



## REGULAR BOARD MEETING

Minutes

Feb 27, 2023 / 5 PM

- 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,, J. Ritchie, S. Greene — Directors,
  - B. **Staff Present:** J. Peri — Chief; S. Folsom — Bookkeeper; C. Crosby — Administrative Specialist, J. Glazier – EMS, T. Bisson — Assistant Chief
- III. ADOPTION OF AGENDA
- IV. APPROVAL OF MINUTES OF PREVIOUS MEETINGS\*
  - A. Regular Meeting, January 23, 2023
    1. J. Walsh approved with the correction that M. White is now the President. S. Greene Seconded
  - B. Special Meeting, February 23, 2023
    1. S. Greene approved. M. White approved.
- V. PUBLIC EXPRESSION
- VI. REPORTS
  - A. Bookkeeper Report
    1. Accounting conversion going well
    2. The LAIF account is open. There has been no transfer of funds.
    3. The County Investment Pool posted interest of \$4,078.46. Most of these earnings are related to the large balance we previously had on account.
    4. CAMP posted earnings of \$9,080.21 for the month of January. This is a 4.53% yield.
      - a) Discussion regarding financial protections in CAMP and LAIF.
      - b) Sarah to set up a meeting with the auditor for the board to review this issue after the current audit is completed
    5. The Horizon Cable lease agreement still needs to be signed.
      - a) Agreement to add the same insurance limits as the Motel project (1MM), and specify that the CPI used will be the BLS CPI for the San Francisco Area.
    6. Most of the cash accounts have been set up in QBO but we are still in a transitional phase
  - B. Fire Chief Report
    1. Highlands Fuel Break - Project Completed
    2. Administration
      - a) Transfer of accounting duties - ongoing
      - b) Injury and illness Prevention Plan and State Fund Risk Assessment - continuing to roll out new IIPP policies and programs using lexipol
      - c) Newsletter progress - awaiting dates for Tsunami Evacuation Drill and personnel bios / headshots
      - d) CalPERS update - continuing
    3. Operations
      - a) Several new interested volunteers

- b) Volunteers taking weekend shifts to assist on duty personnel with extra hands for trainings and incidents
  - 4. Part-time Staffing
    - a) Continuing well with our current staff. Major upcoming changes in part time staffing schedule see personnel committee report
  - 5. Incident Counts
    - a) 16 Incidents from Jan 23 - Feb 27
    - b) 43 Incidents in the 2023 Calendar year to date
  - 6. Full Company Fire Drills
    - a) 2/1 SCBA familiarization and mask fit testing
    - b) 2/8 State required bloodborne pathogens training
    - c) 2/15 Exposure protection and nozzle control
  - 7. Daily Staff Trainings
    - a) Structural firefighting & EMS trainings
- C. EMS (Emergency Medical Services)
  - 1. Training last week was on Breathing Emergencies
  - 2. Next week training through Target Solutions
  - 3. Ordered a new modem for Lifepak. Can share vitals and info to other ambulances. And cardiac arrests to the county.
  - 4. Purchased new glucometers
  - 5. M97 - Jen is trying to get new medics on board. Got approval for dual medics.
  - 6. J. Peri met with Chief Overshiner to discuss developing an MOU for J. Peri and C. Medley-Pole to operate as paramedics in the off season.
- D. Stinson Beach Disaster Corps
  - 1. Equipment updates in January included reprogramming for all the area Icoms, new back-up batteries, and the review and ordering of a new antenna for the base station at Fire Station 1.
  - 2. The MWPA requested support from SBFPD and the SBDC to organize and help lead 2 focus groups to better understand local needs and attitudes related to fire safety. Michle Sileo, a Neighborhood Contact in the Panoramic Area has put together 2 groups to be held on March 2 and 6th.
  - 3. J. Peri and C. Crosby are putting plans in place to organize a group of SBDC members to do a clean out and restock of the Disaster Cache.
- E. Water Safety
  - 1. 3 firefighters gearing up for rescue swimmer training with the county at the end of March.
  - 2. 15R4 responded to a call for a person in the water at the red rock area in distress. H30 made the pick.
  - 3. 15R4 annual maintenance scheduled for 3/9
- F. Maintenance
  - 1. All equipment up and running
  - 2. Nick and Brice replaced the battery tender on 880 and got it back in service without the need to transfer equipment to 881.
- G. Standing Committees
  - 1. Personnel Committee (R. Guidi, J. Walsh)

Agenda is posted at the Stinson Beach Market, Stinson Beach Post Office, Station #1, [stinsonbeachfire.org](http://stinsonbeachfire.org) and sent to the editor at the Point Reyes Light.

- a) The personnel committee had a committee meeting with Chief Peri on February 23 at which time he explained the need for two temporary FT employees.
- b) One position is for an FAE to replace C. Medley-Pole while he is at Fire Academy. This temporary FT position is expected to run for 3 months.
- c) The other pending position is for a temporary FT Captain. D. Blair has given soft notice of his departure as he has an offer to go to Cal Fire. The temp FT Captain position would cover his shifts and is expected to last for several months.
- d) Compensation for both positions would match what the current employees are being paid, less health insurance benefits and retirement benefits. By law, should any part time personnel work more than 1,000 hours in a calendar year, they are eligible for retirement benefits through the District as well.
- e) Electing to delay recruitment for a permanent replacement for the Captains position until November. Between now and then J. Peri is pursuing CalPERS as a retirement plan and a schedule change. Both will make the Captain's position more appealing to applicants.
- f) The Board understands the need to move forward with the temporary FT hires of FAE and Captain when the Chief determines the time is right.
- g) Vacation accrual for temporary FT employees is not required by law but our HR consultant believes that providing time off to employees working a full time temporary position is best practice. SBFPD standard accrual is 4.15 hours per 2 week pay period. The Chief would like to offer the temp FT employees this vacation benefit as they are committing to the timeframe without any promise of a permanent position.

(1) J. Walsh moved to approve the inclusion of the vacation benefit for the temporary FT employees. J. Ritchie seconded.

2. Facilities Committee (R. Guidi, S. Greene)

- a) J. Peri went over what was discussed in the FAC February Meeting.
- b) Brought in C. Brennan, builder, to talk about why getting a more accurate estimate is important. How selecting less expensive materials can lower the price substantially
- c) Recommendation to approve \$4,500 for Shah Kawasaki (architect) and Cumming (project management and cost consulting) to prepare a current cost estimate for the proposed new fire station.\*

(1) J. Walsh moved to approve the \$4,500 to move forward with the new estimate. M. White seconded

3. Budget Committee (J. Walsh, J. Ritchie)

- a) The budget committee has reviewed the proposed Horizon Lease and J. Ritchie has fine tuned it to a 3 year term at \$4,502.88, payable annually in advance, with annual increases in the monthly rate to coincide with the consumer price index (CPI). Also updated to a 3 year lease (from 5 years) and added a requirement that Horizon have liability insurance in the same fixed amount as the Motel project. (1MM)

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.

- b) Sarah has recommended the firm of Nigro and Nigro to be the new Auditor for the SBFPD. In a special meeting on 2/23/2023 the board unanimously voted to approve Sarah's recommendation.
  - 4. MWPA Board (M. White, J. Peri)
    - a) MWPA Monthly Report for February - M. White
      - (1) MWPA met Thursday February 16
      - (2) Executive Officer Mark Brown pointed out that lots of rain can be good or bad for the next fire season.
      - (3) Normal precipitation is forecast for the rest of winter. Of course, spring is only 3 weeks away.
      - (4) LRAD stands for Long Range Acoustic Device. It's fairly new technology, being tested in Sausalito. It has the capability to warn residents of coming wildfires and other disasters. It can function even when no power or cell service is available. Controversy can exist when the poles are too close to animal habitats, although noise emissions are less than fire or garbage trucks.
      - (5) 2022 Chipper days were very successful with over 3,300 pickups taking away over 10,000 cubic yards of potentially flammable material.
    - b) MWPA Project & Operations Committee Report- J. Peri
      - (1) Highlands fuel improvements complete
      - (2) Finalizing & Recording 22/23 Expenditures
      - (3) 23/24 Project plans underway
  - 5. MERA Board (J. Peri, R. Guidi alternate)
    - a) MERA is looking for a line of credit as revenue is not enough to cover all the things they are doing. May impact the member agencies. More to follow.
- H. Ad-hoc Committees
  - 1. Parking and Traffic Committee (S. Greene, M. White)
  - 2. Marin Clean Energy (T. Bisson)
    - a) Nothing new for February
  - 3. Strategic Plan Committee (M.White, J.Ritchie)
    - a) Recommendation to proceed with hiring a Financial Consultant to determine the feasibility of the current 5 year plan.
      - (1) Have one proposal in place. The Strategic Plan Committee agreed that J. Peri will proceed with getting 2 more proposals and this body will discuss the proposals in the March Board Meeting.

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

- A. Taxpayer Protection and Government Accountability Act Discussion
  - 1. Discussion and agreement to create a resolution for this Board and vote on it in the next regular meeting.
- B. MERA Resolution to appoint Member Agency Representatives and Alternates\*
  - 1. J. Walsh made a motion to approve. M. White seconded the motion

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.

C. Siren Tower - Review of Budget for Stabilization

1. John Silva, has been working with J. Peri and T. Bisson to assess the Siren Tower and what is needed for stabilization. He has prepared a project summary and cost projection as follows.
  - a) Project consists of R&R bracing and repair/splice columns. Work to be performed without man- lift or other heavy equipment. Use of safety harnesses assumed. Power to be disconnected during work periods. Power for tools (drills, saws) to be provided either from the library or with gas generators.
  - b) It is anticipated that work will be accomplished with volunteer labor. Materials/consumables and safety harnesses to be supplied by District. Tools/ladders etc. to be supplied by volunteers. Coordination with dispatch (Woodacre) during power shutdowns to be addressed by Station 1 staff.
  - c) Project Cost estimated to be between \$3,200 and \$5,000. Per J. Peri, funds to come from Station refresh money in the budget.
2. Many thanks to J. Silva for his time and efforts in working on this project.
  - a) J. Ritchie moved to approve up to \$5,000 for this project. M. White seconded.

IX. ANNOUNCEMENTS

- A. Historical Society to hold an event in May. J. Peri has offered Fire Station One as the venue.
  1. Discussion regarding the sale of alcohol at the station. No objections to this from any members of the board.

X. DATE/TIME OF NEXT MEETING

- A. March 27, 2023. 5PM

XI. MEETING ADJOURNMENT

- A. J. Walsh made a motion to adjourn the meeting at 6:21 PM. M. White seconded the motion.

*\*Action Item*