



North Sonoma Coast Fire Protection District (NSCFPD)

PO Box 1528, Gualala, CA 95445
(707)785-2648

Action Summary

Monday, June 6, 2016, 6:00 p.m.

Sea Ranch North Fire Station (39255 South Highway 1, The Sea Ranch)

- I. **CALL TO ORDER:** Meeting called to order at 6:00pm
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL:** Directors Aitchison, Carruthers, McMahan, Mueller, Scott; Chief Plakos, Captain Spear.
- IV. **AMENDMENTS TO AGENDA:** None
- V. **APPROVAL OF PREVIOUS MEETING MINUTES**
The minutes from the May 16 regular board meeting will be reviewed, with motion to approve.
- VI. **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*
- VII. **CONSENT CALENDAR:** *The Consent Calendar includes routine financial and administrative actions that are usually approved by a single majority vote. There will be no discussion on these items prior to voting on the motion unless Board Members or the public request specific items be discussed and/or removed from the Consent Calendar. None*
- VIII. **REPORTS**
 - A. Chair: Reported that District Counsel William Adams will participate in a conference call for items D through F of New Business. Business cards will be ordered for anyone that is interested. Purchasing and handling are the individual's responsibility but should have Board approval.
 - B. CFO: Reported on accounting procedures. District credit cards to be issued to Chief, Assistant Chief, and Chairman.
 - C. Chief: Engine 4477 is to be fixed by next week. Work is continuing on **Policies and Procedures Handbook**. Brian Elliot is training the some CAL FIRE and VFD personnel on business safety inspections that will be the District's responsibility starting July 1st. Waiting until later in the summer for apparatus rebranding. The District's Worker's Comp Insurance coverage has been approved by FASIS and will be in place starting on July 1, 2016.
 - D. CAL FIRE: Reported that the Schedule B crew is now fully staffed.
 - E. ERAF ad hoc Committee Report: Director McMahan reported that it will cost approximately \$5,000. for our attorney William Ross to review all ERAF documents from the County and advise us on next steps. Director McMahan reported that Attorney Ross said that the District can go

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back and legislatively reduce our current ERAF rate and possibly piggy back with Fresno that is also trying to have their rate reduced.

IX. **BILLS AND WARRANTS** (none submitted)

X. **PURCHASE REQUESTS** (none submitted)

XI. **OLD BUSINESS**

- A. Discuss plans for replacement rescue squad vehicle. Chief Plakos and Captain Spear are pursuing bids for the rescue. The results and a recommendation will be presented at a future meeting.
- B. Set the schedule for regular meetings of the District Board for FY 2016-2017. Starting in July meetings will be held on the second Monday of each month with additional meetings added as needed. Director Carruthers recommended that we calendar a second meeting in August (August 22nd) when we have clear budget numbers from the County. Moved by Director Mueller, seconded by Director Scott. Approved unanimously.
- C. Organize and institutionalize the District: We need to work on a District calendar, org charts, reference binders and more. Motion to form an Ad Hoc Committee. Moved by Director Director Mueller, seconded by Director Aitchison. Approved unanimously. Directors Mueller and Aitchison to form committee. Committee will work with Chief Plakos and recommendations will be brought to the Board.

XII. **NEW BUSINESS**

- A. Clarification of basic steps for introducing an action item of business before the board: The procedures for introducing action items were reviewed, no changes were suggested.
- B. Approve updated NSCFPD preliminary budget for FY 16-17. Corrections to the first version of the budget, which was approved at an earlier meeting, were explained. Director Carruthers moved to approve preliminary budget for FY 16-17 and budget information to be made public according to the Health and Safety Code. Director Scott seconded the motion. Approved unanimously.
(Resolution 16-22)
- C. Approve Resolution (enclosed), which binds coverage with FAIRA, accepts by-laws of the organization, and Joint Powers Agreement, effective July 1, 2016: Approved unanimously.
(Resolution 16-23)
- D. Review and reaffirm Board policy on individual limits of authority: Approve the motion: "The Board reaffirms its policy, Policies and Procedures Board of Directors, General Provisions, Board Members Conduct & Limits of Board Authority , Item 2. The Board is a unit of authority. Apart from normal functions as a part of the Board, no Board Member has any individual authority and no individual Member has the authority to speak for the Board when the Board has not spoken and may not commit the District to any policy, act or expenditure." So moved by Director Mueller. Approved unanimously.
- E. Managing legal expenses : Motion that future use of the services of Board legal counsel shall be restricted to only contacts and actions explicitly authorized by the Board in a regularly noticed meeting and approved by a majority of the Board. Moved by Director Mueller and seconded by Director Scott. In discussion that followed it was decided that Board members could contact legal

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counsel on minor issues (no longer than fifteen minutes). Board's legal counsel, William Adams, will provide a "laundry list" of issues that may require more lengthy legal services. Director Mueller withdrew his initial motion, Director Scott seconded the withdrawal.

- F. Legal Counsel reporting to the Board: Moved that District legal counsel is noticed by the Board that legal counsel is counsel to the Board and takes direction from the Board unless authorized otherwise by an action of the Board. Moved by Director Mueller and seconded by Director Aitchison. Motion approved unanimously.
- G. Setting the agenda: Deciding the final agenda is the responsibility and prerogative of the Board. Discussion and motion. Moved that at the Board meeting the Chair may suggest items on the agenda that, in the interests of time management, might be considered for deferral to the next Board meeting. The items and packets will be included in the agenda so that the Board understands the items up for deferral consideration. If there is objection to the deferral, the item stays on the agenda. Moved by Director Mueller and seconded by Director Aitchison. In the discussion it was made clear that the Chief and Chair were responsible for putting together the agenda. The Chair is responsible for management of the agenda. It was suggested that if the agenda was lengthy, that Board members be contacted prior to meeting to be asked if the item could be deferred. Director Mueller withdrew his motion.
- H. Define mission, goals, and objectives. We need to define our mission, goals, and objectives. Discussion and motion to appoint an ad hoc committee. Due to length of meeting, Director Mueller said that he was willing to bring back this agenda item in July. Chief Plakos asked if it could be brought back in the fall. Director Mueller willing to defer motion. Motion withdrawn.

XIII. ADJOURNMENT TO NEXT MEETING

Next Meeting: 6/20 Monday 6:00 p.m. @ NFS - NSCFPD Regular Board Meeting

Future Meetings: 7/11 Monday 6:00pm @ NFS – NSCFPD Regular Board Meeting

8/8 Monday 6:00pm @ NFS – NSCFPD Regular Board Meeting

8/22 Monday 6:00pm @ NFS – NSCFPD Special Board Meeting