



North Sonoma Coast Fire Protection District

PO Box 386 The Sea Ranch, CA 95497

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

NSCFPD Board Meeting Action Summary

Wednesday, November 19, 2025, 10:00 a.m.

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

- I. **CALL TO ORDER:** by Chair Nybakken at 10:00 a.m.
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL:** Chair Nybakken, Vice-Chair Gardener, Secretary Colson, Directory Coley, Director Bode (attended remotely from 34 Wayside Drive, Lookout Mountain, GA 30750)
- IV. **REMOTE ATTENDANCE:** No action
- V. **AMENDMENTS TO AGENDA:** None
- VI. **PUBLIC COMMENT ON NON-AGENDA ITEMS:** None
- VII. **CONSENT CALENDAR:** A motion to accept and approve Consent Calendar – was made by Vice Chair Gardener and seconded by Secretary Colson. Approved by vote 5-0
 - A. Approve minutes from October 22, and November 7, 2025, Board meetings
 - B. Approve Expenses: September 2025
- VIII. **REPORTS**
 - A. Chair FDAC Conference in Monterey in April. Directors were encouraged to consider going. If interested, please let the DA or Admin know and they will assist as necessary.
 - B. Chief: As presented with several pictures shared with the Board regarding events within the Fire Department and a presentation of the proposed NFS Expansion. Update on the NERIS (National Emergency Response Information System) reporting system and its implementation in January 2026 .Discussion regarding Tablet Command and Tsunami warning system.
 - C. CAL FIRE: Fire season update and Schedule B has been downsized and to be up staffed in about three months. Weather conditions have mostly ended fire season however trees being downed by wind are still a problem. Training focused upon Medical Emergencies and vehicle extrications.
 - D. District Administrator: As presented with a brief presentation regarding the increased hours and pay for the Admin Assistant. Moving from regular part-time to regular full-time hours and increase of hourly rate from step 4 to step 5. Update on Admin staff in preparation for transfer of the Treasurer role from the Chief to Board member.
 - E. VFA Liaison: Signups for the Christmas Tree Sales and help for clerical and other positions is appreciated.
 - F. Treasurer: As presented with discussion and consensus to eliminate the Fund Balance report as the information is also in the monthly Balance sheet.

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G. Facilities Ad Hoc: No changes since last board meeting report and the Board retreat presentation.. Concern was expressed about the VFA decision to not collect more than one bid for the construction process Legal opinion reviewed and discussed by Board members and the DA. More follow-up on this process to be expected. Question raised about the level of Board involvement with the direction of the project and the level of construction contingencies that were discussed. General discussion regarding how information flows to the Board and the need for a clear guideline regarding the decision-making process. Board expressed a preference that an alternate cost structure with reduced scope also be considered. Board discussion regarding decision making process and the use of a parcel tax for gap funding. Facilities Ad Hoc could bring to the Board a decision-making process and projected important decisions and timeline. A call for increased communication between the VFA and District Board.

H. Regional Engagement Ad Hoc: As Written

IX. DISCUSSION/ACTION ITEMS

- A. Board Retreat: Review and comment on board retreat summary. Brief discussion regarding Executive session and its content. Discussion regarding how often this type of meeting would be useful.
- B. Treasurer: Review changes necessary to shift the Treasurer role from the Chief to the Board, with motion to amend the Policy Manual as written with exceptions as noted for policies 1202; 1210.3 & 1210.4; 1308 by Secretary Colson 2nd by Director Coley. Approved by vote of 5-0 - **Motion 25-37**. A motion was made to accept the resolution to redefine the Treasurer role by Vice-Chair Gardener and seconded by Secretary Colson - Approved by vote of 5-0 - **Resolution 25-38**
- C. Board Treasurer- A motion to appoint a District Board Treasurer was made by Secretary Colson and seconded by Director Coley to appoint Director Bode as new District Board Treasurer. Approved by a vote of 5.0 - **Motion 25-39**

X. **CLOSED SESSION: PUBLIC EMPLOYEE PERFORMANCE EVALUATION – (Government Code section 54957(b)(1)-District Administrator)**. Continuation of DA Annual Review – The Board was in closed session from 12:08 p.m. until 12:41 p.m. Discussed the performance review of the District Administrator and gave him a written evaluation document.

XI. CALENDAR LOOK-AHEAD:

Calendar was discussed. Suggestions for future agenda items were reviewed. Director Coley will be attending the December 17, 2025 board meeting remotely.

XII. ADJOURNEMENT TO NEXT MEETING

Next Meeting: December 17, 2025, 10:00 a.m. – North Fire Station Board Meeting