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## REGULAR BOARD MEETING

Firehouse — 3410 Shoreline Highway, Stinson Beach, CA

November 23, 2020 / 5:30 PM

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADOPTION OF AGENDA
  - A. **Board Present:** J. Ritchie — President; J. Walsh, R. Guidi, M. White, W. Mitchell — Directors
  - B. **Staff Present:** K. Stevens — Chief J. Peri — Assistant Chief; T. Murphy — Office Manager; S. Folsom — Bookkeeper; T. Bisson — Water Rescue Director
- IV. [APPROVAL OF MINUTES OF PREVIOUS MEETING\\*](#)
  - A. M. White 1st, R. Guidi 2nd
- V. PUBLIC EXPRESSION:
- VI. REPORTS
  - A. [Bookkeeper\\*](#)
    - 1. Been in touch with D. Greenblat for audit
      - a) Will be scanning and sharing electronically
      - b) Special Districts Financial Transaction Report
        - (1) Filed by secretary of state
        - (2) Due Jan 31, will be done before EOY
    - 2. W funds not received, queued up ~28K (Jan. - June)
    - 3. WestAmerica Bank - close account with Chief K. Stevens on wednesday
    - 4. N. Ferrari has a credit card
    - 5. Reallocate funds on budget (Amazon orders)
    - 6. M. White 1st, R. Guidi 2nd
  - B. [Administration](#)
    - 1. Oath of Office for in-lieu nominees
    - 2. [Sick leave and vacation policy\\*](#)
      - a) Approved
  - C. [Fire Chief](#)
    - 1. Update
      - a) 7 calls this period, 2 fire related, 3 medical
      - b) Tuff Shed
        - (1) Roof installed
        - (2) Doors will be ordered after bids submitted
    - 2. COVID testing for firefighters
      - a) Covid testing shut down at Marin Civic Center
      - b) HHS in Canal open for first responders
      - c) Marin County Fire Chiefs
        - (1) Rapid tests by Curative ordered for continued testing
  - D. [Assistant Chief](#)
    - 1. Monthly EMS update
      - a) 3 EMS calls this period
      - b) A91 fire drill focused on childbirth emergencies
      - c) Marin County EMS Instructors developed 2021 monthly EMS drill schedule
      - d) S. Wainwright passed NREMT
    - 2. FLSA Firefighter Exemption Attorney Consult
      - a) J. Walsh & J. Peri will prepare outline of questions for law firm
      - b) J. Ritchie call County Counsel and see if they've dealt with firm

- c) Board approved \$2500 consultation fee for LCW (Liebert Cassidy Whitmore) to review new position schedule options
  - E. [Disaster Council](#)
    - 1. Disaster Plan and Disaster Council SOPs update
      - a) C. Crosby completed drafts of Community Wide Disaster Plan and Disaster Council SOPs
      - b) To be reviewed by Area Coordinators and Department Command Staff
      - c) 2nd Annual Holiday Lights Drill in December to practice new procedures
  - F. [Water Safety](#)
    - 1. Working on comms issues
      - a) Dry test performed
      - b) Wet test next
  - G. [Maintenance](#)
    - 1. E 881
      - a) HiTech providing estimate for pump module modifications
    - 2. Air Unit
      - a) Going to Livermore to Bauer Shop on Nov. 30
  - H. [Training](#)
    - 1. 2 fire drills
    - 2. Structure techniques
      - a) Transitional attack (suppress fire outside of building)
      - b) MERA system review
    - 3. 3 potential new volunteers in town
    - 4. House in seadrift on 12/2
  - I. Standing Committees
    - 1. Wildfire Safety & Prevention
      - a) Environmental compliance
      - b) M. Brown will support us if we need to do an EIR
    - 2. Firehouse Advisory Committee (FAC)
      - a) Waiting for Geotechnical survey results
- VII. UNFINISHED BUSINESS
- A. [FT Duty Officer position and job announcement approval\\*](#)
    - 1. Begin hiring of FT Duty Officer and promote Duty Engineer to Duty Officer
    - 2. Both to attend regional fire academy
    - 3. Promotion of FT Duty Engineer at time of hire for new Duty Officer, post job description before next board meeting and approve salary
      - a) J. Walsh 1st, W. Mitchell 2nd
  - B. Marin Clean Energy (MCE)
    - 1. N/A - ongoing
  - C. Traffic control meeting report
    - 1. Spoke to D. Flynn - will be receiving recommendation of exhibits for traffic restrictions next monday
    - 2. Bolinas met with supervisor Rodoni expresses interest in working with us to improve traffic
  - D. SB Motel property construction
    - 1. Asked T. Pearce if there are any issues with soil on our property from motel
- VIII. NEW BUSINESS
- A. Exercise Equipment Purchase Request\*
    - 1. Gauntlet StairMaster
    - 2. Allows in station staff to exercise without leaving the station
    - 3. Cost and installation \$7954
      - a) 50-50 split from volunteers (\$3,977)
      - b) M. White 1st, R. Guidi 2nd

c) Easier if SBVFA purchased and we reimbursed

IX. ANNOUNCEMENTS

X. DATE/TIME OF NEXT MEETING (December 28 / 5:30 PM?)

XI. MEETING ADJOURNMENT

A. President J. Ritchie called the meeting adjournment at 7:15 PM.

B. J. Walsh 1st, W. Mitchell 2nd