



SPECIAL BOARD MEETING

February 5, 2024 / 4:00 PM - 5:00 PM
MINUTES

- I. CALL TO ORDER
 - A. Meeting called to order at 4PM by Mark White
- II. ROLL CALL
 - A. **Board Present:** S. Greene - Director, J. Ritchie - Director, S. Greene - Director, R. Guidi- Director, M.White - Board President
 - B. **Staff Present:** J. Peri - Chief; C. Crosby - Administrative Manager, S. Folsom - Bookkeeper
- III. ADOPTION OF AGENDA
 - A. Agenda adopted by all present.
- IV. PUBLIC EXPRESSION
- V. NEW BUSINESS
 - A. Review and adopt CalPERS Contract and Final Resolution*
 1. Discussion of the NHA review of the SBFPD CalPERS valuation. In terms of potential considerations for the District:
 - a) The proposed employer normal cost rate for both Safety and Miscellaneous plans is in line with, or slightly lower than, those for other agency plans he did a quick scan for. There doesn't seem to be any concern here. Same with the employee contribution rates, though of course each agency can also decide to pick up more of the employee share.
 - b) Regarding the UAL, Craig wouldn't expect the District to incur any (material) UAL payments until FY 2025-26 at the earliest. Their FY 2024-25 payment is set at \$0 (given no current UAL).
 2. There was some further discussion of UAL, and the conversations J. Peri and C. Crosby have had regarding employees with prior service.
 3. Motion to adopt CalPERS Contract and Final resolution was made by R. Guidi, seconded by S. Greene. (4 ayes, 0 naves, 1 absent)
 - B. Review and Adopt CalPERS Pick-up Resolution*
 1. SBFPD will be making the contributions on behalf of the SBFPD employees. Taken from their salary pre-tax
 2. Motion to approve the Pick up Resolution by J. Ritchie, seconded by R. Guidi.
 - C. Recommendation and Review of Bookkeeper New Hire*
 1. Objective: Hire a new Bookkeeper to replace Sarah Folsom who has given her notice to the District. This position will be hired as an independent contractor, with an expected annual billing of \$20,000 to cover 20 - 30 hours of work per week.

2. Recommendation: After a thorough interview process, staff recommends that the District hire Phillip Chavira as the new District Bookkeeper.
3. Mr. Chavira has come to the District highly recommended by his current and former employers, and is looking forward to continuing his work with public entities in West Marin.
4. Timeline for hiring: Upon approval of this recommendation a more formal engagement with Mr. Chavira will be drafted by staff, with his expected start date being 2/12/24
 - a) R. Guidi moved to hire Philip Chavira as the new Bookkeeper.
Seconded by M. White

D. Review of Commercial Inspection Results

1. California Health & Safety Code Sections 13146.2 and 13146.3 requires all fire departments and Districts that provide fire protection services to perform annual inspections in every building used as a public or private school, hotel, motel, lodging house, apartment house, and certain, residential care facilities for compliance with building standards.
2. This year inspections were done by Tate Thompson, who was brought in from Marin County Fire to start the process. The hope is that SBFPD staff will be trained to do this inspection process going forward.
3. For Educational Group Occupancies we are 100% in compliance for this period.
4. For Residential Group Occupancies, our compliance rate is 54%. This is due to the fact that a few groupings of cabins on the hill and on Arenal Ave. were left on the list for this year.
5. Board has to have a Resolution on file saying that the Board has received the report.
6. Resolution for Annual Inspection process*
 - a) Motion to adopt made by S. Greene, seconded by R. Guidi

VI. MEETING ADJOURNMENT

- A. J. Ritchie moved to adjourn the meeting at 4:45 PM. R. Guidi seconded the motion.