for attendance at January 10 BOS meeting.
- We need to start working on Soundings article for Spring edition: deadline early to mid-February.

Call activity in December:

Incident Type	Count
Alarm system sounded due to malfunction	1
Authorized controlled burning	1
Building fire	1
Dispatched and cancelled en route	1
EMS call, excluding vehicle accident with injury	8
False alarm or false call, other	1
Gas leak (natural gas or LPG)	1
Motor vehicle accident with injuries	1
Motor vehicle accident with no injuries.	1
Public service assistance, other	3
Smoke scare, odor of smoke	1
Grand Total	20