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

Wednesday, December 18, 2024,10:00 a.m.
Sea Ranch North Fire Station (39250 Highway One, The Sea Ranch, CA, 95497)

I. CALL TO ORDER: 10:06 12/18/24

PLEDGE OF ALLEGIANCE

II. ROLL CALL: Chair Campbell, Vice-Chair Nybakken, Secretary Colson and member Gardener. Member Tittle excused absence.

III. REMOTE ATTENDANCE: none

IV. AMENDMENTS TO AGENDA: Chair Campbell requested 9G to 9A and 9a to 9G, Board approved

V. PUBLIC COMMENT ON NON-AGENDA ITEMS: none

VI. CONSENT CALENDAR: Motion to approve by Vice-Chair Nybakken and seconded by Secretary Colson. Approved by 4-0 vote after question regarding CSDA dues.

A. Approve Expenses: October 2024.

B. Approve minutes from the November 21, 2024 board meeting.

VII. REPORTS

A. Chair: District Administrator Probationary Review in closed session on January 15th at the Regular Board meeting. District Administrator Goals and Objectives for next nine months presented in open session.

B. Chief: As presented with addition of the delivery of the new 4404 today. Noting the rescheduled meeting of the SCFCA Facility Workshop for January 21st 8:30-2:00 pm at the Monte Rio Community Center. Vice-Chair Nybakken asked about the Detox program and Multi-Jurisdictional Hazard Mitigation Plan. Chief Plakos responded with updates.

C. CAL FIRE: Captain Briant introduced Captain Keith Martinson, who on January 1st will become our third Captain. Captain Martinson is familiar with the Coast and has been with CAL FIRE over 10 years. Discussion regarding the role of Measure H in funding this new position. Schedule B has been laid off with hire back in March or April, depending upon the weather.

D. District Administrator: As presented and in addition a brief update on the Biologist visit regarding the NFS property. Full report in a couple of months. Septic testing on Highway One side of property to begin soon. Tour of District by Captain Miller and Chief Plakos, planning and possible dates after the Holidays. Captain Miller and District Administrator working on a CAL TRANS OTC grant for extraction equipment. Grant due January 31, 2025.

E. VFA Liaison: Vice-Chair Nybakken reported that there had not been a meeting of VFA Board since our last meeting. Christmas tree sale in progress. Annual newsletter fundraiser in progress and will have update next month.

F. Treasurer: As presented, looking forward to getting our first property tax infusion and we will then see how it compares to current budget and past performance.

VIII. DISCUSSION/ACTION ITEMS

A. Gualala Community Center Support: Request for letter of support for their fundraising efforts. Presentation by Paula Smith, Gualala Community Center Board, regarding process and the need for support. Motion by Member Gardener and seconded by Vice-Chair Nybakken to approve of letter with appropriate wordsmithing. Approved by a 4-0 vote.

B. Audit for FY ending June 30, 2024: Motion to approve Final Audit by Vice-Chair Nybakken, seconded by Secretary Colson. Audit approved by a vote of 4-0. **Motion 24-17**

C. Bookkeeper/HR Service Agreement: Motion to approve the Bookkeeper/HR Service Agreement as presented by Member Gardener and seconded by Vice-Chair Nybakken. The agreement was approved by a 4-0 vote. **Motion 24-18.**

D. Facilities Ad Hoc: After discussion and noting that we have created the Ad Hoc via Motion 24-16**,** member Gardener moved to appoint Chair Campbell and Vice-Chair Nybakken to the Facilities AD Hoc Committee. Board appointment.

E. Measure H Funding Agreement: Review of agreement and update from Chief Plakos regarding the SCFCA meeting. Moved by Vice-Chair Nybakken and seconded by Member Gardener that the NSCFPD Board approves the Measure H Funding agreement with the County of Sonoma and authorizes the Fire Chief to execute the agreement, subject to the Fire Chief making any needed minor administrative adjustment. Agreement was Approved by a 4-0 vote **Motion 24-19**

F. Policy Manual Updates: Considerable discussion regarding the role of Board Treasurer and if it should remain a role of the Fire Chief or should the Treasurer be a voting member of the Board. After review of **Resolution 17-18** and continued discussion the Board agreed to leave the role of District Treasurer as it is at this time and to revisit in the future. Chair Campbell asked that the review process begin with Prefaces and Chapter 1 and continue through Chapter 2, 8, 12 and 13. Moved by Chair Campbell and seconded by Member Gardener to approve the recorded changes to the Policy Manual. Approved by a 4-0 vote **Motion 24-20**

G. Board Officers and Committees: Chair Campbell reviewed the Staffing Ad Hoc Committee and Regional Engagement Ad Hoc Committee and moved that they have completed their task and should be no longer be functioning. Seconded by Member Gardener. Motion approved by a 4-0 vote **Motion 24-21.** Slate of officers presented and after brief discussion elected as Chair-Marti Campbell, Vice-Chair Jim Nybakken and Secretary Tristan Colson.

XI. CALENDAR LOOK-AHEAD: No Discussion**.**

X. ADJOURNMENT TO NEXT MEETING: 1:06 p.m.

Next Scheduled Regular Meeting: Wednesday January 15, 2025, 10:00 a.m.