



# 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, September 13, 2021, 4:30 p.m.

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

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Pursuant to the Governor's Executive Orders N-25-20 and N-29-20, which suspend 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, this meeting was held partially by teleconference.  
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**I. CALL TO ORDER:** 4:35 p.m.

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL :** Directors Campbell, Colson, Gardener, Nybakken, Chief Plakos, CAL FIRE FAE Diane Mibach

**IV. AMENDMENTS TO AGENDA:** none

**V. PUBLIC COMMENT ON NON-AGENDA ITEMS:** none

**VI. CONSENT CALENDAR**

- A. Motion to approve expenses from July 2021 by Dir. Campbell, 2<sup>nd</sup> by Dir. Nybakken, approved 4-0
- B. Motion to approve minutes from board meeting of 18 August, 2021 and special board meeting of 26 August 2021 by Dir. Campbell, 2<sup>nd</sup> by Dir. Nybakken, approved 4-0

**VII. REPORTS**

- A. Chair: none
- B. Chief: as published, with additions that Chief will be away starting Thursday 16 September for 10 days; there are some issues with pump of 4491; no updates available on Moonraker Tower.
- C. Treasurer: 4471 rental is completed, and rental amount will be adjusted in the balance sheet.
- D. CAL FIRE: E1451 is back, thus E4471 returned to NSCFPD.
- E. ERAF ad-hoc: none
- F. Consolidation ad-hoc: none
- G. Grants ad-hoc: none
- H. VFA Liaison: The annual meeting will occur on Wednesday 15 September, with some changes to board members. \$28K has been approved to purchase Scott's SCBA units. VFA is buying 3 iPads, and also 3 beds, tables, and lamps in case upstaffing is needed at NFS.
- I. Staffing ad-hoc: Committee met by Zoom, reviewed spreadsheets of Chief's responsibilities, and reviewed job description examples.

**VIII.DISCUSSION/ACTION ITEMS**

- A. Records Retention:** Motion to approve the Records Retention Policy as submitted by Dir. Campbell, 2<sup>nd</sup> by Dir. Nybakken, approved 4-0 (Resolution 21-18)
- B. Final Budget FY21-22:** Motion to approve paying off the loan for apparatus 4483 by Dir. Nybakken, 2<sup>nd</sup> by Dir. Campbell, approved 4-0 (Resolution 21-19)  
Final budget submitted and discussed, including modifications from the preliminary budget as described in the agenda packet, and an adjustment to rental income to reflect the actual return date of apparatus 4471.  
Motion to approve the final budget by Dir. Campbell, 2<sup>nd</sup> by Dir. Nybakken, approved 4-0 (Resolution 21-20)
- C. Credit Card:** Motion to authorize the Treasurer to apply for Umpqua Bank CSDA commercial credit card as described in the agenda packet by Dir. Colson, 2<sup>nd</sup> by Dir. Nybakken, approved 4-0.

**IX.CALENDAR LOOK-AHEAD:** All current items in calendar are completed.

**X.ADJOURNMENT TO NEXT MEETING**

Meeting adjourned at 5:58 p.m.

Next Meeting: 20 October, 2021 9:30 a.m. @ North Fire Station - Regular Board Meeting