



# SOUTHERN MARIN FIRE PROTECTION DISTRICT

28 Liberty Ship Way, Suite 2800  
Sausalito, CA 94965

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

## Southern Marin Fire Protection District Emergency & Disaster Preparedness Meeting Tuesday, July 14, 2020 – 07:30 am – Headquarters

Director Peter Fleming – Chair  
Director Tom Perazzo  
Alternate: Director Cristine DeBerry

### MINUTES

#### 1. CALL TO ORDER: 07:30 A.M (by Director Fleming).

##### **In Attendance:**

BOARD: *Via Zoom Meeting:* Director Fleming and Director DeBerry; *In person:* Director Perazzo.

STAFF: *Via Zoom Meeting:* Fire Chief Tubbs; *In Person:* Chief Welch, Chief/Fire Marshall Hilliard, Chief Peterson, and Clerk of the Board Mariya Weinberg.

**Absent:** none

#### 2. OPEN TIME FOR PUBLIC EXPRESSION:

No public present in person or online.

#### 3. AGENDA ADJUSTMENTS:

None.

#### 4. APPROVAL OF MINUTES:

*June 9th, 2020 Emergency & Disaster Preparedness Committee Minutes.*

Minute approved with one change, in section 7.b, instead of ELRAD, it should be LRAD.

*Motion to approve:*

M/S Perazzo/DeBerry

Aye: Fleming, Perazzo, DeBerry

#### 5. ACTION ITEMS:

Confirmed that there were none.

#### 6. REPORTS AND INFORMATION

##### **6.a PSPS Postcard Project**

The verbal report was presented by Fire Marshall Hillard. The informational post cards went out to all the residents of the District and in Mill Valley last week. Coming next, in August, is the brochure about evacuation. This year, in addition to Tam Valley, Mill Valley and Homestead Valley, it will also include

Sausalito and Tiburon. The evacuation brochures primarily apply to hilly areas and WUI areas, although the maps cover the entire Fire District, with areas broken into 4 zones.

### **6.b Measure U Oversight Committee**

Chief Tubbs presented this verbal report, and mentioned some follow up items. One was the requests expressed during the last Board Meeting by a member of the public, Mr. Kessell. Chief Tubbs mentioned that he would follow up on those, and that he has had some discussion with President Hilliard about these matters.

One related matter is that our audit for Measure U will be done in December, rather than September of next year. Mr. Kessell was apprised of this information, since that was one of his concerns, as it relates to the length of his term. In the July Board Meeting, Fire Marshall Hilliard will be delivering a year-end report on Measure U, as relates to the wildland fire activity. Chief Tubbs also has had a few email exchanges with Mr. Kessell. Chief Tubbs is working to set up a time next week to meet with Vice Chair Jim Burnes and Mr. Kessell to address some of their committees' concerns.

The Ordinance mandates that the Committee's responsibility is to review the audit. Mr. Kessler and Mr. Burnes are concerned that the Committee responsibility is too limited and they are not of much utility. Chief Tubbs and others are working to address these concerns without undermining the responsibility of the Board, with more to be reported after the meeting next week.

Director Fleming thanked Chief Tubbs for following up with Mr. Kessel on the December audit report in response to Mr. Kessell's public comments at our last BOD meeting on June 24<sup>th</sup>. Director DeBerry echoes the thanks, as she also felt it was important to follow up on this matter. Chief Tubbs confirmed he would be covering this matter in the Chief's report at the next BOD meeting.

### **6.c Measure C Update**

Chief Tubbs provided three updates regarding Measure C. First was in regards to the budget. This past month the Governing Board approved a budget. Measure C funding that is raised from about \$20M in tax revenues is broken into three buckets. Core Functions makes up about 60% of the funds, Defensible Space Inspections is about 20%, and Local Mitigation is about 20%. The last two buckets are pass-throughs to local member agencies. The Local Mitigation funds are spent at the discretion of the agency, for the purposes of wildfire mitigation. Defensible Space Inspection funds go towards hiring inspectors and managing the Defensible Space program. The Core Functions funding is about managing larger vegetation management projects.

The Measure C Board approved funding for the two 20% categories, as well as a small funding request out of the Core Functions to FIRESafe MARIN. The remainder of that budget, almost \$9M, will not be allocated this year, but will be put in the budget as a carry-over. The funding for Measure C does not begin to flow into the JPA until December, and another installment is in April/June. If we were to spend funds this year on Measure C, the member agencies would be fronting those funds through reserve accounts or taking a type of loan from the County, with interest and other conditions. Therefore a reserve, carried over until next year, would avoid this type of funds advancement situation.

The second update is about the Executive Officer, which is most likely the only positions that the JPA will hire. The JPA had put staffing limitations in place, because the stakeholder groups wanted to make sure that there would not be too much funding spent on hiring personnel. Our Board President Hilliard sits on the Subcommittee of the Governing Board that is assisting with selecting the Executive Officer. Chief Tubbs sits on the Operations Committee selections group that supports the Governing Board. Last week the Governing

Board selection committee reviewed all 81 applications, and the company that was hired to assist in that selection process narrowed it down to 10, and the Governing Board, upon discussion, further narrowed that down to 5 candidates, which will be moving on to interviews with the full Governing Board. There was a logistical meeting yesterday to prep for the interviews. This person would likely come on board no sooner than August and September.

The last update is with regard to financial and administrative aspects of the JPA. There is a requirement in the JPA that financial and administrative services are to be provided by one of the member agencies, for a contracted fee. SMFD is the only member agency that has expressed interest in this contract and is working with the Operations Committee to work up an estimate for those services, which will be brought to the Measure C Governing Board this week, and SMFD Board of Directors next week. The contract is for about \$108k, and would provide a single office space and related amenities, as well as staff support for financial and admin services. Ms. Schiffmann, SMFD Finance Manager, will be setting up all the financial systems for the JPA, ideally before the Executive Officer is on board. Chief Tubbs and Chief Peterson are working with Ms. Schiffmann to develop cost estimates, and we will most likely need to bring on a part-time person to assist Ms. Schiffmann. The funding for that additional position is built into the budget. This proposal will be brought to the SMFD Board, with recommendation to sign and enter into a contract for providing these services with the MWPA for a year.

Director Fleming wanted to know if other member agencies would also be hiring part-time staff related to providing financial and admin services. Chief Tubbs clarified that the JPA provides for engaging just one member agency to provide these services on a contractual basis, and which would provide a finance person and admin support.

Director DeBerry asked why no other agency was interested in taking on this contract. Chief Tubbs mentioned that each has their own reasons. For example, Novato Fire had long provided services to the MERA committee, which operated on a similar model as the Measure C JPA. Novato Fire decided about two years ago that they would step out of providing these services, so they would not wish to take on a similar responsibility at the moment. Corte Madera has been doing some similar work, so they would also like some other member agency to provide the services for Measure C administration. Several other agencies, like Ross Valley or West Marin, just don't have the capacity to take this on. Chief Tubbs was not sure why San Rafael was not interested. SMFD, who is aligned with Mill Valley, is in good position to take this job on.

Director Perazzo reminded the Committee that the lease of 28 Liberty Ship Way, Ste #2800 space was done with the idea that some of the offices could be used to generate income from other local agencies renting space or obtaining staff services. SMFD providing the Measure C JPA contract services would fit in with that idea.

Chief Tubbs mentioned that we are one of the 17 member agencies that are part of the new JPA, and those agencies are looking to SMFD to provide certain leadership and technical capacity to do some important foundational work, especially in financial areas. We need to be careful about following financial regulations, as well as completing the functional elements. There is some risk to providing this service, when involving 17 different agencies with different culture and politics, but a bigger risk is having a JPA with no one to manage administrative activities. We have had a lot of discussions with Corte Madera regarding their MERA administrative experience, we have competent and respected staff, such as Ms. Schiffmann, and we are getting additional administrative support due to the JPA contract funds, so we are in good position to take on this contract.

Chief Tubbs confirmed that this is a one-year contract, in response to Director Fleming's time commitment question. If all the member agencies were happy with our work, and we were happy to continue, we expect the contract to be renewed on an annual basis.

**ADDITIONAL ITEMS:**

Director Perazzo informed us that the Sausalito Disaster Preparedness Committee published their 2020 Citizen's Guide. Director Perazzo brought some copies to share with the Board of Directors and any other staff and public. Disaster Preparedness Committee for Sausalito is not in operation, and has not been for a few months, as there is now only two members that have not been "termed-out". The Sausalito City Council has not taken any action to extend present terms, but have put in an advisory in The Sausalito Currents that they are looking for committee members. In the recent City Council meeting it was suggested, during public comment, to get Marin City and the floating home community more involved in City committees. City Council is currently considering the option for those communities to participate in committees such as Disaster Preparedness. Director Perazzo also alluded to the California safety orders for the County that were changed just yesterday.

Director Fleming inquired whether we have any updates to make to the community, over social media or other channels, about the fire season, and how it is evolving. The second question is if there are any updates related to PG&E planned outages and potential blackouts. If we will have any events similar to last year, how can the community prepare?

Chief Tubbs informed the Committee that Chief Peterson attended a Sausalito Chamber of Commerce webinar involving PSPS (Public Safety Power Shutoff) last Friday. The information from PG&E is that they don't believe that the outages would have as much impact this year. PG&E states the outages would be more targeted, and there would be improved early communication. We {SMFD} are taking a cautious view. Additionally, each year Chief Welch puts together a report for a Board Packet, that also gets pushed out via social media, with regard to the fire season, as well as the storm season.

Chief Peterson mentioned that Chief Hilliard was also present at the Chamber of Commerce webinar. It was an hour-long presentation, and the county Health Officer presented for 45 minutes of that, and a County Supervisor for 10 minutes, with the only PSPS related comments were made by Chief Hilliard, while PG&E did not speak about the PPS at all. So there is only a general statement, as Chief Tubbs mentioned above, that "we{PG&E} will do better this year", with no specifics. Chief Peterson mentioned that in the legislative update in the Board packet there is information about legislation being proposed at the State Capitol level, about holding PG&E accountable for impact of PPS, as well as regarding back-up cell tower generators.

Chief Welch attended a webinar on similar topics about 2 weeks ago. PG&E promises to do better, but no specifics. PG&E did say they would be "more refined" on their shutoffs, and they have some built in infrastructure to help with that, and that they would turn things back on more quickly. Once again, no specific time frames or deliverables.

Per Chief Peterson, one of the managers from the City of Sausalito commented that there is a PG&E contract, not signed yet, for the cooling and charging stations in a much larger tent, to facilitate social distancing. Per Chief Hilliard, Mike Langford from Parks and Rec is leading this effort, with the intent to put a large tent in the Dunphy Park. This is not finalized yet.

Chief Tubbs reiterated that whenever we are talking about PPS or the fire season, within the context of any social media, committees or meetings, that it is important to stress preparedness. The goal is to remind and help individuals and families to be prepared.

---

**CLOSED SESSION**

There was no closed session at this meeting.

**ADJOURNMENT:**

*Motion to adjourn:*

M/S Perazzo/DeBerry

Aye: Fleming, Perazzo, DeBerry

**Adjourned at 8:03AM.**