



# 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, February 18, 2019, 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 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 5:58 P.M.
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL** Directors Buckley, Scott, Pounds and Gardener. Director McMahan attended by phone from Marina Village Inn, 1151 Pacifica Marina, Alameda, CA. Chiefs Plakos and Atchison, CAL FIRE Captain Shelley Spear
- IV. **AMENDMENTS TO AGENDA** Agenda changed to delete Closed Session. Motion to modify agenda by Director Buckley, Second by Director Gardener, passed unanimously.
- V. **APPROVAL OF PREVIOUS MEETING MINUTES**  
The minutes from the January 14, 2019 Board meeting were reviewed, with motion to approve by Director Pounds, second by Director McMahan. Approved unanimously.
- VI. **PUBLIC COMMENT ON NON-AGENDA ITEMS:** None
- VII. **CONSENT CALENDAR:** Motion to approve Consent Calendar as submitted by Director Gardener, second by Director Buckley. Approved unanimously.
- VIII. **REPORTS**
  - A. Chair – Chair Scott announced that the May 13<sup>th</sup> Board meeting will be held at Horicon School in Annapolis. Directors Gardener and Buckley have not received eNotification yet to complete their 700 forms. Chair Scott will follow up.
  - B. Chief (attached)
  - C. Treasurer (attached)

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- D. Finance Committee: (copy of recent meeting agenda attached) Chief Plakos indicated that the Finance Committee is reviewing auditing firms and that they plan to make recommendations to the Board for a new auditor on the March agenda.
- E. CAL FIRE: Captain Spear reviewed staffing changes.
- F. January SCFDA Meeting (Chief Aitchison, Director Buckley): Director Buckley commented on attending the meeting and how helpful it was to be there and have Assistant Chief Aitchison along to help explain all that was going on. Director Gardener will attend the next meeting in April in Cloverdale with Chief Plakos.

### IX. CLOSED SESSION

- A. Deleted from agenda

### X. DISCUSSION/ACTION ITEMS

- A. Financial Procedures: Motion to approve modification to Financial Procedures in the Policies and Procedures document and add Assistant Chief Aitchison as a signer of checks, and change "debit cards" to "credit cards" by Director Buckley, second by Director Gardener. Approved unanimously. **(Resolution 19-02)**
- B. Motion to adopt Resolution to Consolidate and Hold Election of District Directors serving an initial four year term on the same day as the statewide general election in November 2020, by Chair Scott, second by Director Pounds. Approved unanimously. **(Resolution 19-03)**

### XI. CALENDAR LOOK-AHEAD: Reviewed annual calendar, identified upcoming tasks and deadlines.

### XII. ADJOURNMENT TO NEXT MEETING Motion to adjourn the meeting at 6:40 P.M. by Director Buckley, second by Director Gardener. Passed unanimously.

Next Meeting: 3/11/2019 Monday 6:00 p.m. @ North Fire Station - Regular Board Meeting

Future Meetings:

04/08/2019 Monday 6:00 p.m. @ North Fire Station - Regular Board Meeting

05/13/2019 Monday 6:00 p.m. @ Horicon School, Annapolis - Regular Board Meeting