



REGULAR BOARD MEETING

October 23, 2023

Minutes

- I. CALL TO ORDER
 - A. President M. White called the meeting to order at 5:00 PM.
- II. ROLL CALL
 - A. **Board Present:** R. Guidi , 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, September 25, 2023
 1. Move to approve by J. Walsh, All in Favor
 - B. Special Meeting, October 3, 2023
 1. Move to approve by J Walsh. All in Favor
- V. PUBLIC EXPRESSION
- VI. REPORTS
 - A. Bookkeepers Report
 1. LAIF posted earnings of \$9,046.44 for the three months ending July, August and Sept.
 2. CAMP posted earnings of \$4,627.12 for the month of September.
 3. Raymond James posted earnings of \$4,072.24 for the month of September.
 4. The Bank of Marin ICS account posted earnings of \$1,161.19 for the month of September.
 5. All of the funds in the Bank of Marin ICS account belong to the District.
 6. \$10K of Excess ERAF funds were received from the County.
 7. Approval of Bookkeeper Report*
 - a) Moved to approve by J. Ritchie, seconded by J. Walsh
 - B. Fire Chief Report
 1. Administrative Updates
 - a) SBFPD commercial fire prevention program - no updates
 - b) Short Term rental response to new guidelines - working w/ MCFD, BFPD, OEM to develop a safety recommendation to the draft ordinance due Nov 13th. Opportunity to add safety guidelines.
 - c) Address Upgrade Seadrift - Letters have been distributed to problematic street addresses
 - d) Flag
 - (1) Recognition of the passing of
 - (a) Dianne Feinstein
 - (b) Bill Pereira
 - (c) Robert Freidman
 - e) Newsletter - Inaugural Newsletter Distributed - good feedback from community. Working to build up our distribution list. Currently hovering around 800 emails.
 - f) FY 22/23 budget true up & finalization - date TBD

- g) FY 23/24 budget relocation planned - date TBD
- 2. Operational Updates
 - a) New SCBAs in service on all apparatus
 - b) Incidents of Note
 - (1) 10/17 Participation in Ridgecrest Controlled burn
 - (2) 10/21 Missing hikers in drainage north of Matt Davis
 - c) Volunteer Program
 - (1) Volunteer freeze extended place until November 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.
 - (4) Volunteers are now working two 9 hour shifts per month. They get to know the paid staff and vice versa. Volunteers get to participate on rig checks, training, projects, etc. Become more confident in their skills.
 - d) Part-time Staffing
 - (1) Recruiting for new part-time staffing, to cover OT backfill for full-time employees
 - e) Full-time Staffing
 - (1) Engineer new schedule start date Oct 18th
 - (2) Captain new schedule start date October 22nd
 - (a) Overtime documentation process in place to allocate OT to the categories OT is being accrued for.
 - f) Incident Counts
 - (1) 18 Since last Board meeting
 - (2) 279 Year to Date
- 3. SBVFA
 - a) Ball is on! Save the date for Saturday 11/25/23 New time 7-10pm (No Dinner)
- 4. Training
 - a) Full Company Drills
 - (1) 10/4 Watertender Operations
 - (2) 10/18 SCBA Training Requirements
 - (3) New 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) M. Sileo & C.Buechert Emergency Vehicle Operations course

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(2) C. Higgins, J. Silva, D. Esparza, C. Buechert, M. Sileo
completion of EMR class in Bolinas

5. Vehicle & Facilities Maintenance
 - a) Air 800 back in service but still awaiting service from Bauer
 - b) E880 seat replacement
 - c) U831 involved in a minor vehicle accident vs station barricade
 - d) Plymovent is OOS possible due to a breaker change with the MCE upgrade
 - e) A91 Door is in need of service possible due to a breaker change with MCE upgrade
 6. EMS
 - a) M97 on weekend Schedule ending 10/29/23
 - b) CPR recertification next month
- C. Standing Committees
1. Personnel Committee (R. Guidi, J. Walsh)
 - a) No report
 2. Facilities Committee (R. Guidi, S. Greene)
 - a) FAC did not have a meeting this month. C. Crosby, T. Bisson and J. Peri met to review the pre-application checklist. On October 24, this same group will have their kickoff meeting with our fundraising consultant (Building Blox).
 3. Budget Committee (J. Walsh, J. Ritchie)
 - a) The Budget Committee has been spending a lot of time on the options for maximizing returns on District Investments with the help of J. Hyland. J. Hyland recommends that the majority of the district's excess funds get moved from LAIF to CAMP and Raymond James to maximize returns.
 - b) J. Ritchie wants to be cautious about moving money around when the world economy is being challenged by global events. J. Ritchie, wants to be sure that our funds are safe and protected.
 - c) J. Walsh suggested 2 options: Leave things the way they are. Or invest the balances from LAIF into CAMP and Raymond James. Best returns with best protections. CDs and T-Bills were also put forward as an option.
 - d) Budget Committee will meet to make a formal presentation for the next Board Meeting. Add J. Hyland into both the Budget Committee meeting and the next Board meeting. Maybe a Special Meeting in 2 weeks to finalize the Budget Committee's recommendation with the rest of the Board.
 4. MWPA
 - a) MWPA Report (M. White)
 - (1) Meeting was Thursday October 19th.
 - (2) The problems and difficulties many residents are experiencing keeping fire insurance on their homes was discussed. The Assembly has set up a committee to help deal with this.
 - (3) There was a successful controlled burn on Ridgecrest last week.
 - (4) Chief Weber was named Fire Chief of the year.

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(5) The board had a long discussion with the Evacuation Egress/Ingress Risk Assessment report. The report was approved and will be distributed to the various agencies and the public by Mark Brown, executive officer. Thanks to Jesse for his insight.

b) MWPA Report for October - J. Peri

1. Project maintenance performed on highlands fuel break - additional
2. Large Pile Pick up continuing - last day of calendar year 11/17
3. West Zone Coastal Planning meeting ongoing
5. MERA Board (J. Peri, R. Guidi alternate)
6. Chief Weber was named Fire Chief of the year

7. MERA

- a) No report this month. Meeting later this week.

D. Ad-hoc Committees

1. Marin Clean Energy (T. Bisson)

- a) Goal was to have a battery backup system that would take the full load of the firehouse for a certain amount of time until the battery died. Solar would charge the battery up and we could potentially live off the grid for a little bit of time. If we needed extra time we would have our back up generator.
- b) During the fire inspection it was discovered that the battery was not connected to the solar. If power went out, we would just have one charge. Also changes that instead of the new system carrying the full load of the building we only have 4 circuits.
- c) JP canceled the fire inspection to see if we can get back to our original agreement. Working with Enerlogics and SolArk to make this happen.
- d) The installation has caused a lot of issues. Admin hours. Staff hours to sort out how the electrical might work. Electrical for some critical equipment (Plymovent and garage doors) have been adversely affected.

VII. UNFINISHED BUSINESS

- A. Need to finalize a commendation for Maxine Gilbert. Want to formalize and make a plaque. Will work on this for the next Board meeting.

VIII. NEW BUSINESS

- A. JP will work on putting together a board proposal regarding the sale of Engine 881. Approx \$16K - \$22K price tag. Nick Ferrari has been researching all options for sales of this piece of equipment.
- B. S. Folsom has put forward her resignation as the Bookkeeper for the District. She is working with C. Crosby and J. Peri to transition duties to a new arrangement.

IX. ANNOUNCEMENTS

- A. Firefighter's Ball is November 25, 2023

X. DATE/TIME OF NEXT MEETING

- A. November 27, 2023

XI. MEETING ADJOURNMENT

- A. J. Walsh moved to adjourn the meeting at 5:50 PM. R. Guidi seconded the motion.

**Action Item*

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*Action item