



REGULAR BOARD MEETING

Firehouse — 3410 Shoreline Highway, Stinson Beach, CA
July 27, 2020 / 5 PM

In view of ongoing COVID-19 concerns, the regular July 27, 2020 Board meeting will be held via teleconference, as suggested and in accordance with Executive Orders of California Governor Gavin Newsom and the shelter-in-place directives by the Marin County Public Health Officer. As is our custom, minutes will be taken and, after Board approval, posted to the District website. The Firehouse continues to be staffed and available for all medical and public safety issues, via 911 in an emergency and at (415) 868-0622 for all other matters.

To join the meeting, please call: (415) 906-5653 or click [here](#) for the video conference.

- I. CALL TO ORDER
- II. ROLL CALL
 - A. **Board Present:** J. Ritchie — President; J. Walsh, R. Guidi, W. Mitchell, M. White — Directors
 - B. **Staff Present:** Chief K. Stevens — Fire Chief; S. Folsom — Bookkeeper; T. Murphy — Office Manager; J. Peri — Ambulance Director; T. Bisson — Water Rescue Director
- III. ADOPTION OF AGENDA
- IV. APPROVAL OF MINUTES OF PREVIOUS MEETING*
 - A. J. Walsh 1st, M. White 2nd
- V. PUBLIC EXPRESSION
- VI. REPORTS
 - A. Bookkeeper*
 - 1. J. Peri promoted to Assistant Chief Jul. 1
 - a) Included in budget
 - 2. Requested to run additional checks following week along with checks for July included in warrants of \$88k
 - 3. Actual vs budget includes purchase of Lucas device (from volunteers \$14k)
 - 4. Withdraw funds from County Investment Pool
 - a) Board approval needed for transfer
 - b) County could ETF the funds
 - c) Require 5 days if over \$250k
 - 5. Re-allocations to 6/30/20 budget as DO line item came in under budget
 - a) To Chief nightshift, overtime
 - b) Duty Officer, Assistant Chief nightshift, overtime
 - 6. MERA Funds
 - a) Last bond payment comes from US Bank
 - b) 2010 bond
 - c) No payment info received yet
 - d) About \$13k
 - 7. Caught up in fuel invoicing
 - a) Monthly invoice to park service
 - b) Quarterly billing to M-97
 - 8. M. White 1st, J. Walsh 2nd
 - B. Administration
 - 1. Nightcalls switched to Flat Rate Fee
 - a) Before, it was a 2-hour minimum per employee's hourly rate
 - b) OT for Duty Officers and Duty Engineer because it's over a 9 hour workday
 - c) Streamlined to flat rate fee of \$82.50 / nightcall
 - (1) 2 hour minimum

- (a) J. Peri: $\$41.40 \times 2 = \82.80
 - (b) Duty Officer / Duty Engineer: $(\$27.5 \times 1.5) \times 2 = \82.50
 - d) Chief flat rate fee of \$110.32 / nightcall
 - (1) $\$55.17 \times 2 = \110.32
 - e) Simplifies payroll, as it was taking up a lot of time
 - 2. COVID sick leave policy
 - a) Employees displaying COVID symptoms / scares will receive paid sick leave from the COVID-19 line item
 - 3. ISO (Insurance Services Office)
 - a) Response due mid-September
- C. Fire Chief
- 1. 35 calls this period
 - 2. MCFD Report: Oceanic Fire (Sand Incident)
 - a) S. Alber out of town, don't have report
 - 3. Chipper days update
 - a) Fire Safe Marin Oct. 17
 - 4. Stinson Beach School Campus
 - a) Inspection - tents for portable classrooms
 - b) Outreached to J. Weber for confirmation
 - 5. Marin Wildfire Prevention Authority (MWPA) projects
 - a) Fire Safe Marin
 - (1) September inspection for ISO
 - (2) Send letter to property owners to get additional work done
 - (3) Contacted NPS about debris in south lot
 - (4) Hoping to get tree crew out in eastern edge of parking lot
 - 6. Tree company removing pine trees on Willow Camp - Park service gave permission allow vehicle access
 - 7. Fire captain in Ross Valley tested positive COVID-19 chief checklist
 - a) Consider adopting
 - 8. MERA Report
 - a) Received federal assistance firefighters grant
 - (1) Purchasing all radios / upgrading to Tri-band radios
 - (a) Installed in all vehicles and portables
- D. Medical
- 1. EMS
 - a) 26 incidents since last meeting
 - b) M-97 32 incidents
 - c) Medications restocked
 - 2. EMT Course Update
 - a) Community Center
 - b) Chief K. Stevens cooking meals
 - c) MCFD, MBVFD, NPS rangers/lifeguards, BFPD
 - d) One volunteer dropped out - not eligible for refund
 - 3. EMT Recertification
 - a) 4 EMTs recertified
 - 4. Lucas Device purchase
 - a) Giving in-service trainings to paid staff and volunteers
 - b) In-service at next EMT drill end of Aug.
 - c) Post to Nextdoor about device — where donations go
- E. Disaster Council
- 1. Official cancelation of COVID activation

Agenda is posted at the Stinson Beach Market, Stinson Beach Post Office, Station #1, stinsonbeachfire.org and sent to the editor at the Point Reyes Light.

- 2. C. Crosby helping with radio checks
 - F. Water Safety
 - 1. 2 calls
 - a) Jul. 4: missing child, located on beach
 - b) Jul. 5: possible body, false alarm
 - 2. Training
 - a) Jul. 19: area similarization drill
 - 3. Kawasaki parts still in queue
 - G. Maintenance
 - 1. Up and running fine
 - H. Training
 - 1. Ground school: refamiliarize with Wildland equipment in park
 - a) Flat hose lay
 - b) Hose lay drill in highlands / grass / vegetation
 - I. Standing Committees
 - 1. Budget Committee
 - a) Approval of Fiscal Year 20-21 budget
 - 2. Wildfire Safety & Prevention
 - a) Measure C funds utilization
 - (1) Entitled to \$55,500
 - (a) Local items
 - (b) Defensible space
 - b) Measure W funds utilization
 - (1) Funding down due to COVID-19
 - 3. Firehouse Advisory Committee (FAC)
 - a) Kawasaki meeting
 - (1) Jul. 13 meeting
 - (a) Start on project programming
 - (b) Working on ways to maximize space
- VII. UNFINISHED BUSINESS
- A. Marin Clean Energy (MCE)
 - 1. Looking at third supplier to produce material as a smaller system
 - B. Marin County Health / NPS: Update?
 - 1. No
 - C. Traffic Control
 - 1. Flynn memo / SBVA Assistance
 - a) Met on Jun. 30
 - b) SBVA meeting on Jun. 11 make a motion to support Flynn recommendation
 - c) Avoid box parking
 - d) Red zones where people are unable to park (choke points)
 - 2. D. Kimbel to speak with Supervisor Rodoni
 - a) How did this happen? How long did it last? Where to go from here?
 - b) No timetable for reallocating or reinstating sheriff's patrol for 24 hr basis
 - c) Training not available for west Marin
 - d) Prepare letter outlining concerns to Supervisor Rodoni & Sheriff Doyle
 - (1) Include Bolinas Fire, Inverness, Muir Beach, Dillon Beach, MCFD?
 - e) Chief K. Stevens work with Fire Chief's Association
 - f) J. Walsh outreach to D. Kimbel
 - D. Parkside Recognition / Reimbursement for Sand Incident
 - 1. Paid

Agenda is posted at the Stinson Beach Market, Stinson Beach Post Office, Station #1, stinsonbeachfire.org and sent to the editor at the Point Reyes Light.

- VIII. NEW BUSINESS
 - A. 2020 Board Election
 - 1. Nomination filing period for all candidates
 - a) Jul. 13 - Aug. 7
- IX. ANNOUNCEMENTS
 - A. Next training session Aug. 5, Directors have short presentation for beginning of meeting
 - B. 7 PM
- X. DATE/TIME OF NEXT MEETING (August 24 / 5 PM?)
- XI. REGULAR MEETING ADJOURNMENT
 - A. President J. Ritchie called the meeting adjournment at 6:43 PM
 - 1. W. Mitchell 1st, J. Walsh 2nd

Agenda is posted at the Stinson Beach Market, Stinson Beach Post Office, Station #1, stinsonbeachfire.org and sent to the editor at the Point Reyes Light.

*Action item