



North Sonoma Coast Fire Protection District

PO Box 386 The Sea Ranch, CA 95497

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

NSCFPD Board Meeting Action Summary

Monday, January 14, 2019, 6:00 p.m.

Sea Ranch North Fire Station (39250 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.

Note that any times listed below are approximate. Order of items may be adjusted to accommodate time certain requirements.

- I. **CALL TO ORDER** Meeting called to order at 6:02 P.M.
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL** Directors Buckley, Scott, Pounds and Gardener. Director McMahan attended by phone from Marina Village Inn, 1151 Pacific Marina, Alameda, CA. Chiefs Plakos and Atchison, CalFire Captain Shelley Spear.
- IV. **AMENDMENTS TO AGENDA** Agenda changed to make Closed Session time specific at 6:30 P.M. when Attorney William Ross will call in and also to note the location that Director McMahan is calling in from. Motion to modify agenda by Director McMahan, seconded by Director Pounds, approved unanimously.
- V. **APPROVAL OF PREVIOUS MEETING MINUTES**
The minutes from the December 10, 2018 board meeting were reviewed, with motion to approve by Director Pounds, seconded by Director Buckley. Approved unanimously
- VI. **PUBLIC COMMENT ON NON-AGENDA ITEMS:** 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.*
 - A. Approve recent expenditures: Motion to approve by Director Pounds, second by Director Gardener. Approved unanimously.
- VIII. **REPORTS**
 - A. Chair: No Report
 - B. Chief (attached)

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- C. Treasurer (attached)
- D. Finance Committee: Director Buckley made no report except to direct attention to the Discussion/Action Item A regarding investing with CalTRUST.
- E. CAL FIRE: Captain Spear reviewed winter staffing.. CAL FIRE is working on replacing FAE Hoff for Schedule A.

IX. CLOSED SESSION

- A. Closed Session re: pending litigation. Govt. Code sections 54956.9(d)(4): Adjourned to closed session at 6:30 p.m. Attorney William Ross called in and gave the Board an update on pending ERAF litigation. Closed session ended at 6:58 P.M. No reportable action.

X. DISCUSSION/ACTION ITEMS

- A. Investment of District Funds: The Board reviewed the information and recommendation from the Finance Committee to move most of the District funds into CalTRUST's Money Market and Liquidity Funds in order to get better returns than currently receiving. Those funds are SIPC insured rather than FDIC insured. Chief Plakos also spoke of the Finance Committee recommendation to move the borrowed funds of \$297,000 for the new engine into a WestAmerica account that would generate a higher interest than the .07% currently being received, but the only appropriate investment vehicle is offered at .06%, so no change will be made. Motion to authorize Chief to establish accounts and invest most available District funds with CalTRUST by Director Buckley, second by Director Gardener. Approved unanimously. The goal will be to keep at least \$20,000 on hand for day to day needs. **(Resolution 19-01)**
- B. Goals Workshop for 2019: The need for a separate Goal Setting Workshop was discussed and determined that it could be handled during a regular Board meeting. Consensus was that a separate, facilitated goals workshop meeting is not needed for the Board to have a useful discussion on goals for the year. Director Buckley moved with second by Director Scott to agendize the 2019 discussion of annual goals to the March Board meeting. Approved unanimously.
- C. Hiring an Administrative Assistant: Director Scott introduced this item for discussion as something to consider going forward, and not to implement right away. Director McMahan commented on the need to consider risk management issues about others knowing more about the details of all that the Chief now does on our behalf in case something might prevent her from continuing. Chief Plakos reviewed what she does and indicated that administrative duties that an assistant could take over are probably about 8 hours per month. Director Gardener suggested looking at separating Treasurer duties to another person as a way to reduce the workload. Discussion about this will continue later in the year.

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XI. CALENDAR LOOK-AHEAD: Reviewed annual calendar and identified upcoming tasks and deadlines. Chief Atchison and Director Buckley will attend January SCFDA meeting, and interest was discussed for the FDAC's annual conference in Napa in April. The 2019 meeting dates were confirmed to be the second Monday of each month with the exception of July when the meeting will be held on July 15, 2019. The May meeting will be held in Annapolis if possible.

XII. ADJOURNMENT TO NEXT MEETING Motion to adjourn the meeting at 7:45 P.M. by Director Gardener, seconded by Director Buckley. Approved unanimously.

Next Meeting: 2/11/2019 Monday 6:00 p.m. @ North Fire Station - Regular Board Meeting

Future Meetings:

02/18/2019 Monday 6:00 p.m. @ North Fire Station – Regular Board Meeting

03/11/2019 Monday 6:00 p.m. @ North Fire Station - Regular Board Meeting

04/08/2019 Monday 6:00 p.m. @ North Fire Station - Regular Board Meeting