



# Bolinas Fire Protection District

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April 24, 2006

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

## **PUBLIC EXPRESSION**

Bill Lyons asked for clarification regarding the amount of the construction contract. Kim Bender stated that both buildings including the Mesa Park sewer system and the solar equipment will cost approximately 3.6 million dollars.

## **COMMITTEE REPORTS**

### **Firehouse and Clinic Update**

#### **Project News**

Kim handed out copies of the final contract between the CHA, the contracting agency, and the contractor, Oliver & Company. The construction cost for both buildings, the new sewer lines and the solar equipment will cost exactly \$3,652,128 which is \$149,000 less than the first bid made by Alten & Co. for construction. How much money left to raise by the Capital Campaign is yet to be finalized. The first change order will be to move the utilities that are currently under the corner of the new firehouse. Construction is expected to last 14 months ending on May 23<sup>rd</sup> 2007 which includes 20 rain days of inactivity.

Kim reported that the CHA has been sent a letter stating that CHFFA is recommending full funding of the \$750,000 grant. There will be a meeting held May 25 to determine if the funding will actually be awarded to CHA. Vice Pres. Binley suggested the Board send Deborah Reynolds flowers to commend her excellent fund raising efforts.

#### **Campaign News**

Kim reported that \$48,000 was raised this month by the Capital Campaign from individuals. A newsletter is being developed to send to all postal patrons, property owners and past donors that will include information about contracts, grants, financing gaps, donation opportunities and the construction schedule. Vice Pres. Binley suggested that the newsletter include some fun aspect to encourage people to read it before recycling it. Kim also reported that the Capital Campaign is sending the first letter to the community directly asking for donations, to be mailed in early June. The Campaign is waiting to hear about a FEMA grant in June for \$100K.

#### **Building and Grounds**

Chief Brown reported that moving the Convault tank in the next two weeks is in order. Vice Pres. Binley asked if there are security issues around the tank especially with gas prices rising. Chief Brown stated that the pumps are locked and that security has yet to be an issue. Motion lights would be useful. The pumps need to be replaced but Chief Brown will wait to complete the

\$15,000 job until after the Convault tank is moved. The Building and Grounds Committee still meets every two weeks and continues to discuss how to reduce costs for the new building by changing and simplifying plans.

Kim stated that she is in conversation with Crown Castle who is representing Vorizon and that she is maintaining the agreement that there will be no new carriers added.

### **CONSENT CALENDAR**

MSC, Aitken/Phillips (unan) to approve of the Consent Calendar including the Warrant List, Correspondence, the Financial Report, the Minutes from March 2006 and the Closed Session Minutes from April 6, 2006.

### **CHIEF'S REPORT**

#### **MERA**

Due to a lack of information from Motorola regarding the costs associated with the Stewart Point site (the Martinelli's), the MERA meeting scheduled for April 20<sup>th</sup> has been postponed until May 31<sup>st</sup>. Chief Brown stated that portables need to be reprogrammed. Chief Brown is concerned about the cost of reprogramming all of the MERA radio equipment as a recent reprogramming of six portables cost almost \$500. Vice Pres. Binley suggested that maybe Ian Johnson could perform the reprogramming at no cost to the District. Chief Brown suggested that if not, maybe the West Marin Departments could share the costs. She will look into the issue further.

#### **Prevention**

Chief Brown attended the Marin County Wildland Fire Prevention Conference at the Civic Center on March 29<sup>th</sup>. Discussion centered on the history of fire in Marin County, vegetation fire potential, current prevention projects, and plans for the entire County to address Wildland fire protection.

Bolinas and Stinson Beach will be holding their own community meeting on the same subjects on May 9<sup>th</sup> at 7PM at the Bolinas Community Center. All residents should be receiving a flyer in the mail. Topics of discussion will include local potential for large fires, mitigation efforts and what private property owners can do to increase their safety.

Chief Brown attended the regular FireSafe meeting on April 14<sup>th</sup>. Chief Brown would like to start a project to remove hazardous vegetation on the Mesa with grant funding. .

Dir. Aitken spoke about the cost of renting a grinder for use at Resource Recovery. He stated that it might be cheaper to buy one and rent it out than to rent one at a cost of \$2,400 per day. The cost of a grinder would be approximately \$500,000. Dir. Aitken reported that Sarah Atherton is working on a grant application to FEMA to purchase one.

#### **Inspections**

Chief Brown reinspected the school. The majority of the issues there have been addressed; the school is in good shape.

#### **Planning**

Chief Brown is currently reviewing plans for 550 Overlook Drive.

#### **Finance**

A meeting with the finance committee to discuss the 06/07 budget is needed.

#### **Grants**

Capt. Phillips submitted an application to FEMA/DHS for new SBCA's.

## **Training**

Chief Brown hopes to send an engine with two firefighters this summer to the MCFTO Wildland Fire School. The last two summer trainings have been cancelled due to fire weather.

## **Volunteers**

Chief Brown commended the Volunteers stating they were just terrific and had performed exceptionally well on a recent medical call. At the call, an exceptional 11 year old resident was responsible for discovering a medical situation and summoning emergency care. Chief Brown honored him by awarding him a Certificate of Commendation on April 19<sup>th</sup>.

## **Apparatus**

Dir. Aitken successfully smogged and serviced U231. Chief Brown thanked him for his efforts.

## **Disaster Council**

Chief Brown reported that the Council sent out a bulk mailing post card commemorating the 1906 earthquake and asking residents to be prepared for the next one. Chief Brown thanked David Kimball for working on the postcards. Currently, the Council is working on updating data bases.

## **Administration**

Secretary Brown and Chief Brown will prepare and present a District Secretary job description for the May Board meeting. Chief Brown would like to expand the position to include one more day per week and include some operational duties. District Secretary Brown stated that her last day will be July 18<sup>th</sup>, 2006.

District Secretary Brown will meet with the County soon to learn how to implement the new financial reporting system. More on-line interaction and less paper work are expected.

There was discussion regarding the road problem on Terrace Avenue. Chief Brown has written a letter with Jennifer Blackman, the BCPUD Manager, to DPW at the County. They have also alerted FEMA to the situation.

The Board thanked Chief Brown for the excellent job she is performing as Chief of the District.

## **GENERAL BUSINESS**

Pres. Sands read Dir. Currey's letter of resignation to the Board.

MSC, Aitken/Phillips (unan) to accept Dir. Currey's letter of resignation.

Pres. Sands suggested that the Board write a letter to Dir. Currey thanking her for her service and the knowledge she provided especially regarding her experience as a BCPUD staff member.

District Secretary Brown agreed to post a Notice of Vacancy for the Board position in the Point Reyes Light and the Hearsay and announce the Intent to Appoint calling for statements of qualifications and letters of interest from all those interested in the position. The appointment will finish Dir. Currey's term until 11/06. There will then be an opening for election on the Board for a short two year term lasting until 11/08. Vice Pres. Binley asked District Secretary Brown for a time table of elections and procedures to be prepared for the May Board meeting.

Pres. Sands introduced Lucy Reid who has expressed interest in being on the Board. Lucy presented her outstanding resume and expressed her interest in and commitment to volunteer organizations. She commended the BFPD and would like to offer her volunteer services as a Board member. She also offers considerable and invaluable financial experience.

Secretary Brown announced that the Board members are not required to take Ethics Compliance Training because they are not paid nor do they receive reimbursements of any kind.

Secretary Brown reviewed the Northwest Insurance Quotes for Directors & Officers/Management Liability. She quoted amounts paid by Inverness, Novato and Kentfield for comparison. Vice Pres. Binley said he would ask Sam McCullagh, a retired personnel injury lawyer, for advice on an appropriate amount of insurance coverage.

The Board discussed the amount of money in the Vehicle Replacement Fund. Vice Pres. Binley stated that the goal for the fund should be to have enough money to buy a replacement vehicle outright if needed. Therefore, the fund is currently way under budget. The Board agreed to reserve as much money as possible within each annual budget to slowly increase the replacement fund.

### **BOARD MEMBER REPORT**

None.

### **PERSONNEL MATTERS**

Chief Brown handed out a draft of a Controlled Substance Policy. She asked for the Board's input and will send it to County Council for review. It was agreed that after the policy is officially adopted, each Volunteer will be asked to sign a copy of the policy which will be placed in their files. There was also a suggestion to include treatment and referral programs in the policy.

### **GOOD OF THE ORDER**

Pres. Sands thanked the Board for their volunteer work.

Chief Brown stated again how excellent the Volunteers have been. Pres. Sands noted that they are a reflection of the excellent leadership and training that they are receiving.

### **ADJOURNMENT**

MSC, Phillips/Sands (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.