



REGULAR BOARD MEETING

Teleconference

March 22, 2021 / 5:30 PM

- I. CALL TO ORDER
 - A. President J. Walsh called the meeting to order at 5:31 PM. The agenda was adopted by all members present.
- II. ROLL CALL
 - A. **Board Present:** J. Walsh — President; J. Ritchie, R. Guidi, W. Mitchell, M. White — 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
- III. ADOPTION OF AGENDA
- IV. APPROVAL OF [MINUTES](#) OF PREVIOUS MEETING*
 - A. M. White 1st, J. Ritchie 2nd
- V. PUBLIC EXPRESSION:
- VI. REPORTS
 - A. [Bookkeeper](#)*
 1. Interest income of \$13.19 was earned at Bank of Marin ICS at a rate of .03% for the month of February.
 2. The District was reimbursed \$20,940.98 by CalOES for the Oct. 1, 2020 Pre-position of personnel and equipment. Breakdown as follows:
 - a) Engine \$7,872.00
 - b) Personnel \$10,481.25
 - c) Travel \$684.00
 - d) Surcharge \$1,903.73
 - e) Total \$20,940.98
 3. The District's QuickBooks file has been transferred to Maher Accountancy for preparation of the 6/19-20 audit
 4. Measure W TOT
 - a) L. Houde at Marin County asked for the documentation
 - b) Need to determine what documentation is acceptable as our proceeds were utilized to fund the DO Engineer position, staffing and FT duty officer
 5. Firehouse project
 - a) add more buckets for budget
 6. M. White 1st, W. Mitchell 2nd
 - B. [Administration](#)
 1. FY 2020 Staffing for Adequate Fire & Emergency Response (SAFER) Grant
 - a) Applied for \$572k
 - b) 3 years of two full-time Duty Officer positions
 2. Newsletter
 - a) \$1450 total
 3. Tablets for Directors - training
 - a) Received
 - b) Need to schedule a "training" and distribute
 4. Form 700 reminder
 - a) Due Thurs., 4/1
 - C. [Fire Chief](#)
 1. Monthly report
 - a) 6 calls this period
 - (1) 3 medical, 1 propane leak, 1 search and rescue, 1 non injury accident

- b) Marin County Supervisors Office
 - (1) Met with E. Cushman and S. Hayre on Arenal Ave. to speak with neighbors
 - (2) County has received 6 letters in response to parking plan, 2 were in support
 - (3) S. Hayre will check with supervisor to outreach to impacted neighbors after the SBVA meeting
 - 2. Sick and vacation time payout
 - a) Board will discuss and get back to Chief K. Stevens with a decision
 - 3. Horizon Cable dish at Annex
 - a) R. Guidi, J. Walsh, J. Peri, K. Stevens, T. Bisson and K. Daniels to meet
- D. [Assistant Chief](#)
 - 1. New Hire Update
 - a) Chapman Agency (background)
 - (1) Received detailed binder of background check for new duty officer, passed backgrounds
 - b) Pinnacle NFPA 1582 Screening (medical)
 - (1) Assessments
 - (2) N. Ferrari and J. Peri included to attain medical baseline for career
 - c) Offer Letter
 - (1) Reiteration of conditional offer of employment with more details
 - d) Backfill Coverage
 - (1) Chief K. Stevens and Asst. Chief J. Peri
 - (2) Supplemental PT duty officers when available
 - e) Graduation Save the Date
 - (1) June 4
 - 2. 20/21 FYE Budget Review/Projections
 - a) Reviewed unexpected salary expenses
 - (1) Operational staff extra hours / OT
 - (2) Office Manager Position (PT → FT)
 - (3) New hire -- FT Duty Officer position
 - (4) EMS Director
 - (5) PT Duty Officer academy backfill
 - (6) OOC payroll
 - b) Established Relocation options
 - (1) Training / education
 - (2) Duty Officer budget
 - (3) OOC payroll reimbursement
 - (4) OOC engineer reimbursement
 - 3. 2021 Marin LAFCo Municipal Service Review
 - a) Review conducted every five years
 - b) Goal: review current services
 - c) Discussion of shared services with other local district agencies
 - (1) i.e. HR position
 - d) District boundary line discussion
 - (1) HX of current boundaries
 - (a) Boundaries predate Marin LAFCo and park land
 - (2) Overlap with park lands and MCFD contracts
 - (3) Liable? Redesign to privately owned parcel lands
 - (a) Cost \$5-9k mostly for surveying
 - (4) Downside:
 - (a) Grant accessibility
 - 4. Lexipol*

- a) Policy development cloud-based software tailored to fire, police and EMS agencies
 - b) Builds custom SOPs and SOGs specific to our District
 - c) Consistently updated to reflect current federal and state regulations
 - d) Archived policy record completions times and dates for each employee
 - e) Provides 2 minute weekly policy trainings pushed directly to phones
 - f) Development of employee manual -- give District added protection in the event of a workplace injury or lawsuit
 - g) \$2728 annual fee
 - (1) M. White 1st, R. Guidi 2nd
5. Local MWPA budget management strategy
- a) \$131k in revenue (Measure C)
 - (1) Core projects \$78k
 - (a) Collected by MWPA
 - (2) Defensible space inspections \$26k
 - (a) spent ~ \$14K on MWPA defensible space inspections for their inspection blitz of the hill/highlands and panoramic
 - (b) plan to allot the remaining \$12k toward N. Ferrari salary as he performed follow up inspections on the hill/highlands & Panoramic and initial inspections of Downtown, Calles/Patios and Seadrift
 - (3) Local projects \$26k
 - (a) Spent ~\$6k on chipper days/dump fees
 - (b) Need to allocate ~\$20k on local projects (Can roll into the next fiscal year)
- E. [EMS](#) (Emergency Medical Services)
- 1. Update
 - a) 7 calls, 1 hazardous
 - b) Training
 - (1) Cardiac emergencies
 - (2) Policies and procedures with new EMTs
 - (a) Changed determination XX for BLS
 - c) Recertification
- F. [Disaster Council](#)
- 1. Updated Stinson Beach Disaster Plan
 - a) Published on SBFPD website
 - b) Looking at other sites so it's accessible in multiple avenues
 - 2. Neighborhood survey project
 - a) Collect info on utilities, at risk residents,
 - b) Started with vacation rental properties to collect info on utilities
 - (1) Oceanis, hwy 1 and seadrift
 - c) Will create a layered map that will be accessible by other agencies once finalized
 - d) Will be distributed to all community members
 - 3. Next steps
 - a) Standard operating procedures for disaster council
 - b) Phone tree for each area, 2-way radio use, specific evacuation plans for situational / natural disasters
 - c) Applying for grant - \$1000 to purchase more radios and add in special teams (shelter team, animal rescue team, etc)
 - d) Hold specific area meetings with area liaisons and coordinator
 - (1) Recruitment
 - e) Tsunami evacuation drill with marin county oes - roundtable discussion with local SB community agencies

- G. Water Safety
 - 1. No water calls this period
 - 2. Training
 - a) Water drill with MCFD on 2/24, demonstrated water rescue operations and beach launch technique
 - b) N. Ferrari and D. Blair have been practicing swim skills in preparation for the Marin County Water Rescue certification
 - H. Maintenance
 - 1. Type III
 - 2. WT-890*
 - a) Bid for Watco for lighting package code 3s to LED (flood lights, emergency lights, everything but the light bar)
 - (1) \$11k
 - (a) Labor \$3900
 - (b) Parts \$5900
 - (c) +tax
 - (2) M. White 1st, R. Guidi 2nd
 - I. Training
 - 1. SCBA training
 - 2. Ropes training
 - a) Road and trail rescue response
 - J. Standing Committees
 - 1. Wildfire Safety & Prevention
 - a) NOAA weather radios (3 received)
 - (1) Seadrift Association, J. Peri, and C. Crosby
 - 2. Firehouse Advisory Committee (FAC)
 - a) No update
- VII. UNFINISHED BUSINESS
- A. Marin Clean Energy (MCE) → reference emails
 - 1. Determined not enough space to install battery and firehouse and SBCC
 - a) Install one battery at SBCC and benefit SBCC and firehouse
 - 2. Estimated cost share
 - a) Battery: \$90k
 - (1) MCE give SBCC \$50k check
 - 3. Discuss cautionary structure - split up front cost and figure out who benefits from payback overtime
 - 4. Large equipment procurement construction contract need to be signed by SBCC (70 pages)
 - 5. Orrick law firm will review EPC contract pro-bono - will present what contract requires and co-funding, financial expectations, etc.
 - 6. Inverter
 - a) Need quote to replace
 - B. SB Motel property construction
 - 1. Met with contractor S. Wood with contractor plans
 - 2. Intends to finish project end of 2021
 - 3. Will continue to work with Chief K. Stevens about property line and drainage
 - C. Parking
 - 1. Mar. 28 deputies will be stationed back in Point Reyes
 - D. Motion to add Class C licenses w/ Firefighter Endorsement for District drivers*
 - 1. J. Ritchie 1st, R. Guidi 2nd
- VIII. NEW BUSINESS
- IX. ANNOUNCEMENTS

X. DATE/TIME OF NEXT MEETING

A. April 26 / 5:30 PM

XI. MEETING ADJOURNMENT

A. President J. Walsh called the meeting adjournment a 7:20 PM

1. M. White 1st, J. Ritchie 2nd