



REGULAR BOARD MEETING

Teleconference

August 22, 2022 / 5 PM

- I. CALL TO ORDER
 - A. President J. Walsh called the meeting to order at 5:05 PM.
- II. ROLL CALL
 - A. **Board Present:** J. Walsh — President;, M. White, R. Guidi, J. Ritchie — Directors
 - B. **Not Present:** K. Foote, Director
 - C. **Staff Present:** J. Peri — Chief; S. Folsom — Bookkeeper; C. Crosby — Administrative Specialist.; J. Glazier — EMS
- III. ADOPTION OF AGENDA
 - A. Agenda adopted with a request to include a motion that the District move to an annual audit under the Bookkeeper Report
- IV. APPROVAL OF MINUTES OF PREVIOUS MEETINGS*
 - A. [Regular Meeting, July 25, 2022](#)
 1. Corrected the name M. Walsh to M. White.
 2. M. White made a motion to approve. J. Walsh seconded the motion
- V. PUBLIC EXPRESSION
- VI. REPORTS
 - A. J. Hyland's report has been postponed so that the Budget committee can meet with him to prepare an in-depth report that will be presented to the larger board at a special meeting
 - B. Bookkeeper Report
 1. Workers Compensation audit has been finalized
 2. The financial audit is in progress
 3. Received the list of auditors from the SBWD. More research to be done
 4. Final installment from MWPA was received in the amount of \$2,600.
 5. Approval of Bookkeeper Report*
 - a) R. Guidi made a motion to approve. J. Walsh seconded the motion
 6. Request to move the District to an annual audit*
 - a) J. Walsh made a motion to approve. J. Ritchie seconded the motion
 - C. Fire Chief Report
 1. Current Administrative Tasks
 - a) Spending Policy
 - b) Developing Accounting Procedures
 - c) Investment Opportunities
 - d) Managing Personnel Documents
 - e) Newsletter Draft
 - f) RFP / Competitive Bidding Policy Development
 - g) Grant management and new grant submissions
 2. Seadrift HOA Disaster Committee Work Updates
 - a) Sirens for HOA vehicles - Working with CHP to get approval to install Hi-Lo Evacuation sirens on HOA security vehicles for emergent evacuation notification to Seadrift Residents and Visitors
 - b) Seadrift Evacuation Siren - Met with Chief Krakauer and Federal Signal rep to discuss the best possible placement and equipment for optimal siren notification to the residents of Seadrift and Little Mesa / Downtown

- area in Bolinas. Federal Signal rep to meet on-site and develop proposals. Marin County Radio Shop to give spare MERA equipment to us free of charge to be able to trigger the siren from Woodacre like the current NPS siren
- c) Aside regarding sirens: Noon and Five Alert: The tower needs some significant maintenance. Asked if 12 and 5 alert is something the town is still invested in. Will be some significant unbudgeted costs to keep it up and running. (The Tsunami siren is in good shape after recent repairs but would benefit from building repairs.) Good for redundancy. Might be able to seek funding from the Village Association to help out with the costs. J. Peri will approach the VA board once he has a quote. N. Ferrari offered that the noon and five alert may desensitize people to emergency alerting.
 - d) Met with Ventura County Emergency Manager to trade Tsunami Evacuation Strategies for one way in, one way out communities surrounded on three sides by water.
3. Captain's FLSA work period adoption (Resolution 2022-10*
 - a) The Fire Chief is proposing a 24-day FLSA work period adoption for the rank of Captain to allow for easier administrative computing for the new 24-day rotating Captain's shift schedule.
 - b) As discussed at the last board meeting, we have adopted a rotating Captains schedule for Captains to increase collaborative employee interaction, work-life balance improvement, setting the framework for a traditional ABC schedule as outlined in the 5-year plan
 - c) To formalize the change, we need to update [Resolution 2021-01](#) from a 14-day FLSA work period to a 24-day work period *for the rank of Captain only*.
 - d) This change also alters the overtime calculator. Upon adopting Resolution 2021-01, the board agreed to have Duty Officer's overtime begin after 96hrs in a 14-day work period. Following the same principles, Captain's overtime is now set to start at anything over 160hrs in a 24-day work period.
 - e) M. White made a motion to approve Resolution 2022-10. R Guidi seconded the motion
 4. Branding
 - a) FAE Medley-Pole, Capt Ferrari, and M97 staff did an excellent job putting our district logo on all apparatus.
 - b) C. Crosby has developed Business Cards, District Letterhead, and Thank You cards.
 - c) T. Bisson and C. Medley Pole are organizing the printing of new on-duty t-shirts.
 5. Operations
 - a) Part-time staffing running smoothly through the end of September.
 - b) Special shout out to Brice Briare and Boone Vale for covering the majority of shifts and taking coverage during my covid leave.
 6. Incident Count
 - a) July 25 - Aug 19 - 17 incidents
 - b) Year to date - 177 incidents
 7. SBVFA

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- a) Nice send off for Chief Kenny Stevens this past Saturday. Thanks to all who helped to make this happen.
 - b) SBVFA is currently sponsoring jacket reimbursement up to \$100. Contact Jesse for more information.
 - c) SBVFA to use money generated from the Pancake Breakfast to reimburse the district for the cost of a new, lighter, more ergonomic stokes rescue basket. Quoted at \$5,492.90
8. Training
- a) Volunteer Drills
 - (1) Structure Protection
 - (2) Air 800 Air Trailer Familiarization
 - b) On-Duty Drills
 - (1) Shift Staff to develop weekly training topics for the calendar year to stay up-to-date on fire and rescue trainings
 - (2) Shift Staff to engage in Block Trainings with other local fire agencies
 - c) Extracurricular Trainings
 - (1) Several Volunteers and Paid Staff completed Driver Operator 1b training at Bolinas
 - (2) C. Medley-Pole continuing paramedic internship
- D. EMS (Emergency Medical Services)
- 1. EMS training on 8/17: Monkeypox update, new required information for Imagetrend, and EMT skills
 - 2. Working with Jesse and Stryker for the new LifePak 15 and maintenance contract.
 - 3. Boundtree order for EMS supplies
 - 4. Sidewalk CPR on 8/13, educated 26 individuals on hands only CPR, Stop the Bleed and RxSafe Marin. J. Glazier thanked everyone who came out to help.
- E. Stinson Beach Disaster Corps
- 1. Area Lead meeting has been scheduled for September 1. Discussion points:
 - a) Changes to the Disaster Plan and SOP
 - b) Becoming an official Firewise Community
 - c) NOAA Tsunami and Alert radio rollout. Might use MWPA funds to help fund the program in addition to donations. Radio cost is \$30 plus 3 AA batteries.
- F. Water Safety
- 1. No water calls
 - 2. One rescue paddle board drill
- G. Maintenance
- 1. No report
- H. Standing Committees
- 1. Personnel Committee (R. Guidi, J. Walsh)
 - a) No report
 - 2. Facilities Committee (R. Guidi, K. Foote)
 - 3. Budget Committee (J. Walsh, K. Foote)
 - a) Discussion of CD/Treasury Bond Options moved to Special Meeting
 - b) SBFPD Spending Policy Progress also moved to Special meeting

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4. MWPA Board (M. White)
 - a) Chief executive Officer Mark Brown commented on how fortunate Marin County has been to have a relatively cool summer. He did stress how it could change rapidly.
 - b) The McKinney fire in Northern California is an example of how fires can grow extremely fast and become very dangerous.
 - c) This year's final Treasurer's report will be finalized in September and the new 2022-2023 report will be available.
 - d) In the work plan update, Ann Crealock thinks that our fuel break project will be expedited, though a CEQA exemption will still be needed.
 - e) Chipper days are still quite popular. 95% of the population is in favor of them. Fire Safe Marin does 2 in Stinson. Stinson Beach Fire does 3 more. Hill and Highlands and Calles and Patios Chipper Days will be in September. Stinson Beach Fire will give Stinson Residents a voucher to drop off their vegetation at the Bolinas Resource Recovery site.
 - f) The Fire Safe Marin Website is very much used in the County. They get over 10,000 visits per month. There are 85 educational videos available.
 - g) MWPA Local projects - J. Peri
 - (1) GGNRA Staff have approved the Stinson Beach Fuel Break Project and informed us that it has passed NEPA review. The next steps are to secure a contractor to perform the work and do a final walk-through of the site with NPS staff. J. Ritchie and J. Peri are working on a resolution to get the work expedited due to the large build up of dry vegetation and the fast approach of fire season. This measure will be considered in the Special meeting that is being discussed for the end of next week.
 - (2) Several NOAA Weather Radios have been purchased and are in the process of being programmed to our local area. Staff is developing a public disbursement strategy.
 - (3) NPS is unable to mow highlands this year due to staffing shortages. NPS has approved SBFPD to take management of mowing for this year. J. Peri is in contact with a mowing company to receive a quote
 - (4) JP to organize MWPA carryforwards & reserves in anticipation of the MWPA Citizens Oversight Committee audit for FY 21/22
5. MERA Board (J. Peri, R. Guidi alternate)
 - a) No report . Meeting is coming up. J. Peri concerned about a recent lawsuit in Marin regarding violations of immigrant rights. In the upcoming meeting, J. Peri will request that there are significant protections in place for immigrant communities to make sure anything that is heard on law enforcement frequencies is not by-passing State Bill 54.
- I. Ad-hoc Committees
 1. Motel Committee (J. Ritchie, J. Walsh)
 - a) Contractor says there have been some delays and he is behind schedule, he is requesting the use of the district property for another month.

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- b) He will remove the dump trailer and storage unit by the end of August but would like to continue using the lot for off street parking through the end of September.
 - c) Final walk through date tbd.
 - 2. Parking and Traffic Committee (J. Walsh, M. White)
 - a) Mike Matthews, SBVA President, and J. Walsh to meet with representative(s) of Rodoni's Office to discuss the usual issues.
 - 3. Marin Clean Energy (T. Bisson)
 - a) PGE has acknowledged receipt of the revised incentive applications.
 - 4. Strategic Plan Committee (M.White, J.Ritchie)
 - a) No report
 - VII. UNFINISHED BUSINESS
 - VIII. NEW BUSINESS
 - A. Resolution 2022-9*
 - 1. Authorizing the continuation of remote teleconference meetings for the legislative bodies of SBFPD, pursuant to Brown Act Provisions
 - a) J. Walsh made a motion to approve. M. White seconded the motion
 - IX. ANNOUNCEMENTS
 - X. DATE/TIME OF NEXT MEETING
 - A. September 26, 2022. 5PM
 - XI. MEETING ADJOURNMENT
 - A. M. White made a motion to adjourn the meeting at 5:56. R. Guidi seconded the motion.

**Action Item*

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*Action item