



North Sonoma Coast Fire Protection District

PO Box 386 The Sea Ranch, CA 95497

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

NSCFPD Board Meeting Action Summary

Monday, September 11, 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 any 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 5:57 p.m.
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL** Directors Mueller, Aitchison, Scott, Pounds present. Director McMahan absent. Chief Plakos, Assistant Chief Aitchison, CALFIRE Captain Shelley Spear present.
- IV. **AMENDMENTS TO AGENDA** None
- V. **APPROVAL OF PREVIOUS MEETING MINUTES**
The minutes from the August 14, 2017 board meeting: Motion to approve by Director Aitchison, second by Director Scott. 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.*

Approve expenditures from August, 2017: Motion to approve by Director Aitchison, second by Director Pounds. The motion was approved unanimously
- VIII. **REPORTS**
 - A. Chair: (attached)
 - B. Chief (attached)

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- C. Financial Ad-Hoc: The draft audit report has been received and is being evaluated by the Financial ad-hoc committee, with assistance from David Rice. Final report may be ready at October meeting.
- D. Institutionalization: Chief Plakos discussed the need to update and complete our Institutional Handbook. The institutionalization ad-hoc will be looking to complete missing sections and add or remove sections where needed.
- E. CAL FIRE Captain Spear reported one small fire this month. The fire was quickly put out without property damage. Humidity has kept fire danger high. We have normal staffing here with time for training. Firefighter Trainee Bouwer has completed initial training and is now responding to calls.

IX. CLOSED SESSION

- A. Adjourned to Closed Session at 6:33 p.m. re: pending litigation. Govt. Code section 54956.9(d)(4). Reviewed update from counsel regarding litigation status. Returned to regular meeting at 6:39 p.m.

X. DISCUSSION/ACTION ITEMS

- A. Water Tender Purchase: Chief Plakos and Assistant chief Aitchison spoke on the value and cost of purchasing the used tender. A Motion to approve the purchase of the Water Tender not to exceed \$20,000 for purchase, repair, and outfitting made by Director Mueller, second by Director Aitchison. Motion passed unanimously.
- B. Final budget for Fiscal Year 2017-2018: Chief Plakos discussed the budget for the rest of the year. Motion to adopt final budget as distributed, with one change to increase telecom-wireless budget item to \$4000 to cover increase in usage costs made by Director Aitchison, second by Director Mueller. Motion passed unanimously **(Resolution 17-26)**
- C. Create Lexipol ad-hoc committee: Chief Plakos Explained the need for the ad-hoc. A motion to Appoint an Ad-hoc Committee of two Board members to participate in the conversion of the District's initial Policy and Procedures manual into the Lexipol system. Motion Made by Director Aitchison, second by Director Scott. Approved unanimously. Volunteers for ad-hoc are Director Aitchison and Director Mueller. **(Resolution 17-27)**
- D. Liaisons to TSRVFD subcommittee on community outreach and fund-raising: The Sea Ranch Volunteer Fire Department board has created a committee to advise the VFD and the District on a program of community outreach and how to best communicate with the community. Director Mueller and Director Pounds expressed a desire to serve as Liaisons. Board approved unanimously. **(Resolution 17-28)**

XI. CALENDAR LOOK-AHEAD: Review annual calendar, identify upcoming tasks and deadlines. No updates or changes were put forward.

XII. ADJOURNMENT TO NEXT MEETING

The Meeting Adjourned at 7:34 p.m.

Next Meeting: 10/9/17 Monday 6:00 p.m. @ North Fire Station - Regular Board Meeting

Future Meetings:

11/13/2017 Monday 6:00 p.m. @ North Fire Station - Regular Board Meeting

12/11/2017 Monday 6:00 p.m. @ North Fire Station - Regular Board Meeting