



Bollinas Fire Protection District

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December 20, 2004

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

COMMITTEE REPORTS

Firehouse and Clinic Update

Pres. Sands gave the update in lieu of Kim Bender's absence.

She reported that Martina Johnson-Kent is reorganizing the major donor capital campaign. A meeting is scheduled for January 4th to train solicitors on methods of successfully asking for donations. \$485,000 out of the targeted \$800,000 donations have been raised.

Richard Hinman, the Construction Manager, and Angela Crescenzo, Financial Consultant, have created a two-page document with a break down of all costs needed to date for project construction. Included was a break down of what will be needed on a monthly basis. Richard re-submitted the Project plans to the County but there has been a set back. The original Planner who reviewed the plans previously is now gone. Additional time from the County for review will be needed.

There are updates on the MERA tower and negotiations with Crown Castle, which will be given later in the meeting by Chief Tyrrell-Brown and Dir. Binley.

MSC, Phillips/Currey (unan) to approve of Major Donor Program.

Pres. Sands explained that the Kresge Foundation wants to see more involvement from Board members in raising funds before granting any monies to the Project. Pres. Sands asked the Board to help Martina by contacting major donors and setting up appointments. She clarified that Board members will not be required to actually ask for donations.

Pres. Sands went on to report that the Campaign will be offering naming opportunities.

Dir. Phillips stated that donors need to be "nurtured" and appreciated.

Chief Brown reported that there will be clarification on what exactly is available to be named.

Building and Grounds

The recommendations made by the Building and Grounds Committee have been incorporated into the new plans for the building. A response from the County is expected after the holidays.

CONSENT CALENDAR

MSC, Currey/Binley (unan) to approve of the Consent Calendar including the Warrant List, a transfer of \$15,000 from Investment to Operating Accounts, Correspondence, the November 22nd Minutes and the Financial Report.

Chief Brown asked the Board whether they wanted Secretary Brown to continue to take detailed minutes from the new recordings of meetings. Pres. Sands answered that especially during these busy and critical times of change within the District, the detailed minutes are useful.

Dir. Currey missed the November Board meeting and therefore inquired as to why the cost of the new firehouse has increased as written in the November Minutes. Pres. Sands replied that construction costs for the new building have increased very little but that the site preparation costs have increased. Unanticipated site development costs include surveys done for towers, soils work, temporary facilities plans, leech fields, septic system, and County requirements.

Dir. Binley asked about payments to the Bolinas Disaster Coordinator. Chief Brown stated that the \$1,000 paid to David Kimball is within his contracted amount. He and his wife Bobbi volunteer much of their time. His payments are budgeted and detailed invoices are available for review.

Chief Brown asked if everyone had read Kevin Hick's letter in the Correspondence. She reported that he is currently vacationing and resting in the Bahamas.

Dir. Binley asked if everyone had reviewed the Final Audit Statements. Some Directors had.

CHIEF'S REPORT

MERA and Cell Sites

Chief Brown reported that Richard Chuck, MERA's engineer, called a meeting to address the West Marin Fire Department's paging issues. Representatives from every West Marin Fire Dept., MERA, County Fire, and Board members met to reach an agreement. Three options were presented by MERA. One option was chosen by all representatives which allow the current low band paging system to be broadcast on MERA. New 2-channel pagers will be purchased for all West Marin Volunteers. The paging system has been an issue since the beginning. Chief Brown reported that all representatives were relieved to finally agree on a solution.

Vice Pres. Binley stated that his objective has been to produce a new tower configuration design that results in no additional radiation at ground level and provides two additional cellular sites. The MERA and low band channel paging system solution satisfies all the above objectives. The current tower configuration produces at maximum point under the worst-case scenario conditions 10% of the FCC allowable level. The new design produces at maximum point under the worst-case scenario conditions around 5% of FCC allowable level. The reduction of radiation is directly related to the increased height of a single 100-foot tower. The amount of radiation hitting the ground dissipates significantly with each additional foot of tower height.

Finally, Vice Pres. Binley's last objective in negotiations are no additional costs of any kind to the District. Negotiations regarding costs are still continuing between Crown Castle, MERA and the District.

Pres. Sands thanked Vice Pres Binley and Chief Brown for all of their hard work negotiating with MERA and Crown Castle.

Chief Brown reiterated that no signing of any agreement would happen until all plans are presented to the Bolinas Community. She stated that the next step involves an independent study of radiation emissions. She reported that Crown Castle is producing a proposal and is possibly including five additional carriers.

Vice Pres. Binley reiterated that nothing would be approved without the District's signature and final say.

The next MERA meeting is scheduled for January 6th and a public meeting for the Bolinas Community will be scheduled for the beginning of February.

Bill Lyons asked why Crown Castle would expect the District to participate financially when the District is doing them a favor:

Vice Pres Binley replied that the District instigated the movement of their tower due to the new construction and therefore would have to pay.

Chief Brown clarified that it will not be the District that will pay money to Crown Castle; it would be the Project since the movement of the CC tower is necessary for the construction of the new station.

Vice Pres Binley will be absent when the study and negotiations are finalized. He recommended that when presenting options to the Bolinas Community, the Board keep all debates on a technical level. He also suggested that the independent study of the proposed 100-foot tower be done by a company that uses a different software system for data analysis than the software that Site Safe uses. This would insure meaningful comparative data and be worth its cost.

Chief Brown stated that the tower is absolutely necessary for needed communication at the Fire Station. She also stated that the current antenna configurations are not optimal for RF emissions.

Training

Chief Brown reported that the grant-writing workshop was excellent, informative and relevant for both District and Project funding. She just needs time in order to write the grants. She plans on meeting and sharing new information with both Kim Bender and Mary Beth Brangan.

Volunteers

Volunteers extend their deep appreciation for the Christmas dinner. Thank you to the Board.

Apparatus

Dir. Aitken fixed U219 at no charge for labor. He determined the oil leak is not serious, but needs to continually be observed.

Disaster Council

Action item #2 was tabled until the January Board meeting, as the West Marin Disaster Coordinator contract was unavailable.

MSC, Currey/Phillips (unan) to accept David Kimball's Bolinas Disaster Coordinator contract. The contract is similar to Janell Myhre's, the previous Bolinas Disaster Coordinator, except for a small change in the general provisions relating to indemnification. The District is also protected from liability. David's hours are limited to 8-10 hours per month.

Vice Pres. Binley asked what kind of insurance Board Officers have. Chief Brown answered that Board members have just very basic coverage.

General Operations

Chief Brown reported that the District ordered two new pagers and twenty five more will come with the new MERA system.

Parking & Traffic

Chief Brown was unable to attend the last two meetings and therefore had nothing new to report.

At this point in the meeting, Martina Johnson-Kent arrived and continued the Capital Campaign update. She reiterated the need for Board involvement to raise funds from major donors. She proceeded to advise the Board on what major donors are interested in: how the Fire Department directly benefits the community, Firefighters and Board members themselves donating funds and naming opportunities. She is working on streamlining the list of prospective donors and plans on having a solicitor training to cover topics of methods of asking for money, presenting naming opportunities, etc.

Vice Pres. Binley asked if the E-tapestry database has been helpful.

Martina reported that the service is unusable without DSL and she is therefore no longer paying for it. Switching to a new database requires training Board members, staff and volunteers and is therefore very time consuming.

She encouraged the Board to call friends and set up appointments. She promised to provide materials and support. She outlined a timeline for the naming program to begin in the spring hopefully raising larger funds and pushing for smaller gifts in the summer.

GENERAL BUSINESS

MSC, Phillips/Binley (unan) to finalize draft of financial statements for FY03 – 04 Audit.

BOARD MEMBER REPORT

None.

CLOSED SESSION

MSC, Phillips/Currey (unan) to accept Kaiser Plan Agreement.

GOOD OF THE ORDER

None.

ADJOURNMENT

MSC, Currey/Binley (unan) to adjourn the meeting at 9:00 pm.

Respectfully submitted,

Molly Brown
District Secretary

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