



REGULAR BOARD MEETING

Minutes || 11/27/2023 Meeting

- I. CALL TO ORDER
 - A. President M. White called the meeting to order at 5:00 PM.
- II. ROLL CALL
 - A. **Board Present:** J. Walsh, S. Greene J. Ritchie , S. Greene, M.White
 - B. **Staff Present:** J. Peri — Chief; C. Crosby — Administrative Specialist
- III. ADOPTION OF AGENDA/ADJUSTMENTS
 - A. Agenda Adopted by all members
- IV. APPROVAL OF MINUTES OF PREVIOUS MEETINGS*
 - A. Regular Meeting, October 23 , 2023
 1. J. Walsh moved to approve. J. Ritchie seconded
- V. PUBLIC EXPRESSION
 - A. J. Hyland expressed thanks for bringing back the Firefighter's Ball.
- VI. REPORTS
 - A. Bookkeeper Report
 1. LAIF posted earnings of \$9,046.44 for the three months ending July, August and Sept.
 2. CAMP posted earnings of \$4,810.79 for the month of October.
 3. Raymond James posted earnings of \$4,225.17 for the month of October.
 4. The Bank of Marin ICS account posted earnings of \$801.06 for the month of October.
 5. All of the funds in the Bank of Marin ICS account belong to the District.
 6. Approval of Bookkeeper Report*
 - a) J. Walsh moved to approve. S. Greene seconded.
 - B. Fire Chief Report
 1. Administration
 - a) SBFPD commercial fire prevention program - Work continuing with Tate Thompson. At the January meeting will provide inspection results to the board.
 - b) Short Term rental response to new guidelines - Response sent to planning commission, requesting Stinson Beach Fire and other special fire districts be granted authority to perform safety inspections of the mandatory safety equipment listed in in the draft STR ordinance.
 - c) Flag at half mast
 - (1) Recognition of the passing of Rosalynn Carter
 - d) Newsletter - 2nd newsletter planned for December distribution
 - e) Staff working with and providing information to Building Blox on fundraising
 - (1) See more under FAC Committee
 - f) FY 22/23 budget true up & finalization - date TBD
 - g) FY 23/24 budget relocation planned - date TBD
 - h) New Badges
 - (1) Thanks to WTBR for donating the design services to create our new badges. C. Crosby and C Medley-Pole also thanked for support.
 - i) Desktop Computer Recycle and Data Dump

- j) Prospective Bookkeeper Candidate Identification
 - (1) Talked to CSDA, NFPA, Nigro and Nigro
 - (2) Will continue to look into other sources. J. Walsh recommended reaching out to the Civic Center for candidates. M. Walsh suggested looking at retired County employees.
 - (3) So far have identified several candidates to cover S. Folsom's duties
 - (4) May split tasks into Bookkeeper (CPA) and Data entry person
 - (5) Hourly vs. Contract position - TBD
 - (6) Does not need to be local. Work can be done remotely
 - (7) Board will have review of selected candidates
 - k) Bolinas-Stinson School Emergency Plan Review and update - completed
2. Operations
- a) Hydrant GIS mapping project - Remapped all hydrants in the District. Next phase will be to pull flow rates out of each hydrant
 - b) Area Command Incident mapping testing- CalTopo. Will test on the SBDC Holiday Lights Drill
 - c) Embroidery program - Chris Medley-Pole is now able to embroider names on new PPE
 - d) Volunteer Program
 - (1) Volunteer freeze extended place until January 2023 or volunteer position decreases to below 15.
 - (2) Current Totals:
 - (a) 9 on-call
 - (b) 6 shift
 - (c) 2 potential volunteers
 - (d) 15 total w/ 2 potentials
 - (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.
 - e) Part-time Staffing
 - (1) Recruiting for new part-time staffing, to cover OT backfill for full-time employees
 - f) Full-time Staffing
 - (1) No updates
 - g) Incident Counts
 - (1) 24 since last Board Meeting
 - (2) 302 year to date
3. SBVFA
- a) Ball was a success, lots of great feedback from the community and organizers
 - b) Raffle and large ticket item letter distribution
 - c) Merch Sale
 - d) Air Ambulance coverage continuation
4. Training
- a) Full Company Drills
 - (1) 11/1 Air Ambulance / Landing Zone Familiarization
 - (2) 11/15 CPR refresher training

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.

- (3) Ongoing SCBA Training Requirements
 - b) Daily Staff Trainings
 - (1) Minimum of 1 hr of daily training being recorded per shift per employee & volunteer if on shift
 - c) Individual Trainings
 - (1) C. Medley Pole & B. Briare CPR instructor Certification
 - 5. Vehicle and Facilities Maintenance
 - a) E880 Maintenance
 - b) U831 Door replacement scheduled (cheaper to fix than insurance deductible)
 - c) Station II clean out
 - d) Siren Garage roof
 - e) MCE challenges ongoing
 - 6. Disaster Corps
 - a) Bolinas Repeater - New elevated position. Tested, much stronger than before
 - b) Disaster Lights Drill - Will use Cal Top Mapping. Have trained 6 SBDC members to use the program which will provide real time mapping of incidents as they are reported from the field
 - c) Mobile Disaster Radio on 814 - If the system fails, this provides a way to communicate.
- C. Standing Committees
- 1. Personnel Committee (R. Guidi, J. Walsh)
 - a) Discussed that the Personnel Committee will most likely meet in January to discuss Bookkeeper candidates to provide a recommendation to the Board for the Jan 22 Regular Board Meeting.
 - 2. Facilities Committee (R. Guidi, S. Greene)
 - a) Review and Approval of Marin County Community Service Contract for \$100K*
 - b) Contract reviewed by the Board.
 - c) J. Ritchie asked that we double check that the provisions on the contract are "standard" for the county. (This was done and the contract was signed and submitted to the County.)
 - d) Contract term ends in 2028. Begins immediately. This \$100K is going to be used to offset the architecture cost. Not the complete build.
 - (1) Motion made to approve the contract once Jim's question about standard provisions has been answered.
 - (a) J. Ritchie moved to approve. M. White seconded.
 - e) S. Greene reported on the FAC meeting held on November 20
 - (1) J. Peri, T. Bisson and C. Crosby had a Kick off meeting with Building Blox on 10/24. Went over key deliverables and timeline for their engagement with SBFPD: Create messaging, identify top donor prospects, assess Leadership readiness, Ambassador training, Campaign staffing and tools
 - (2) Project timeline reviewed
 - (3) Next steps for the County's pre-application process were reviewed.
 - 3. Budget Committee (J. Walsh, J. Ritchie)

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.

- a) The Budget Committee would like to thank Jesse, Carey, Sarah and John Hyland for their invaluable assistance in drafting this approach for the District's investments. All involved want to obtain the best returns, while at the same time maintaining appropriate protections. Those involved also reviewed other District's investment strategies, particularly Tiburon's. The bottom line, pun intended, is as follows:
 - (1) The majority of the funds will be split evenly between CAMP and Raymond James, whose returns are 5.3% and 4.8% respectively;
 - (2) Some funds ranging from \$10,000 to \$ 100,000 will remain with LAIF, whose returns are 3.15 %;
 - (3) Still to be determined is whether to leave any money with the County;
 - (4) If this proposal is approved by the Board at this meeting on 11/27/23 the allocations will occur in early December.
 - b) J. Hyland did a presentation on likely investment trends. He recommends that the Budget Committee regroup in January to reassess the direction of rates.
 - c) The Budget Committee recommends adopting the Investment Account recommendation written by J. Peri with two requested changes:
 - (1) \$10,000 will remain in LAiF instead of 10% with the remainder divided between CAMP and Raymond James,
 - (2) The date for completion of the transfer of funds has been moved out from December 1, 2023 to January 1, 2024 or as quickly as possible.*
 - (a) J. Walsh moved to adopt the recommendation with the requested changes. Seconded by M. White.
4. MWPA Board (M. White, J. Peri)
- a) MWPA Monthly Report for November - M. White
 - (1) The MWPA met on Thursday November 16th.
 - (2) Fire safe Marin presented a workshop on evacuation in Spanish.
 - (3) Also promoted viewing of 2 videos recently created, "Understanding Wildfire behavior", and "Wildfire in treated vs untreated zones.
 - (4) MWPA staff applied for a \$6 million grant to US Forest Service for funding of the implementation of the San Rafael-San Anselmo fuel reduction zone project. This project is quite ambitious at 145 acres and targets many large eucalyptus stands. It's somewhat controversial as herbicides must be used to keep the trees from growing back quickly.
 - (5) Also, it was generally acknowledged that the fire season is over for us this year.
 - b) MWPA Report for November - J. Peri
 - 1. Chipper Day finished
 - 2. Coastal environmental review project ongoing
5. MERA Board (J. Peri, R. Guidi alternate)
- a) Construction:

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.

(1) There is activity at all nine remaining sites and the majority of the construction work should be completed by the end of November.

b) Site Installations:

(1) Motorola and Nokia conducted site visits last week. Nokia plans to begin Microwave installations the week of October 30th, 2023, beginning with the first nine sites and then rolling into the current nine sites as they reach construction completion milestones.

(2) Motorola is also gearing up to begin their installations at the remaining nine sites.

c) Connectivity:

(1) The Governing Board received a presentation on the Connectivity Plan and Pilot Project. They have been asked to provide MERA staff with direction on a few items.

d) Subscriber Radios:

(1) Motorola has submitted our final order for mobiles, portables, and other radio equipment to their factory for delivery in early 2024.

e) Fire Station Alerting:

(1) The new Fire Station Alerting equipment is currently being installed at the fire stations and siren locations. This equipment will be activated closer to cutover, 2024.

D. Ad-hoc Committees

1. Marin Clean Energy (T. Bisson)

a) The Community Center system has been updated with a doable process. The Fire Station system has not been updated as of this meeting.

b) J. Peri is holding off on all inspections and sign-offs until things are working properly

VII. UNFINISHED BUSINESS

A. Chief Peri presented a recommendation that included his justifications and operational adjustments regarding the sale of Engine 881*

1. After review of this written document, the Chief recommended that the board approve the sale of Engine 881 for a minimum amount of \$10,000. The goal will be to secure the best possible price and ensure a return on the District's original investment.

2. Discussion of coverage for Seadrift, and the possible effect on our ISO rating were discussed.

a) M. White moved to approve. J. Walsh seconded the motion.

B. Review and approval of Resolution to honor Maxine Gilbert*

1. Board requested that J. Peri be added to the resolution.

2. Suggestion to notify Pt. Reyes Light

a) S. Greene moved to approve. J. Walsh seconded.

VIII. NEW BUSINESS

IX. ANNOUNCEMENTS

X. DATE/TIME OF NEXT MEETING

A. There will not be a Regular Board Meeting in December unless called for. No action items are foreseen. J. Peri will do the Bookkeeper report for December and distribute.

B. The next scheduled meeting will be January 22, 2024

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.

XI. MEETING ADJOURNMENT

A. J. Walsh moved to adjourn the meeting at 6:26 PM. M. White seconded the motion.

**Action Item*

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.

**Action item*