



## REGULAR BOARD MEETING

July 24, 2023 / 5 PM  
Minutes

- I. CALL TO ORDER
  - A. Board President M. White called the meeting to order at 5:03 PM.
- II. ROLL CALL
  - A. **Board Present:** M. White — President, J. Walsh, R. Guidii, J. Ritchie, S. Greene
  - B. **Staff Present:** J. Peri — Chief; C. Crosby — Administrative Specialist, Sarah Folsom – Bookkeeper
- III. ADOPTION OF AGENDA
- IV. APPROVAL OF MINUTES OF PREVIOUS MEETINGS\*
  - A. Regular Meeting, June 26, 2023
    1. J. Ritchie - noted a correction needed in Bookkeeper report to add “Bank of Marin”
    2. Motion made to approve J. Ritchie and seconded by J. Walsh.
- V. PUBLIC EXPRESSION
  - A. J. Posadas wanted to know who to contact to remove a tree that he feels is breaking up the street and may affect his leech field. Would like it to be removed.
  - B. J. Peri gave MWPA guidelines regarding trees and defensible space. He felt it might be challenging to get this tree removal done with public funds.
- VI. REPORTS
  - A. Bookkeeper Report
    1. Approximately \$220K will be transferred from the County Investment Pool to the Bank of Marin ICS account.
    2. CAMP posted earnings of \$5,116.63 for the month of June.
    3. Raymond James posted earnings of \$4,022.47 for the month of June.
    4. The Bank of Marin ICS account posted earnings of \$1,648.72 for the month of June.
    5. The LAIF earnings were unavailable at the time this report was generated.
    6. Note that \$446K of the Bank of Marin-ICS account is grant money that will be expended soon.
      - a) Approval of Bookkeeper Report\*
        - (1) Move to approve by J. Walsh. Seconded by R. Guidi
  - B. Fire Chief Report
    1. Administration Updates
      - a) 2023 Captain’s recruitment
        - (1) Underway. 12 applicants. Working with CPS to organize the oral interview panels. Rob Guidi. Nick Ferrari and Nick Kenig. Chief’s panel will be Jesse Peri, George Krakauer, and Toby Bisson. Late Sept, early Oct start date.
        - (2) More applicants as this recruitment was more appetizing Better title “Captain” this time vs “Duty Officer. Pension package. Traditional schedule 48/96.
      - b) SBFPD fire prevention program position development.
        - (1) Need to provide the Board with commercial inspections annually.

- (2) Bringing on a part time commercial inspector to help develop the program for SPFPD. Get outside consultation on inspections and back end tracking.
  - c) Injury Update
    - (1) A volunteer suffered an injury in the last drill. Knee injury. Helping him work through the workers' comp system
  - d) SCBA delivery and Inventory
    - (1) Regional Grant. Stinson wanted slightly different equipment
    - (2) Our equipment package came in early
  - e) Sidewalk CPR event
    - (1) Working with County EMS on CPR day to educate passers by in CPR. Aug 19 in park at Village Green.
  - f) NOAA weather radio program - CAL OES meeting
    - (1) Recap of meeting with regional directors and coordinators of emergency services all over CA to go over our NOAA weather radio program.
  - g) 6PG update
    - (1) New PGE helicopter located in Novato to help out with fire suppression drops
  - h) FY 23/24 Employee Job Descriptions signed
  - i) Certificate Expiration Date Cleanup
- 2. Operational Updates
  - a) Volunteers:
    - (1) New Volunteer Freeze
      - (a) Lots of new volunteer interest. Stinson is one of the few programs that is offering shifts to volunteer firefighters.
      - (b) Current Totals:
        - (i) 16 on-call
        - (ii) 4 shift
        - (iii) 4 potential volunteers
        - (iv) 24 total
    - (2) Volunteer Participation document created monitoring volunteer drill participation and call participation. Current Volunteers will be placed on in-active status if they do not maintain good participation standing in both categories for a period of 3 months.
  - b) Part-time Staffing
    - (1) No updates
  - c) Full-time Staffing
    - (1) No updates
  - d) Incident Counts
    - (1) Since Last Board Meeting: 34
    - (2) Year to Date: 186
- 3. SBVFA
  - a) SBVFA sponsoring monthly kitchen budget for staff and volunteers
  - b) SBVFA sponsoring station BBQ
  - c) SBVFA looking to sponsor a mental health program for its members
    - (1) Give the volunteers someone to talk to after critical incidents
- 4. Training

- a) Full Company Fire Drills
  - (1) 7/5 Progressive Hoselay Back to Basics
  - (2) 7/19 Progressive Hoselay Mock Fire Scenario Lower Willow Camp
  - (3) S130 & S190 Trainings on Target Solutions
- b) Daily Staff Trainings
  - (1) Minimum of 1 hr of daily training being recorded per shift per employee
- c) Individual Trainings
  - (1) Courtney Buechert, David Ezparza, Immo Gunzerodt, John Hyland, John Silva & Charles Higgins to attend Volunteer Wildland Academy 7/29
- C. EMS (Emergency Medical Services)
  - 1. Note: Stinson beach is not getting an ambulance. That was a misquote in the IJ.
  - 2. The County is seeking funds for a larger ambulance and an upgrade on some medical devices.
- D. Stinson Beach Disaster Corps
  - 1. On Friday, Jesse and Carey met with Tom Jordan and 4 others from OES.
  - 2. Tom has been heading up the push for Tsunami alerting via NOAA weather radios.
  - 3. Tom wanted to talk about the pilot program we launched in Stinson, and to get OES support for more robust technology from the National Weather Service, and for more volunteers to support his program to roll it out to all California coastal communities.
- E. Water Safety
  - 1. No water calls.
  - 2. Training - sent a couple of guys to NPS lifeguard training for ocean water rescues.
  - 3. Sent the jet ski to the Jr. Lifeguard training to get the trainees a feel for being both a victim and a rescuer.
- F. Maintenance
  - 1. Air 800 return from Academy - OOS stripped knobs.
  - 2. Apparatus decals being switched to "District" from "Department"
- G. Standing Committees
  - 1. Personnel Committee (R. Guidi, J. Walsh)
    - a) Covered in the Fire Chief's report.
  - 2. Facilities Committee (R. Guidi, S. Greene)
    - a) Review of preliminary meeting with County planning
      - (1) Toby, Jesse, Carey, Sean met with Michele and Jeremy from County Planning. Talked about what we have already done, and next steps.
      - (2) Next steps: Use and Coastal permits. County gave good advice on how to apply for use.
      - (3) County impressed that we had so many things done. Waiting for a checklist from them on the remaining items so we can submit the application.
    - b) Rodoni budget allocation

- (1) County has a budget surplus. Wants to allocate \$100K to Stinson for infrastructure needs. Needs to be spent in the 2023 calendar year.
- (2) FAC brainstormed on how to spend: Fundraising consultant, septic, fencing.
- c) Discuss setting up meeting with fundraising specialist
- 3. Budget Committee (J. Walsh, J. Ritchie)
  - a) NHA Report Review - Craig Hill and Leslie Bloom presenting
    - (1) NHA provided a slide presentation discussing options for funding the Fire Station and Additional Staffing Needs for the District
    - (2) The first slide provided background on the District's need and summarizes the District's Community profile based on data provided by the County Assessor.
    - (3) The District plans to pursue the development and construction of a new fire station with an anticipated cost of \$16.6 million. The District has reserves of approximately \$1.25 million that it intends to apply towards the project.
    - (4) The District also has a need to increase professional staffing which takes priority over the new fire station. The estimated annual cost of increased staffing is \$500,000 to \$600,000.
    - (5) A summary of the District's property tax parcels: the District has 928 total parcels, of which 872 are taxable parcels and 725 parcels are improved. In addition, 122 parcels are registered voter properties (per 2022 data).
    - (6) The second slide provided an in depth look at the District's property tax parcels, District's total assessed values and provides a breakdown of assessed values and square footage by property use code.
    - (7) A review of County assessor records indicated that the District has 928 total parcels, 872 taxable parcels and 725 improved parcels. Total assessed value in the District, net of exemptions is \$1.4 billion. Total square footage for the improved taxable parcels is 1,288,871, resulting in average square footage of improved taxable parcels of 1,778 ( $1,288,871 / 725 = 1,778$  SF)
    - (8) The third slide showed the District's projected revenues and expenses based on FY 2022-23 results.
    - (9) The District's largest revenue line item is property taxes. Those have been projected out with 7% annual growth due to a historical analysis which indicated average annual increases over the last 20 years have been approximately 7%. Expenses are projected at 3% annually. Resulting net revenues, before the additional staffing expenditures or debt payments related to the fire station, are estimated to be \$208k (FYE 2024) to \$950k (FYE 2033).
    - (10) Additional staffing is estimated at \$500k annually, with a 3% growth assumption. In addition, the numbers on this slide assume that the District's fire station is funded with \$1.25M cash, with the remaining funded 50% with bonds and 50% with

fundraising. When incorporating new staffing, debt service for 50% of the fire station project and relating operating expenses, it is estimated that the District needs to raise funds of up to \$748k, which is estimated to decrease over time as projected revenues outperform expenses.

- (11) Slide 4 The District's net revenues before additional staffing or fire station costs are estimated at \$208k (FYE 2024) to \$950k annually (FYE 2033).
  - (12) Adding only additional staffing of \$500k (with annual growth) creates a structural deficit of up to \$235k. A parcel tax can provide supplemental recurring revenue source to close the gap. If the parcel tax was structured as a flat parcel tax, then it would equate up to \$270 per parcel per year for staffing only. Alternatively, the parcel tax can be structured based on square footage. Structuring it this way would result in an average amount of up to \$325 per parcel per year.
  - (13) Slide 5 summarized the fire station funding scenarios. We analyzed the cost for funding 100% of the fire station project cost, 75% of the fire station cost, 50% of the fire station cost and 25% of the fire station cost. The alternatives that fund less than 100% of the project cost (net of the \$1.25M reserves) assume that the remaining funds are raised through a fundraising effort.
  - (14) Estimated annual payments for a 30-year financing range from \$1.017 million for 100% bond funding scenario to \$203,669 for a 25% bond funding.
  - (15) Slide 6 showed revenue raising options including a parcel tax and/or a general obligation bond. A general obligation bond can only be used to fund capital projects (fire station). As the District also has operational cost needs (staffing), a parcel tax can be used for both the capital projects and operations.
  - (16) The table provides a summary of costs for the various funding scenarios presented on slide 5. A flat parcel tax funding the fire station debt payment, estimated additional operating costs related to the fire station and additional staffing needs, result in an annual parcel tax ranging from \$1,480 per parcel per year (100% bond funding) to \$546 per parcel per year (25% bond funding). A square footage parcel tax for the same additional costs would range from approximately \$1,780 per parcel per year to \$657 per parcel per year based on average square footage.
  - (17) Slide 7 – The District's historical financial results from audited financials for Fiscal Years ending 2018 – 2022. Findings are the District's net revenues have been \$343k to \$485k, with the exception of FYE 2020 which had a large capital outlay.
4. MWPA Board (M. White, J. Peri)
    - a) FY23/24 projects:
      - (1) Local Budget
      - (2) NOAA weather radio disbursement

- (3) large pile vegetation pickups
      - (4) Highlands fuelbreak maintenance
      - (5) D-space supplemental funding
    - b) D-Space Budget
      - (1) D-space inspections
    - c) WM Core Budget (that benefit Stinson Beach)
      - (1) West Marin Evacuation Route improvements
      - (2) Coastal Zone Project Scoping and Environmental Compliance, Phase 1
  - 5. MERA Board (J. Peri, R. Guidi alternate)
    - a) Next MERA meeting Wednesday 7/26
    - b) MERA billed the district for FY 23/24 annual payment as quoted in the budget
    - c) MERA did a presentation on all the infrastructure foundations that they are putting throughout the County.
- H. Ad-hoc Committees
- 1. Parking and Traffic Committee (S. Greene, M. White)
    - a) Comments that Saturdays have been very congested this month.
    - b) J. Walsh noted that an increase in ticketing fines was approved and suggested that we check in with the County.
    - c) R. Guidi noted that more traffic control was needed from Highway Patrol. Need to request more help from the County on weekends.
    - d) Toby noted that Sheriffs were out at Stinson and helping at the park entrance and the intersection. Parking enforcement was out in the Calles. Hard for them to get around as well.
    - e) R. Guidi offered to reach out to the Sheriff's office. M. White will approach Rodoni.
  - 2. Marin Clean Energy (T. Bisson)
    - a) Still struggling with application with PGE but very very close
    - b) Don't have schedule, but once the PGE application is completed the install will be next
  - 3. Strategic Plan Committee (M.White, J.Ritchie)
    - a) Did not meet.
- VII. UNFINISHED BUSINESS
- VIII. NEW BUSINESS
- A. Grand Jury Report
    - 1. Chief Alber at Marin County Fire provided their position. J. Peri recommends that we track their language.
    - 2. J. Peri will have this response ready for the next Board meeting in August.
- IX. ANNOUNCEMENTS
- X. DATE/TIME OF NEXT MEETING
- A. August 28, 2023
- XI. MEETING ADJOURNMENT
- A. J. Walsh moved to adjourn the meeting at 6:15PM. S. Greene seconded the motion.

*\*Action Item*