



North Sonoma Coast Fire Protection District

PO Box 386 The Sea Ranch, CA 95497

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

NSCFPD Finance Committee Minutes

April 27, 2021, 2:00 pm

Sea Ranch North Fire Station (39250 South Highway 1, The Sea Ranch)

- I. **CALL TO ORDER:** Meeting called to order at 2:05 p.m.
- II. **ROLL CALL:** Members Jacobs, Campbell, Tilles, Plakos, and Nybakken present.
- III. **AMENDMENTS TO AGENDA:** None.
- IV. **PUBLIC COMMENT ON NON-AGENDA ITEMS:** None.
- V. **CLOSED SESSION:** Closed Session re: personnel matters. Govt. Code section 54957: Adjourned to Closed Session at: 2:10 p.m. Returned from Closed Session at: 2:30 p.m. Actions reported: The Finance Committee unanimously approved recommending to the NSCFPD Board that Aimee Chudy be hired as an independent contractor to perform bookkeeping & accounting tasks.
- VI. **DISCUSSION OF RESERVES**

The Committee discussed reserves (discussion points as distributed). There was general agreement that the 3 months policy should be increased to 6 months. Motion to modify Financial Policy as follows:

Unassigned Reserves. The District will strive to maintain a minimum fund balance of at least ~~three~~ six months of regular general fund operating expenditures.

Other Reserves. As required, the Board will establish other reserves for a stated purpose, including funding for equipment maintenance and replacement, ~~and replenishment requirements~~, and conditions for termination, replenishment and disposition of such reserves.

Motion by Jacobs, second by Nybakken, approved unanimously.

Jacobs related discussion with our Auditor (John Blomberg) in regard to Reserve Fund policy and necessity. John said we are NOT required to have reserve funds unless a grantor or donor makes it a condition of funding. The Committee discussed creating designated funds within the reserves, with the conclusion that they are not needed at this time. Tilles expressed concern that the public should have information about why our reserves are large and how our funds are being managed. There was general agreement that making this information available would be a good thing to do. It was agreed to work on wording to that effect to include in the MD&A portion of the upcoming audit, and to also craft a version suitable for publishing on the District website. Apparatus loan payoff was also discussed, with no action or recommendation at this time.
- VII. **CALENDAR LOOK-AHEAD: NEXT MEETING:** Thursday June 3, 11:00 a.m.
- VIII. **ADJOURNMENT:** Meeting adjourned at: 4:00 p.m.