



# Bolinas Fire Protection District

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January 24, 2005

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

## **PUBLIC EXPRESSION**

None.

At this point in the meeting, Action Item #1 regarding the West Marin Disaster Coordinator contract was moved up in the meeting to accommodate Sarah Atherton's schedule. Chief Brown introduced Sarah Atherton, the new West Marin Disaster Coordinator to the Board.

MSC, Aitken/Phillips (unan) to accept West Marin Disaster Coordinator Sarah Atherton's contract.

Pres. Sands thanked Sarah for her work done so far. She reported that the CERT Training, which occurred on January 22, and 23 was outstanding. She acknowledged Chief Brown's excellent work at the training.

## **COMMITTEE REPORTS**

### **Firehouse and Clinic Update**

Pres. Sands gave the update in lieu of Kim Bender's and Martina Johnson-Kent's absence. She reported that \$490,000 has been raised in donations so far and that Martina is "flying" along with ideas for more. A \$15,000 grant from the Bothin Foundation has been granted for CHA. The Kresge Foundation grant application for \$250,000 will be ready by February 8<sup>th</sup>. Mary Beth Brangan, Martina, Kim and John Severson are finalizing the wording. The Kresge Foundation's requirement for the project to raise \$50,000 by February 1<sup>st</sup> has been met successfully.

Martina Johnson Kent will hold a fund raising training on Thursday February 17<sup>th</sup> for the Fire Board, the Coastal Health Board and anyone else interested in helping with the Project. Martina will contact each member in the near future.

All plans have been submitted to the County. There has been a setback, as the original Planner that we worked with is no longer working at the County. The new Planner is being brought up to speed.

### **Building and Grounds**

Chief Brown reported that she met with a representative from the Bothin Foundation with John Severson and Mary Beth Brangan. The representative recognized the Clinic's need for funding

after touring the existing Clinic building. There are some possibilities for more funds from the Bothin Foundation in the future.

Chief Brown received a preliminary business terms proposal from Crown Castle. The items included lease length rental amounts, construction costs and subleasing availability. Chief Brown will send a counter proposal that better serves the interests of the District.

Chief Brown ordered an independent study of RF emissions to compare with the SiteSafe study. Once that report is received and accepted and indeed does substantiate the information in the SiteSafe report, a date for a town meeting will be set.

Pres. Sands reported that Steve Kinsey called her last week inquiring about progress made. She said she told him that the Project needed numbers from Crown Castle in order to meet with the public and have solid costs to present to them. She suggested that a Community meeting could take place to discuss the lowered emissions from the proposed new tower.

Chief Brown reported that the Building and Grounds Committee is working on the generator issue. She reported that one generator is not enough for all uses and is considering two generators; one for the communications tower and the other for Firehouse and Clinic use. Consolidation of space for generators is necessary as it is minimal.

Chief Brown went on to report on temporary facilities. A workday is scheduled for the Volunteers to clear out, organize and waterproof containers. A dumpster will be necessary. A detailed budget for the temporary facility is being outlined and will be forwarded to the Advisory Committee for review.

The Building and Grounds Committee meets every third Thursday of each month and may meet in additional times as is necessary.

Chief Brown reported that the District hopes to be moved into temporary facilities by April 1<sup>st</sup> as the demolition of the existing firehouse is scheduled for April 3<sup>rd</sup>. This is a tentative timeline.

### **CONSENT CALENDAR**

MSC, Phillips/Aitken (unan) to approve of the Consent Calendar including the Warrant List, Correspondence and the Financial Report. Approval of December 20, 2004 Minutes will be postponed to the February Board meeting as there were not enough Board members present who also attended the December meeting for approval.

Chief Brown reported that the District received more tax money than expected.

Chief Brown received two phone calls from the public thanking the Fire Department for visits and services to personal homes.

### **CHIEF'S REPORT**

#### **MERA**

Construction at Mt. Tiburon is scheduled to begin on January 26<sup>th</sup> and be completed by mid March.

As covered previously in this meeting, a configuration at the Bolinas Firehouse has been proposed that would allow MERA and the cell carriers to be placed on one pole and still reduce RF emissions. An independent study will be produced to confirm a study produced by SiteSafe, a company that works for Crown Castle.

## **Prevention**

Chief Brown reported that she is developing a program to map all private water sources in the District that are outside of the Water District for better service in case of fires. FF Phillips is compiling a list of addresses with private water sources and Chief Brown is composing a letter to be sent to each address.

## **Planning**

Chief Brown reported that she is developing preplans for areas within the Fire District that are at greater risk of fires including downtown areas and addresses with multiple houses. She is using digital photography, which will be included in the run book for easy access in case of fires.

## **Grants**

Chief Brown was pleased to report that the District will be receiving a grant from FEMA/DHS for communication equipment for possibly as much as \$45,900. The amount is yet to be determined. The money will be used to purchase more MERA portables, King high bands and some low band equipment including much needed new pagers.

## **Disaster Council**

The school is planning a disaster drill for March 11<sup>th</sup> at the Stinson campus. A meeting was held on January 19<sup>th</sup> to train Stinson staff. Students will be dismissed at 11:30 AM. CERT training occurred on January 22<sup>nd</sup> and 23<sup>rd</sup>. The BFPD taught the first aid portion as usual. The event was a success as stated earlier.

## **Administration**

Chief Brown has been attending County of Marin Chief meetings, which occur once a month. Her purpose in attending is to give West Marin Fire Departments a voice. She hopes to alternate attending the Chief meetings with the Chiefs from Stinson Beach and Inverness.

Chief Brown has also started attending FireSafe Marin meetings which occur once per month. Her purpose at these meetings is to address Bolinas's Wildland Urban Interface issues, bring attention to Resource Recovery and make important contacts.

At this point in the meeting, Bill Lyons asked if houses outside the Water District that have water tanks are required to have hook-ups for hoses. Chief Brown answered that new houses are required to be in compliance by either providing hook-ups for hoses or a fire hydrant. Older houses are not required to comply. Chief Brown is targeting the non-compliant older houses and intends to educate them about possible risks. She reported the closest water tender is in Stinson Beach.

## **GENERAL BUSINESS**

None.

## **BOARD MEMBER REPORT**

Dir. Aitken reported that Resource Recovery is in need of \$10,000. Chief Brown suggested possible left over WUI grant money. She will investigate.

Pres. Sands reiterated how fabulous the CERT training was and recommended that anyone who has not taken it should.

## **PERSONNEL MATTERS**

Pres. Sands expressed the need to develop personnel policies and document them. A Personnel Committee meeting will be scheduled in early March after Vice Pres. Binley returns from vacation as he is on the Committee. District Secretary Brown will research how other Departments handle personnel matters such as BPUD and MCF.

**GOOD OF THE ORDER**

Pres. Sands thanked Chief Brown for her great work at the CERT training and Dir. Aitken for his hard work of raising funds for Resource Recovery.

Bill Lyons asked if sharing address information with the BFPD is against BPUD policy. Chief Brown thought there might be a policy in place prohibiting address information sharing.

**ADJOURNMENT**

MSC, Aitken/Phillips (unan) to adjourn the meeting at 8:15 PM.

Respectfully submitted,

Molly Brown  
District Secretary

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