



Bolinas Fire Protection District

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February 27, 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, Chief Tyrrell-Brown, Kim Bender and Bill Lyons were present. Vice Pres. Binley and Dir. Currey were absent.

PUBLIC EXPRESSION

None.

COMMITTEE REPORTS

Firehouse and Clinic Update

Project News

Kim Bender reported that the CHA has signed the lease agreement. Mike McCaughin from ProPM has been hired as the new Construction Manager. Oliver & Co. continues to value engineer the plans cutting costs where possible. Many more sub-contractors are bidding now. Kim expects the contract with Oliver & Co. to be signed by March 31st at the latest. Kim provided the Board with a copy of the Letter of Intent to Award Construction Contract to be delivered by CHA to Oliver & Co.

MSC, Aitken/ Phillips (unan) to authorize the CHA to move forward with the Letter of Intent to Award Construction Contract for Bolinas Firehouse and Clinic to Oliver & Co.

Kim reported that Mike McCaughin has been helping to revise the contract with RRM Design Group. The Firehouse will be demolished between March 6th and the 24th and construction is planned to begin in April. A Groundbreaking Ceremony is scheduled for Sunday April 2nd from 10-12AM at the old firehouse.

A revised MOU will be completed for approval by the March Board meeting. The Understanding will include revised percentage allocations for each agency after June 30, 2005.

Kim also stated that she is working on a proposal to extend the Verizon contract to match the contract with Cingular until 2021. The current proposal is to move the antennae up on to the Firehouse and remove the tower completely.

Campaign News

Kim is resuming her duties as the full time Capital Campaign Director as Deborah Reynolds is taking over the grant program. Kim will also act as Project Manager for 25% to 50% of her time. Kim's current contract will now last until the end of the Project and her new office is located at 22 Brighton in the Book Exchange. Belle Wood is no longer working for the Campaign and Janell Myhre has returned working 10-12 hours per week.

Kim reported that the CHA has submitted a grant for \$750K and is hoping for \$500K. Kim is investigating a grant for \$100,000 for "Firehouse Improvements".

Current campaigns include the Carolyn Brown Campaign, the Martina Johnson-Kent Campaign and the Chief's Campaign. Upcoming events include the Groundbreaking Ceremony, house parties, Fourth of July and phonathons throughout the year.

Kim reviewed the Project Budget with the Board including revenue and expense details for the CHA, the BFPD and the Joint entity.

MSC, Aitken/Phillips (unan) to approve new Project budget including Kim Bender's contract. Continued fundraising is necessary as the Project is still short \$1 to \$1.5 million depending upon success with grants and the amount of contingency that is used. Currently, the contingency amounts to 10% of the budget. Kim reported that the Project budget will be reviewed on a regular basis.

Pres. Sands expressed her appreciation for all the hard work done to streamline the Project Budget. Chief Brown reported that the Convault tank issue is still unresolved. She plans to meet with BPUD representatives to discuss placement and costs.

Building and Grounds

None.

CONSENT CALENDAR

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

CHIEF'S REPORT

NERA

No new update.

Grants

The District is applying for the FEMA/DHS Grant this year to replace our SCBA's. Last years' application was declined but Capt. Phillips is confident that the District has a better chance this year. The application may be submitted through the Stinson Beach Fire Dept. as the District will also be applying for funding for facilities modification. Chief Brown is hoping that the funding will cover the sprinkler system and the Plymovent system in the new station.

Training

The live burn training that occurred on February 4th and 5th at the old firehouse was a huge success. Asst. Chief Marcotte organized an outstanding weekend of training. Chief Brown thanked Asst. Chief Marcotte for all of his hard work and expertise. Saturday consisted of classroom and hands-on evolution training for various subjects, live burn training happened on Sunday. Marin County Fire Department supplied instructors for Sunday which was a very generous offer. Volunteer firefighters from every West Marin department attended the second day and several departments brought various pieces of apparatus. Every volunteer left with a greater understanding and knowledge of fire ground operations.

Chief Brown also said thank you to Dir. Aitken who worked the air trailer the entire Sunday. He was essential as the training was short of staffing. Chief Brown expressed her deep gratitude to every Bolinas Volunteer who worked so many extra hours to prepare for the event and clean up afterwards.

The volunteer EMTs in West Marin launched right into an EMT recertification class on February 11th, 12th and 18th. Every EMT in the Department spent 24 hours renewing their certifications. Chief Brown wrote a letter of gratitude to Chief Massucco of Marin County FD thanking him for

supplying the District with an EMT Instructor and instructors for the live burn training. Chief Brown recognized his generosity with his personnel.

Disaster Council

A Shelter Management class was held on February 4th by the Red Cross. Several Bolinas residents attended including David and Bobbi Kimball, the Disaster Council Coordinators.

GENERAL BUSINESS

MSC, Aitken/Phillips (unan) to authorize Chief Brown to research, recommend and transfer a dollar amount to the Vehicle Replacement Fund based on amounts set aside in past years for vehicles.

Discussion of Northwest Insurance quotes for D&O/Management Liability was tabled until the March Board meeting.

BOARD MEMBER REPORT

Dir. Phillips reported that she attended the Shelter Management Class. She said the class was well organized and simplified disaster plans for the community.

Pres. Sands thanked her for attending.

PERSONNEL MATTERS

The Board entered a closed session at this time.

FF Sugimoto's absence was discussed.

Filling the vacant trainee position on Sundays was discussed.

GOOD OF THE ORDER

None.

ADJOURNMENT

MSC, Aitken/Phillips (unan) to adjourn the meeting 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.