



REGULAR BOARD MEETING

Minutes

September 25, 2023 / 5 PM

- I. CALL TO ORDER
 - A. Director R. Guidi called the meeting to order at 5:00 PM.
- II. ROLL CALL
 - A. **Board Present:** M. White — President (remote), J. Walsh, S. Greene J. Ritchie (remote), S. Greene, R. Guidi
 - B. **Staff Present:** J. Peri — Chief; C. Crosby — Administrative Specialist
- III. ADOPTION OF AGENDA/ADJUSTMENTS
 - A. Agenda Adopted by all members
- IV. A moment of Silence for Al Engle was observed
- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS*
 - A. Regular Meeting, August 28, 2023
 1. Motion to approve S. Grene, 2nd by J. Ritchie
- VI. PUBLIC EXPRESSION
- VII. 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 \$4,734.02 for the month of August.
 3. Raymond James posted earnings of \$4,190.88 for the month of August.
 4. The Bank of Marin ICS account posted earnings of \$1,839.21 for the month of August.
 5. All of the funds in the Bank of Marin ICS account belong to the District.
 6. Question regarding the bottom line of the budget where it appears that the early months of the fiscal year are running in the red. This is because the District receives three large infusions of tax dollars each year, and the first one happens in December.
 7. Approval of Bookkeeper Report*
 - a) Moved to approve by M. White, seconded by J. Walsh
 - B. Fire Chief Report
 1. Administrative Updates
 - a) AFG SCBA distribution to other agencies was completed on 9/15
 - (1) Thanks to I. Taylor and G. Krakauer from Bolinas for getting it started, and to Taylor Murphy for submitting the winning grant proposal.
 - b) SBFPD commercial fire prevention program - no updates
 - c) Short Term rental response to new guidelines / approach from community group. Working on this. May need to put together a special committee
 - d) Address Upgrade Seadrift - list received from seadrift
 - (1) Thanks to Vicki S. and Jean G. for doing the legwork
 - e) State Fund Safety Inspection - 1 action item - completed
 - (1) Safety railing in loft area built by C. Medley-Pole, and Volunteer C. Beuchert

- f) Flag at half mast (stinsonbeachfire.org/flag)
 - (1) September 11th Memorial
 - (2) Recognition of Albert Engal's Passing
 - g) Prospective Volunteers assisting staff with Newsletter
 - h) Preliminary planning for community Fire Evacuation Drill has been initiated
 - i) FY 22/23 budget true up & finalization scheduled
 - (1) J. Peri to work with Sarah and the Budget Committee to reallocate and true-up.
 - j) FY 23/24 budget relocation planned
2. Operational Updates
- a) Incidents of Note
 - (1) All boats are off Stinson Beach
 - (2) Structure Fire 9/7/23
 - (a) Electrical panel malfunction
 - (b) Difficult access
 - (c) Great first due response, critical decisions and scene command (B. Vale, B. Briare)
 - (d) Extensive water supply operations (T. Bisson, J. Silva, I. Guenzerodt)
 - (e) Assistance from Throckmorton (A. Jarvis and MCFD personnel)
 - (3) EMS incident 9/6/23
 - (a) Responders critically identified a life threatening medical ailment and ordered an air ambulance (B. Briare and B. Vale).
 - (b) Patient outcome: Successful
 - (c) Patient's expressed extreme gratitude to the crew for life-saving efforts.
 - b) Volunteer Program
 - (1) Volunteer freeze in place until October 2023
 - (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.
 - c) Part-time Staffing
 - (1) Recruiting for new part-time staffing, to cover OT backfill for full-time employees
 - d) Full-time Staffing
 - (1) Boone Vale and Anthony Anderson have accepted conditional full-time Captain job offers with the SFPD. District will now move to A Shift, B Shift, C Shift Schedule which is industry standard.

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- (a) Boone Vale has been serving as Acting Captain since May 2023, and he previously worked as a part-time engineer. Boone brings 28 years of experience from his time with the Bodega Volunteer Fire Department and the Goldridge Fire Protection District.
- (b) Anthony Anderson joins us as a retired Battalion Chief from Cal Fire, with an impressive operational and administrative background.
- (c) Both candidates will undergo necessary background checks and medical screenings in the coming weeks. Anthony Anderson will begin his six training shifts on October 2nd.
- (2) Captains will transition to the industry-standard 48-hour shifts with 96 hours off in a rotating A, B, C shift pattern starting on October 22nd. (N. Ferrari, B. Vale, A. Anderson)
- (3) An internal full-time Fire Apparatus Engineer (FAE) job posting has been posted with a start date of October 18th, 2023. The Fire Chief and full-time FAEs will switch to a custom rotating biweekly schedule on the same date. (C. Medley-Pole, Unfilled FAE, & J. Peri)
- (4) The transition to an industry standard 56 hour work week has prompted several administrative adjustments, including hourly rate recalculations, the elimination of the unpaid 8-hour sleep window, vacation accrual adjustments, and vacation bank adjustments. Extensive review and calculations have been conducted to ensure that these changes do not impact the 23/24 budget and are financially consistent with previously approved benefits.
- e) Incident Counts
 - (1) Since Last Board Meeting:
 - (a) 31
 - (2) 2023 Calendar year to date:
 - (a) 261 (41 calls up from last year at this time)
- f) SBVFA
 - (1) Ball is on! Save the date for Saturday 11/25/23 New time 7-10pm (No Dinner)
- g) Training
 - (1) Full Company Drills
 - (a) 9/6 Structure Protection (Wildland Fire Suppression)
 - (b) 9/20 Water Tender Operations (Wildland Fire Suppression)
 - (c) New SCBA Training Requirements
 - (2) Daily Staff Trainings
 - (a) Minimum of 1 hr of daily training being recorded per shift per employee & volunteer if on shift
 - (3) Individual Trainings

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- (a) C. Medley Pole Attended new SCBA train the trainer session
 - (b) J. Peri PALS
- h) Vehicle and Facilities Maintenance
 - (1) Air 800 back in service but still awaiting service from Bauer
 - (2) Annex has been repainted in anticipation of new station lettering
- i) EMS
 - (1) M97 on weekend Schedule ending 10/29/23
 - (2) Coastal agency 6 week EMR class in process. Everyone is doing really well. David Esparza, Courtney Buechert, Charles Higgins, Alex Nuccio, John Silva, and Michel Sileo attending for SBFPD
 - (3) New Stryker AEDs in service on all rigs. (fully sponsored by 2022 SBVFA fundraising letter)
- j) Disaster Corps
 - (1) New antenna installed at Area Lead's house in Seadrift to improve communications
 - (2) We have an new supply of NOAA weather radios
- k) Water Rescue
 - (1) T. Bisson is considering purchasing an inflatable raft for emergency transport across Calle Del Arroyo. Stored in the Annex. \$3,000 in budget for Water Safety.
- C. EMS (Emergency Medical Services) - now included in FC Report
- D. Stinson Beach Disaster Corps - now included in FC Report
- E. Water Safety - now included in FC Report
- F. Maintenance - now included in FC Report
- G. Standing Committees
 - 1. Personnel Committee (R. Guidi, J. Walsh)
 - a) As noted by the Chief in his report, based on the Chief's recommendation and after reviewing other Districts and Departments the Committee approved a 7.5% increase in dependent benefit coverage.
 - b) Because of this addition to the benefit package the selected applicant for Captain accepted our employment offer.
 - 2. Facilities Committee (R. Guidi, S. Greene)
 - a) The FAC met this week to discuss the consulting options: Building Blox, CCS, and PRG. Committee went through BB and CCS proposals in detail to compare their offerings.
 - b) Note that \$100K in grant funding is likely from the County through Supervisor Rodoni. Might go towards architecture more specifically, but will offset in the total
 - c) Recommending Building Blox. More flexible pricing, less expensive follow through. \$54K for campaign development. \$9K/month for campaign management. The Committee feels that the principle, Nate Levine, will be a good fit with Stinson Beach culture and our staffing needs.
 - d) CCS \$85K for campaign development, \$40K/mo for campaign management.
 - e) PRG is not taking on any new clients at this time.

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- f) Committee recommendation to begin fundraising process*
 - (1) J. Ritchie asked if pricing was modular, or if we were committing to BB for the whole package. Also wanted to know the timing of each step, and wondered whether the District is ready to move forward on the whole process of fundraising. Discussed that it feels like a good time to begin the messaging development. We will get back to the Board regarding timing after meeting with Building Blox on Monday, October 2.
 - (2) J. Peri recommended that the Board approve \$15K to get the process started.
 - (a) J. Walsh moved to approve. S. Greene seconded
- 3. Budget Committee (J. Walsh, J. Ritchie)
 - a) The Budget Committee will review the results of the District's investments at the quarterly Budget Committee meeting in October, after discussing same in tonight's Board meeting.
 - b) In addition, at both the Board meeting and the Quarterly Budget Committee meeting the suggestion that the District consult with an Investment Advisor will be discussed.
- 4. MWPA Board (M. White, J. Peri)
 - a) MWPA Monthly Report for September - M. White
 - (1) The board met Thursday September 21st.
 - (2) I read a letter thanking everyone for attending our field trip along the northern end of the highlands along Avenida Balboa on September 12th. I'd like to suggest taking a walk along it. It's nice to see our Measure C funds at work.
 - (3) This has not been an aggressive fire season so far. We're all aware of the smoke from the fires in Northern California. However, we're entering our fall weather pattern so we're not out of the woods yet.
 - (4) The tragedy in Maui is a warning for Marin.
 - (5) Marin County does have excellent coordinated alert and warning systems. We have an idea of when major wildfires will occur. They generally occur during Red Flag alerts with strong winds and low humidity. Plan and prepare in advance so you can receive alerts and leave quickly.
 - (6) Finally, there was an informative conversation with Mark Brown, executive officer of MWPA and Catherine Canfield of the Inverness Disaster Council. It's on page 4 of the Point Reyes Light from September 14th
 - b) MWPA Report for September - J. Peri
 - (1) FY22/23 Fiscal Tru-up in process
 - (2) FY23/24 projects:
 - (a) Local Budget
 - (i) NOAA weather radio disbursement - ongoing
 - (ii) Large pile vegetation pickups - ongoing
 - (iii) Highlands fuelbreak maintenance - complete
 - (iv) D-space supplemental funding - complete

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- (b) D-Space Budget
 - (i) D-space inspections - providing clarification to Seadrift Homeowners on Recommended vs Required language.
- (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 meeting weekly.

5. MERA Board (J. Peri, R. Guidi alternate)

- a) No Report. R. Guidi to attend next meeting as J. Peri is out

H. Ad-hoc Committees

1. Parking and Traffic Committee (S. Greene, M. White)
 - a) Recommended that this ad-hoc committee be removed from the regular Board Agenda.
 - b) Move to add SBFPD staff to discussion.
2. Marin Clean Energy (T. Bisson)
 - a) Big Deal! Not quite up and running, but close!
 - b) The batteries are on the wall of the Fire station and Community Center. Inverters to come.
 - c) One down side that came up: Only allowed 4 circuits. Generator provides all circuits.
3. Strategic Plan Committee (M.White, J.Ritchie)
 - a) The plan is proceeding as laid out. Dropped from agenda until changes are proposed

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

- A. Sale of Engine 881
 1. Type 1 Fire Apparatus from 1991. 30 year old truck. Being stored in the Annex. Time to retire.
 2. Case for keeping: In event of a long term outage we need something with pump capacity.
 3. Case for selling: We do not have staffing for 881. Depreciates in value every year. Now worth approx \$12 - \$18MM. N. Ferrari will finalize the price based on comparables.
 4. MOU with Bolinas and Marin County to come up with a back up Type 1.
 5. 881 Dedicated to Chief Rand. Will find the appropriate way to protect this honor for his service.
- B. Equipment Donations: Michel Sileo (Volunteer) Donated a Peloton and 24 memberships. Shannon Rapp donated a Treadmill.
- C. The Resolution to honor Volunteer Maxine Gilbert will be moved to the October Board meeting.

X. ANNOUNCEMENTS

XI. DATE/TIME OF NEXT MEETING

- A. October 23, 2023

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XII. MEETING ADJOURNMENT

A. J. Walsh moved to adjourn the meeting at 5:52PM. R. Guidi seconded the motion.

**Action Item*

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**Action item*