



Bolinas Fire Protection District

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June 28, 2004

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

At this point in the meeting, FF Pete Smith was moved forward in order to accommodate his schedule. As a representative of the Volunteer Association, he delivered a message that the Volunteers are completely in support of Anita Tyrrell-Brown being promoted to Chief of the BFPD.

The Board proceeded to take action and appoint Acting Chief Anita Tyrrell-Brown to the position of Fire Chief of the BFPD.

MSC, Aitken/Phillips (unan) to appoint Anita Tyrrell-Brown as Fire Chief of the BFPD.

The Board congratulated and thanked her for her excellent work.

Pres. Sands reported that Chief Hicks is unable to return to work due to his medical status and will be retiring. A future celebration for his many dedicated years with the District will be forthcoming. The Volunteers and the Board plan to host a community event in appreciation of Chief Hicks' work at the BFPD.

PUBLIC EXPRESSION

None.

COMMITTEE REPORTS

Capital Campaign

Kim Bender reported on the Capital Campaign.

The parcel tax will begin being levied on July 1st, 2004. Kim reported that approximately 50 parcels were merged successfully by landowners in the community.

MSC, Aitken/Currey (unan) to approve of Goodwin Consulting Group annually administering parcel tax for a fee not to exceed \$1,000 pending on review of contract.

Kim reported that the MCF application is now complete. The Capital Campaign is asking for \$750,000 in hopes of possibly receiving an additional \$250,000 next year. The application will be presented to the MCF Board at their September or October meeting.

The USDA loan is also now complete thanks to John Bryant's assistance with budget reporting. Fund raising is targeted at raising the remaining \$380,000 needed to reach the \$800,000 goal.

Putting flyers on surfer's cars is a new tactic for including visitors in fund raising efforts. The Campaign would like to raise \$100,000 by Labor Day. The BFPD's 50th Anniversary is scheduled for November 13th, 2004.

Crown Castle

Kim reported that she, Phil Binley, and Ian Johnson worked out a proposal that they presented to Crown Castle. A tentative agreement has been reached regarding the cost of moving the tower, which is estimated at \$60,000. This cost is included in the Capital Campaign budget, not the BFPD. Crown Castle has agreed to an unlighted monopole tower under 100 feet tall. Crown Castle also agreed to use the Site Safe study produced for Verizon as the baseline for current ERP and EMF at the site. Kim and Mary Beth Brangan plan to take Crown Castle's proposal to a third party engineer to validate calculations and do a new field study to verify the baseline information of current EMF and ERP levels. The independent analysis will be used to support the validity of the numbers, it will ensure that the current levels will not be exceeded, and will fulfill the information required by the Marin County Planning Department.

Kim reported that she would continue working for the Capital Campaign and as Project Manager on a month-to-month basis as needed.

Finance Committee

MSC, Aitken/Currey (unan) to approve of final budget for FY 2004-2005.

Chief Tyrrell-Brown reported there were no comments on the budget made by the public.

FF Smith commented that he would like to see Captain Phillips receive a raise for all his hard work and leadership. Chief Tyrrell-Brown agreed and reported that she had met with the Personnel Committee regarding employee negotiations, which will be updated in the closed session.

CONSENT CALENDAR

MSC, Phillips/Currey (unan) to approve the Consent Calendar including the Warrant List, a transfer of \$40,000 from Investment to Operating Accounts, Correspondence and the May 24th, 2004 Minutes. The Financial Report has yet to be completed, as more information is needed.

CHIEF'S REPORT

At this point in the meeting, the MERA Communications Update was given by Ian Johnson.

Ian gave a report after attending the last MERA Board Meeting. Apparently, MERA has under spent last year by \$300,000. 2.6 million sits in a general contingencies fund for FY 2004-2005.

Ian reported that MERA has adopted a new policy for members, which will impact the rate for new members.

Ian presented a payment schedule that Sup. Kinsey will be presenting to the regular MERA board at the next meeting regarding development of the Martinelli site. MERA has estimated a cost of \$389,000.00, (\$60,000 for the EIR and \$329,000 for site work). The proposal going before the MERA board for cost sharing would require the BFPD and the County of Marin to share the cost of the EIR and 2/3rds of the Site Work totaling \$279,333.33. MERA would only pay for 1/3rd of the Site Work totaling \$109,666.67. Sup. Kinsey further proposed the County of Marin pick up \$219,333.33 leaving only \$60,000 for the BFPD to pay over 10-20 years. If Sup. Kinsey's proposal is worked out with the County, the BFPD would pay 15%, the County of Marin would pay 57%, and MERA would pay 28% of the total costs for the Martinelli site. The Board authorized Ian Johnson to work with and support Sup. Kinsey's payment proposal for the development of the Martinelli Site.

MSC, Aitken/Phillips (unan) to approve of Martinelli Site Cost Sharing Proposal with MERA and the County of Marin contingent upon Sup. Kinsey's ability to work out a payment schedule.

Dir. Aitken congratulated Ian for his excellent work.

Prevention

Chief Brown and Capt. Phillips have been targeting neighborhoods and speaking with residents regarding hazard fuel reduction and fire danger. So far, the response has been positive. Chief Brown plans on developing a quarterly newsletter similar to the BCPUD Pipeline. Phil Buchanan has agreed to put a small piece about fire prevention in the upcoming Pipeline.

Classes

BC Thompson taught a class on Wildland Structure Protection on Sat. May 29th. The training took place in several neighborhoods in Bolinas including the Little Mesa and Alder.

A public CPR class was taught by FF Sugimoto on June 16th. There are two more scheduled for this year on August 26th and October 28th.

A 3-day wildland fire training took place at Fort Hunter Liggit. A crew of three took E265 where they received invaluable training and experience to be shared with all the volunteers. Chief Brown thanked the Board for making the training possible.

FF Alan Browne, Ike Enahoro and Cappy Pottorff attended the Marin County Wildland Academy the week of June 21st. FF Enahoro will be attending as a Marin County Fire Dept. Seasonal as he was hired as a reserve this summer. Capt. Phillips attend with E265 on the last day as operational support.

Operations

Mailers went out to all residents regarding timing and access during the 4th of July. A July 4th meeting was held on June 7th with representatives from Supervisor Kinsey's office, the Lion's Club, The Community Center, the Disaster Council, the Fire Department, the Firehouse and Clinic Project, and downtown businesses. A parking company will be hired to help control parking and traffic, which will be paid for out of parking fees.

General

Chief Brown has been attending the BCPUD Parking and Traffic Committee meetings as a BFPD liaison. The Committee is working on an overall parking plan currently focusing on the downtown area. "Tools" that are being considered are timed/preferential slots, increased ticketing costs for illegal parking, and stricter enforcement. The Committee met with the Marin County Traffic Engineer Jason Nutt and Liza Crosse from Sup. Kinsey's office. They were helpful and willing to work with the Committee. Chief Brown has raised concerns of fire access in several areas of town, which are being addressed by the Committee.

The District has acquired a new container in the parking lot that will be used as part of the temporary facilities while the new station is under construction.

Volunteers

MSC, Aitken/Phillips (unan) to accept Tony Tkac and Cappy Pottorff as probationary Volunteer Fire Fighters.

The Volunteer Association accepted both volunteers on June 22nd.

Disaster Council

David and Bobbi Kimball continue to be a great addition as new Disaster Council Coordinators. A training with the school is scheduled for August 30th. Chief Brown met with representatives from Inverness, Stinson Beach, and Marin County Fire Department to discuss the need for an overall West Marin Disaster Coordinator. It was decided the position will be filled

GENERAL BUSINESS

Tom Baker sent several copies of a letter to the District and requested to be placed on the agenda to discuss the BFPD policy regarding the display of the United States Flag. The letter expressed, among other things, his displeasure over the flag being brought to half-mast for the passing of Pres. Ronald Reagan. As Mr. Baker is not in attendance, the Board members discussed the current understanding of how the flag is displayed and, more specifically, when it is brought to half-mast. Chief Brown has consulted several times with County Council as well as other fire districts. The District has received a written opinion from County Councils office. As the District is a local agency and not a federally regulated building, the District can set its own policies regarding display of the flag. A committee was formed to develop a policy regarding these issues. The committee will research Federal and State regulations and other fire district policies regarding United States flag display. The Committee will present a draft policy at the July regular meeting.

MSC, Aitken/Currey (unan) to accept annual Audit Proposal from Bunker & Co. for FY 04-05.

MSC, Aitken/Currey (unan) to approve underwriting of station KWMR.

BOARD MEMBER REPORT

Dir. Currey reported that she will be absent at the July Board Meeting. Dir. Phillips reported that she will be absent at the August Board Meeting.

PERSONNEL

During this closed session, Chief Brown gave a personnel update and reviewed personnel negotiations for the new fiscal year.

GOOD OF THE ORDER

Congratulations to Chief Brown!

ADJOURNMENT

MSC, Aitken/Phillips (unan) to adjourn 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.