



# North Sonoma Coast Fire Protection District

PO Box 386 The Sea Ranch, CA 95497

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

## NSCFPD Finance Committee Minutes

1:00 pm Friday August 31, 2018

Sea Ranch North Fire Station (39255 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 any times listed below are approximate. Order of items may be adjusted to accommodate time certain requirements.

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- I. **CALL TO ORDER:** Meeting called to order at 1:10 pm.
- II. **ROLL CALL:** Committee members Campbell, Jacobs, Mueller, Plakos, and Scott present.
- III. **AMENDMENTS TO AGENDA:** None
- IV. **APPROVAL OF PREVIOUS MEETING MINUTES:** Motion to approve the minutes from the August 3, 2018 meeting was moved by Committee Member Campbell and seconded by Committee Member Jacobs. 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. Review of vehicle replacement schedule. Discussion of moving up replacement of 4400 as the roof is starting to rust and the vehicle has almost 150,000 miles on it. The replacement cost for 4483 has decreased to \$405,000. Motion to recommend to the Board supporting the plan for 4483 replacement. Motion made by Committee Member Campbell and seconded by Committee Member Scott. Motion approved unanimously. Finance Committee will investigate various ways of financing the engine.
  - B. Treasurer Plakos gave a wrap-up report of accounts for FY 17/18. Discussion of reporting process and options to make the process simpler. Looked at year end reports to show actual cash flow.
  - C. Discussed final budget recommendations. Motion to recommend to the Board that they accept the final budget for FY 18/19. Motion made by Committee Member Plakos, seconded by

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Committee Member Jacobs. Motion approved unanimously. The committee also recommended that the Board join the California Special Districts Association.

- D. Committee Member Mueller reviewed the Management and Analysis section of the audit document. A few changes in terms of editing were discussed. A draft will be sent to the auditors.
- E. Reviewed policies and implementation of the duties and responsibilities of the Standing Finance Committee. Committee Member Mueller suggested that we get recommendations regarding accountability from the auditors. At some point we need to update information regarding investments. It was also recommended that we consider a two-signature policy for large checks.
- F. Investment Sub-Committee Members Jacobs and Campbell reported that they will look at The Sea Ranch Association's investment policy. They will then adapt it to make a recommendation for an investment policy for the District.
- G. Set Future Meeting Dates: Next meeting date October 12th at 1:00 pm

**VII. ADJOURNMENT TO NEXT MEETING:** Meeting adjourned at 3:26 pm.