



REGULAR BOARD MEETING

Minutes

May 22, 2023 @5PM

- 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, S. Greene, J. Ritchie (attended by teleconference)
 - B. **Staff Present:** J. Peri — Chief; C. Crosby — Administrative Specialist
- III. APPROVAL OF MINUTES OF PREVIOUS MEETINGS*
 - A. Regular Meeting, April 24, 2023
 1. J. Walsh approved. S. Greene seconded
- IV. PUBLIC EXPRESSION
- V. REPORTS
 - A. Bookkeeper Report
 1. Raymond James Account has been opened up.
 2. The funding of both Raymond James and LAIF should be completed in the coming week.
 3. It was determined from the Budget Committee that the SBFPD would invest \$1mil per account with CAMP, LAIF and RJ. This will give the District an opportunity to compare earnings yield along with safety.
 4. Bank of Marin will be increasing our earnings rate from .05% to 3.5%. The rate increase was prompted by S. Folsom's request to remove funds from the ICS account.
 5. CAMP posted earnings of \$9,743.29 for the month of April. This is a 4.97% yield.
 6. A transfer request has been submitted to the County asking for \$210K to be transferred to the Bank of Marin general checking account.
 7. All cash accounts now reside on QBO. The remainder accounts will be transferred now that the 6/21-6/22 audit report is received.
 8. Note that \$446K of the Bank of Marin-ICS account is grant money that will be expended soon.
 9. The 21/22 final audit for State Fund produced an additional charge of \$5K. This seems high and we will contact the auditor.
 10. J. Walsh would like the Budget Committee to do an analysis of the history the District has had with Bank of Marin. In Jeff's experience there has been a history of low interest rates. Want to look at the figures and perhaps consider other banking options. Bank of Marin is #7 in the US for banks losing depositors. Not happy that Bank of Marin only offered to raise the District interest rate after we talked with them about moving funds to other banking options.
 - a) Approval of Bookkeeper Report*
 - (1) J. Walsh moved to approve. S. Green seconded the motion.
 - B. Fire Chief Report
 1. Administration

- a) Siren Tower Stabilization and Acrobatics - John Silva updated with the details of the construction process.
 - b) Draft Budget and Financial investments - took up the majority of administration work this month.
 - c) CalPERS update - In process of submitting all of our data to CalPERS. Two Captains positions are soon to be open, and CalPERS is important in making these positions appetizing to applicants.
 - d) Grants - No major Changes
 - e) SBHS 100 years event. Decent showing of community members. Fire personnel assisted in setup and breakdown of the event. Thanks to all who came to learn about our organization's history! Request to put easels with photos up for Pancake Breakfast.
 - f) "Case For Giving" Document created and shared. Fundraising specialist recommended that we come up with a set of talking points for all SBFPD ambassadors (Board, Staff, Volunteer, SBDC.) Talks about needs for both staffing and facilities.
 - g) District Staffing and Station Financial Review (NHA advisors)- In process. Staff received the first round of projections on 5/22. Additional data needed from the County Assessor's office. NHA to report to full board upon completion of the project
 - h) Fire Dispatch - 2018-2022 incident data submitted to MCFD for Dispatch cost analysis
 - i) J. Peri to have an intro lunch with new NPS GGNRA superintendent
2. Operations
- a) Volunteers: Chief meetings to get all Volunteers to sign the Volunteer Firefighting Job Description and Limited Duty Waiver document . All on-call volunteers are doing one full shift with on duty crew.
 - b) Part-time Staffing. Temp employee positions working well. Short on part time staffing during temp positions. Increased overtime costs for current employees
 - c) Full-time Staffing. Trued up retirement contributions. Working above normal hours while we are short staffed
3. Incident Counts
- a) 29 incidents since last Board meeting
 - b) 125 incidents year to date
4. SBVFA.
- a) Preparing for firefighters breakfast
5. Training
- a) Full Company Fire Drills
 - (1) 5/3 Structural PPE & Firefighter Safety and Survival.
 - (2) 5/17 Auto Extrication Tool Familiarization
 - b) Daily Staff Trainings
 - (1) Structural firefighting & EMS trainings
 - c) Individual Trainings
 - (1) M. Gilbert and C. Higgins EVOC 6/3
 - (2) C. Medley Pole & G. Buttfield at Academy
 - (3) B. Briare & B. Vale to attend NPS surf lifesaving training week
 - d)

- C. EMS (Emergency Medical Services)
 - 1. J. Glazier has been working tirelessly on Medic 97. She is training all the new Medics, and has been working every weekend as well as her regular shifts for Marin County.
 - 2. Medic 97 is up and running on the weekends. Ran a number of calls already. Medic 97 will be in Stinson every day starting Memorial Day Weekend.
 - 3. The EMS Drill went over Cardiac for the EMTs this past Wednesday.
- D. Stinson Beach Disaster Corps
 - 1. Nothing new this month
- E. Water Safety
 - 1. There was one call this period for three swimmers in distress at the end of Seadrift. SBFPD assisted NPS lifeguards with rescue on an extremely foggy day.
 - 2. NPS opened up two spots for Stinson personnel to participate in the annual lifeguard training.
 - 3. Maintenance on some fins.
- F. Maintenance
 - 1. Nick is doing the majority of maintenance for apparatus around the station.
- G. Standing Committees
 - 1. Personnel Committee (R. Guidi, J. Walsh)
 - a) J. Peri reported that the goal for this year is to hire 2 additional captains so we can move to an A, B, C shift schedule.
 - b) Working on funding for an additional FAE position as well.
 - 2. Facilities Committee (R. Guidi, S. Greene)
 - a) Toby, Jesse and Sean will arrange a pre-application meeting with the County to discuss next steps and determine costs for large ticket items. SBF will be working with a new planner as Tom has retired.
 - b) Working with NHA regarding overall feasibility. Got first gut check, but no final report.
 - 3. Budget Committee (J. Walsh, J. Ritchie)
 - a) The Budget Committee has met twice virtually in May of 2023. We have tentatively approved the Chief's 2023-24 Budget and will recommend it to the full Board.
 - b) We have reviewed all available options for preservation and possible growth of funds saved by the District over many years of careful management. Guided by our primary concern for fund safety and secondary concerns for liquidity and growth, we have recommended that excess monies beyond those scheduled as operating expenses be spread equally among three funds:
 - (1) California Asset Management Program (CAMP) - currently 4.8%*
 - (2) Local Agency Investment Fund (LAIF) - 2.8%
 - (3) Raymond James Bank ("Home bank" for separate \$250K accounts distributed to various independent FDIC-protected banks) - 5%.
 - c) Interest rates of return are approximate as of April, 2023
 - d) There are pluses and minuses attributable to each fund. These are volatile financial times and the Budget Committee, under Sarah's watchful eye, is committed to monitoring these funds on a regular basis.

- e) J. Walsh reiterated the need to have a Budget Committee meeting before the next regular meeting, and maybe an Executive Meeting to consider banking options other than the Bank of Marin. Will pull this meeting together when Jim and Sarah are both in town.
- f) Review and adoption of Draft District Budget for 2023/2024*
 - (1) J. Peri notes:
 - (a) Significant increases in revenue have been budgeted for this year. Growth in property taxes every year of 2 to 2.5%. Also under Other County Tax Revenue is ERAF. This is \$60K that comes in year after year. This year we put in a conservative amount of \$50K. Interest has started bearing good returns. Budget committee allowed 70% of the current rate of return as revenue in the current budget. These items would all go toward funding an additional FAE. This will be a one year position so that the District can assess whether the projections are sustainable.
 - (b) Budgeted \$15K for the Firehouse project. Starting to chip away at the overall cost of \$16MM.
 - (c) Cost of Operations are mostly holding steady. Audit went up.
 - (d) Salaries - All current Employees have gotten a COLA of 5.3 to stay close to inflation. Full Time suppression budgeted high because dependents of new hires are unknown. Workers Comp is high due to unknown settlement of the current claim. Part Time suppression is lower this year based on the plans for new full time hires.
 - (e) This year's contingency reserve is currently at \$20K. Last year we projected a reserve of \$76K and the actual reserve is coming out to be approximately \$300K.
 - (f) Request to draft hiring documents for the three open positions. J. Peri has had interest from some great candidates. Asking for approval of the draft budget so that he can move forward with recruitment.
 - (g) May be some small fluctuations in this draft budget prior to the adoption of the final budget next month.
 - (i) J. Walsh moved to approve and adopt the Draft District Budget for 2023/2024. S. Greene seconded.

4. MWPA Board (M. White, J. Peri)

- a) MWPA met on Thursday May 18th.
- b) Thanks to the dedicated work of the Advisory Technical Committee and the Operations Committee who met 14 times since March, the fiscal year 2023-2024 budget was approved by the MWPA board. (See attached email from Anne Crealock)
- c) Recommended spending of \$4.7 million on projects that serve all of MWPA. These include 1 chipper day, home hardening and defensible

space grants, and fuel break risk assessment. Our District sponsors 1 additional chipper day.

- d) The budget of nearly \$21 million was adopted with a surplus of over \$84,000.
- e) The Novato shaded fuel break will be a 50 mile perimeter around most of the city.
- f) Ember Stomp was held Saturday May 20th. I'm sure it was a great event but was outdone by our successful presentation of Firefighting in Stinson Beach presented by the Historical Society and the Stinson Beach Volunteer Association.

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

- a) Nothing to report

H. Ad-hoc Committees

- 1. Parking and Traffic Committee (S. Greene, M. White)
 - a) Nothing to report
- 2. Marin Clean Energy (T. Bisson)
 - a) SGIP applications signed and resubmitted
- 3. Strategic Plan Committee (M.White, J.Ritchie)
 - a) Nothing to report

VI. UNFINISHED BUSINESS

VII. NEW BUSINESS

A. Adoption of Resolution to apply for Elective Coverage for SDI and PFL

- 1. Review of Resolution 2023-4*
 - a) J. Walsh moved to adopt. 3 Ayes. 2 Absent.
- 2. Chipper Days and other Vegetation Removal options will be posted on the SBFPD home page, posted on bulletin boards and on NextDoor.

VIII. ANNOUNCEMENTS

IX. DATE/TIME OF NEXT MEETING

- A. June 26, 2023

X. MEETING ADJOURNMENT

- A. S. Greene made a motion to adjourn the meeting at 6:03 PM. J. Walsh seconded the motion.