



REGULAR BOARD MEETING

April 24, 2023 / 5 PM

Minutes

- I. CALL TO ORDER
 - A. Board President M. White called the meeting to order at 5:00 PM.
- II. ROLL CALL
 - A. **Board Present:** M. White — President;, J. Walsh,, J. Ritchie, S. Greene, R. Guidi — Directors
 - B. **Staff Present:** J. Peri — Chief; C. Crosby — Administrative Specialist
- III. APPROVAL OF MINUTES OF PREVIOUS MEETINGS*
 - A. Regular Meeting, March 27, 2023
 1. J. Ritchie approved. J. Walsh Seconded
- IV. PUBLIC EXPRESSION
- V. SPECIAL GUEST
 - A. Nigro and Nigro (Auditors) to present and review Draft Audit 2021 - 22 for approval*
 1. Paul J. Kaymark, CPA presented the findings of the 2021 - 2022 audit
 - a) Reviewed expenses, depreciation, and interest year over year.
 - b) Looked at Measure W, Measure C, and OOC, grant income.
 - c) Property tax increase was over \$100K from 2021 to 2022.
 - d) Positive balance both years added to the District Reserves. Reserves went from 2.9 to 3.3MM.
 - (1) J. Ritchie moved to accept and approve the audit. J. Walsh seconded
 2. LAIF, CAMP, CLASS and Raymond James were also lightly discussed. P. Kaymark would only recommend CLASS and LAIF as they have a “dollar in, dollar out” system, but offered that he did not have recent knowledge of new programs from Raymond James.
- VI. REPORTS
 - A. Bookkeeper Report
 1. The audit is complete and a draft has been issued. The District books need to be updated with the suggested journal entries.
 2. The LAIF account is open. There has been no transfer of funds.
 3. CAMP posted earnings of \$10,511.69 for the month of March. This is a 4.80% yield.
 4. The Horizon Cable lease agreement has been signed.
 5. All cash accounts now reside on QBO. The remaining accounts will be transferred now that the 6/21-6/22 audit report is received.
 6. Note that \$446K of the Bank of Marin-ICS account is grant money that will be expended in August.
 7. The April Teeter Advance (40%) was received, net \$420K.
 - a) Approval of Bookkeeper Report*
 - (1) R. Guidi moved to approve. S. Greene seconded.
 - B. Fire Chief Report
 1. Administration

- a) Daniel's going away dinner was a success. Great family feeling with a good group of volunteers, board members, and operational employees attending.
- b) Newsletter - no updates. Will include a new group shot.
- c) CalPERS update - Green lit after review of audits, next steps will be presented to the personnel committee
- d) Grants - SCBAs set to arrive in August. Grant money to stay in BOM ICS until paid to vendor.
- e) Fire Dispatch - MCFD in the process of formalizing West Marin fire agencies contributions to MCFD for new dispatch services
- f) County is preparing a Sea Level Rise Public Information presentation on Saturday, April 29. SBFPD will have a table set up with information and NOAA weather radios.
- g) Tsunami Drill April 15th
 - o Success!
 - o 57 vehicles participated
 - o Lots of volunteers from Fire and SBDC
 - o Representatives from Seadrift, MCSO, OEM, NPS, UC Berkeley, Supervisor Rodoni
 - o Staff working through surveys to put together an internal AAR and develop lessons learned with the public

2. Operations

- a) Volunteers
 - (1) Last weekend a good group got together to reinforce the Siren Tower. Will do more next weekend.
 - (2) Weekend Volunteer Shifts for on call and shift
 - (3) Volunteer Firefighting Job Description and Limited Duty Waiver continuation.
 - (4) J. Peri is conducting 1 on 1 meetings with all volunteers to gather impressions and suggestions on their volunteer experience.
- b) Part-time Staffing
 - (1) Short on part time staffing during temp positions
 - (2) Continuing to outreach to possible part-time candidates
 - (3) May result in increased overtime costs for current employees
- c) Pump Testing
 - (1) E880 & E881 complete
- d) Hose Testing
 - (1) E861 & E881 still in progress

3. Incident Counts

- a) March 27 - April 19 - 17
- b) Year to date - 94

4. Training

- a) Full Company Fire Drills
 - (1) 4/5 Radio Familiarization
 - (2) 4/15 Full Company Structure Fire Training
- b) Daily Staff Trainings
 - (1) Structural firefighting & EMS trainings

Agenda is posted at the Stinson Beach Market, Stinson Beach Post Office, Station #1, stinsonbeachfire.org and sent to the editor at the Point Reyes Light.

- c) Individual Trainings
 - (1) A. Nuccio EVOC
 - (2) B. Vale Officer Training Ride Along w/ A. Jarvis
 - (3) C. Medley Pole & G. Buttfield at Academy
 - (4) J. Hyland Fire Behavior Training w/ Nicasio
- 5. SBVFA
 - a) SBVFA & administrative team truing up SBVFA sponsored items
 - b) Preparing for firefighters breakfast
- C. EMS (Emergency Medical Services)
 - 1. Medic 97 starts on Memorial Day Weekend or the weekend before . Medic 97 will keep same hours as last year. Friday, 24 hours, Saturday, 24 hours, and Sunday, 10 hours.
- D. Stinson Beach Disaster Corps
 - 1. 11 members of the SBDC participated in the Tsunami Evacuation Drill on April 15th doing traffic control, data collection, and public interface
 - 2. Further testing on improving transmission and reception in Seadrift has led to the determination that our Area Leads will move to the Bolinas Repeater going forward.
- E. Water Safety
 - 1. 2 water rescues were called in, but neither required our services.
- F. Maintenance
 - 1. All apparatus is in good working order
- G. Standing Committees
 - 1. Personnel Committee (R. Guidi, J. Walsh)
 - a)
 - 2. Facilities Committee (R. Guidi, S. Greene)
 - a) We received updated projected pricing from Kawasaki and Cumming for the new Firehouse. The new projections are similar to what was projected previously and is hovering right around 16MM for hard and soft costs combined.
 - b) This committee is working on creating talking points for future fundraising efforts. A “case for giving.”
 - 3. Budget Committee (J. Walsh, J. Ritchie)
 - a) The Committee has been quite busy over the past month reviewing the various options for investments
 - b) JRR has taken the lead to evaluate the various investment vehicles including CAMP, LAIF, the County Investment Pool, and a new institution - Raymond James Bank. Raymond James now has a program where larger sums are split up between several banks keeping the total amount in each bank below the FDIC limit, and so protecting the funds.
 - c) The details of the evaluation include rates of return, holding periods, FDIC availability, and other related matters
 - d) The Committee will meet again after more of these details have been further developed and will hopefully be able to provide recommendations well in advance of the next regular Board meeting.
 - 4. MWPA Board (J. Peri)
 - a) FY 23/24 Draft Projects Submitted

Agenda is posted at the Stinson Beach Market, Stinson Beach Post Office, Station #1, stinsonbeachfire.org and sent to the editor at the Point Reyes Light.

- b) Ops committee is working on the draft work plan
 - c) FY 22/23 Rollover funding being held for additional vegetation management projects
 - 5. MERA Board (J. Peri, R. Guidi alternate)
 - a) Meeting is next week
- H. Ad-hoc Committees
 - 1. Parking and Traffic Committee (S. Greene, M. White)
 - a) No report
 - 2. Marin Clean Energy (T. Bisson)
 - a) No report
 - 3. Strategic Plan Committee (M.White, J.Ritchie)
 - a) To advise the district regarding the affordability of the 5 year plan, two firms were considered. Pricing was similar, and NHA Advisors was selected based on their faster timeline and familiarity with the region
 - b) J. Peri and C. Crosby have been gathering information for NHA so that they can make their analysis and recommendations.
 - c) The Strategic Plan Committee will meet with Craig Hiil of NHA on Tuesday, April 25 to discuss his progress.
- VII. UNFINISHED BUSINESS
- VIII. NEW BUSINESS
- IX. ANNOUNCEMENTS
- X. DATE/TIME OF NEXT MEETING
 - A. May 22, 2023
- XI. MEETING ADJOURNMENT
 - A. J. Walsh made a motion to adjourn the meeting at 5:59 PM. M. White seconded the motion.

Agenda is posted at the Stinson Beach Market, Stinson Beach Post Office, Station #1, stinsonbeachfire.org and sent to the editor at the Point Reyes Light.