



## REGULAR BOARD MEETING

Teleconference

July 25, 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; T. Bisson — Water Rescue/Asst. Chief; C. Crosby — Administrative Specialist.; J. Glazier — EMS
- III. ADOPTION OF AGENDA
  - A. Request for the Rotary Club Award to be moved up from New Business
    1. Ann Sands of Rotary Club of Marin and Maxine Gilbert were both in attendance.
    2. Ann Sands, Rotary Club of West Marin. Rotary Club International wanted to honor first responders to the Covid Epidemic. Wanted one person from each County. Maxine Gilbert was submitted by J. Peri and chosen to represent Marin County. A. Sands presented Maxine an award to honor her service. Maxine expressed her thanks, and how proud she was to represent the Stinson Beach Fire Protection District.
- IV. APPROVAL OF MINUTES OF PREVIOUS MEETINGS\*
  - A. [Regular meeting, June 27, 2022](#)
    1. M. White made a motion to approve. J. Walsh seconded the motion
- V. REPORTS
  - A. Bookkeeper Report
    1. AFG grant revenue in the amount of \$56,822 was received.
    2. W funds for the period of 7/21 to 12/21 were received, \$81,669.
    3. The Audit is in-process.
    4. S. Folsom requested that the board consider moving the audits from bi-annual to annual. This would make it easier as she could dovetail the audit to happen with the closing of the books each year. By law, the District will need to change auditors before the next audit. Sarah has a list, and can ask a few auditors to provide a bid. Most Districts are on an annual basis. Toby offered to provide a list of auditors that the Water district has used or is currently using. J. Ritchie asked S. Folsom to put together a motion for the next regular board meeting.
    5. Workers Compensation audit is in process.
    6. Discussion of interest rate on funds currently held with the County.
    7. Approval of Bookkeeper Report\*
      - a) R. Guidi made a motion to approve. M. White seconded the motion
  - B. Fire Chief Report
    1. Performance evaluations
      - a) Operational full-time staff have had their yearly performance discussions. Administrative staff tomorrow
    2. Illness and Injury Status
      - a) All personnel are back to full work status
    3. Gasboy
      - a) Local reports available via direct download from the pedestal
      - b) No update needed as of now
    4. Captain Schedule and work period changes

- a) As of August, Captains will move to a rotating 6-day shift schedule to allow for:
    - (1) better work life balance for employees
    - (2) consistency with neighboring agencies
    - (3) work partner rotation
  - b) No fiscal impact to the district
  - c) Will likely need a resolution at the next meeting establishing the new FLSA work period - follow up to come
- 5. Seadrift HOA Disaster Committee meeting recap
  - a) Met for a good initial discussion. Developed action items moving forward including:
    - b) Options for Split Bumps for improved fire engine access
    - c) Additional Emergency information distribution during D-Space evals
    - d) Hi-Lo Sirens for Seadrift vehicles to assist firefighters in the event of an evacuation notification
    - e) Stand alone emergency siren installation
    - f) Review of Disaster Plan
- 6. Incident Counts
  - a) June 24, 2022 - July 25, 2022: 26
  - b) Calendar year to date: 162
- 7. MWPA D-Space - Inspections
  - a) Inspections performed for Hill Highlands Downtown and Panoramic
  - b) Inspectors granted SBFPD access to defensible space inspection app
  - c) Calles, Patios & Seadrift to be inspected by DB & on-duty staff
- 8. MWPA D-Space - Chipper Days
  - a) Successful Chipper Day on Panoramic on 7/16
  - b) Upcoming Stinson Fire Chipper Days:
    - (1) Hill, Highlands & Downtown on 9/3
    - (2) Calles, Patios & Seadrift 9/17
  - c) Upcoming Fire Safe Marin Chipper Day:
    - (1) Week of 10/10
  - d) Non-chipper options: permit for Bolinas resource and recovery.
- 9. MWPA Core project
  - a) High low sirens
  - b) J. Peri to follow up w/ MWPA staff on reimbursement process & schedule installation w/ radio shop
- 10. MWPA Local projects
- 11. MWPA Highlands Project
  - a) J.Peri & D.Blair continue to work with NPS staff and M&M tree service to provide vegetation clearance along the north border of the hill and highlands on NPS land.
- 12. NOAA Weather Radio purchase
  - a) Suggestion from MW - utilize MWPA funding to purchase NOAA weather radios for every structure in town. JP to draft a proposal.
- 13. Mowing
  - a) Panoramic Highway has been mowed by DPW. DPW was late this year due to delayed nesting bird surveys
  - b) Shoreline Highway has not been mowed by Caltrans - no timeline • NPS is late to mow highlands, multiple follow ups with our NPS contact

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- to request mowing
- C. EMS (Emergency Medical Services)
    - 1. EMS training 7/20 on Stroke
    - 2. Update on LifePak 15: Hopefully will ship next week
    - 3. Saturday, August 13th 1000-1400: Hands Only CPR
  - D. Stinson Beach Disaster Corps
    - 1. C. Crosby and J, Peri updated both the SB Disaster Plan and the Standard Operating Procedures for the SBDC
    - 2. The updated Disaster plan has been uploaded to the District Website
  - E. Water Safety
    - 1. No drills and no calls this last month.
    - 2. NPS lifeguards have been busy.
  - F. Maintenance
    - 1. Everything up and running.
    - 2. We have ladder testing coming up.
  - G. Standing Committees
    - 1. Personnel Committee (R. Guidi, J. Walsh)
      - a) Nothing to report
    - 2. Facilities Committee (R. Guidi, K. Foote)
    - 3. Budget Committee (J. Walsh, K. Foote)
      - a) A memo was prepared by one of the SBVFA volunteers, John Hyland, who is a CFA. It addresses options for higher investment returns on our assets. J. Hyland has offered to appear at the next regular board meeting to discuss.
      - b) Asking Budget Committee, S. Folsom and J.Peri to review memo
      - c) S. Folsom asked if J. Hyland knows which institutions can accommodate our District. J. Walsh believes that he does.
      - d) T. Bisson asked if we have followed up with LAIF. J. Walsh said no. S. Folsom said K. Foote had brought up this option and that S. Folsom did do a little research into this.
    - 4. MWPA Board (M. White)
      - a) The MWPA met Thursday July 22nd.
      - b) Executive Officer Mark Brown was happy to report that we're having a slow start to the wildfire season, but unfortunately it's likely to change.
      - c) He also reported on a number of small fires along the HWY 101 corridor, probably started by metal or chains dragging. No damage to homes.
      - d) The Finance Committee will issue its final report for 2021-2022 in September. Expenditures are at 68% so some projects will be rolled over till next year.
      - e) The Work Plan Committee reported that Chipper days are still popular. The MWPA has received 124 proposals for defensible space and home hardening grants.
      - f) New officers for the Board are Dennis Rodoni, President. Julie McMillan from Ross, Vice President
      - g) The Citizens Oversight Committee turned in their report. One of their recommendations is an increase in funding for West Marin. It's great news if it can come to fruition. They also encourage more multi jurisdictional programs among member organizations. Working with

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Bolinas should be considered. Of course we need to assess our needs first. The audit was approved.

h) Issues have come up with getting approvals to move forward from GGNRA

i) J. Peri gave an update on MWPA projects, NOAA weather radio alerting, and mowing as a part of his Fire Chief's report (see above)

5. MERA Board (J. Peri, R. Guidi alternate)

a) Nothing to report.

#### H. Ad-hoc Committees

1. Motel Committee (J. Ritchie, J. Walsh)

a) Contractor (S. Wood) said he will be done using district property on 9/1/22

b) Final walkthrough date still TBD.

2. Parking and Traffic Committee (J. Walsh, M. White)

a) Mike Matthews, SBVA President, and the committee will meet with the MCSO to continue to seek greater presence and more enforcement through issuance of citations.

b) We will also meet with the BOS and others to attempt to increase the fines of \$99, which are over 10 years old.

3. Marin Clean Energy (T. Bisson)

a) Still waiting for Incentives approval from PGE.

b) PGE is working through their property address confusion with having two services serving one parcel.

4. Strategic Plan Committee (M.White, J.Ritchie)

a) Have not met since the last regular board meeting.

5. Flag Policy (K. Foote, M. White)

a) Draft 5 of the new Flag Policy was reviewed for possible adoption

b) J. Peri requested that the period of half staff should be amended to 4 days from 7 days. Discussion ensued. All agreed to 4 days.

(1) Motion to approve and adopt Draft 5 with the amendment was made by J. Ritchie. Seconded by R. Guidi

#### VI. UNFINISHED BUSINESS

#### VII. NEW BUSINESS

A. Rotary Club Award (moved to

B. Resolution 2022-8\*

1. Resolution regarding the November board elections for the SBFPD and requesting that the board of supervisors consolidate this election with any other election held on the same date, and requesting election services by the Marin County Elections Department

a) Motion to approve by J. Walsh. Seconded by M. White.

#### VIII. ANNOUNCEMENTS

#### IX. DATE/TIME OF NEXT MEETING

A. August 22, 2022. 5PM

#### X. MEETING ADJOURNMENT

A. J. Walsh moved to adjourn the meeting at 6:04 PM. Seconded by J. Ritchie

#### *\*Action Item*

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