



REGULAR BOARD MEETING

March 27, 2023 / 5 PM

Minutes

- 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; C. Crosby — Administrative Specialist, J. Glazier – EMS, T. Bisson — Assistant Chief
- III. ADOPTION OF AGENDA
- IV. APPROVAL OF MINUTES OF PREVIOUS MEETINGS*
 - A. [Regular Meeting, Feb 27, 2023](#)
 1. J. Ritchie approved. S. Greene Seconded
- V. PUBLIC EXPRESSION
- VI. REPORTS
 - A. Bookkeeper Report
 1. The auditors have completed their field work and are currently drafting the report. It is still on track to be finished by the end of the month.
 2. The LAIF account is open. There has been no transfer of funds.
 3. CAMP posted earnings of \$10,393.59 for the month of February. This is a 4.73% yield.
 4. The Horizon Cable lease agreement still needs to be signed.
 5. All cash accounts now reside on QBO. The remainder accounts will be transferred after the 6/21-6/22 audit report is received and adjustments posted. This report includes the December balance sheet and income statement from QBD (Quickbooks Desktop). It also includes partial reports from QBO (Quickbooks Online).
 6. Note that \$446K of the Bank of Marin-ICS account is grant money that will be expended soon. That will leave a balance of \$443K.
 7. On April 15th the District should receive the next round of property tax funds.
 - a) Approval of Bookkeeper Report*
 - (1) J. Ritchie approved. S. Greene seconded.
 - B. Fire Chief Report
 1. Administration
 - a) Newsletter - Photos & staff bios acquired.
 - (1) May partner with Water Department to include our newsletter with their mailing
 - b) CalPERS no major changes, ongoing
 - c) Grants - no major changes, ongoing
 - d) Tsunami Drill April 15th
 - e) Drill Details & Discussion.
 - (1) Handout will be sent out with Water Bills
 - (2) OEM and Sheriff's office will also participate
 - (3) Alert Marin notifications will go out to all areas of town except for HH and Panoramic

- (4) Trying to troubleshoot the system and see how many folks might be signed up for Alert Marin
 - (5) Normal evac would probably be up Panoramic, but for logistics and to avoid closing down a major highway on a weekend day, this drill will have folks come up the Hill
 - (6) Provide an opportunity for residents to check go bags and think about their transportation
 - (7) Hi-Lo sirens have been installed on apparatus and volunteers will drive around Seadrift
 - (8) Evacuation Siren will sound
 - (9) Notice has gone out via sandwich boards, Next Door, and handouts went to rental agencies, Cal Trans sign, and handouts on the day of. A Nixel notification will go out the night before
 - (10) Jesse speculates between 20 and 50 participants
 - f) Fire Dispatch - ~10k addition to next year's budget.
 - (1) Jesse will ask Chief Weber for a formal breakdown to see how our portion of dispatch was or will be calculated. Will also ask for smaller districts to be included.
2. Operations
- a) Volunteers:
 - (1) Weekend Volunteer Shifts
 - (2) Volunteer Firefighting Job Description and Limited Duty Waiver
 - (a) Jesse meeting with all volunteers to go over their job description and physical capabilities
 - b) Part-time Staffing
 - (1) Brice Briare covering for Chris Medley-Pole (FAE) while he is in academy. Boone Vale will cover for Daniel Blair (Captain) after he leaves
 - (2) Short on part time staffing during temp positions
 - (3) Outreaching to possible part-time candidates
 - (4) May result in increased overtime costs for current employees
 - c) Pump Testing
 - (1) E880 & E881 complete
 - d) Hose Testing
 - (1) E880 & WT890 Complete
 - (2) E861 & E881 still in progress
3. Incident Counts
- a) 34 in the past month. 77 year to date.
4. SBVFA
- a) SBVFA & administrative team truing up SBVFA sponsored items
5. Training
- a) Full Company Fire Drills
 - (1) 3/1 1.75" crosslay pulls
 - (2) 3/15 2.5" working line to bundles
 - b) Daily Staff Trainings
 - (1) Structural firefighting & EMS trainings
 - c) Individual Trainings

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(1) None

- C. EMS Report for March
 - 1. March EMS training was 2023 Policies & Procedures update through Target Solutions, no in person training due to very minimal changes.
 - 2. New AED's have arrived, just waiting on pediatric pads to put in-service
 - 3. New multi patient Glucometers
 - 4. LP15 monitor modem arrived. Will install for wireless transmission once cradle point is installed on E880 and M97 gets on board for the season.
- D. Disaster Corps Report for March
 - 1. Richard Dillman worked with Jesse and Nick to install a new antenna for the base station at Fire Station 1. The old antenna blew down in one of our recent windstorms.
 - 2. All Area Leads now have updated programming on their Icom radios which allows them to tap into the Bolinas Repeater if necessary. There is also a new intercom function on our SBDC radios that links us with all the other Disaster Groups in West Marin.
 - 3. We are holding an all hands meeting on Tuesday of this week where Jesse will be asking the SBDC to help spread the word and provide information for the Tsunami Evacuation Drill scheduled for April 15.
- E. Water Safety
 - 1. Maintenance Complete
 - 2. Water Safety testing was postponed
- F. Maintenance
 - 1. Air Trailer went to Academy
 - 2. 880 needs a part
- G. Standing Committees
 - 1. Personnel Committee Report for March (J. Walsh, R.Guidi)
 - a) The Committee was informed by the Chief that Daniel Blair will be leaving the Department as of April 22, 2023.
 - (1) Daniel leaving to go to CalFire. J. Peri will follow up with an exit interview
 - (2) Holding off on hiring to see if J.Peri can include a better schedule and CalPERS as a part of their package.
 - 2. FAC Report for March (S. Greene, R.Guidi)
 - a) Working to get an updated cost estimate for the new Firehouse with Cumming and Kawasaki
 - b) Need to commit funds to see if all elements of 5 year plan (staffing and facility) can be afforded
 - c) Fundraising Discussion
 - (1) Met with Building Blox - Nate Levine
 - (2) It was recommended that we develop a "district issues talking points list". Will have by the next regular board meeting.
 - 3. Budget Committee March Report (J. Walsh, J. Ritchie)
 - a) To supplement the Committee's 3/15/2023 report the following is offered: It seems that the CAMP investment vehicle is the safest and yields the highest rate of return when compared to LAIF and the County.

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- b) Thanks to Marcus, Jesse and Carey for preparing and presenting an impressive plaque and Parkside gift certificate to John Hyland for all of his assistance regarding the District's investments.
 - c) The Budget Committee Notes from the meeting on March 15 were included as a part of the Board Package
 - d) Budget Committee to meet quarterly to fine tune allocations
4. MWPA Monthly Report for March - M. White
- a) Meeting held Thursday, March 16, at the offices and meeting room on Los Gamos drive, Terra Linda. First in person meeting ever.
 - b) The board approved a 3% increase to the tax levy due to the consumer price index. An application for a CAL FIRE grant to support the greater Novato Shaded Fuel Break. Funding increased for the Community Grant program by \$100,000.
 - c) San Rafael is spending \$3.8 million for Wildfire Prevention.
 - d) Chipper days will resume soon. West Marin has more participation than the rest of the county in Chipper days.
 - e) Fire Safe Marin is sponsoring Amber Stomp again, an educational program at the Civic Center Saturday May 20. It's the same day as the Historical Society event, celebrating 100+ years of fighting fires in Stinson Beach. Everyone is invited to this event. 1PM to 4PM at the Firehouse
5. MWPA Project & Operations Committee Report- J. Peri
- a) Feedback from wildfire preparedness focus groups
 - (1) Preliminary feedback is that the SB Community likes talking about fire safety and was happy to be included
 - b) Expenditure plan for FY23/24 - in process
6. MERA Monthly Report for March - J. Peri
- a) Senior Tax Exemption
 - b) FY23/24 Increased Cost for member agencies . Increase of 25% (\$3,500) expected for next year. Overlap year while equipment gets upgraded
 - c) Total for SBFPD next year \$17,955
- H. Ad-hoc Committees
1. Parking and Traffic Committee (S. Greene, M. White)
- a) Marcus talked to Supervisor Rodoni at MWPA about low fines. Rodoni thinks this is unlikely to change.
 - b) Discussion of North parking lot repair that is needed due to storm damage. 30 to 40 spots are not usable.
 - c) J. Peri will work to find pinch points and ways to mitigate.
2. Marin Clean Energy Report for March (T. Bisson)
- a) The update from Scott Ameduri is that Engineering and plans were submitted over a month ago. The County is still reviewing.
 - b) Processing SGI paperwork and it keeps bouncing back
 - c) Propane costs for CC are significant when the generator is used. J. Peri spoke to M. Greenwood about having the SBFPD help cover part of this cost as a part of Disaster Prep.
3. Strategic Plan Committee Report for March (J. Ritchie, M. White)

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- a) Financial advisors outreach
 - (1) Looking for advice about what the District can afford and where funding might come from.
 - (2) NHA has presented a contract.
 - (3) Ridgeline (recommended by CSDA) is working on their proposal
 - b) Next Steps
 - (1) Scope of work Development
 - (2) RFP development
 - (3) Updated Fire Station Costs
 - (4) Updated yearly staffing increase needs
- VII. UNFINISHED BUSINESS
 - A. Update on Siren Project from John Silva
 - 1. Steel has come in
 - 2. Next step is to get hardware.
 - 3. Sat 22 is the target date to get started. Clean up and re-assess the condition.
- VIII. NEW BUSINESS
 - A. Resolution 2023-3 Taxpayer Protection and Government Accountability Act*
 - 1. The initiative 1-42A1 is a blanket overreach to limit the ability of local governments to levy parcel taxes and bonds. Would be a drastic change from how things currently work.
 - 2. Correction noted and made to Resolution number
 - 3. A motion was made by J. Ritchie to oppose initiative 21-42A1 and approve the resolution, and agreed to by all board members present. 4 Approve. 1 Absent.
 - B. Distribution of SBFPD Brown Act Reference Guide
 - 1. An outlay of new Brown Act guidelines was done by MWPA and re-worked for the SBFPD. Informational only.
- IX. ANNOUNCEMENTS
 - A. JP requested that the Board bring their tablets so board packets don't need to be printed for meetings.
 - B. J. Ritchie requested that if there is resolution or something else that requires an action item, then those items should be printed for the meeting.
- X. DATE/TIME OF NEXT MEETING
 - A. April 24,2023
- XI. MEETING ADJOURNMENT
 - A. J. Walsh made a motion to adjourn the meeting at 6:17 PM. M. White seconded the motion.

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