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

Thursday, November 21, 2024,9:30 a.m.
Sea Ranch North Fire Station (39250 Highway One, The Sea Ranch, CA, 95497)

I **CALL TO ORDER:** The meeting was called to order at 9:35 a.m.

II **PLEDGE OF ALLEGIANCE**

III **ROLL CALL:** In attendance: Directors Nybakken, Gardener, Campbell and Tittle. Director Colson, excused absence. Chief Plakos, District Administrator Doss, CAL FIRE Captain Briant, Asst Chief Breier

IV **REMOTE ATTENDANCE:** None

V **AMENDMENTS TO AGENDA:** None

VI **PUBLIC COMMENT ON NON-AGENDA ITEMS:** No Comments

VII **CONSENT CALENDAR:** Motion made to approve the consent calendar by Dir. Gardener, 2nd by Dir. Tittle, and approved by a vote of 4-0

A. Approve Expenses: September 2024.

B. Approve minutes from the October 16, 2024 board meeting.

VIII **REPORTS**

A. Chair: Dir. Campbell noted that she and Administrator Doss had spent a good deal of time going through the policy changes that are to be reviewed today. An additional project that required lots of time was trying to get the Fire Station Workshop setup. Although cancelled because of the extreme weather of yesterday I am gratified that it is being scheduled for after the first of the year. Recognition and congratulations to Asst. Chief Brier regarding his recent promotion at TSRA.

B. Chief: As written, also: Chief brought the Board up to date regarding current activities from the extreme weather we are experiencing.

C. CAL FIRE: Discussion regarding Tablet Command (TC). Testing TC two-way on one ipad, we plan to add a couple more. Three additional persons available for staffing. No word of Schedule B down-staffing at this time. Weather update regarding current extreme storm. Getting prepared to move from 2.0 to 3.0 staffing, officially in January, 2025.

D. District Administrator: Brief presentation regarding the process of how the DA is transitioning from introduction to responsibility. Coordinating job description with Crosswalk. Development of DA work list which may have specific detail not found in job description. Weekly Board updates. Working with Board to develop Goals and Objectives for the coming year.

E. VFA Liaison: Election of VFA officers for the upcoming year. Eric Agnew as President, Chuck Breier Vice-President, Paul Plakos as Treasurer and Michael Verolini as Secretary. Vice-President Breier will preside during President Agnew's time away. Asphalt project reviewed. Christmas tree sales begin on Saturday November 30th. Christmas party on the 11th of December at Del Mar House.

F. Treasurer: As written.

IX DISCUSSION/ACTION ITEMS

A. Board Membership: Oath of Office for Directors Campbell, Nybakken and Tittle. Oath Administered and signed by Director Gardener.

B. Policy Manual Updates: Introductory remarks by Chair Campbell regarding review process and how she would like to approach this review. Two most complicated and salient chapters (12-13) with markups are included in the Board packet. Remaining chapters to be taken up at a later date. Focus today is language regarding our financial reserves which were added in October 2024. Role of District Administrator regarding agenda prep, Board packet, preparing budget and other administrative duties. Discussion of the role of Treasurer of the Board and moving it from the Chief to a member of the Board

Brief discussion regarding Lexipol and its role in the development of the Policy Manual. Also noted that a change in the role of the Treasurer needs a resolution of the Board. Chapter 12 placed upon flat screen so changes could be made real time. Significant discussion regarding role of the Treasurer and how that role would be performed by a Board member. Who is responsible for what in Board reporting and budget preparation. Brief comments regarding Chief's duties as District Treasurer from Chapter 13. Change in agenda format regarding the reports section. Check signing authority moved from maximum amount $5,000. To $10,000. Considerable discussion regarding status of the General Fund Accounts within the Policy Manual. Annual Budget Preparation Timeline reviewed for process and responsibility. Review and recommendation to delete debt service limit of 7% of budgeted expenditures. Review of Expense-Reports and travel reimbursements and clarification of approval ladder. Chapter 13 deferred to future meeting.

Motion made by Chair Campbell and seconded by Dir. Gardener that the District Administrator have authority to be added to our bank and investment accounts so that he can perform his finanical duties, and also be given a District credit card.. Motion passed by a vote of 3-0. **[Motion 24-14]**

C. Water Tender: Chief Plakos reviewed water tender request. Motion by Dir. Nybakken to authorize tender purchase of up to $250,000. Motion seconded by Dir. Gardener and approved by a vote of 3-0. **[Motion 24-15]**

D. Facilities Ad Hoc: District Administrator presented the Ad Hoc proposal and after discussion it was moved by Dir. Nybakken to authorize the creation of an Ad Hoc Committee for the expansion of the North Station firehouse. Motion seconded by Dir. Gardener and ensuing vote passed 3-0. Name of the AD Hoc will be Facilities Ad Hoc. **[Motion 24-16]**

X CALENDAR LOOK-AHEAD:

XI ADJOURNMENT TO NEXT MEETING:

Next Scheduled Regular Meeting: Wednesday December 18, 2024, 10:00 a.m.