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## REGULAR BOARD MEETING

Firehouse — 3410 Shoreline Highway, Stinson Beach, CA

January 25, 2021 / 5:30 PM

- I. CALL TO ORDER
  - A. President J. Walsh called the meeting to order at 5:30 PM. The agenda was adopted by all members present.
- II. ROLL CALL
  - A. **Board Present:** J. Walsh — President; J. Ritchie, R. Guidi, W. Mitchell — Directors
  - B. **Staff Present:** K. Stevens — Chief J. Peri — Assistant Chief; T. Murphy — Office Manager; S. Folsom — Bookkeeper; T. Bisson — Water Rescue; A. Jarvis — Maintenance; M. Greene — Training
- III. ADOPTION OF AGENDA
- IV. APPROVAL OF MINUTES OF PREVIOUS MEETING\*
  - A. [Regular Meeting](#)
  - B. [Special Meeting](#)
    1. J. Ritchie 1st, R. Guidi 2nd
- V. APPROVAL OF MINUTES OF SPECIAL MEETING\*
- VI. PUBLIC EXPRESSION
- VII. REPORTS
  - A. [Bookkeeper](#)\*
    1. County of Marin
      - a) \$1.6M
      - b) \$6,689.32 interest earned from July - Sept. 2020
        - (1) approximately 1.5% rate
    2. Bank of Marin
      - a) ICS
        - (1) Interest income of \$4.42 was earned at Bank of Marin ICS at a rate of .03% for Dec.
        - (2) \$573,000 in account
      - b) General Checking
        - (1) approximately \$10.5K electronically transferred comprised of various supplemental, HOPTR and unitary taxes.
        - (2) \$300,000 in account
    3. Worker's Compensation
      - a) \$2500 premium check
      - b) 15% of estimated premium
    4. County Counsel raising rates to \$248 / hour (3% increase)
    5. Expenses
      - a) \$7,200 to Miller Pacific - geotechnical report
      - b) Northgate garage doors
    6. R. Guidi 1st, J. Ritchie 2nd
  - B. [Administration](#)
    1. [Administration](#)
      - a) Grants
        - (1) FY 2021 Assistance to Firefighters Grant (AFG)
          - (a) Bolinas: SCBAs

- (i) Isaac at Bolinas Fire is applying for a grant to renew SCBAs for all West Marin special districts; we are supplementing him with info regarding SBFPD
    - (b) SBFPD: personnel
      - (i) Applying for a grant to help cover personnel expenses due Feb. 12
  - (2) Grant Committee
    - (a) Need two members to form a grant committee to review all written grant applications and to sign documents
    - (b) W. Mitchell & J. Ritchie
  - b) [Out-of-County reimbursement sheet](#)
    - (1) Estimated "profit" is \$68,432
      - (a) does not include pre-position on 10/20 - 10/26 as we haven't received from CalOES
      - (b) Reflects money that we will pay to Bolinas Fire to cover their personnel costs
  - c) Tablets for Directors
    - (1) Suggesting the purchase of the [Lenovo Chromebook Duet](#) for each board member
      - (a) This will allow for SBFPD information stay within District computers/tablets, not mixing with personal computers
      - (b) Increase accessibility / usability of G-Suite
      - (c) Price: \$271 (includes 1 year accidental damage coverage)
      - (d) Total: \$1350 + tax
- C. [Fire Chief](#)
  - 1. Monthly report
    - a) 16 calls this period
  - 2. MERA meeting
    - a) Briefing presentation on Jan. 26 + 28
    - b) Changing radios over starting in February
  - 3. Parking obstruction issues
    - a) 3-day weekend and warm weather caused traffic issues
    - b) Outreached to Sheriff for additional coverage for President's Day weekend
    - c) Temporary signage to create fire lanes
- D. [Assistant Chief](#)
  - 1. EMS update
    - a) 10 EMS incidents
    - b) J. Glazier on staff
      - (1) EMS Director Orientation & Instructor Qualification
        - (a) Give out CE's and sign off on skills
    - c) EMR/CPR Course
      - (1) Goal to get all volunteers who aren't EMTs certified in EMR/CPR
    - d) January Drill - ALOC Emergencies
  - 2. COVID
    - a) 2nd round Vaccinations Pfizer and Moderna
    - b) Continuation of Curative testing bi-weekly
    - c) COVID vaccine implementation protocol
  - 3. [Disaster Council](#)
  - 4. Disaster Plan opening for public comment at the February SBVA meeting
    - a) Outreach to Marin OES to lookover
- E. [Water Safety](#)

1. Responded to 2 water rescue calls this period, one at
  - a) Rodeo Beach the other
  - b) Point Bonita
    - (1) Trailered 15R4 home from Sausalito after the Pt Bonita incident due to poor ocean conditions.
  - c) Both calls were related to the extended large swell events we have been experiencing the last few weeks.

F. [Maintenance](#)

1. E-881
  - a) Hitech got me the estimate for modifications to the pump module
  - b) \$142k estimate to update
2. WT-890
  - a) waiting on estimate from Watco for a lighting upgrade
3. Air Unir
  - a) Bauer will be out this Wednesday to repair the pole light wiring, the parts finally came in

G. [Training](#)

1. N/A

H. Standing Committees

1. Wildfire Safety & Prevention
2. Firehouse Advisory Committee (FAC)
  - a) Receive geotechnical report from Miller Pacific
    - (1) Positive analysis in terms of soil drainage
  - b) Bringing on a new septic engineer

VIII. UNFINISHED BUSINESS

A. Marin Clean Energy (MCE)

1. [MBL proposal](#)
  - a) 2 battery systems (SBFPD and SBCC)
  - b) Gap funding my Marin Clean Energy
  - c) Cost a few thousand dollars for each entity
  - d) Site visit in early February

B. SB Motel property construction

1. Response to letter
  - a) will not put shed on new station property
2. FAC to provide timetable of communications with contractor

C. Parking

1. Update on parking restrictions with timetable
  - a) SBVA meeting with D. Flynn
  - b) Implementation in April/May

D. 2021 FT Duty officer hire

1. 11 applicants, 10 moving on to interviews
2. Interview Panel Process
  - a) R. Guidi, A. Brown, A. Jarvis, N. Ferrari. I. Gunzerodt
3. Chief's Interview
  - a) K. Stevens, J. Peri, T. Bisson
4. Medical Screening
  - a) Kaiser or private medical screening company
  - b) Will present cost once known
5. Backgrounds
  - a) The Chapman Agency
  - b) Chapman Agency Contract

- (1) Flat rate of \$1400 for local area investigations
- (2) Requesting \$2000
- 6. Employment Contract
  - a) Plan to work with LCW, Sarah, & personnel committee
- 7. Academy
  - a) 10 weeks (Mar. 22 - June 4)
  - b) Secured two stops
  - c) Surf Rescue Class
  - d) Driver Operator 1A
  - e) \$2.5 - 3k / person for academy
  - f) Air trailer to academy
- 8. DO Supplemental Staffing
  - a) Kenny / Jesse back to split week schedule
  - b) 3 new part time DOs have showed interest in the position and will begin training / picking up shifts in February
- IX. NEW BUSINESS
  - A. Newsletter
    - 1. Update on District to community
- X. ANNOUNCEMENTS
- XI. DATE/TIME OF NEXT MEETING
  - A. February 22 / 5:30 PM
- XII. MEETING ADJOURNMENT
  - A. President J. Walsh called the meeting adjournment at 7 PM.
    - 1. W. Mitchell 1st, J. Ritchie 2nd