

Southern Marin Emergency Medical Paramedic System
Regular Meeting of the Board of Directors
WEDNESDAY, SEPTEMBER 4, 2025
APPROVED MINUTES

BOARD MEMBERS PRESENT: Marin County -- James Devitt; Southern Marin -- Kurt Chun; Tiburon -- Brett Tucker

BOARD MEMBERS ABSENT: None

ALSO PRESENT: Chief Tubbs (Liaison Chief), Chief Hellyer, Chief Weber, Chief Watson, Finance Manager- Samantha Miller, Jen Glazier, Clerk to the Board- Serge Avila

1. CALL TO ORDER

Meeting called to order at 6:04 p.m.

SMEMPS Clerk of the Board, Serge Avila conducted roll call:

Devitt Present- Tucker Present- Chun Present- Cromwell- Absent

2. CONSENT CALENDAR

2a. Approval of Minutes, May 28, 2025

2b. Finance Report

2c. Approval of Payments

2d. Collection Report

M/S Chun, Tucker to approve Consent Calendar as presented.

Vote by roll call:

Devitt – Aye Tucker – Aye Chun – Aye Cromwell -- Absent

3. PUBLIC OPEN TIME for items not on the agenda

No public participation.

4. CHIEF'S REPORT

4a. Liaison Chief's Report

Chief Tubbs reported an excellent and collaborative working relationship among the three liaison chiefs (Tubbs, Hilliard and Weber) following the leadership transition.

The CityGate project is progressing on schedule. The current scope includes review and redrafting of the JPA bylaws and finance management policy, as well as developing a new

methodology for member agency disbursements. The scope does not include review of the plan of operations or reserve levels. The liaison chiefs are currently reviewing the draft documents from CityGate and consolidating their comments. Once finalized, the draft will be submitted to newly appointed independent legal counsel Emily Longfellow for review before being presented to the board for discussion and direction. Target presentation date is December 2025.

The JPA has retained Emily Longfellow as independent legal counsel following an RFP process. This ensures the JPA has counsel with no conflict of interest and no ties to any member agencies.

The current S MEMPS website is non-compliant with ADA and transparency laws. The website is being migrated to a district's existing platform at no cost, which will eliminate current website expenses. The board will be notified when the new website goes live.

S MEMPS is partnering with the Ross Valley Paramedic Authority (RVPA) to co-develop a robust set of financial policies, creating cost savings. Work is underway to develop formal financial policies, including a structured reserve plan for capital equipment replacement and an undesignated "dry period" reserve.

A significant gap was identified: there is no reserve fund or replacement schedule for technology (e.g., mobile computers, routers). A proposal to establish this will be brought to the board.

The last strategic plan was from 2016-2017. The chiefs may propose a new strategic planning process later in the year.

Operationally, all new LifePak 35 monitors are in service, ROOTS program is successfully addressing high-utilization patients in Marin City, all supply chain delays for two new ambulances from prior fiscal year have been resolved; vehicles are now on order.

There was no additional report beyond items covered in the Chief's report from Battalion Chief Matt Watson and Jen Glazier.

5. Public Hearing- Final Budget FY 2025-26

Chief Tubbs was available to answer questions regarding the presented final FY 2025 budget for board adoption. A couple of changes were highlighted, including the addition of a clerk to the board and GEMT auditor. Chief Tubbs answered questions from the board members.

Director Devitt open the floor for public comment for item 4 and item 5.

There was no public comment.

M/S Tucker, Chun voted unanimously to approve Resolution No. 2025-02 approving the FY 2025-26 Final Budget as presented.

Vote by roll call:

Devitt – Aye Tucker – Aye Chun – Aye Cromwell - Absent

6. BOARD OF DIRECTORS COMMENTS

Director Chun proposed incorporating the Finance Committee matters directly into the board packet rather than holding separate committee meetings. Chief Tubbs clarified that committees do not have authority to set policy but instead make recommendations to the board. The board agreed to try a combined approach with one meeting to assess its effectiveness. Staff will verify whether there are any regulatory or legal requirements mandating a separate Finance Committee.

7. ADJOURNMENT

M/S Chun, Tucker to adjourn.

Vote by roll call:

Devitt -- Aye

Tucker -- Aye

Chun -- Aye

Meeting adjourned at 6:43 p.m.

Respectfully submitted by Serge Avila, Clerk to the S.M.E.M.P.S. Board