



Bolinas Fire Protection District

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April 26, 2004

The regular meeting of the Bolinas Fire Protection District was called to order at 7:30 PM by Pres. Sands. Vice Pres. Binley, Dir. Currey, Dir. Phillips, Acting Chief Tyrrell-Brown, Ian Johnson and Bill Lyons were present. Dir. Aitken was absent.

COMMITTEE REPORTS

Capital Campaign

Pres. Sands gave the report in Kim Bender's absence.

The Hiring Committee has selected Richard Hinman of Norby in Santa Rosa for the Construction Manager position. Both the CHA Advisory Board and the CC Advisory Committee have reviewed Hinman's proposal and found it satisfactory.

Vice Pres. Binley asked if some architectural responsibilities will now be shifted away from RRM over to Richard Hinman as he is a trained architect and would be on site.

Dir. Currey asked if a shift of responsibilities to Hinman would alter our contract with RRM by lowering costs.

Pres. Sands commented that Mr. Hinman will reduce costs as he will 'streamline' construction procedures by representing both CHA and BFPD to the architects, overseeing subcontractors, handling County permits, running bidding and keeping track of records, applications and change orders on site.

Dir. Currey inquired as to how the cost will be split for the Construction Manager with CHA. Pres. Sands reported that the cost split will be based on percentages outlined in the MOU.

Vice Pres. Binley stated a necessity for a "CFO" type position to oversee the budget and accounting for all aspects of the building project. This is being pursued.

MSC, Currey/Phillips (unan) to approve of contract with Richard Hinman as Construction Manager. The contract has a "not to exceed" amount of \$107,500 including expenses.

Pres. Sands thanked the hiring committee for their wonderful job of interviewing candidates and making recommendations.

Dir. Phillips inquired about the Advisory Board Minutes. Pres. Sands reported that Sue Wright who has been involved with fundraising is leaving her position soon. Pres. Sands reported that there will be a new Fundraising Committee forming on April 27th separate from the CC Advisory Board. This Committee will oversee all fundraising matters related to the project.

Finance Committee

Acting Chief Tyrrell-Brown and Vice Pres. Binley presented a Budget vs. Actual Fiscal Year to Date Report to the Board. So far this fiscal year, actual income has been higher than forecasted and actual expenses have been slightly lower than forecasted.

Acting Chief Tyrell-Brown asked if grants should be included in the report. Vice Pres. Binley stated that grant monies should be separated out and presented in another report. It is planned for the report to be presented monthly.

PUBLIC EXPRESSION

None.

CHIEF'S REPORT

At this point in the meeting, the MERA Communications Update was moved up in the meeting to accommodate Ian Johnson's schedule. Ian attended the MERA Board meeting on April 8th at the San Rafael Community Center. Ian began by giving a deployment update. There are approximately 600 deployed mobile and portable radios in the system. All current users are reporting good quality and clear reception. Only four sites are still not functional; Southern Marin, Mt. Sonoma, Bodega Bay and Bolinas.

*Southern Marin- The Court has ruled in favor of MERA against the Pratt family in Tiburon. Settlement offers have been offered by MERA but have been rejected. There was concern expressed regarding protests and possible blockades made by residents once construction begins. There remains an alternative to the Tiburon site next to the federal lighthouse at Stuarts Pt. on Angel Island in conjunction with either Wolfback Ridge or the Donahue tank. Ian believes that this second option is preferable to Tiburon as it would greatly improve coverage into the headlands.

*Mt. Sonoma- The Mt. Sonoma site is ready to begin construction and should be operational within a month.

*Bodega Bay- MERA is finalizing the permit issues and working out environmental mitigation issues for the site.

*Bolinas- The contract between MERA and the Martinelli's is being finalized and should be signed shortly. Once the lease is complete, environmental review and permitting processes will begin. There is a possibility that MERA may try to distribute some of the costs of the site to the BFPD.

Paging continues to be an issue for West Marin. Ian discussed the concept of patched paging at the MERA meeting and it was agreed that Kinsey, Nichols, and representatives from County Fire and the West Marin agencies should meet to resolve this issue ASAP.

Ian continued with discussion regarding the relocation of the Crown Castle tower for the construction of the new firehouse. Crown Castle gave a verbal estimate that the move will cost between \$80,000 and \$110,000. Ian is negotiating with CC and has requested a written estimate. Richard Hinman and the Building and Grounds committee along with Larry Baskin will also be involved in negotiations. Considerations such as tower height, radio frequencies and costs will be discussed.

Acting Chief Tyrell-Brown continued on at this point with the rest of the Chief's Report.

Grants

Burton Funds have been received for the fiscal year 03/04 in the amount of \$8,045.00. The funds will be spent on communication upgrades and structure gear.

Classes

Captain Marcotte taught CPR classes on March 25th and April 21st to the staff of the Montessori Preschool and the Bolinas Children's Center.

Training

Engine 265 and a crew of three volunteers will be participating in the Multi-Agency Drill on May 8th at Infineon Raceway. "Weapons of Mass Destruction" is the topic of the training. E265 with a crew of three will also be attending the wildfire training school at Hunter Liggitt.

Tim Thompson will be conducting wildland safety training for our volunteers on May 29th. The District is looking for any Bolinas residents willing to let the Volunteers train around their homes.

Operations

The top of Terrace Ave. is beginning to slide. DPW has had an engineer assess the movement. Acting Chief Tyrrell-Brown has spoken to the County about it extensively. Unfortunately, any solution at this point looks costly and difficult. Acting Chief Tyrrell-Brown is addressing access and egress issues for the Big Mesa. BCPUD is working on moving their water lines currently running along the top of Terrace.

Volunteers

Cappy Pottorff and Tony Tkac are two new potential volunteers.

FF Matthew Phillips has been promoted to Captain by a unanimous vote from the officers. Acting Chief Tyrrell-Brown congratulated Matthew for his outstanding work.

Apparatus

J.W. Mobile performed the annual services on E285 and E265 on April 19th. E285 checked out without need for adjustments. E265 has a small oil leak from the top of the engine and a more serious leak from the auxiliary pump. The aux. pump is scheduled to be removed and repaired on April 22nd.

Disaster Council

A countywide drill took place on April 7th. Janell Myhre and Michelle McCoskey were at the station organizing supplies and working with the Disaster Council.

Unfortunately, Jannell Myhre is resigning as the Disaster Council Coordinator. David and Bobbi Kimball are interested in assuming her position in Bolinas. The Board approved of accepting the Kimballs as new coordinators.

MSC, Phillips/Currey (unan) to accept Bobbi and David Kimball as new coordinators for the Disaster Council in Bolinas.

Building and Grounds

All surveys are complete.

A meeting is scheduled for April 28th with the Architect and the Construction Manager to go through schematic design package line by line.

Administration

Acting Chief Tyrrell-Brown reminded the Board that the Budget Committee needs to begin working on the FY04-05 budget as the end of the fiscal year is rapidly approaching.

Lastly, Acting Chief Tyrrell-Brown addressed the issue of excessive parking and road blockage during weekends. The Chief specifically cited parking on Terrace and the Little Mesa as particularly problematic as the parked cars often block fire access. The Board agreed to write a letter to the Sheriff Dept. informing them the amount of ticketing done is insufficient and that the parking situation warrants further and immediate attention.

CONSENT CALENDAR

MSC, Binley/Currey (unan) to approve the Consent Calendar including the Financial Report, the Warrant List, a transfer of \$20,000 from Investment to Operating Accounts, Correspondence and the March 22, 2004 Minutes.

GENERAL BUSINESS

MSC, Currey/Binley (unan) to approve selling Unit 231 with closed bidding and a minimum bid set at \$1,500.

BOARD MEMBER REPORT

See Finance Committee report above under Committee Reports.

PERSONNEL

During this closed session, Acting Chief Tyrrell-Brown updated the Board on information received from Athen's Administrators and CalPERS regarding Chief Hick's status.

Vice Pres. Binley reported on legal advice he recently received for the District.

MSC, Phillips/Currey (unan) to hire John Parente for legal advise not to exceed \$500 in payment.

GOOD OF THE ORDER

Acting Chief Tyrrell-Brown reported that the Volunteers have been participating in excellent training under the leadership of Captain Phillips. His drills have been both innovative and creative and are most appreciated by the Volunteers.

Pres. Sands reported that three Board member seats will be up for re-election in November 2004.

ADJOURNMENT

MSC, Currey/Phillips (unan) to adjourn at 9:20 pm.

Respectfully submitted,

Molly Brown
District Secretary

NOTE: All minutes to all Board meetings are available for review at the Bolinas Library.