



REGULAR BOARD MEETING

MINUTES || March 25, 2024

- I. CALL TO ORDER
 - A. Marcus White called the meeting to order at 4:00 PM.
- II. ROLL CALL
 - A. **Board Present:** S. Greene, J. Ritchie , S. Greene, M.White
 - B. **Board Not Present:** J. Walsh
 - C. **Staff Present:** J. Peri — Chief; C. Crosby — Administrative Specialist, S. Folsom – Bookkeeper Emeritus, P. Chavira - Bookkeeper
- III. ADOPTION OF AGENDA
- IV. APPROVAL OF MINUTES OF PREVIOUS MEETINGS*
 - A. Regular Meeting, February 24, 2024
 1. Minutes approved by J. Ritchie, seconded by M. White
- V. PUBLIC EXPRESSION
 - A. Representatives from ATT came to discuss the proposed cell tower at the SB Water District Site
 1. John from ATT feels strongly that the proposed tower will increase connectivity for residents and public safety. Tower critical for 911 calls and FirstNet. This infrastructure is an investment in the future for improved and continuing connectivity.
 2. Camy from ATT showed diagrams of existing coverage and how the coverage would be improved with the new tower. Safety of residents and visitors would be improved.
- VI. REPORTS
 - A. Bookkeeper Report
 1. In person introduction to Phillip Chavira, new District Bookkeeper
 2. S. Folsom gave her last report as District Bookkeeper. She will be staying on as the Bookkeeper for the SBVFA
 - a) LAIF posted earnings of \$10,161.53 for the three months ending Oct, Nov and Dec.
 - b) CAMP posted earnings of \$6,6719.41 for the month of February .
 - c) Raymond James posted earnings of \$5,967.97 for the month of February .
 - d) The Bank of Marin ICS account posted earnings of \$1,673.16 for the month of February .
 - e) The Raymond James and CAMP accounts are reconciled through February and those reconciled balances are reflected on this report.
 - f) The LAIF account is reconciled through January and will be reconciled again in April once we receive the quarterly interest posting.
 - g) The Bank of Marin accounts are reconciled through January. The balances reflected are those reflected on the website and should be fairly accurate as of 3/21/24.
 - h) The Balance Sheet and Profit and Loss included with this report are as of January 31, 2024.

- i) Next cash infusion from the County will come on April 15, 2024.
- j) Rolling budget posted through January
- k) Approval of Bookkeeper Report*
 - (1) Motion to approve by R. Guidi, seconded by S. Greene

B. Fire Chief Report

1. Administration

a) Grants

- (1) 2024 AFG Submission - Asking for an Engine
- (2) 2024 SAFER update - Asking for a position
- (3) Generator grant update - Working with Community Center on this Grant
- (4) PG&E / Fire Safe Marin Grant update - Potential Mowing and Highland fuel break

b) Flag down for Arno Penzias

c) Insurance for property will be going up by \$7K per year due to new Insurance maps for Fire Safety Risk. For this quarter there will be a \$1,700 increase that is not in the current budget.

d) Fire Dispatch Update,

- (1) Sheriff no longer wanted to handle fire calls.
- (2) Moving dispatch to 1600 Los Gamos. Completion of construction late May.
- (3) Chief Weber has recommended that we put 20K in our budget for this new dispatch center.

2. Operations

a) Notable Incidents

- (1) 03/04 Water Assist in the Bolinas Lagoon
- (2) 03/07 Steep Ravine Hike-out
- (3) 03/09 Contained Chimney Fire Sacramento Patio
- (4) 03/15 Probable Gas Explosion / Structure Fire Arenal Ave

b) C Shift Captain Coverage

- (1) Anthony Anderson's Departure has opened a vacancy on C-Shift.
- (2) Vale and Ferrari will cover shifts on overtime until a recruitment process can be started.
- (3) Tentative recruitment onboarding by July 15th.

c) Congrats and Welcome to Spencer Selak

- (1) Spencer Selak has been selected as the temp FAE to work in place of B. Briare during Academy (March - June)
- (2) Sen Capt. Ferrari has completed onboarding operational and driving training with FAE Selack

d) Volunteer Staffing

- (1) Volunteer Program at capacity
- (2) 8 on-call
 - (a) 2 considering operational shift to association, 1 out on injury
- (3) 6 shift volunteers

3. Incident Count for February 26 to March 25 - 20

- a) 10 Rescue and Emergency
- b) 5 Service/Good Intent Calls

- c) 2 Fires
 - d) 3 Hazardous Conditions
- 4. SBVFA
 - a) Reviewing online donation software platform options
 - b) Meeting in a few weeks to discuss MOU
- 5. March Training
 - a) 2/27 Chiefs Meeting - School Disaster Prep
 - b) 2/29 EMS Drill at Throckmorton
 - c) 3/6 Fire Drill and SBDC Radio Drill
 - d) 3/11 Temp Engineer onboarding Training
 - e) 3/20 EMS Drill - Intro to M97/ALS assist.
 - f) 3/20 Fire Drill - Hose pulls and SCBA
- 6. Vehicle and Facilities Maintenance
 - a) E880 Repairs
 - (1) Storm damage claim received for \$5,165
 - (2) Rust repair quoted at \$1,330
 - (3) Significant time needed to make repairs: Backfill engine coverage being organized.
 - b) U831 Repairs
 - (1) Claim received for \$4,740
 - (2) Maintenance scheduled for April
 - c) E880 Tires
 - (1) Rear tires replaced 3/18
 - (2) Cost \$2,700
 - d) Disaster Cache Roof Failure
 - (1) No updates. Strategic planning needed
 - e) Auto Extraction
 - (1) Tools Serviced on 3/12
- 7. MERA
 - a) Stinson Beach will get better radio coverage with the new Bolinas Repeater
 - b) All pagers need to be upgraded to receive the new system. 30 free from MERA.
- 8. MCE Project
 - a) MCFD fire inspection passed
 - b) Building inspectors scheduled for week of 3/25
- 9. EMS Report (J. Glazier)
 - a) M97 has come on early for weekends - staffing and weather dependent
 - b) New medics to be trained at SBFPD by Jen starting the first week in May.
 - c) By Memorial Day M97 will be in Stinson every day
- C. Standing Committees
 - 1. Personnel Committee (R. Guidi, J. Walsh)
 - a) Work to be done to replace the open Captain position.
 - b) B. Vale and N. Ferrar and filling in with OT until new Captain is hired
 - 2. Facilities Committee (R. Guidi, S. Greene)
 - a) Notes from March FAC Meeting on 3/18
 - b) Building Blox Progress:
 - (1) Donor List

- (a) Developing a probable donor list based on tax data, past giving, and interviews with SBFPD leadership.
 - (b) Evaluating top probable donors to inform the "gift pyramid" for fundraising goals.
 - (2) Case for Giving:
 - (a) Executive summary completed by Gabe and Nate, outlining organization's purpose, external challenges, internal vision, and solutions.
 - (b) Messaging component. Next step is for leadership to go through this messaging and get on the same page.
 - (3) Campaign Readiness:
 - (a) Survey of SBFPD leadership shows enthusiasm for progress and plans for the new firehouse.
 - (b) Need to express the goals of the project with the SBDC
 - (c) Also need to clarify that there will only be one fire station and one garage after the new fire house is built. The current station is rented and will be vacated when the new station is available.
 - (4) Ambassador Training:
 - (a) Nate led a 2 ½ hour training with 8 Ambassadors. He gave us positive feedback on project fluency.
 - c) Key Positions:
 - (1) Capital Campaign Manager Search: 3 candidates identified, interviews scheduled.
 - (2) Build Project Manager Search: 4 possible candidates identified, presentations to FAC subcommittee planned.
 - (a) Board agrees that FAC has the ability to run a Build Project Manager Search to find a suitable candidate for the fire station project.
 - (b) FAC will present the BOD with their recommendation for final selection for approval
3. SBVFA and SBFPD MOU Progress:
- a) A draft MOU has been established to form a Capital Campaign Committee and outline responsibilities for fundraising and donation collection.
 - b) Outline of MOU between Stinson Beach Fire and SBVFA*
 - (1) Who is responsible for Fundraising
 - (2) Formalize committee and come up with Ground rules
 - (3) Bring on a Capital Campaign Manager
 - (4) Begins to dive into financial obligations
 - (5) Relationship between SBVFA and SBFPD bookkeepers
 - (6) Budget for the Committee
 - c) Thoughts from Board
 - (1) Need to track money carefully and let our Donors know it's protected. Spell out financial process and build in safeguards
 - (2) Make clear the connection between the 501c(3) and the District. Assume that donors would prefer to donate to the non-profit
 - (3) Maybe make the MOU more simple, and then put more detail into the Charter or By-laws of the Capital Campaign Committee

- (4) Make up of this Committee still TBD. Committee will develop the fundraising plan and make sure it's carried out.
- d) Thoughts from Bookkeeping
 - (1) P. Chavira was the Finance Director and day to day accountant for PRNSA (the non profit organization that was partnered with the National Park Service)
 - (2) MOU covered very clearly laid out why PRNSA exists. That if money is brought in that was going to be transferred to the Park Service. Also contained some basic budgets .
 - (3) Rules, processes, and procedures, and finance obligations lived in an internal document
 - (4) Committee should have a charter that says these are our goals and intentions.
 - (5) Would like to see the MOU simplified. Why does the CC Committee exist? Why does the SBVA exist in the Committee? Why does the SBFPA exist in the agreement?
 - (6) To connect PRNSA and the Park Service connected in the public's mind doing collaborations and putting donors in the same space. Show that the non-profit is there to support the District. The more communication goes out from both vantage points will allow people to see that the Association is a partner to the District. By giving to the Association, the donors are giving to the District.
 - (7) Do this work in public spaces on line, in person, advertisements in paper
 - (8) Committee will change. Best to leave the membership out of the MOU.
- e) Summary from Fire Chief - Break MOU into 3 documents
 - (1) MOU should be very simple. Summarizes the objectives and goals between the organizations
 - (2) Bylaws or Charter of the Committee
 - (3) Financial procedures
 - (4) J. Ritchie to continue work with the Fire Chief and the Bookkeeper to help draft these various documents
 - (5) Approval to move ahead with this work and take the draft MOU to legal was discussed and agreed upon by all.
 - (6) Will then go to the SBVFA and County Council for review
- 4. Budget Committee (J. Walsh, J. Ritchie)
 - a) Budget work for next fiscal year will begin in April
- 5. MWPA Committee (M. White and J. Peri)
 - a) M. White Report
 - (1) MWPA had its meeting on March 21st.
 - (2) All of Marin County participated in an Alert Marin test last Saturday March 23rd.
 - (3) The board spent time discussing home hardening. Homes ignite during wildfires as a result of 3 basic exposures: embers, radiant heat, and direct flames. The most common source is embers. It's critical to ensure your home can resist embers by installing

proper vents, sealing openings into the home, and correctly installing gutters and gutter guards.

- (4) The work plan for 2024-2025 should be applied in May.
- (5) Studies have shown that shaded fuel breaks help to slow wildfire intrusion.

b) J. Peri Report

(1) 2024/25 Local

- (a) Highlands Fuel Break Maintenance
- (b) NOAA Weather Radio Distribution
- (c) Lower Willow Camp Fire Road vegetation widening
- (d) Large Pile Pickups
- (e) Educational Material

(2) 2023/24 D-Space

- (a) Hill/Highlands/Panoramic to receive instructions

(3) 2023/24 Core

- (a) Funding for the Tam Crew and vegetation management days

(4) MWPA Boosting Grant program

- (a) Homeowners for home hardening will be able to submit receipts that fit the priority list.
- (b) Also crew work for homeowners who need defensible space management but can't afford it. Crews will be paid for by MWPA.

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

- A. Request to move Regular May Board Meeting to 5/20 due to Memorial Day on 5/27
 - 1. 2 Board Members are not available on 5/20. May meeting will be held on 5/28
- B. The Fire Chief made a request to establish an ad-hoc committee for the proposed ATT cell tower. Communicate about issue, and report to the Board
 - 1. Marcus White and Sean Greene volunteered to be on this committee

IX. ANNOUNCEMENTS

X. DATE/TIME OF NEXT MEETINGS

- A. Regular Board Meeting, April 22, 2024

XI. MEETING ADJOURNMENT

- A. Meeting adjourned at 5:12PM by Marcus White.

**Action Item*