



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

Tuesday, October 17, 2023, 2:00 p.m.

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

- I. **CALL TO ORDER** Meeting called to order at 2:07 pm
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL** In attendance Directors Campbell, Colson, Gardener, Nybakken, Tittle; Chief Plakos, Assistant Chief Breier, CAL FIRE Captain Red Miller. Our bookkeeper Aimee Chudy attended as a consultant.
- IV. **REMOTE ATTENDANCE** None
- V. **AMENDMENTS TO AGENDA** None
- VI. **PUBLIC COMMENT ON NON-AGENDA ITEMS** None.
- VII. **CONSENT CALENDAR** Motion by Director Nybakken, 2nd by Director Tittle to approve Consent Calendar as presented. Passed with a 4-0 vote (Dir. Gardener had not yet arrived at the meeting.)
- VIII. **REPORTS**
 - A. Chair: Report items to be covered in later agenda items.
 - B. Chief: as written.
 - C. Treasurer: as written.
 - D. CAL FIRE: The department is up to full staffing. Warm weather is expected the next couple of days, but a winter pattern is predicted to start soon. The burn suspension for Sonoma County will be lifted on 23 October; residential permits will still need both an air pollution permit and a CAL FIRE permit. There will be prescribed burns on Thursday 19 south of Salt Point, and on Fort Ross Rd. The driveway for the UTV at the North Station is complete, and the building to contain it is in progress.
 - E. Staffing ad-hoc: Staffing will be discussed later on the agenda.
 - F. VFA Liaison: No meeting has been held since the last board meeting.

IX. CLOSED SESSION: PUBLIC EMPLOYEE APPOINTMENT pursuant to Government Code section 54957(b)(1).

Closed session began at 2:42 pm, and ended at 2:52 pm. A motion was made and approved to make an offer to a candidate for employment as an administrative assistant (Motion 23-12)

X. DISCUSSION/ACTION ITEMS

- A. Bookkeeper/HR Service Agreement: A motion was made to update the professional service agreement for bookkeeping and human resources services as presented, by Dir. Gardener, 2nd by Dir. Tittle, and approved by a vote of 5-0 (Motion 23-13).
- B. Hiring Employees: A discussion was held about task list of items that need to be in place in order for the district to hire an employee.
- C. Admin Assistant Employment Agreement: A motion was made to authorize Chief Plakos to finalize details of an appropriate agreement, appoint the job applicant to the Part-time Administrative Assistant position and to work with legal counsel and/or a human resources consultant to develop all appropriate documentation, by Dir. Campbell, 2nd by Dir. Tittle, and approved 5-0. A motion was made to set the expected hourly pay range for this position to \$20-\$28/hour by Dir. Nybakken, second by Dir. Campbell, and approved 5-0.
- D. Policy Updates: New and updated Lexipol policies were reviewed, and a motion was made to accept those updates as presented where board approval is required, by Dir. Gardener, 2nd by Dir. Tittle, and approved 5-0 (Motion 23-14)
- E. Sales Tax Initiative: Activities related to sales tax initiative were discussed as described.

XI. CALENDAR LOOK-AHEAD:

Several board members are delinquent on completion of training.

- A. No board members need to attend a future meeting remotely.
- B. A motion was made by Dir. Colson, 2nd by Dir. Gardener, and approved 5-0 to change the date of the next meeting to Tuesday 28th November at 2:00 pm.

XII. ADJOURNMENT TO NEXT MEETING:

Next Regular Meeting: November 28, 2023 2:00 p.m.