

Approved Minutes

BOARD OF DIRECTORS REGULAR MEETING

Wednesday, May 24, 2017

7:00 p.m.

Headquarters Fire Station #9 – 308 Reed Boulevard, Mill Valley

Phone: (415) 388-8182 Fax: (415) 388-8181

Call to Order: 7:00 p.m.

Pledge of Allegiance

Open Time for Public Expression: None

Present: Directors Chun, Fleming, Hilliard, Perazzo, St. John, Waldeck & Willis

Absent: None

In Attendance: Fire Chief Tubbs, Battalion Chief M. Barnes, Fire Marshal Hilliard, Administrative Services Manager Kim, Finance Manager Schiffmann

Agenda Adjustments: Chief Tubbs requested one agenda adjustment.

Chief Tubbs requested to remove item D. New Business, 1. Preliminary Budget FY 2017/2018 - Approval requested for Preliminary Budget FY 2017/2018 from the agenda.

A motion was made to remove D. New Business, 1. Preliminary Budget FY 2017/2018 - Approval requested for Preliminary Budget FY 2017/2018 from the agenda as requested.

Approval of Minutes: April 26, 2017

Director Perazzo had a correction to the minutes of April 26, 2017. A motion was made to approve the minutes from the April 26, 2017, Board of Directors meeting, as corrected. **M/S: Chun/St. John; abstain: Perazzo & Waldeck; all ayes**

A. Correspondence

1. Proclamation from Governor Edmund G. Brown for Wildlife Awareness Week
2. Thank you letter from Maureen Parton, Aide to Supervisor Kathrin Sears for the use of the training room at Fire Station 9 in Strawberry
3. Thank you from Sausalito Sister City for the use of the EOC at Fire Station 1 for a training for visiting Chilean women
4. Magazine article in Fire Engineer Magazine, May 2017 titled FireFlex Yoga: An Interview with Travis Fox
5. Commendation letter to SMFD Board from Northbay Guns N Hoses Hockey Club noting the volunteer effort from several SMFD staff members at the benefit hockey game for Retired SMFD BC Bob Briare's grandson, Derek

Director Hilliard noted that the Proclamation from Governor Brown gives the citizens a sense of responsibility. Thank you to Governor Brown. The Hockey benefit game was a great contribution by staff.

B. Staff Reports:

1. Fire Chief Report: Fire Chief Chris Tubbs

In addition to the written report in the May Board meeting packet, Chief Tubbs reported the following:

- In the March 2017 Chief Report, Dean Fechner was visiting from Australia. I misspelled his last name.
- There was an updated Project Management report provided to the Board tonight to replace the report that was included in the Board Meeting Packet. The spreadsheet is not calculating correctly. In the new report, many of the projects are 100% complete. It took two hours of staff time to figure out why it won't calculate properly. We are looking to replace this report.

The Board thought the font on the report was too small and *Nothing to report* is misleading.

› **Operations & Training: Battalion Chief Matt Barnes**

Battalion Chief Barnes provided a written report that was included in the May Board meeting packet and reported the following:

The Board asked if there were cyanide kits on the ambulances. Chief Tubbs did not know but he would refer to BC St. John who is the HazMat Regional Coordinator.

› **Administration & Logistics:** Battalion Chief Kai Pasquale was not present at the Board meeting but provided a detailed section report in the May Board Meeting Packet.

The Board had questions that were answered by Chief Tubbs.

- › The apparatus doors have not arrived yet.
- › T-Mobile canceled the request to modify the cell equipment. Even though T-Mobile canceled their request, it does not affect the District's decision to modify the cell site contract. Will continue to follow-up with T-Mobile for contract changes. The District may need to retain a consultant to negotiate the contract terms for cell sites.
- › There are some road closures in the District due to moving hydrants. The water is shut off to the fire line, not to residents.

› **Prevention Report:** Deputy Fire Marshal Hilliard reported the following:

- › Thank you to the Communications Committee for your involvement defensible space postcard
- › The Weed Abatement program begins June 1st in all zones. Vegetation management activities usually begin in May but we've held off a month due to heavy rainy season
- › A \$30,000 PG&E Grant was awarded to SMFD for vegetation management. The only requirement is that the vegetation removal needs to be within 1,000 feet of PG&E line or equipment

› **Finance Report:** Finance Manager Schiffmann reported the following:

- › A preliminary review indicates that the District may end FY 2016/2017 with a surplus of approximately \$100,000 more than anticipated.
- › The District contributed \$300,000 to the OPEB trust and may be able to make one more deposit before the end of June 2017

The Board asked why the printer toner line was over budget. ASM Kim explained that two Xerox printers have been taken out of service because the toner is too expensive and a refund for returned toner is expected.

The Board asked why there is a docking fee for Fireboat Liberty. Liberty is docked at a private marina. Other options for docking Liberty are unacceptable. SMFD pays a reduced rate and the marina has done a lot to accommodate the needs of the District.

› **Association Report:** Association President Jason Golden reported the following:

- › Captain Gloeckner holding first Firewise meeting this weekend
- › SMFD FFs will be at the Jazz by the Bay on June 2 and June 16, both are Friday nights
- › 26 people donated blood at the blood drive. SMFD will give each person a blue reflective address marker for donating
- › SMFD Association donated \$2,200 to the Burn Relay. This will send 3 kids to camp (\$750 per kid). This is the 20th Anniversary of the Burn Relay and SMFD donated over \$30,000 to the foundation in 20 years. Travis Fox did a great job coordinating the event and providing breakfast. Charlie Casalnuovo has been in fire service for 33 years and he still participated this year. Thank you to Nick Young for being the event runner.

CHALLENGE: Next year the goal is \$6,000 and the Association is asking the Board to help raise funds or to donate toward the goal next year. It's not too late to give a donation. The event is over but the need is still there.

The Burn Foundation is a great organization. It not only runs a summer camp for burn victims but sponsors many kids activities throughout the year. The events give kids a chance to feel normal.

Director Willis said he was the Fire Chief when first Burn Relay was held. It is very fun to be attending the 20th anniversary of the Relay.

- Peter Gundolff got married in Hawaii and Chris Dittmann got married in Tahoe. Congratulations.

C. Committee Reports

1. SMEMPS – Director Chun reported the following:

- The Committee met and reviewed the 2016 audit
- SMEMPS has nearly \$2.8 in Reserve
- Program costs have increased 10%
- The Preliminary Budget includes a new Rescue 9. May need a special meeting to authorize the purchase
- Gave Chief Pearce the authority to dispose of the Reserve Medic. The Reserve unit will be used for homeless outreach. The unit will provide a little privacy during medical exams.
- SMEMPs Board approved use of iPads
- There were 2,971 total calls

Chief Tubbs reported that the County Health & Human Services provides medical services to the homeless with a focus on personal hygiene. SMFD will be acknowledged for the donation of the medic unit. It's good for the District to partner with Marin County to provide medical services.

2. Shared Services – The Committee met but only Director Perazzo was in attendance.

Chief Tubbs reported that he met with Fire Chief Welch & City Manager McCann to discuss the shared Chief / Deputy Chief opportunity between SMFD and MVFD. The Chiefs will build a draft a proposal using the MVFD Deputy Chief/ SMFD Fire Chief model and submit to the City Manager and City Council for consideration.

Chief Tubbs reviewed the history of shared services for the Board, including the current issues and potential solutions. SMFD needs a Deputy Fire Chief and MVFD needs a Fire Chief. What would that governance look like? What are the needs of the City of Mill Valley and are they different than the needs of the District? One goal is to remove redundancy like two Chiefs attending the same meeting and to create better efficiency.

A Deputy Chief may not significantly lighten Chief Tubb's workload but will a Deputy Chief will be a great benefit to the Battalion Chiefs and operational capabilities. Don't want SMFD to stay on this same track indefinitely. More concerned with the *downstream* effect on staff.

There may be also an opportunity for Prevention shared services with Tiburon Fire. Jessica Power resigned to take a new job in Petaluma and the fire inspector resigned.

3. Personnel – Director St. John reported the following:

- The Committee met with the BCs
- Will Focus on the BC MOU first
- More will be discussed in closed

4. Communication Committee - Director Fleming reported the following:

- Finalized the Social Media postcard and once SMFD.org is ready, the postcard will go forward.
- The website will be updated soon
- Director Waldeck is working on updating the disaster preparedness section of the SMFD.org website
- Extraordinary meeting with Maggie Lang and got lots of info. We don't have to re-invent the wheel
- Thinking about *developing a partnership* with Ready Marin. ReadyMarin.org
- SMFD.org is built using Joomla. Web designer needs to have Joomla experiences

5. Building Committee - The Committee did not meet.

6. MERA - Chief Tubbs reported the following:

- Received the survey regarding the equipment and are in the process of designing the hardware
- The project is within budget and is managed well
- The project is moving along well

D. New Business

1. Preliminary Budget FY 2017/2018 - Approval requested for Preliminary Budget FY 2017/2018
This item was removed from the agenda.

2. Ordinance 2016/2017-23: An ordinance of the Board of Directors of the Southern Marin Fire Protection District Establishing a Fee Schedule for Fire Prevention Services. Open Public Hearing regarding Ordinance No. 23 adopting the District Prevention Fee Schedule

Board President Hilliard read aloud the title of Ordinance 23 and reported that the Finance Committee reviewed the Prevention Fee Study report conducted by Matrix and recommends the adoption of Ordinance 23.

Chief Tubbs explained that the Board may adopt Ordinance 23 as presented or the Board may modify the fee schedule. Some of the services listed on the Exhibit A fee schedule are not currently provided by SMFD. The services are included in the fee schedule in preparation of providing these services in the future.

Fire Marshal Hilliard provided a prevention fee comparison report for the Board to review. The District's current prevention fees do not cover the cost of the services provided by SMFD. There are a number of variables when calculating the prevention fees. Some services are provided free of charge

The District has a duty to review and updated the fees charged by SMFD. The updated fee schedule was developed by a professional consultant who took into account many variables when calculating the updated prevention fees. The goal of the new fee schedule is to balance the income to expenses ratio for District services and not intended to solely generate income.

3. Social Media Postcard – Communication Committee
The Social Media postcard was presented to the Board for comments.

Closed Session – Out of Session at 8:34 pm

Conference with Labor Negotiator pursuant to Government Code Section 54957.6

Agency negotiator: SMFD Personnel Committee

Employee Organization: Southern Marin Chief Officers Association, IAFF Local 1775

Open Session – Back in Session at 9:15 pm. Instructions were given to the Negotiating Team

E. Poll of the Board

Director Perazzo: Staff has done well getting the materials together for the meeting tonight. Great to see staff being so involved with events like the Burn Relay and Hockey Benefit. I commend everyone for participating.

Director Fleming: Thank you for the new Board Manual. It's great to get the Communication Committee started. I'm looking forward to working on projects, getting my teeth into something. I enjoy working with everyone. I participated in evacuation drill and will volunteer our home for a future drill. Several families live on a one-way in and one-way out road and neighbors need to get organized.

Director Willis: Echo everyone's comments. Thank you to staff for all your hard work. There is a lot of reading material. Hopefully, I'll get it read by next Board meeting.

Director St. John: Thank you to staff and to Alyssa for keeping us on track. We always say thank you but we really mean it. Thanks for the cool binder. It's Nurses Week, can we send a letter to Kaiser or Marin General on behalf of the District and medics?

Director Hilliard: Extremely productive meeting. The studies completed my binder. Thank you to the Board for attending the evacuation drill. Heading in the right direction and following the vision plan.

Adjourned: 9:25 pm

