



North Sonoma Coast Fire Protection District

PO Box 386 The Sea Ranch, CA 95497

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

NSCFPD Board Action Summary

Wednesday, December 17, 2025 at 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:** Done
- III. **ROLL CALL:** Chair Nybakken; Vice Chair Gardener, Secretary Colson, Treasurer Bode, Director Coley (attended remotely from Fernbank House #4, 3 Sandrock Road, Royal Tunbridge Wells, TN2 3PX, United Kingdom)
- 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 Treasurer Bode. Approved by vote 5-0 by Chair Nybakken, Vice Chair Gardener, Secretary Colson, Treasurer Bode and Director Coley..
- VIII. **REPORTS**
 - A. Chair: FDAC Conference at Seaside (Monterey) on April 23-25. Admin will make reservations now for the Hotel so we will have rooms in the conference center. Please let Daymon know if you are planning on attending this meeting. New fiscal training required for Board members and designated admin staff. More information in the next month.
 - B. Chief: As presented with new communication by CAL FIRE Chief Levin regarding invoice errors on Workers Comp billings with resolution expected in mid-January 2026. DA and Chief met with staff member of ASSM. Rogers regarding ERAF process and possibility of legislative relief for those districts who have been paying more than their share.
 - C. Cal Fire: Captain Briant presented that seasonal Schedule B crew laid off this week and will be hired back in March of 2026. Weather update for region. Schedule A is fully staffed with lots of annual training and recertification happening.
 - D. District Administrator: As presented with update on Purchasing and Procurement Policy review and possible update. Comments regarding Vegetation Management planning process from DA Doss and District Admin Cottingham with emphasis on Mendosoma Unit #3. Brown Act Revamp briefly discussed and plan to update at the January meeting.
 - E. VFA Liaison: Christmas Tree sales are coming to an end for the season with a good outcome with most trees sold. Holiday Party tonight at the Del Mar House.
 - F. Treasurer: As presented with note that Measure H sales tax deposit came in with \$35,000 positive over expected. Chief Plakos made a comment regarding the Treasurer's report and

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how the financials are presented. Board Treasurer Bode commented that he supports Month end financials.

- G. Facilities Ad Hoc: As presented with comments regarding Title search for the NFS property. Expected to have a title report by the January meeting.
- H. Regional Engagement Ad Hoc: As presented with comments from Sect. Colson regarding the SWOT Analysis that was done for this process.

IX. DISCUSSION/ACTION ITEMS

- A. **Finance Committee:** Community Member Appointment - Motion was made by Chair Nybakken to appoint Robert Savoie as community member in the Finance Committee, seconded by Treasurer Bode. Approved by a vote of 5-0 by Chair Nybakken, Vice Chair Gardener; Secretary Coley; Treasurer Bode, Director Coley. Motion 25-40
- B. **Audit Approval:** Review audit for FY ending June 30, 2025. A motion was made by Vice Chair Gardener to accept final draft of audit with removal of duplicate page 11, seconded by Secretary Colson. Accepted by a vote of 5-0 by Chair Nybakken, Vice Chair Gardener; Secretary Colson; Treasurer Bode, Director Coley. Motion 25-41
- C. **Fire Chief Appointment:** Vice Chair Gardener made a motion to appoint Chuck Breier as Fire Chief to NSCFPD, seconded by Secretary Colson effective December 18, 2025. Approved by vote of 5-0 by Chair Nybakken, Vice Chair Gardener; Secretary Colson; Treasurer Bode, Director Coley. Motion 25-42

Vice Chair Gardener made a motion to approve Bonnie Plakos as Assistant Fire Chief to NSCFPD, seconded by Director Coley effective December 18, 2025. Approved by vote of 5-0 by Chair Nybakken, Vice Chair Gardener; Secretary Colson; Treasurer Bode, Director Coley. Motion 25-43

Secretary Colson made a motion to approve a \$20,000 per year annual stipend for the Fire Chief with specific details to be worked out and approved at next board meeting, seconded by Vice Chair Gardener. Approved by vote of 5-0 by Chair Nybakken, Vice Chair Gardener; Secretary Colson; Treasurer Bode, Director Coley. Motion 25-44

- D. **Board Officers & Committees:** Election of Board Office positions for 2026. Review Board committees, with motions to change, add or terminate committees as needed.

CHAIR- Vice-Chair Gardener made motion to appoint Director Nybakken as Chair, seconded by Director Coley. Approved by a vote of 5-0 Motion 25-45

VICE CHAIR – Vice Chair Gardener made a motion to appoint Director Coley as Vice-Chair, seconded by Secretary Colson. Approved by a vote of 5-0. Motion 25-46

SECRETARY – Vice Chair Gardener made Motion to appoint Director Colson as Secretary, seconded by Treasurer Bode. Approved by a vote of 5-0. **Motion 25-47**

TREASURER - Director Gardener made Motion to appoint Director Bode as Treasurer, seconded by Secretary Colson. Approved by vote of 5-0. **Motion 25-48**

COMMITTEES

Director Gardener made a motion to approve Finance committee appointments, seconded by Treasurer Bode. Approved by a vote of 5-0. **Motion 25- 49.** Finance Committee

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consists of Chair Nybakken, Treasure Bode, Chief Breier, community members Nigel Blair-Johns & Robert Savoie. DA Doss, Admin Asst. attend as staff support.

Director Gardener made a motion to continue with existing Facilities Ad Hoc and Regional Ad Hoc committees, seconded by Treasurer Bode - Approved by a vote of 5-0 – **Motion 25-51**. Facilities Ad Hoc consists of Chair Nybakken & Treasurer Bode, with Chief Breier & DA Doss as staff Support. Regional Engagement Ad Hoc consists of Vice-Chair Coley & Secretary Colson with Asst. Chief Plakos and DA Doss as staff support.

- E. **NFS Expansion Project:** Director Gardener made a motion to move forward with Fieldman Rolapp Transaction Services, I-Bank proposal, seconded by Treasurer Bode. Approved 5-0 by Chair Nybakken, Vice Chair Coley; Secretary Coley; Treasurer Bode, Director Gardener **Motion 25-52** Defer any action on June 2 primary Parcel tax effort
- F. **CAL FIRE 2025 Volunteer Fire Assistance Grant:** Director Gardner made a motion to approve Resolution to accept grant and authorize signing of grant agreement, seconded by Secretary Colson. Approved by a vote of 5-0 by Chair Nybakken, Vice Chair Coley; Secretary Coley; Treasurer Bode, Director Gardener - **Resolution 25-50**
- G. **Proposal for Agenda Changes:** Sect. Colson presented proposals for changes to the board meeting agenda structure to make the meetings more efficient in terms of our time and resources. General agreement to try agenda structure change for three months. Moving Discussion/Action items up in the agenda and having Reports move down in agenda. Discussion regarding agenda items and how a Board member makes it known that they would like to have an item included. How we use the Calendar look-ahead and what would be an improvement.? Use of “For the Good of the Order” as an announcement place holder.
- H. **District General Counsel Review:** Secretary Colson made a motion to continue with professional services with Jarvis Fay, seconded by Treasurer Bode - Approved by a vote of 5-0 by Chair Nybakken, Vice Chair Coley; Secretary Coley; Treasurer Bode, Director Gardener. **Motion 25-53**

X. CALENDAR LOOK-AHEAD:

Calendar was discussed. Suggestions for future agenda items were reviewed and noted. Vice-Chair Coley will be attending the January 21, 2026, board meeting remotely. Chair Nybakken suggestions, Board meeting schedule, Purchasing and Procurement Policy, Brown Act updates, Gap funding process and review and agenda policy update. Asst. Chief Plakos mentioned new Fire Code adoption. Chief Brier noted the possibility of moving the meeting date and or time of the Board meeting to accommodate work schedule.

XI. ADJOURNMENT TO NEXT MEETING:

Next scheduled regular meeting: – January 21, 2026 10:00 a.m. - North Fire Station