



North Sonoma Coast Fire Protection District

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NSCFPD Finance Committee Meeting Minutes

9:00 AM on Wednesday, December 2, 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 9:01 AM. 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 (departed at 9:40 AM), Mike Scott, Jim Nybakken and Chief Bonnie Plakos. The Auditor, John Blomberg, was also present (departed at 10:00 AM).

III. AMENDMENTS TO AGENDA

No amendments to the agenda were requested.

IV. APPROVAL OF PREVIOUS MEETING MINUTES

The minutes from the November 27, 2020 meeting were approved with a minor revision to remove the name of the community member under consideration for addition to the Finance Committee (Moved by Scott, seconded by Campbell, 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 with the Auditor, John Blomberg. He indicated that there are a few items that he needs to review with Ward Anderson. Several issues were also pointed out by committee members that will result in revision or clarification.

Blomberg said that it was appropriate to include significant upcoming events for the current fiscal year (such as purchase of a major piece of equipment) in the Management Discussion and Analysis section. He said that many fire districts have set up an improvement fund to reserve funds for future equipment purchases. Plakos indicated that model guidelines for establishing such a fund are available for our use should we decide to set one up.

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Blomberg characterized the report as absolutely being a “clean” one and he thought that good systems were in place for control of expenditures. He clarified that the audit serves multiple purposes: in addition to satisfying District policies, copies are required to be filed with the State and County Controller offices, and it is available for review by members of the public.

Blomberg will make appropriate revisions and circulate a second draft of the report by December 15, 2020.

B. Calendar Look-Ahead:

The Committee agreed that its next meeting would be at 9:00 AM on Friday, December 18, 2020, at which time it would review the Auditor’s second draft of the report. Assuming the Finance Committee is satisfied with the revised draft, it would be recommended to the full Board for approval at its January meeting.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned by consensus at 10:05 AM.

Respectfully submitted,

Jim Nybakken, Acting Secretary