



## REGULAR BOARD MEETING

Minutes of Meeting 8/28/23

- I. CALL TO ORDER
  - A. Board President M. White called the meeting to order at 5:00 PM.
- II. ROLL CALL
  - A. **Board Present:** M. White — President, J. Walsh, S. Greene J. Ritchie (remote), S. Greene
  - B. **Staff Present:** J. Peri — Chief; C. Crosby — Administrative Specialist, Sarah Folsom – Bookkeeper
- III. ADOPTION OF AGENDA
- IV. APPROVAL OF MINUTES OF PREVIOUS MEETINGS\*
  - A. Regular Meeting, July 24, 2023
    1. J.Peri- noted a correction needed in XXXX
    2. Motion made to approve J. Ritchie and seconded by J. Walsh.
- V. PUBLIC EXPRESSION
- VI. REPORTS
  - A. Bookkeeper Report
    1. LAIF posted earnings of \$2,439.29 for the three months ending April, May and June.
    2. CAMP posted earnings of \$4,537.88 for the month of July.
    3. Raymond James posted earnings of \$4,173.55 for the month of July.
    4. The Bank of Marin ICS account posted earnings of \$2,059.33 for the month of July.
    5. Of the total funds in the Bank of Marin-ICS account, \$334K belong to the District. The remainder, \$282K is grant funds.
    6. Approval of Bookkeeper Report\*
  - B. Fire Chief Report
    1. Administrative Updates
      - a) 2023 Captain's recruitment
      - b) SBFPD commercial fire prevention program
      - c) Injury Update
      - d) Sidewalk CPR event
      - e) Address Upgrade Seadrift
      - f) Defensible Space Inspections
      - g) Fuel Station equipment failure
      - h) State Fund Inspection - 1 action item
      - i) Employee Medical Test Vendor Selection
      - j) MWPA Highlands Field Trip 9/12
    2. Operational Updates
      - a) Volunteers:
        - (1) Volunteer Freeze in place until October
        - (2) Current Totals:
          - (a) 9 on-call
          - (b) 3 shift
          - (c) 4 potential volunteers
          - (d) 16 total

- (3) Volunteer Participation document created monitoring volunteer drill participation and call participation. Current Volunteers will be placed on in-active status if they do not maintain good participation standing in both categories for a period of 3 months.
  - b) Part-time Staffing
    - (1) No updates
  - c) Full-time Staffing
    - (1) No updates
  - d) Incident Counts
    - (1) 38 since last board meeting
    - (2) 227 Year to date
- 3. SBVFA
  - a) SBVFA opening a CC for daily snacks and coffee for staff and volunteers
- 4. Training
  - a) Full Company Fire Drills
    - (1) 8/2 Progressive Hoselay 10 Willow & Matt Davis
    - (2) 8/16 Progressive Hoselay Transition Repetition
    - (3) S130 & S190 Trainings on Target Solutions
    - (4) New SCBA Training Requirements
    - (5) Sidewalk CPR
  - b) Daily Staff Trainings
    - (1) Minimum of 1 hr of daily training being recorded per shift per employee
  - c) Individual Trainings
    - (1) Courtney Buechert, David Ezparza, Immo Gunzerodt, John Hyland, John Silva & Charles Higgins Volunteer Wildland Academy 7/29
    - (2) J. Peri ACLS
- C. EMS (Emergency Medical Services)
- D. Stinson Beach Disaster Corps
  - 1. A 7' antenna, mast, and cables have been purchased for Seadrift to improve the reliability of communication.
- E. Water Safety
- F. Maintenance
  - 1. Air 800 OOS stripped knobs.
- G. Standing Committees
  - 1. Personnel Committee (R. Guidi, J. Walsh)
  - 2. Facilities Committee (R. Guidi, S. Greene)
  - 3. Budget Committee (J. Walsh, J. Ritchie)
    - a) Discussion of retaining a Real Estate Attorney for land donation
  - 4. MWPA Board (M. White, J. Peri)
    - a) MWPA Monthly Report for August - M. White
      - (1) Last month the MWPA was awarded a \$2.6M Cal Fire Prevention Grant. Hopefully good for everyone.
      - (2) The greater Novato Shaded Fuel Break began.
      - (3) President Rodoni completed his 2 year term as President.

- (4) The MWPA approved an Office of Planning and Research Grant Application to augment funding for the Novato Fuel Break program.
  - (5) Even though Mill Valley fire has been annexed by Southern Marin Fire District, the Board authorized the continued membership of the City of Mill Valley in the MWPA.
  - (6) We can learn lessons from the devastating and heartbreaking loss of life from the fires in Maui. While we can't avoid wildfires we can limit damage and our work is moving toward that goal, but still there is work to do.
- b) MWPA Report for August - J. Peri
- (1) FY23/24 projects:
    - (a) Local Budget
      - (i) NOAA weather radio disbursement - ongoing
      - (ii) large pile vegetation pickups - ongoing
      - (iii) Highlands fuelbreak maintenance - ongoing
      - (iv) D-space supplemental funding - complete
      - (v) D-Space Budget
    - (b) D-space inspections - complete
    - (c) WM Core Budget (that benefit Stinson Beach)
      - (i) West Marin Evacuation Route improvements - ongoing
      - (ii) Coastal Zone Project Scoping and Environmental Compliance, Phase 1 - ongoing, Chiefs to meet weekly.
5. MERA Board (J. Peri, R. Guidi alternate)
- a) Construction:
    - (1) Construction crews are moving between the final nine sites conducting a variety of tasks, including:
    - (2) Conduits and grounding
    - (3) Pads and foundations
    - (4) Preparing for the installation of the new monopoles
    - (5) Final touches on the Coyote Peak access road
    - (6) PG&E installation work
  - b) Connectivity:
    - (1) All pilot program equipment and circuits have been ordered and installation begins the first week of August. MERA's goal is to complete the pilot program by the week of September 4, 2023. This connectivity project involves dispatch centers, fire station alerting sites, and Wi-Fi programming sites.
  - c) Emergency Services:
    - (1) MERA completed an agreement with the site owner and Marin County Fire to allow the West Marin Disaster Council to co-locate a repeater at MERA's Stewart Point site to support disaster communications.

H. Ad-hoc Committees

- 1. Parking and Traffic Committee (S. Greene, M. White)
- 2. Marin Clean Energy (T. Bisson)

3. Strategic Plan Committee (M.White, J.Ritchie)

VII. UNFINISHED BUSINESS

A. Review and approval of response to Grand Jury Report regarding Marin Housing\*

1. Motion to approve by J. Ritchie. Seconded by S. Greene

VIII. NEW BUSINESS

IX. ANNOUNCEMENTS

X. DATE/TIME OF NEXT MEETING

A. September 25, 2023

XI. MEETING ADJOURNMENT

A. J. Walsh moved to adjourn the meeting at 5:45PM. S. Greene seconded the motion.

*\*Action Item*