



REGULAR BOARD MEETING

Teleconference

December 19, 2022 / 5 PM

- I. CALL TO ORDER
 - A. Board President M. White called the meeting to order at 5:00 PM.
- II. ROLL CALL
 - A. **Board Present:** J. Walsh — President, M. White, R. Guidi, J. Ritchie, S. Greene — Directors,
 - B. **Staff Present:** J. Peri — Chief; S. Folsom — Bookkeeper; C. Crosby — Administrative Specialist.; J. Glazier — EMS
- III. Visit from MWPA Executive Director Mark Brown
 - A. Mark Brown History - Approved by the Voters in 2020 to be the Executive Director. Worked for Marin County Fire. Retired as Dep. Fire Chief. Sympathetic to West Marin issues.
 - B. Mark Brown Presentation
 1. M. Brown wants to come and visit the SBFPD Board at least once per year
 2. Parcel tax approved in 2020 at 10 cents per square foot. 60% to Core, 20% goes back to member agencies for local projects based on revenue, 20% money set aside for D-Space. M. Brown thinks the D. Space inspections have had the most impact.
 3. Local Projects - MWPA decided to spend money wisely by rolling money over year to year and banking the money for larger projects. Stinson Beach has done this and is close to implementing a shaded fuel break project for wildlands interface. MWPA has been providing Environmental Compliance support for this project.
 4. Core Projects - 80% of the revenue must be spent in one of the 5 zones in which it was earned. West Marin has a lower funding level than the other 4 zones based on lower population. Concern that larger sized projects were not getting done. Creating a prioritized spending process with approx 2MM set aside for "overspending" in the West Marin zone.
 - a) Hi-Lo Sirens approved. 2 deputies assigned between Stinson and Tomales. Will be overwhelmed. Hi-Lo sirens will help to alert the public to evacuate. Public education campaign is underway.
 - b) Grant program has been very successful. Funded with \$500K which has already been spent. Another \$100K has been found to keep the fund going, and it's possible another \$400K will go to grants due to underspending in other areas.
 - c) Chipper Day Program - Very successful.
- IV. NEW BUSINESS
 - A. Oath of office for returning Board Member, Mark White, and new Board Member, Sean Greene.
 1. M. White and S. Greene were both properly sworn in
- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS*
 - A. Regular Meeting, November 28, 2022
 - B. Closed Session, December 6, 2022
 1. R. Guidi made a motion to approve. S. Greene seconded the motion

VI. PUBLIC EXPRESSION
VII. REPORTS

A. Bookkeeper Report

1. 1 The LAIF application has been submitted.
2. 2 The withdrawal request of pooled funds has been submitted to the County for \$1.8M. That will leave an approximate balance of \$427K. It should be transferred this week. 3 The audit is progressing. Receiving random emails with follow-up questions.
4. 4 The Horizon Cable lease agreement still needs to be signed. A copy was forwarded to the Board over the weekend.
3. 5 Net property tax revenue of \$581K was received on 12/15/22. This included the County processing charge of \$6,881.
4. 6 Additional funds will be transferred to CAMP on 12/19/22.

B. Fire Chief Report

1. Administration
 - a) School Active Shooter training session 1/3/23.
 - b) SBFP, BFPD and MCFD to provide stop the bleed training to school staff. Working with SBVA to fund Stop the Bleed Kits for SBUSD teacher backpacks and offices
 - c) Ambulance Driver Title 13 Section 1100.3 exemption submission announcement and update Verizon Wireless account shift
2. 5 year plan update
 - a) Staffing: Strategic Planning committee to meet in January regarding sourcing additional revenue streams for new positions
 - b) Station: FAC to meet in January to outline goals for calendar year 23
 - c) Apparatus: Drafting a reserves allocation / apparatus replacement schedule. Command staff to meet to discuss potential sale of E881
3. Grants
 - a) SCBA AFG Grant Update - Regional Grant. Now have quantities and cylinder sizes.
 - b) Homeland Security Grant Update - Waiting on FEMA to approve new items.
 - c) Accounting work duties Update - Transition of day to day tasks from S. Folsom to C. Crosby underway.
4. Operations
 - a) Volunteers: Several new potential "shift" volunteers
 - b) Part-time Staffing: Continuing well with our current staff. WE have one new application for part time FAE.
 - c) Incident Count Nov 28th-Dec 18th, 2022 was 11 major incidents (Shorter period due to meeting date change).
 - d) Incident Count for 2022 to date is 277. Up 22 calls from 2021.
5. SBVFA
 - a) 2022 Fundraising letter sent out to public
 - b) SBVFA plans to donate items to the District: Replacement 1&34" Nozzles, ReplacementRescue Harnesses,

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- c) Replacement AED for Engines and Ambulance
- 6. Training
 - a) Full Company Fire Drills: 12/1 Drill Canceled, 12/13 Injury Prevention and Physical Fitness Demonstration - Freda Weitzer Local Physical therapist , 12/21 Radio Relay Drill Planned
 - b) Daily Staff Trainings: 2 person limited staff drills, Hill and Hydrant system familiarization, Securing Utilities
 - c) Individual Trainings: N. Kenig & R. O'Boyle have passed COM First Responder Course, J. Peri to do an ALS clinical skills refresher day at Marin Health
 - d) N. Ferrari - Heading back to College of the Siskiyous to finish up his FF1 and test his FF2 in early January.
- C. EMS (Emergency Medical Services)
 - 1. No updates this period
- D. Stinson Beach Disaster Corps
 - 1. The Annual Holiday Lights drill was held on December 14. There was a very good turnout and the drill went well.
 - 2. 3 new ICOMs have been ordered for the Seadrift that will hopefully help to improve radio reception in that Area.
- E. Water Safety
 - 1. No calls this period. All equipment up and running
- F. Maintenance
 - 1. A91 needed a new fuse
 - 2. All rigs continue to be checked and kept in good working order
 - 3. Generator checks and maintenance back to being done annually
- G. Standing Committees
 - 1. Personnel Committee (R. Guidi, J. Walsh)
 - a) Summary from 12/6/22 Closed Board session
 - (1) In the closed session of 12/6/22, a motion was made and seconded to accept the Chief's proposal to create a Senior Captain position.
 - (2) Timeline: March 2023 Start Date
 - (3) Hiring Process: This position will be hired via an internal interview process, with only current SBFPD Captains being eligible to apply.
 - (4) Fiscal Impact: For a full year, the proposed position is \$8,337 over the current Captain's salary. For the four remaining months of this fiscal year (March-June), this position will add approximately \$2,779 in unbudgeted costs to this year's budget. We can reallocate these funds from other budget categories as we are projecting low on several operational budget lines. (Education & Fire Equipment). This proposal will not impact current reserves, and it will not impact the final amount the board has agreed to allocate to set aside for reserves.
 - 2. Facilities Committee (R. Guidi, S.Greene)
 - a) S. Greene to replace departing member, K. Foote committee
 - 3. Budget Committee (J. Walsh, J. Ritchie)

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- a) Designation of one member of the budget committee to be an administrator on District Investment accounts*
 - (1) J. Walsh was formally named to this position
 - (2) J. Ritchie to replace departing member K. Foote on this committee
 - b) Updates on CAMP and LAIF accounts
- 4. MWPA Board (M. White, J. Peri)
 - a) MWPA Monthly Report for December - M. White
 - b) MWPA board met Thursday December 15th. It was the first hybrid meeting of MWPA. Several board members were in person at MWPA's offices on Los Gamos in San Rafael. Others still met online, including yours truly.
 - c) I'm very happy to have MWPA Executive Director Mark Brown with us tonight. He's been working with MWPA almost since its inception in April 2020.
 - d) Happy to report that Fire Season is officially over.
 - e) \$500,000 in grants for improvements for homeowners for defensible space and home hardening were given out this year. More will be available next year.
- 5. MWPA Project & Operations Committee Report- J. Peri
 - a) MWPA FY22/23 project update
 - (1) D-Space - Inspections continuing in Seadrift
 - (2) Local - Highlands Fuel Break: Work paused on project awaiting the green light from NPS natural resources
 - (3) Core - Hi-Lo Sirens installations completed on all rigs
 - b) MWPA FY23/24
 - (1) Operations Committee Meeting
 - (a) MWPA staff presented the timeline and project submittal process for next fiscal year
 - (b) MWPA staff proposed a rotational model where zones could get more funding once every several years
 - (2) Project Planning for FY23/24
 - (a) D-Space - Continue similar inspection model with County inspectors and SBFPD follow ups
 - (b) Local - To be finalized
 - (i) Investment in evacuation alerting equipment
 - (ii) Budget for unforeseen Highlands Fuel Break maintenance
 - (c) Core - To be finalized with other West Zone players
 - (i) Potential Stationary Siren for Seadrift
 - (ii) Potential Local Hazard assessment
 - c) MWPA Executive Report
 - (1) Work Plan Development.
 - (a) It is time to start the planning process for the 2023/2024 Work Plan. The Work Plan Portal is being fine-tuned and we are starting Advisory/Technical and Operations Committee meetings in early December

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- (2) Member Agency Updates
 - (a) Southern Zone/Muir Beach: Muir Beach Highway 1 Evacuation Corridor/Muir Beach Banducci Ranch
 - (i) Work began November 22, 2022 First priority is within 100 feet of Hwy 1 in Muir Beach area/Banducci Ranch Area with history multiple ignitions (and vehicle crashes)
 - (ii) Steep, overgrown, lots of invasive species
 - (iii) Includes extensive coordination with NPS staff, Caltrans, etc.
 - (3) Resident Grant Program
 - (a) Since kicking off the 2022-2023 grant program in July, 767 grant applications from residents have been either initiated, submitted, or awarded. Over the fiscal year \$435,000 has been distributed to homeowners in Marin County for home hardening and defensible space work bringing us up to \$540K overall.
- 6. MERA Board (J. Peri, R. Guidi alternate)
 - a) December 2022 - MERA Governing Board Update
 - (1) Site Construction
 - (a) With the completion of construction on Bid Package #2 sites, including Big Rock, San Pedro, and Sonoma Mountain, half of the total eighteen sites have now been completed. Motorola has also completed installation of their radio and network equipment at several of these locations.
 - (2) Bid Packages
 - (a) Of the remaining nine sites, Tomales, Skyview Terrace, Wolfback Ridge and OTA have been awarded to Fidato for construction. Physical construction begins at these locations in January 2023. The final five sites, Mt Tam, Point Reyes, Coyote Peak, Muir Beach and OTA are scheduled to be awarded by the Governing Board at the December 14th, 2022, meeting. This will complete the construction bidding phase of the project.
 - (3) Connectivity
 - (a) MERA has developed a Connectivity Plan for dispatch centers, fire station alerting and wireless radio programming sites. MERA will be testing the plan with a subset of agencies. Once finalized, MERA will roll out its Connectivity Plan and Fire Station Alerting specifics to all agencies.
 - (4) Motorola
 - (a) Motorola has been developing the first Code Plug (radio program) for MERA to examine as part of establishing fleet-wide radio programming. This involves talkgroup templates, button and switch configurations, and software selections. MERA is also working to develop the final order of subscriber radios to be placed in Q1 of 2023.

H. Ad-hoc Committees

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1. Motel Committee (J. Ritchie, J. Walsh)
 - a) This committee to be removed next board meeting
2. Parking and Traffic Committee (S. Greeme, M. White)
3. Marin Clean Energy (T. Bisson)
 - a) Clarified that the issues that the Bolinas Community Center was having with their system should not affect the SBFPD or our new battery system as we have changed vendors and hardware.
4. Strategic Plan Committee (M.White, J.Ritchie)
5. Firehouse Advisory Committee (R. Guidi, S. Greene)
 - a) Removing this as a subcommittee. Grouping under the Facilities Committee.

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

- A. Reassign open Committee positions*
 1. Facilities: S. Greene assigned
 2. Budget: J. Ritchie assigned
 3. Parking and Traffic: S. Greene to replace J. Walsh.
- B. Resolution 2022-16*
 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

X. ANNOUNCEMENTS

XI. DATE/TIME OF NEXT MEETING

- A. January 23, 2023. 5PM

XII. MEETING ADJOURNMENT

- A. J. Walsh made a motion to adjourn the meeting at 5:49 PM. M. White seconded the motion.

**Action Item*

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*Action item