



North Sonoma Coast Fire Protection District

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NSCFPD Finance Committee Meeting Minutes

2:00 p.m. Friday, November 27, 2020

Pursuant to the Governor's Executive Orders N-25-20 and N-29-20, which suspended certain provisions of the Ralph M. Brown Act, and the directive of the Health Officer of the County of Sonoma to shelter in place due to the COVID-19 pandemic, the Board conducted the meeting entirely by Zoom teleconference, with details for accessing the meeting included with the agenda packet.

Copies of Full Agenda Packet: May be requested by emailing a request to info@northsonomacoastfpd.org.

I. CALL TO ORDER

The Zoom meeting was called to order by Acting Chairperson Plakos at 2:05 PM. Jim Nybakken agreed to act as secretary for this meeting.

II. ROLL CALL

All members of the Finance Committee were present: Marti Campbell, Larry Jacobs, Mike Scott, Jim Nybakken and Chief Bonnie Plakos. The Auditor, John Blomberg, was not present.

III. AMENDMENTS TO AGENDA

No amendments to the agenda were requested.

IV. APPROVAL OF PREVIOUS MEETING MINUTES

The minutes from the August 27, 2020 meeting were approved as presented (Moved by Campbell, seconded by Scott, unanimously approved).

V. PUBLIC COMMENT ON NON-AGENDA ITEMS:

None, as no members of the public were in attendance.

VI. DISCUSSION/ACTION ITEMS

A. Audit Draft Review:

The committee members reviewed and discussed the draft audit report and suggested several edits, primarily related to the Management Discussion and Analysis section. That section of the audit report will be circulated for committee members to insert, in a red-lined version, their comments, questions and suggested revisions. Questions were also raised that will require the Auditor, John Blomberg, to respond, so a follow up Finance Committee meeting was scheduled for 9:00 a.m. on Wednesday, December 2, 2020, subject to Mr. Blomberg's availability.

B. Treasurer's Report

The report included in the agenda packet was reviewed by the Committee members. Plakos also sought guidance from committee members about what comparative columns they would like to have included on the Budget vs. Actuals Revenue and Expense report. The committee concluded that the "% of Budget" and "% Remaining" columns could be eliminated from the report.

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Plakos also reviewed the “NSCFPD Budget Projection from 19-20” spreadsheet that she has developed to assist with District financial planning. The committee concluded that this could be valuable for projecting revenues and expenses under different assumptions for up to two to three years into the future, but beyond that it might have limited value. Plakos will continue to work on the spreadsheet while seeking further input from committee members.

C. Investment Committee:

No report.

D. Committee Membership:

Committee members discussed the recruitment of an additional community member to join the Finance Committee. Jim will speak with a possible candidate to see if they are interested and, if so, they will be invited to sit in on a future Finance Committee meeting.

E. Calendar Look-Ahead:

The Committee agreed that its next meeting would be at 9:00 a.m. on Wednesday, December 2, 2020, subject to the availability of the Auditor.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned by consensus at 4:15 PM.

Respectfully submitted,

Jim Nybakken, Acting Secretary