



North Sonoma Coast Fire Protection District (NSCFPD)

PO Box 386, The Sea Ranch, CA 95497

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

Action Summary

Monday, July 11, 2016, 6:00 p.m.

Sea Ranch North Fire Station (39255 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.

Copies of Full Agenda Packet: May be requested by emailing a request to info@northsonomacoastfpd.org. A small number of paper copies of the packet will be available at the CAL FIRE station at 960 Annapolis Road prior to the meeting, and at the meeting.

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- I. **CALL TO ORDER:** Meeting called to order at 6:01pm.
 - II. **PLEDGE OF ALLEGIANCE**
 - III. **ROLL CALL:** Directors Aitchison, Carruthers, McMahan, Mueller, and Scott; Assistant Chief Aitchison, and Chief Plakos by phone conference.
 - IV. **AMENDMENTS TO AGENDA:** Director McMahan suggested bundling agenda items that relate to legal issues (XI B, XI C, and XII B) for call in by District Counsel Adams at 6:30pm. He also suggested that agenda items XI B and XI C swap positions. The Board agreed. He also recommended that agenda item XII A be moved to August. It was decided to wait and see where we stood with the agenda at 8:00pm.
 - V. **APPROVAL OF PREVIOUS MEETING MINUTES:** The minutes for the Board meetings on June 6th, June 20th, and June 21st were approved unanimously.
 - 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.*

Paul Plakos reported that a proposed MOU with the TSRVFD had been sent to the District. Director McMahan suggested to save the discussion for the next meeting.
 - 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.*
 - VIII. **REPORTS**
 - A. Chair: Nothing to report.
 - B. CFO: Reported that the 4th quarter budget through June 30, 2016 is included in the attachments along with the vendor detail. Also the FY 15/16 budget will remain "open" to catch any payments

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for June that have not been received or processed as of June 30th. The 4th quarter will be “trued-up” with the county at the same time as the first three quarters. Director Carruthers also reported that processing of credit cards began today. The FY 16/17 preliminary budget is also attached to his report along with the Sonoma County EFS codes. He and Morgan Johnson are in the process of purchasing QuickBooks Online. There should be an update to the budget twice a month (mid and end). Morgan Johnson and Chief Plakos will set up a read only access for Board members. Directors Carruthers and Mueller are putting together a RFQ for auditor selection. Director Carruthers will sit down with County staff in late July to finalize the FY 15/16 budget and anyone who is interested is welcome to join him. He finally reported that the County anticipates that the CALFIRE contract will close the FY 15/16 10% under their proposed budget.

- C. Chief: Chief Plakos reported that the business inspection training with Brian Elliot on June 27th went well. She hopes to be able to use ImageTrend for tracking inspections. The department is live on ImageTrend, with some bugs that are being worked out. CALFIRE personnel are familiarizing themselves by using the demo system. June calls are as follows: 18 medical, 4 traffic collisions, 1 hazardous condition, 1 other, for a total of 24. Chief Plakos and CALFIRE Captain Spear are working with RCMS and Occu-Med to work out details to provide firefighter fitness exams. In regards to the Rescue replacement, bids are due by July 25th. Training has all been focused on wildland fires for the last few weeks. The District is hosting a “Firefighter Safety and Survival” training for local fire departments this Wednesday. Utility 4444 was rented to CALFIRE for two days. The utility bills are switched over to the NSCFPD. Chief Plakos learned that the TAC channels assigned to Zone 4 need to be changed as of June 1st. New default TAC channels will be in place by August 1st.
- D. CAL FIRE: Engine 4477 in Annapolis is still be serviced. The mechanic said he was waiting for special gauges from the manufacturer. Director McMahan inquired about a loaner. Assistant Chief Aitchison said that is being discussed.
- E. ERAF ad hoc Committee Report: Director Mueller reported that Attorney William Ross is still reviewing County documents. He has determined that they are inconsistencies in their calculations of ERAF and he is going to investigate this with other counties. Director McMahan asked District Counsel William Adams if future ERAF discussions should take place in closed session. Attorney Adams suggested it was probably a good idea and it should be discussed with Attorney William Ross.

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

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

XI. **OLD BUSINESS**

- A. Public Hearing on Preliminary Budget for FY 16/17: There weren't any public questions. Director Carruthers stated that if the public has any questions about the budget they should be able to ask us at any time. Director McMahan asked that the budget information should be posted on the District website.
- B. Managing legal expenses: Director McMahan moved that to control legal expenses 15-minute consultations be authorized; Attorney Adams will review monthly agenda and Board packet; and if monthly legal expenses are to be exceeded it will be put to a Board vote. Motion was seconded by Director Scott. Motion approved unanimously. **(Resolution 16-27)**

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- C. An explanation of attorney client privilege by legal counsel: Director Mueller moved that District Counsel Adams be given the discretionary authority to decide what should be made available to the public and what should be protected by attorney/client privilege and that Chief Plakos be included in all such communications. Director Carruthers seconded the motion. The motion was approved unanimously. **(Resolution 16-28)**
- D. A facilitated workshop on District mission: Director McMahan recommended that this item be moved until the next meeting. Director Mueller, who requested the agenda item, agreed.
- E. Adoption of Fire Code: The item will be resubmitted at the next meeting.

XII. NEW BUSINESS

- A. Discussion of proposed changes to the Policies and Procedures: It was decided to carry this item over to the next meeting.
- B. Board to review and discuss the Bill Adams memo and Grand Jury report: The Grand Jury Report was reviewed and discussed. District Counsel was asked whether or not he thought that we as a District were in compliance. Attorney Adams felt that we were acting responsibly and conscientiously.

XIII. ADJOURNMENT TO NEXT MEETING: Meeting Adjourned at 8:23pm

Next Meeting: 8/8/16 Monday 6:00 p.m. @ NFS - Regular Board Meeting

Future Meetings:

8/22/16 Monday 6:00 p.m. @ NFS - Regular Board Meeting

9/12/16 Monday 6:00 p.m. @ NFS - Regular Board Meeting