



# North Sonoma Coast Fire Protection District (NSCFPD)

PO Box 386 The Sea Ranch, CA 95497

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

## Action Summary

Monday, May 8, 2017, 6:00 p.m.

Sea Ranch North Fire Station (39250 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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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, Pounds, Scott present, Mueller by phone (from Le Port Guest House, 8 Cornwall Street, Mossel Bay, 6500 Mossel Bay, South Africa); Chief Plakos, Assistant Chief Aitchison; CALFIRE Captain Spear and B.C. Turbeville; Fire Services Advisory Committee Region 4 representative Scott Foster.
- IV. **AMENDMENTS TO AGENDA** At the request of Chief Plakos, the Chief's report was moved before the Chair's report.
- V. **APPROVAL OF PREVIOUS MEETING MINUTES**  
Director Aitchison moved to accept the minutes from the April 10, 2017 board meeting. Director McMahan seconded the motion. The motion was approved unanimously. Director Aitchison moved to accept the minutes from the April 13, 2017 board meeting. Director McMahan seconded the motion. The motion was 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. Approve checks paid, and credit card charges paid, in April, 2017: Motion to approve by Director

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Aitchison, seconded by Director McMahan, approved unanimously.

### VIII. REPORTS (18:10)

- A. Chair (attached)
- B. Chief (attached). In addition to the written Chief's report, these items were covered:
  - Scott Foster gave a short presentation to the board on the status and activities of the Fire Services Advisory Council, and reviewed the draft "state of the region" that our regional council has prepared for submittal before June 1. Any thoughts or suggestions that the board has after the meeting should be send to Chief Aitchison.
  - Director McMahan reported on last month's Sonoma County Fire Chief's Association meeting.
- C. CAL FIRE: All CAL FIRE stations in our unit will be staffed with seasonal wildland engines by May 22. Several Firefighter I's will be present this week and next performing defensible space (code 4291) inspections in our area. Firefighter Eaton will be a limited term captain at a CAL FIRE dispatch center this summer.
- D. Financial ad-hoc (budget and cash reports attached)

### IX. CLOSED SESSION (time-certain 18:30):

- A. Closed Session with counsel:regarding pending litigation at 6:40 p.m. Gov't Code section 54956(d)(4): No reportable action. Returned to regular meeting at 6:55 p.m.

### X. DISCUSSION/ACTION ITEMS (19:00)

- A. FY 17-18 Budget Workshop: Current draft budget and five-year budget projections were reviewed and discussed. "Final" Preliminary budget is expected to be on the June 12, 2017 agenda.
- B. Payoff Lease/Purchase of Engine 4485: A motion to approve paying off loan for E4485 in FY 16-17 by Director McMahan and seconded by Director Aitchison. Passed unanimously. **(Resolution 17-13)**
- C. CAL FIRE Contract for FY 17-18: Reviewed and discussed contract options. The following motion was made by Director Aitchison and seconded by Director Pounds: "Approve the signing of the proposed Schedule A contract, with services the same as in FY 16/17 with the exception of the optional Firefighter I position. The contract term shall be for two years beginning on July 1, 2017 and covering fiscal years 17-18 and 18-19, and be for a maximum amount of \$2,094,979. The Board confirms that the Vice-Chair of the Board Michael Scott has signatory authority for the District." An amended motion to approve a one-year contract instead was made by Director McMahan and seconded by Director Aitchison. The motion to amend failed, one Aye, four Nays. The original motion was passed with four Ayes, one Nay. **(Resolution 17-14)**
- D. CAL FIRE VFA Grant Application: Motion: Authorize the Chief to complete and submit an application for the 2017 CAL FIRE Volunteer Fire Assistance Grant. Motion to approve by Director Mueller and seconded by Director McMahan. Approved unanimously. **(Resolution 17-15)**
- E. Establishing an alternative depository: Pass the resolution (attached in full): "Resolution of the

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Board of Directors of the North Sonoma Coast Fire Protection District, State of California, establishing an alternative depository and authorizing the transfer of district funds.” Motion made by Director Mueller and seconded by Director McMahan. Passed Unanimously. **(Resolution 17-16)**

- F. Letter to Donna Dunk, Sonoma County Treasurer: Move to approve the letter to Donna Dunk, County of Sonoma Treasurer, of our intent to change our depository from the County Treasury to our account with Summit State Bank. Motion to approve by Director Mueller and seconded by Director Pounds. Approved unanimously. **(Resolution 17-17)**
- G. Establishing a Treasurer for the North Sonoma Coast Fire Protection District: Pass the resolution (attached in full): “RESOLUTION OF THE BOARD OF DIRECTORS OF THE NORTH SONOMA COAST FIRE PROTECTION DISTRICT OF SONOMA COUNTY STATE OF CALIFORNIA, APPOINTING A DISTRICT TREASURER AND DEFINING THE DUTIES AND COMPENSATION IN THAT OFFICE.” Motion to approve by Director Mueller and seconded by Director McMahan. Approved unanimously. **(Resolution 17-18)**

**XI. CALENDAR LOOK-AHEAD:** Director Aitchison reviewed upcoming tasks. Chief Plakos reported that the quarterly report to FASIS was complete. Director Mueller offered to bring the annual review of the professional service agreements with our counsel to the board at the next meeting. Chief Plakos will work with Director Pounds to put the appropriate notices for the Preliminary Budget in the ICO. The tasks related to the Prop 4 limit-setting tasks will be clarified.

### **XII. ADJOURNMENT TO NEXT MEETING**

Meeting Adjourned at 8:45 p.m.

Next Meeting: 6/12/17 Monday 6:00 p.m. @ Horicon School - Regular Board Meeting

Future Meetings:

06/26/2017 Monday 6:00 p.m. @ North Fire Station - Regular Board Meeting

07/10/2017 Monday 6:00 p.m. @ North Fire Station - Regular Board Meeting

08/14/2017 Monday 6:00 p.m. @ North Fire Station - Regular Board Meeting