



North Sonoma Coast Fire Protection District

PO Box 386 The Sea Ranch, CA 95497

<http://nscfpd.org> - (707) 639-0961

NSCFPD Finance Committee Minutes

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

Tuesday, February 25, 2025, 2:00 p.m. PDT

- I. **CALL TO ORDER:** 2:05PM
- II. **ROLL CALL:** Chair Nybakken, member Campbell, community member Entwisle and Chief Plakos.
- III. **REMOTE ATTENDANCE:** Community member Blair-Johns attending from 1435 Campus Drive, Berkeley CA 94708
- IV. **AMENDMENTS TO AGENDA:** Chief Plakos is not in remote attendance
- V. **PUBLIC COMMENT ON NON-AGENDA ITEMS:** DA Doss with the welcome and introduction of Kim Cottingham as our new admin assistant.
- VI. **CONSENT CALENDAR:** No minutes presented from the February 11, 2025, Finance Committee meeting.
- VII. **DISCUSSION/ACTION ITEMS**
 - A. **Treasurers Report:** No report; not needed since no significant changes since last meeting.
 - B. **Financial Advisor:** Discussion of potential financial advisors for the NFS expansion project and consideration of the selection process and timetable. General discussion begins with comments from the Committee regarding the number of potential advisors and the quality of their website-based information about their organization. Member Campbell disclosed that she developed six questions for the potential advisors, and she developed a sense of how she felt about the potential advisors around those questions. Chair Nybakken noted that one of the entities had submitted a Statement of Qualifications. He noted that a Statement of Qualifications from each may be helpful. Member Campbell noted that she felt several could be eliminated from the process by virtue of review of their website. Member Campbell suggested that we contact our District Counsel regarding one of her recommendations. Community Member Entwisle noted several mentioned Fire District experiences, and discussion ensued around if that made a significant difference in the selection process.

Chair Nybakken leads the group into a discussion about whether we should develop our own tool and ask the questions of them rather than relying upon their websites. Member Entwisle asked why we would not ask for a Statement of Qualifications from those that we select. Chief Plakos asked what is it that we are looking for in an advisor? What do we need from them? Is the same advisor good for USDA, Bonds or JPA? Chair Nybakken read off multiple questions we could ask of a potential advisor. Member Blair-Johns suggested that we need some form of Request for Proposal, a structure that addresses our needs. We cannot put too much on their website as a gauge of their capacity. A firm small to middle size may be desirable. What is it that we want? Chair Nybakken suggested that a good result of a RFQ/RFP process would be an interview of three firms for the position. After discussion a general direction of support for an RFQ being developed and sent to eight of the firms. Chair Nybakken asked Member Entwisle to assist in the writing of the document to be sent. Ongoing discussion of what would be included in the Request.

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Chair Nybakken encourages a timeline of two weeks to develop the document. And then send it out with designated timeline for response to document. Then select three or so and interview. Selection process in March and April and then interview and selection of advisor May or June. This document may result in requesting Statements of Qualifications **SQQ** and March 11th was set for the next meeting to approve document and send out the **SOQ** to selected firms.

C. Next Meeting: March 31, 2025, 10:00AM.

VIII. ADJOURNMENT: 3:37 pm