



North Sonoma Coast Fire Protection District

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NSCFPD Finance Committee Meeting Minutes

5:00 PM on Monday, December 21, 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 Nybakken at 5:00 pm. Marti Campbell agreed to act as secretary for this meeting.

II. ROLL CALL

All members of the Finance Committee were present: Marti Campbell, Larry Jacobs, Jim Nybakken and Chief Bonnie Plakos. We also welcomed as guest a prospective new member of the committee.

III. AMENDMENTS TO AGENDA

No amendments to the agenda were requested.

IV. APPROVAL OF PREVIOUS MEETING MINUTES

The minutes from the December 2, 2020 meeting were approved as presented in the packet. (Moved by Jacobs, seconded by Plakos, unanimously approved).

V. PUBLIC COMMENT ON NON-AGENDA ITEMS:

None.

VI. DISCUSSION/ACTION ITEMS

A. Audit Draft Review:

The committee members reviewed and discussed the second draft of the FY20 audit report, noting several minor corrections, mostly grammatical. Chief Plakos annotated her version of the report and will communicate the changes to the auditor for incorporation into the final report.

Jacobs moved, Campbell seconded, a motion to approve passing the corrections to the auditor. Jacobs moved, Campbell seconded, recommending to the Board that they accept the audit report.

B. Financial Procedures Review

The Chief as Treasurer had presented in the agenda packet historical context along with general comments about financial policies and procedures, as well as a number of specific questions she would like addressed.

NSCFPD Finance Committee Meeting Minutes, December 21, 2020, Page 2

The discussion became wide-ranging, including: are there regulations which we need to be complying with; what is the role of the Finance Committee; what does “oversight” mean in the context of the Finance Committee. Members of the committee expressed an interest in going through all the finance-related sections of the Board Handbook and the Policies and Procedures Handbook in order to bring them into concert with each other.

- C. Campbell moved that the agenda be amended to include recommending that the Board approve adding Michael Tilles to the Finance Committee. Jacobs seconded. Tilles expressed his willingness to serve. Members voted unanimously to approve the motion.
- D. Next Meeting:
The Committee agreed that its next meeting would be at 9:30 AM on Friday, January 22.

VII. ADJOURNMENT

There being no further business, the meeting was adjourned by consensus at 6:25 PM.

Respectfully submitted,

Marti Campbell, Acting Secretary