



North Sonoma Coast Fire Protection District

PO Box 386 The Sea Ranch, CA 95497

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

NSCFPD Finance Committee Minutes

3:00 pm Friday August 3, 2018

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 3:00 pm.
- II. **ROLL CALL:** Committee members Jacobs, Mueller, Plakos, and Scott present.
- III. **AMENDMENTS TO AGENDA:** None
- IV. **APPROVAL OF PREVIOUS MEETING MINUTES:** Motion to approve the minutes from the May 30, 2018 meeting was moved by Committee Member Jacobs and seconded by Committee Member Plakos. Motion approved unanimously.
- V. **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**
- VI. **DISCUSSION/ACTION ITEMS**
 - A. Welcome to candidate to be the fifth member on the Committee: Marti Campbell is willing to become a member of the committee. Her approval will be an agenda item for the August 13th Board meeting.
 - B. Budget Status: Treasurer Plakos reported that after reviewing FY 17/18 that we are in good financial shape. The field work day with the auditors will be on August 17th to close the year. She discussed the preliminary budget for FY 18/19.
 - C. Discuss Purchase of E4483 replacement: The specs are not yet complete. The estimated cost will be \$430,000. Various financing options are being explored.
 - D. Audit Preparation: Treasurer Plakos and our Accountant, Ward Anderson, have been working on preliminary information for the field work day. Committee Members Mueller and Jacobs will work on the Management Discussion and Analysis. Committee candidate Campbell offered to proof read once she has been approved as a member.

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- E. Discuss formation of an ad-hoc subcommittee to investigate options for investing District funds: Member Jacobs and candidate Campbell volunteered to look into possible investment programs for some of our District reserve funds.
- F. Discuss how Finance Committee responsibilities might be implemented: Member Mueller wanted to table until next meeting. He would like to review how they could best be implemented. We have policy and procedures but there are things that need to be updated. He will ask our auditors, Goranson & Associates, to look at this issue on field work day.
- G. Set Future Meeting Dates: Next meeting August 31st at 1:00 pm

VII. ADJOURNMENT TO NEXT MEETING: Meeting adjourned at 4:46 pm.