



North Sonoma Coast Fire Protection District

PO Box 386 The Sea Ranch, CA 95497

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

NSCFPD Board Meeting Agenda

Tuesday, October 17, 2023, 2:00 p.m.

Sea Ranch North Fire Station (39250 Highway One, The Sea Ranch, CA, 95497)

Meeting Connection Information: Zoom: Meeting ID: 839 2465 2565 password: 493241
To connect by phone only: Dial 669 900 6833 Meeting ID: 839 2465 2565 password: 493241
<https://us02web.zoom.us/j/83924652565?pwd=aE1KRWs1dFZoTU9vOXZJYzNVTGtXQT09>

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.

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL**
- IV. **REMOTE ATTENDANCE:** Consider and take action on any request from a board member to participate in a meeting remotely due to just cause or emergency circumstances pursuant to AB 2449 (government code section 54953(f)).
- V. **AMENDMENTS TO AGENDA**
- 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.*
- 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 Expenses: August, 2023.
 - B. Approve minutes from the September 19, 2023 board meeting.
- VIII. **REPORTS**
 - A. Chair
 - B. Chief
 - C. Treasurer

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- D. CAL FIRE
- E. Staffing ad-hoc
- F. VFA Liaison

IX. **CLOSED SESSION:** PUBLIC EMPLOYEE APPOINTMENT pursuant to Government Code section 54957(b)(1).

X. **DISCUSSION/ACTION ITEMS**

- A. Bookkeeper/HR Service Agreement: Review with motion to approve updated professional service agreement for bookkeeping and human resources services.
- B. Hiring Employees: Review recent progress and research, possible policy updates and task list.
- C. Admin Assistant Employment Agreement: Consider appointment of a Part-Time Administrative Assistant, establishment of a pay rate range and benefits to be offered.
- D. Policy Updates: Report on routine policy updates not related to hiring of employees, with motion to accept updates for portions requiring Board approval.
- E. Sales Tax Initiative: Report on activities and plans.

XI. **CALENDAR LOOK-AHEAD:**

Review annual calendar, identify upcoming tasks and deadlines, future agenda items.

- A. Do any board members need to attend a future meeting remotely?
- B. Review meeting dates for the rest of the year, with motion to change schedule.

XII. **ADJOURNMENT TO NEXT MEETING:**

Next Regular Meeting: November ??, 2023 2:00 p.m.