



North Sonoma Coast Fire Protection District

PO Box 386 The Sea Ranch, CA 95497

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

NSCFPD Standing Finance Committee Minutes

4:00 p.m. Tuesday August 13, 2019

Sea Ranch North Fire Station (39250 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.

- I. **CALL TO ORDER:** Meeting called to order at 4:00 p.m.
- II. **ROLL CALL:** Plakos, Scott, Buckley, Jacobs present; Campbell absent.
- III. **AMENDMENTS TO AGENDA:** None
- IV. **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.*
- V. **WORKSHOP**
 - A. The committee members met with the staff from Blomberg & Griffin (B&G) to hear a wrap-up of the audit workday and identify next steps. All requested information needed for the workday had been supplied with no problems. Next steps are:
 - Ward Anderson will make a couple of minor journal entries and regenerate the general ledger, trial balance, etc. and send to John Blomberg.
 - B&G will mail out confirmation request letters to banks, contractors, etc.
 - John Blomberg will write a draft Management Discussion & Analysis (MD&A) as well as the initial audit report and send to us in a few weeks. We will then be able to review and comment, and add our portions of the MD&A.
- VI. **CALENDAR LOOK-AHEAD:** Next meeting date not yet set.
- VII. **ADJOURNMENT TO NEXT MEETING:** Meeting adjourned at 4:40 p.m.