Southern Marin Fire Protection District – Board of Directors Meeting

AGENDA
Wednesday, June 27, 2018
7:00 PM
308 Reed Boulevard, Mill Valley

Any person with a disability covered under the Americans with Disabilities Act (ADA) may receive a copy of the agenda and a copy of all the documents constituting the agenda packet prepared by the local agency or other interested person for the meeting of 06/27/18 upon request in an appropriate alternative format. Requests for mailed copies of agendas or agenda packets are valid for the calendar year in which requests are made and must be renewed annually after January 1. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services in order to participate in a public meeting. Please contact Southern Marin Fire Protection District at 415.388.8182 at least 5 working days prior to the meeting and provide information on the assistance required.

Call to Order

Pledge of Allegiance

Open Time for Public Expression: (limited to 3 minutes per person). The Board welcomes public comments on all agenda items.

Agenda Adjustments

Approval of Minutes: May 23, 2018 - Regular Board Meeting

Correspondence & Articles
1. ARK Article Firefighters Mental Health Stigma
2. Letter recognizing that Station 1 is nominated for the 2018 Beautification award from Sausalito Beautiful.
3. Thank you letter from Richardson Bay Special Anchorage Association
4. Mill Valley Patch Article regarding a structure fire in Sausalito
5. Sausalito Marin Scope pictures of Princess fire

1. Commendations
   ▶ Letter of Commendation Captain Matt Bouchard
   ▶ Letter of Commendation Captain Josh McHugh
   ▶ Letter of Commendation Captain Cordi Sullivan
   ▶ Letter of Commendation ENG Ian Hansen
   ▶ Letter of Commendation FF Elliot Chapman
   ▶ Letter of Commendation ENG/PM Pete Gundolff
   ▶ Letter of Commendation ENG Adam Vollmer
2. Presentation from Jim Kasper with TCSD
   • Jim Kasper to present to the Board a status report on the Tam Valley Firewise Community. He will also speak about recent grant submissions.

3. Staff Reports
   1. Fire Chief Report: Fire Chief Chris Tubbs
   2. Operations and Training: Battalion Chief Matt Barnes
   3. Administration and Logistics: Battalion Chief Kai Pasquale
   4. Prevention: Deputy Fire Marshal Fred Hilliard
   5. Finance: Finance Manager Alyssa Schiffmann
      • Balance Sheet
      • Budget Report FY 2017/2018
      • SMFD Disbursements/Warrants
      • CERT Statement
      • PARS Statement
      • Wells Fargo Bank Statement

6. Association Report: ENG Travis Fox
   • Nothing to report for this month

4. Committee Reports
   1. Southern Marin Emergency Medical Paramedic System (SMEMPS) Discussion/Action
   2. Shared Services Committee Discussion/Action
   3. Finance Committee Discussion/Action
   4. Personnel Committee Discussion/Action
   5. Communications Committee Discussion/Action
   6. Building Committee Discussion/Action
   7. MERA Committee Discussion/Action

5. New Business
   1. Step increase for FF Clason from Step 3 to FF Step 4
   2. Longevity pay increase of 2.5% for Captain Sullivan celebrating 25 years of service effective 06/24/2018
   3. Longevity pay increase of 2.5% for Captain Martinez celebrating 25 years of service effective 11/10/2017
   4. Longevity pay increase of 2.5% for Captain Gloeckner celebrating 25 years of service effective 12/01/2017
   5. Longevity pay increase of 2.5% for Engineer Jeff Chance celebrating 25 years of service effective 10/20/2017
   6. Resolution 2017/2018-12: Resolution of the Board of Directors of the Southern Marin Fire Protection District Proposing an Election Be Held In Its Jurisdiction; Requesting the Board of Supervisors To Consolidate With Any Other Election Conducted On Said Date, And Requesting Election Services By The Marin County Elections Department
Board approval is requested to adopt Resolution 2017/2018-12, requesting the Board of Supervisors to:
   a) Consolidate said election with any other applicable election conducted on the same day in the manner prescribed in Elections Code § 10418;
   b) Authorize and direct the Elections Department at District expense, to provide all necessary election services and to canvass the results of said election.

7. **Resolution 218/2018-13:** Resolution for Action of Unanimous Consent of the Board of Directors for the Adoption of Qualified Retirement Plan
   The Board's unanimous approval is requested to adopt Resolution 2017/2018-13 to adopt the Southern Marin Fire Protection District 401(a) Plan, a qualified retirement plan for the benefit of eligible employees.

   The Board's unanimous consent to take corporate action is requested to appoint Reliance Trust Company as the trustee for the 401(a) plan for the Southern Marin Protection District and plan record keeper, Massachusetts Mutual Life Insurance Company to act as agent of the Trustee as indicated in the Trust Agreement.

6. **Closed Session**
   1. **CONFERENCE WITH LABOR NEGOTIATORS**
      Government Code Section §54957.6
      Agency Designated Representative: Personnel Committee
      Employee Organization: Southern Marin Professional Firefighters Association, IAFF Local 1775

   **Poll the Board**

   **Next Regular Meeting: 07/25/2018**

At the discretion of the Board, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Board.