



North Sonoma Coast Fire Protection District (NSCFPD)

PO Box 386 The Sea Ranch, CA 95497

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

Action Summary

Monday, February 13, 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 6:00 p.m.
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL:** Directors Aitchison, McMahan, Mueller, and Scott present; Chief Plakos, Assistant Chief Aitchison, and CALFIRE Captain Spear.
- IV. **AMENDMENTS TO AGENDA:** Moved by Director Mueller to approve agenda with no closed session. Seconded by Director Aitchison. Motion approved unanimously.
- V. **APPROVAL OF PREVIOUS MEETING MINUTES**
The minutes from the January 9, 2017 board meeting were amended. Section X.A, the resolution number was changed from **16-44** to **17-1**. Moved by Director Mueller, seconded by Director Aitchison. 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.*
Motion to approve the Consent Calendar items:
 - A. Vendors paid in January, 2017.
 - B. Renew membership in Sonoma County Fire Chief's Association for 2017.
 - C. Appoint representatives to the Fire Region 4 Advisory Council: Approve re-appointment of Assistant Chief Aitchison to the Council, with Chief Plakos as alternate.

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Consent Calendar (continued)

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

VIII. DISCUSSION/ACTION ITEMS (1)

- A. Filling CFO position until April officer election: Motion to appoint Director Mueller CFO to fill the position until the April board officer elections. Moved by Director Scott and seconded by Director Aitchison. Approved unanimously. **(Resolution 17-2)**

IX. REPORTS

- A. Chair: No new information regarding ERAF to report.
- B. CFO Report: See Attached
- C. Chief: See Attached
- D. CAL FIRE: Numerous storm related incidents. Water Tender 4496 should be back from the garage by the end of the week.
- E. Institutionalization ad-hoc: Discussion of progress. The current draft of the Board Handbook was presented. Directors are encouraged to review the draft handbook and send comments to Chief Plakos. Volunteers for completing various sections of the handbook are needed.

X. CLOSED SESSION: Removed from agenda.

XI. BOARD VACANCY Q&A

Two community members attended the meeting who are interested in possibly filling the vacant board position. There was a discussion of board responsibilities.

XII. DISCUSSION/ACTION ITEMS (2)

- A. Replace Jim Carruthers with Mike Scott on the finance ad hoc committee: Motion to add Director Scott to the ad hoc finance committee. Moved by Director Mueller, seconded by Director Aitchison. Motion approved unanimously. **(Resolution 17-3)**
- B. Filling the current board vacancy by appointment: Motion that that the process to fill the current board vacancy will be: 1) Give each applicant a chance to speak with a board member or the Chief about questions they may have about service on the board. 2) Inform each applicant that they should be prepared to meet individually with the board in a closed session to ask any further questions they might have and to answer some basic questions about their interest in serving, relevant past experience, such as serving on a board, and are they prepared to do the board work of preparing for and attending board meetings and doing some of the normal project work that needs to be done. Applicants unable to attend the meeting will be offered the opportunity to submit written information to the board. 3) Upon completion of all applicant interviews the board will, in closed session, select an applicant to fill the vacancy. At the end of the closed session the board will return to the open session, announce the selection, and thank all applicants for their time and their willingness to serve. 4) We will meet on Monday, March 6, at 6:00 p.m. at the North Fire Station to do the interviews and selection. Applicants will be advised of this as we proceed

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and will also be sent e-mail reminders of the date, time, location, and process. Moved by Director Mueller, seconded by Director Scott. Motion approved unanimously. **(Resolution 17-4)**

- C. Auto-Aid Agreement with South Coast FPD: Motion to authorize Chief Plakos to sign the proposed Automatic Aid Agreement with South Coast Fire Protection District. Moved by Director McMahan, seconded by Director Scott. Motion approved unanimously. **(Resolution 17-5)**
- D. Annual Calendar: Motion to make the review of upcoming annual calendar tasks a regular part of the board agenda. Moved by Director Mueller, seconded by Director McMahan. Motion approved unanimously. Directors are asked to review the draft calendar and send all updates/comments to Chief Plakos prior to the next board meeting. Director Aitchison will check availability of a meeting room at the Horicon School for one of the board meetings in April-June.
- E. Authorized Signature Card: Discussion and signing of the county's signature authorization form.
- F. Report and recommendations on goals wording and assignments: Motion to approve the report and recommendations of the ad hoc goals committee. Moved by Director Mueller, seconded by Director Aitchison. Motion approved unanimously.
- G. Election Cycle for Board of Directors: Discussion of establishing election cycle for board of directors. District counsel, William Adams, is finalizing details with county counsel.
- H. Recognition of Board Service: Former Director Jim Carruthers was a key contributor to the formation of the NSCFPD, both as a former member of The Sea Ranch Volunteer Board and then as a member of the board for the new district. Motion for the board to recognize his exceptional service and support of the district, his instrumental work in building the financial models and budgets, and his tireless support to not only form but make the new district successful. The board wishes to formally document and thank Mr. Carruthers for his contributions. Moved by Director McMahan, seconded by Director Mueller. Motion approved unanimously. **(Resolution 17-6)**

XIII. ADJOURNMENT TO NEXT MEETING

To accommodate the timing requirements of appointing a board member to fill the open seat, it was agreed to change the March meeting date from March 13 to March 6. Meeting adjourned at 8:27 p.m.

Next Meeting: 03/06/17 Monday 6:00 p.m. @ Sea Ranch North Fire Station (NFS) - Regular Board Meeting

Future Meetings:

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

05/08/2017 Monday 6:00 p.m. @ ??? - Regular Board Meeting

06/12/2017 Monday 6:00 p.m. @ ??? - Regular Board Meeting