



Bolinas Fire Protection District

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www.bolinasfire.org

November 28, 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. Phillips, Dir. Currey, Dir. Aitken, Chief Brown, Kim Bender, Mark Pressman, Chris Lynch, Lucy Reid, David Bunnett, John Severson, Lisa Belle, Ralph Camiccia, and Bill Lyons were present.

PUBLIC EXPRESSION

None.

COMMITTEE REPORTS

Capital Campaign Update

Kim bender began the update by reviewing the current financial goal to raise the money needed to begin construction. On December 8th, Oliver & Co. will provide the numbers for construction costs. Steve Oliver and the Building and Grounds Committee have been paring down the plans and cutting costs by any means necessary in order to produce the lowest construction cost possible for the new building. The current goal is to maintain the footprint of both buildings but delete or postpone anything not required in order to obtain County Certification of Occupancy at the end of construction. This “value engineering” will produce the lowest project construction price possible.

Mark Pressman suggested that the Board meet again on December 12th in order to approve of the lease/agreement between the BFPD and the CHA. A newly updated lease agreement between the two entities is currently being finalized. The CHA will lease the clinic building from the BFPD for 40 years. Also, the CHA, as a non-profit organization will also be the agency contracting for construction services. This legal arrangement allows the non-profit partner to obtain the best possible construction price for the joint project.

Chris Lynch of Jones Hall Law Corporation presented the necessary legal steps required in order to issue bonds and collect the CFD parcel tax. Mark and Chris described the legalities and procedures necessary for the District to secure an additional \$550,000 loan in order to bridge the funding gap necessary to begin construction. The District would pay up to \$50,000 annually from its general fund until the year 2011 in order to pay \$250,000 of the debt service. The remaining \$300,000 would be raised through Capital Campaign fundraising.

Chief Brown asked if the debt will affect the appropriations limit for the District. Chris answered that the annual appropriations limit is based on a separate Community Facilities District and will therefore have no effect on the District’s appropriations limit.

Mark reported that there is no prepayment penalty associated with the loan until after the year 2011. Pres. Sands reiterated that there will be no additional property taxes charged to Bolinas Property owners in order to pay off the loan. The money from the District will come from its general fund and from continued Capital Campaign fundraising.

Chief Brown presented balances for the District's general fund projected over the next five years until 2010. Her findings in a table form supported the District's financial ability to pay debt service until 2010.

Pres. Sands stated that the District has never attempted to complete this size of a Project before with as much financial responsibility but believes that the project falls under the mission of the District to provide effective rescue services and a safe environment to live in.

Vice Pres. Binley stated that he would like to force financial discipline upon the District by introducing a motion to:

- 1) commit to a balanced budget that is reflected by an equal percentage rate of annual revenue and expense increases
- 2) create a separate bank account at the County for equipment replacement
- 3) authorize Chief Brown to spend \$50,000 to refurbish E283

Both Chief Brown and Dir. Aitken thought it was unnecessary to allocate \$50,000 to refurbish E283.

MSC, Binley/Aitken (unan) to direct the District to commit to a balanced budget over the next five years (2011) and create a separate account at the County for equipment replacement reserves.

Discussion continued regarding financing of the Project. Of the 2.3 million needed for completion, 1.750 million will be paid off by the CFD Parcel Tax and the remaining \$550,000 would be paid off by the District's general fund and Capital Campaign fundraising.

MSC, Binley/Phillips (unan) to pass Resolution #139 – Approval of documents for Bond Issuance prepared by Chris Lynch and Preliminary Official Statement prepared by Mark Pressman.

Building and Grounds Report

None.

At this point in the meeting, Pres. Sands skipped ahead in the agenda to General Business to accommodate Dir. Phillip's schedule who departed at 9PM.

GENERAL BUSINESS

Chief Brown recommended acceptance of the audited financials for FY04/05.

MSC, Phillips/Aitken (unan) to accept Finalized Audited Financials by Bunker & Co. FY04/05.

Chief Brown described the Tsunami siren grant as a grant requiring 50% matching funds for any money granted. She anticipates that \$2000 is all that will be required to install one siren resulting in \$1,000 from the District.

MSC, Binley/Currey (unan) to accept grant money for Tsunami siren with a limit of \$1,000 from the District funds – Resolution #137.

CONSENT CALENDAR

MSC, Currey/Aitken (unan) to approve of the Consent Calendar including the Warrant List, the Financial Report, the Minutes from October 24, November 3, November 3 Closed Session, and November 14, 2005, the transfer of \$25,000 from Investment to Operating Accounts and Correspondence.

CHIEF'S REPORT

Communications

The low band equipment is being moved on November 29th to the Cingular tower.

MERA

The November Board meeting was cancelled. No new news to report.

Training

A new simulator for suppression training was purchased earlier this month. Asst. Chief Marcotte used it for drill practice simulating various structures in town on fire. The simulator proves to be an excellent tool for training without actual fires.

Volunteers

FF Alec Barnhardt was accepted for the last position available for intensive fire academy training beginning in January. The training will be full time for two and a half months.

Apparatus

E265 was taken in for servicing to Diego Truck Repair. The water pump needed replacing, the air dryer for the braking system needed repair as did the sensor that regulates oil pressure. It is running well now.

Disaster Council

The Disaster Council mascot now has a name, "Simon the Safety Gull". He will appear every week in the Hearsay and in the Pt. Reyes Light with new safety tips. Thanks to David and Bobbi Kimball.

The BSUSD disaster training went well.

Chief Brown, Asst. Chief Marcotte and Capt. Smith attended a CERT Training class on November 14th. They then taught a CERT class on the 19th at the Nicasio Corp. yard with other West Marin Depts. Chief Brown will be attending a meeting on December 5th to discuss disaster communications with all West Marin Disaster Coordinators and Chiefs.

Chief Brown and David Kimball have been attending several meetings with John Glavis which culminated in a town meeting on November 15th to discuss the Avian Flu. Avian Flu has been classified as a low probability high impact disease. Preparations, actions and impacts in the event of a pandemic were discussed.

General Operations

Capt. Phillips has applied to paramedic school. His acceptance would alter his work schedule.

BOARD MEMBER REPORT

None.

PERSONNEL MATTERS

Development of policies and a Policy Binder are ongoing.

GOOD OF THE ORDER

None.

ADJOURNMENT

MSC, Aitken/Binley (unan) to adjourn the meeting at 9:35 PM.
Respectfully submitted,

Molly Brown
District Secretary

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