



## REGULAR BOARD MEETING

Minutes

January 23, 2023 / 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:** M. White — President;, J. Walsh,, J. Ritchie, S. Greene — Directors,
  - B. **Staff Present:** J. Peri — Chief; S. Folsom — Bookkeeper; C. Crosby — Administrative Specialist
- III. ADOPTION OF AGENDA
- IV. APPROVAL OF MINUTES OF PREVIOUS MEETINGS\*
  - A. [Regular Meeting, December 19, 2023](#)
    1. J. Ritchie made 3 corrections to the minutes.
      - a) Motion to approve December minutes as amended was made by J. Ritchie, seconded by M. White.
- V. PUBLIC EXPRESSION
- VI. REPORTS
  - A. Bookkeeper Report
    1. The LAIF account is open. There has been no transfer of funds.
    2. \$1.8mil was received from the County on 12/23/22 and \$1.7mil was transferred to CAMP on 1/10/23.
    3. Fiscal year to date earnings from CAMP are \$3,073.30. This is an average yield of 4.10%
    4. The Horizon Cable lease agreement still needs to be signed.
    5. A draft of the audit and management communication letters are included within the body of this report. Comments will be coming over the weekend and at the meeting.
      - a) Motion to accept the audit was made by J. Ritchie. Seconded by M. White.
    6. 6 Desktop and QBO are in the middle of transition.
  - B. Fire Chief Report
    1. Winter Storm Update
      - a) Storm incident totals: 17
      - b) See [Fire Chief's memos to the board](#) for details on 1/5 storm response
      - c) Marin County Building Inspectors structural Damage Survey update
      - d) SBFPD initial damage estimates update
      - e) Public Thank you to the 90 First Responders who helped out on January 5: Marin County SAR, OES, USAR Team, Fire Foundry, Marin County Fire Department, Water district , Office of Emergency Services, SBFPD Crew, and Neighbors helping neighbors
    2. Administration
      - a) Transfer of accounting duties
      - b) Injury and illness Prevention Plan and State Fund Risk Assessment
      - c) ISO Training Preparation
      - d) Lexipol Policy Development
      - e) Newsletter progress

- f) CalPERS update
  - g) Seadrift Safety Committee
    - (1) Stationary Siren Project update
  - h) Grants
  - i) SCBA Grant Update
  - j) Homeland Security Grant Update
  - k) Fire Dispatch Update
3. Operations
- a) Volunteers:
    - (1) New Shift Volunteer Atom Farrell, has passed medical and backgrounds. Name will be presented to the SBVFA for inclusion in the association.
  - b) Part-time Staffing
    - (1) Continuing well with our current staff, B. Briare working above and beyond during storm events and for emergency coverage
    - (2) Developing backfill schedule for C. Medley Pole's academy absence
  - c) Incident Count
    - (1) Incident Count Dec 18 - Jan 22 - 17
    - (2) Total Incidents for 2021 - 266
    - (3) Total Incidents for 2022 - 287
    - (4) Increase in Incidents from 2021 to 2022 - 21
4. SBVFA
- a) Successful holiday fundraising campaign
  - b) Raffle drawing delayed until 2/1 due to storm and illness
  - c) SBVFA board meeting on 2/1 plans to donate items to the District:
    - (1) Replacement 1&34" Nozzles
    - (2) Replacement Rescue Harnesses
    - (3) Replacement AED for Engines and Ambulance
5. Training
- a) Full Company Fire Drills
    - (1) 1/4 drill postponed due to storms
    - (2) 1/11 self taught - equipment familiarization & target solutions assignment
    - (3) 1/18 SCBA familiarization and SCBA mask fit testing
  - b) Daily Staff Trainings
    - (1) Limited daily staff training due to storm response
  - c) Individual Trainings
    - (1) D. Blair & C. Medley Pole to attend S-212 Saw Class
- C. EMS (Emergency Medical Services)
- 1.
- D. Stinson Beach Disaster Corps
1. The Disaster Corps was activated by Chief Peri during the storm surge on January 5 and 6. All Area Leads were immediately notified and available by text and radio.

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2. By all accounts the SBDC participated in the incident professionally, and the Area Lead from the Calles was an active participant in alerting the operational staff about transportation needs for evacuating residents and visitors
  3. Area Leads for the Hill and Highlands arranged for SBDC staffing for the Community Center while it was open as a Temporary Evacuation Point.
  4. In the post event debrief, improvements for providing the incident updates from the Chief to the SBDC and Stinson Property Managers was discussed. New protocols have been established and will be implemented for future activations.
- E. Water Safety
1. A couple of water rescues were made this past month.
  2. Water Rescue Classes coming up. Nick to teach. CMP to take the class. Possibly some Part Time Staff.
- F. Maintenance
1. Generators needed some maintenance. Currently up and running.
- G. Standing Committees
1. Personnel Committee (R. Guidi, J. Walsh)
    - a) State Fund Experience Modification Update. There has been an increase in premiums based on current claims. One outstanding claim still needs to be finalized before
    - b) Facilities Committee (R. Guidi, S. Greene)
      - (1) Discussion on Fundraising options
      - (2) The FAC will be meeting the 3rd Monday of each month
      - (3) Talked about the next steps in the process. J. Peri spoke to a person who had just gone through the process of building a firehouse in the East Bay. That person suggested that our District hire a financial consultant to go over all the revenue streams who would do research, provide options, and forecasts. NHA Advisors was put forth as an option.
      - (4) C. Heath's services were mentioned. His company is more about putting measures on the ballot. A possible piece of the larger puzzle.
      - (5) J. Peri to continue this research.
  2. Budget Committee (J. Walsh, J. Ritchie)
    - a) J. Hyland has provided excellent advice on increasing the returns on the District's funds at no charge. Request that the Board authorize a gift certificate for J. Hyland and his wife to a good restaurant of his choosing.\*
    - b) Suggestion was made to make the Parkside the restaurant of choice
      - (1) Motion made to provide an open ended gift certificate for J. Hyland and his wife for a dinner at the Parkside.
        - (a) Marcus made a motion to approve. J. Walsh seconded.
  3. MWPA Board (M. White, J. Peri)
    - a) MWPA Monthly Report for January - M. White
      - (1) MWPA met Thursday January 19th.
      - (2) Executive Director Mark Brown reported that Marin County has received historical amounts of rain recently. The most rain in a 3 week period since 1862.

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- (3) The IJ has reported that a simulated evacuation plan for Bolinas was made a few years ago.
- (4) Also, Cal fire severity maps from 2007 versus 2020 show the changes in just 13 years. How much more vulnerable we are now.
- (5) The Work Plan Update report shows longer, hotter, dry seasons and more intense precipitation events during rainy seasons.
- (6) Proud to report that the Operations Committee has a new Chairman, none other than our own Chief, Jesse Peri.
- (7) Fire Safe Marin reported that their PSA, which was distributed by Adapt Campaign has had 8 million hits, proving that people are concerned about Wildfire Safety.
- b) MWPA Project & Operations Committee Report- J. Peri
  - (1) MWPA FY22/23 project update
    - (a) D-Space - Inspections continuing in Seadrift
    - (b) Local - Highlands Fuel Break: Work paused on project awaiting the green light from NPS natural resources
  - (2) MWPA FY23/24
    - (a) Operations Committee Meeting
      - (i) J. Peri is now the Chairman of the MWPA Ops Committee
    - (b) Project Planning for FY23/24
      - (i) D-Space - Continue similar inspection model with County inspectors and SBFPD follow ups
      - (ii) Local - To be finalized
        - (a) Investment in evacuation alerting equipment
        - (b) Budget for Highlands Fuel Break maintenance
      - (iii) Core - To be finalized with other West Zone players
        - (a) West zone project proposals to be submitted to West Zone leadership in February
- 4. MERA Board (J. Peri, R. Guidi alternate)
  - a) Handout shared by J. Peri
- 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) The Strategic Plan Committee met with Chief Peri on Monday, Jan 16 primarily to discuss the future of staffing for the SBFPD.
    - b) Staffing Issue: The SBFPD needs solid 24 hour staffing at a rate high enough to keep people here, but that is also fiscally responsible.

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- c) As part of the 5 year plan, the Chief would like to work towards having 6 operational staff: 3 Captains, 3 FAE. With volunteers filling in.
- d) Discussed the progression to get to the proper staffing level: both fiscal needs and timelines.
- e) Touched on Firehouse funding and the benefits of having ALS capabilities, housing for additional staff, etc.
- f) Per Chief, staffing is priority number one. The SBFPD can get the job done with the correct staffing. Funding for this needs to be reliable and ongoing.
- g) Standard for Marin County Fire is 3 firefighters on a shift. Other jurisdictions have 4 firefighters per shift. SBFPD has 2 firefighters per shift and makes this work with PT staffing.
- h) Current Stinson property tax increases year over year allow for close to one additional staff member per year.
- i) Chief suggested bringing in a tax consultant to assess our situation, work with FAC, and work with potential financial advisors to answer the question of how we reach our goals.
- j) Chief and staff need to complete the work on staffing projections to solidify projected costs and clearly define financial needs.

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

- A. Request to SBFPD from SBCWD for contribution towards the replacement of the Matt Davis Cutoff Trail Bridge Replacement.
  - 1. Discussion was had. Total cost from the NPS is \$80K for bridge. Additional public access brings the total to \$110,000. The NPS requires that the bridge be built to their specifications.
  - 2. Kent from the Water Department has presented to his board a request to provide some funding. Village Association and SBFPD were both approached about providing funding.
  - 3. J. Peri feels the majority of the funds should come from the NPS. The SBFPD has its own large infrastructure projects on the horizon. Additionally, the SBFPD has provided and continues to provide rescue services on State Park land without compensation. It is J. Peri's opinion that the NPS should start work when it is financially feasible for them.
  - 4. The bridge was providing two benefits to the SBFPD. It is a part of the Tsunami Evacuation Plan from the Hill to Panoramic Hwy. Also, the bridge was used as access for hike-ins for trail rescue. The SBFPD has an alternative access point that is working for this issue.
  - 5. Per J. Peri, the SBFPD wants to continue to be a community partner and recognizes that the bridge is a part of emergency evacuation plans. The SBFPD is interested in the project, but can't make a financial commitment at this time. J. Ritchie will work with J. Peri to respond to K. at the Water Department.
- B. Resolution 2023-1\* Authorizing the continuation of remote teleconference meetings for the legislative bodies of SBFPD, pursuant to Brown Act Provisions for the month of February.
  - 1. J. Walsh made a motion to approve. M. White seconded the motion

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C. Discussion of Assembly Bill 2449 – Enhanced Teleconferencing and Recent Developments Relating to Assembly Bill 361 of 2021. This Bill will impact Board meetings, starting on March 1, 2023

1. In person SBFPD Board meetings will resume at the Firehouse starting in March. Remote access for Board members can be provided, but only under certain emergency circumstances, and only so many times per year.

IX. ANNOUNCEMENTS

X. DATE/TIME OF NEXT MEETING

- A. February 27, 2023. 5PM

XI. MEETING ADJOURNMENT

- A. M. White made a motion to adjourn the meeting at 6:10 PM. J. Walsh seconded the motion.

*\*Action Item*

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\*Action item