



# Bolinas Fire Protection District

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April 25, 2005

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. Aitken, Chief Tyrrell-Brown and Kim Bender were present. Dir. Phillips was absent due to illness.

## **PUBLIC EXPRESSION**

None.

## **COMMITTEE REPORTS**

### **Firehouse and Clinic Update**

Kim Bender gave the report.

Kim began by reporting on the Campaign Leadership Training that occurred on April 15<sup>th</sup>. She said it was a successful training with \$30,000 being raised at the event. She reported that Deborah Reynolds of CHA is a reliable and excellent addition to the Campaign as is Maria Gitin who Kim described as thorough, professional and inspiring.

Dir. Aitken inquired about the sign at the nursery. Kim reported that she took it down, as it was inaccurate and hard to read.

Kim and Pres. Sands reported on the positive article written in the Pt. Reyes Light about the Campaign. Pres. Sands said she would write a letter in response acknowledging Sup. Steve Kinsey's and the Marin Community Foundation's support of the Project.

Vice Pres. Binley inquired about the permitting process by the County and wondered at what stage the plans were in. Kim reported that the plans made it through the Planning Dept. successfully and are now in the Building Dept. After the plans are finalized by the Building Dept., bidding for construction can begin. Chief Brown reported that the current bidding market is excellent as demonstrated by bids for the new Mill Valley Throckmorton Station.

Kim reported that there are plans for a formal fundraising event to which the Bolinas Community will be invited probably to occur around groundbreaking time. The date has yet to be determined. She reported that the lease with CHA has been finalized and that it will be ready for inclusion in the May Board packets. Payment schedules and funding sources for CHA have been defined in the lease. The lease defines all expenditures as joint expenditures making all three entities responsible for all costs. This arrangement will benefit all three parties, as moneys will be more consistently available.

Kim reported that thank-you letters would be sent out to anyone who has donated money to the Campaign by the end of the week.

Kim went on to describe the Naming Opportunity Program. All in-kind gifts whether they are cash, goods, or services that are budgeted will need approval. A cash amount will be determined for each gift and the donor will be acknowledged. Each gift with a value of \$500 or more that is not budgeted will be recognized as an in-kind donation separately.

MSC, Aitken/Currey (unan) to approve Naming Opportunity Program.

Kim described the Gift Acceptance Policy, which first acknowledges that the Project is accepting gifts, provides a way for the District to decline gifts and provides a way for the District to accept gifts without losing its Special District status.

MSC, Aitken/ Binley (unan) to approve Gift Acceptance Policy.

Dir. Binley asked if there is a contingency plan in place if not enough money is raised to complete the Project. He asked specifically what would happen to money already donated if financial goals are not met. Kim replied that the Project will be completed and that enough money will be raised. If the Project needs to borrow money for completion, than the three Boards involved will need to approve it. Vice Pres. Binley declared that a detailed contingency plan needs to be developed for the worst-case scenario if the Project becomes short of funds. Kim replied that she would ask Maria Gitin and the Marin Community Foundation for advice.

Kim described Maria Gitin's second contract as a Fund Development Consultant to the Board. The contract entails a payment of \$3,200 to be paid monthly to Maria until December 15<sup>th</sup> of 2005 for fund raising services rendered. \$3,000 has already been budgeted for monthly fundraising services in the Capital Campaign budget. Maria's services, therefore, would only cost \$200 more than what is already budgeted. The Board discussed her value in relation to meeting our fundraising goals and all agreed to approve her contract.

MSC, Binley/Aitken (unan) to approve of contract with Maria Gitin – Phase 2.

### **Building and Grounds Report**

Chief Brown reported that the Committee is waiting until plans are approved by the County Building Dept. before proceeding further to set up temporary facilities.

### **CONSENT CALENDAR**

MSC, Aitken/Currey (unan) to approve of the Consent Calendar including the Warrant List, the Financial Report, the Minutes from March 21, 2005 and Correspondence.

### **CHIEF'S REPORT**

#### **NERA**

Negotiations with NERA and the tower relocation are ongoing. Chief Brown and Vice Pres. Binley are planning to meet with Sup. Kinsey on April 27<sup>th</sup> to work on cost share issues.

#### **Cell Sites**

A counter proposal for the business terms of the lease was sent to Crown Castle. The District will meet soon with Crown Castle to finalize details.

Crown Castle has offered their "cow", a temporary communications tower, to be used by the District which would allow removing the existing tower for construction before the final decisions are made regarding permanent tower relocation. Chief Brown reported that it is time to hold a town meeting to discuss the new configuration of the tower before submitting plans to the County. The town meeting is scheduled for May 17<sup>th</sup> at 7PM in the engine bay at the Bolinas Fire Station. All commitments made by and for the Bolinas Community have been met with regards to negotiation with NERA and Crown Castle. The level of RFs emitted by the new tower will actually be lower than is what is presently emitted by the current configuration. A third party study was made to confirm the RF numbers. Also, not light is necessary at the top of the tower. Financially, the District is working on sharing the cost of the tower with NERA and possibly the County which was also a consideration taken into account for the Bolinas Community.

## **Prevention**

Chief Brown reported that Dir. Aitken is still working tirelessly to acquire a grinder for Resource Recovery.

## **Inspections**

4291- Wildland Hazard Inspection continues.  
355 Cedar home inspection completed.

## **Planning**

Chief Brown is working on planning process in Paradise Valley for new housing construction. She will meet on April 26<sup>th</sup> with the architect.

## **Finance**

Chief Brown will work on budget for the new FY2005/2006 and will have preliminary budget ready for the May Board meeting.

## **Grants**

An application has been filed with Dept. of Homeland Security/FEMA AFG grant office on behalf of Bolinas, Inverness, Stinson Beach, and Muir Beach fire departments to replace our SCBA's with a high-pressure system. These West Marin Fire Departments are the only departments in Marin County that are still operating on a low-pressure system. Capt. Phillips did an excellent job preparing the application and writing the narrative. This grant could potentially save the District \$50,000.

## **Training**

The public CPR class scheduled for March 30<sup>th</sup> was cancelled due to lack of interest. Another one is scheduled for May 25<sup>th</sup>. Firefighter Smith, Donohue and Asst. Chief Marcotte will be attending a CPR Instructor class on May 10<sup>th</sup>. Chief Brown will be one of the instructors of the class.

Chief Brown and FF Donohue attended the NorCal Trauma Conference on April 1<sup>st</sup> in Fairfield. Chief Brown reported that the conference was well planned and informative. Chief Brown also reported that she will be attending a seminar on April 28<sup>th</sup> titled, "Since You Can't Hire the Kid off the Farm" regarding recruiting volunteers.

## **Volunteers**

The Volunteers are focusing on recruiting three to four more volunteers. They are hoping to find people with a basic knowledge of fire fighting and medical services so that they can be quickly trained.

FF Alan Browne has been hired as a seasonal firefighter with Marin County Fire and FF Tony Tkac has been hired as a paramedic for the seasonal ambulance with Marin County Fire.

## **Apparatus**

Ian Johnson has been working on identifying an electrical drain on U219.

## **Disaster Council**

The Volunteers successfully completed a training of implementing the Disaster Council plan. Chief Brown thanked David and Bobbi Kimball for all their efforts at the training. The Disaster Council is constantly looking to fill various positions in the Disaster Plan and securing a supply container. One of the containers used by the Firehouse/Clinic Project may become available after

the new building is complete. Training offered by the Red Cross is being considered for the West Marin Disaster Councils.

A grant is being written by Bobbi Kimball to the Bolinas-Stinson Community Fund to purchase identifying vests and armbands for Disaster Council members to use during an emergency.

### **Building and Grounds**

If all goes as scheduled, the Building Dept. will finalize plans in time for the District to be in temporary facilities by June 1<sup>st</sup>.

### **General Operations**

Chief Brown was part of the interview panel for hiring medics and EMT's for M97 this summer. Seven people were offered jobs through Marin County Fire Department.

### **Parking and Traffic**

The Parking and Traffic Committee wrote a letter to Lt. Anderson of the Sheriff's Office requesting Deputies to enforce illegal parking more aggressively in Bolinas. Chief Brown wrote an additional letter of support to the Sheriff's Office. Both letters are in the Correspondence notebook.

### **GENERAL BUSINESS**

The Action Item #4: Approve or disapprove of FDAC-FASIS amendment to Joint Powers of Agreement and Bylaws was postponed to the May Board meeting. Secretary Brown supplied the Board with more background information.

### **BOARD MEMBER REPORT**

None.

### **PERSONNEL MATTERS**

None.

### **GOOD OF THE ORDER**

Pres. Sands thanked the Board members who attended the Campaign Leadership Training for all their extra fundraising efforts.

### **ADJOURNMENT**

MSC, Aitken/Currey (unan) to adjourn the meeting at 9:30 PM.

Respectfully submitted,

Molly Brown  
District Secretary

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