Southern Marin Fire Protection District – Board of Directors Meeting

AGENDA
Wednesday, November 28, 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 11/28/18 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

Consent Calendar:
1. Approve minutes from October 24, 2018 - Regular Board Meeting
2. Approve 2019 Schedule of Regular Board Meetings and Committee Meetings
   Board approval is requested to approve the attached schedule of regular board meetings and committee meetings for 2019.
3. Approve cancellation of December 26, 2018 Board of Directors Meeting
   Board approval is requested to cancel the December 26th, 2018 regular board meeting due to holiday
4. Schedule a Special Board of Directors Meeting for December 19, 2018 at 7:00pm
   Board Approval is requested to hold a Special Board of Directors Meeting on December 19th, 2018 at 7:00pm in lieu of the regular scheduled board meeting on December 26th, 2018.

Correspondence & Articles
1. Marin IJ Text to 911 story
2. Thank you letter from citizen
3. Marin IJ Headlands Fire story
4. Marin IJ Readers Forum – Measure U
5. Thank you letter to ENG Mike Coleman
6. Marin IJ Paramedic Taxes in Marin
7. Medical Incident Recognition
8. Thank you letter from citizen

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9. ARK Photo
10. Marin IJ Deer face in a paint can
11. Article; State not Built for Today’s Wildfires
12. Thank you letter and notice of donation

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

   • Finance Report
   • Budget Report for Year 2018.2019
   • Balance Sheet
   • SMFD Disbursements/Warrants
   • PARS/OPEB
   • Wells Fargo Bank Statement
   • Bank of America Statement

6. Association Report

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

New Business

1. Chief Officers’ letter of intent to begin negotiations process: This action is to review the letter of request from the Chief Officers’ Association of the Southern Marin Fire Protection District to initiate negotiations for the 2018/2019 fiscal year. Board of Directors will need to appoint a negotiator.

of Certain District Records: This Resolution will adopt a Records Retention Schedule that is compliant and up-to-date with all laws governing records that are kept by the District. This Resolution will also authorize the destruction of certain records in accordance with the adopted schedule. The destruction will be overseen by the appropriate department heads and the Custodian of Records for the Southern Marin Fire Protection District.

3. **Appointment of Deputy Fire Marshal to Fire Marshal:** This resolution will reclassify the Deputy Fire Marshal position to Fire Marshal, to accurately reflect the role, responsibility and demands of the current position. A staff report is included in the board packet. The reclassification proposal has been reviewed and approved by the Personnel and Finance Committees.

4. **Staff Report – Update of the Shared Management Team Initiative.** A staff report and supporting attachments are included for the Board’s review. Staff is recommending receiving the report and providing direction to staff as needed.

5. **Resolution 2018/2019-12: Amendment to Existing Retiree Health Savings Plan.** This is a Resolution to amend the existing Retiree Health Savings Plan to serve the interest of the employer and employees.

6. **Resolution 2018/2019-13 – Adoption of Updated Financial Policies.** With the transition to the Lexipol system for District Policies, staff and the Finance Committee have been systematically reviewing, updating and in some cases, creating financial policies to be imported into the Lexipol System. The four policies in this resolution have been updated, reviewed and approved by the Finance Committee.

**Closed Session**

1. **CONFERENCE WITH LABOR NEGOTIATORS**
   Government Code Section §54957.6
   Agency Designated Representative: Personnel Committee
   Employee Organization: Southern Marin Chief Officers Association, IAFF Local 1775

2. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
   Government Code Section §54957 (b)
   Title: Fire Chief

**Poll the Board**

**Next Regular Meeting: 12/26/2018**

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.