



Bolinas Fire Protection District

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January 23, 2006

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

PUBLIC EXPRESSION

None.

Vice Pres. Binley expressed his concern about a letter written to the District regarding the public bidding process. The Northern California Electrical Construction Industry, a joint labor-management committee, wrote a letter to all the Board members protesting the possible “privatization” of a public project. Chief Brown reported that she had consulted a lawyer specializing in the public bidding process who confirmed that the BFPD did not and will not take any actions in violation of any laws, rules or regulations governing appropriate procedures for construction of the BFPD's new facility. Kim Bender will send a response letter to the electrical union representative on the Board's behalf stating the District's position and inviting anyone with concerns to attend the public meetings.

COMMITTEE REPORTS

Firehouse and Clinic Update

Pres. Sands gave the report. She began by reporting that Kim Bender's contract is up for renewal. Kim's new responsibilities will include more time raising funds for the Capital Campaign and less time working as a Project Manager. This new payment schedule will replace an hourly rate which she was receiving prior to the new contract.

Pres. Sands reported that the naming opportunities fundraising sub-campaign has begun with “The Carolyn Brown Room” and the “Fire Chief's Room.”

In the future, Deborah Reynolds who is the development coordinator for CHA, will focus more on writing grants for the Project.

Building and Grounds

Chief Brown reported that interviews for a Construction Manager have begun.

The Board went on to discuss the need for a Construction Manager and extra cost while working with Steve Oliver & Co. A Construction Manager may be redundant as Steve Oliver & Co. provides many of the same services and works directly and closely with each of their clients. Everyone agreed that a financial person needs to be hired to track the Project budget closely. Pres. Sands offered to call Steve Oliver & Co.'s references again and ask their advice about the need for a Construction Manager. All agreed to wait until after the last interview for the Construction Manager to decide.

Chief Brown reported that the two trailers are now set up and functional. She commended Cameron Brown, Pete Smith, Ian Johnson, and Matthew Phillips for all their work on the electrical wiring of the temporary facilities. She recognized all the extra work put in by Volunteers to move the station.

Dir. Currey inquired about the location for the Convault fuel tank. Chief Brown reported that she and Bill Pierce of the BPUD had identified a possible space for the tank in the corporation yard on Elm St. Several members of the Board, however, were concerned about this location as it is in a residential area. Billy and Seth of BPUD identified a second location at the sewer ponds by the irrigation pumps which Chief Brown agreed would work well. Some members of the BPUD Board would be more comfortable with this spot if an engineer were to look at the site as they are concerned about the weight of vehicles on the berm. Options for placement of the tank are still being examined. Chief Brown will submit a formal proposal at the February BPUD Board meeting. The Convault tank will require a concrete slab and back-up power wherever it is located.

CONSENT CALENDAR

MSC, Phillips/Aitken (unan) to approve of the Consent Calendar including the Warrant List, Correspondence, the Financial Report, and the Minutes from December 12th, December 19th and the Closed Session on December 19th with word changes made to the December 12th meeting regarding the use of Mesa Park grant money.

Vice Pres. Binley inquired about the motions passed to keep a balanced budget and create a vehicle replacement fund. District Secretary Brown reported that the vehicle replacement fund is now set up at the County and an amount needs to be determined to transfer into the account from the Investment account. She also reviewed the balanced budget policy which Vice Pres. Binley edited.

CHIEF'S REPORT

MERA

A MERA meeting was held on January 12th. Action was taken to remove the Bolinas Fire Station site from the original EIR documents and insert the Stewart Point location on the Martinelli Ranch. The estimated cost of developing the site is now \$750,000. The cost increases are due in part to trenching that needs to take place in order to lay the electrical lines. This has been estimated at \$195,000. A microwave dish not included in the original budget will be installed at an estimated cost of \$150,000. Due to the length of trenching that would have to take place for conventional phone lines, the microwave dish is less expensive.

According to the bylaws of the MERA JPA, two thirds of the cost of developing the new site is to be born by the agency causing the change. In this case, the Bolinas Fire Protection District is to be responsible for \$500,000 while the other one third of the costs will be shared among all MERA members. Sup. Kinsey has stated that the County of Marin will help defray the costs to be paid by the District. Kim Bender noted to Chief Brown that, in a conversation with Sup. Kinsey, he restated that the District would still be responsible for \$65,000 of the site development. The site, which is the last to be developed in the system, should be completed by July of 2006. Also at the MERA meeting, public safety officials expressed their concern about the problematic functioning of the MERA system in the most recent storm. Many agencies reported experiencing busy signals resulting in an inability to communicate. An action was taken at the meeting to spend approximately \$10,000 to research the availability of additional frequencies to bring the East and West systems up to a total of 12 each. If the frequencies are available, the cost for the upgrade could be as much as \$3.8 million. Also to be addressed is the need for further training on the use of the system.

Training

The burning of the old firehouse is scheduled for February 4th and 5th. Asst. Chief Marcotte has created a comprehensive training plan for the two days. The live fire training is scheduled for Sunday February 5th. All West Marin Volunteer Fire Departments have been invited including Sky Walker Ranch.

Volunteers

The Volunteer Raffle drawing took place on January 10th. Winners are soon to be notified.

Apparatus

Thanks to Volunteer Buck Meyers, the starting problem with U219 has been identified. He located and fixed a loose solenoid starter wire.

Disaster Council

The recent storm on December 31st made for a very busy weekend for all of the volunteers as well as the Disaster Council. Chief Brown activated the Council at 4AM, as help was needed to fill sand bags and place them at homes and businesses downtown. There was an excellent response from the Council which was consistent throughout the day. The medical team was placed on alert as well due to Hwy. 1 being closed in both directions making it impossible for an ambulance to access town. Luckily, there were no medical calls. There were, however, numerous calls due to flooding, fallen trees, and downed wires.

General Operations

Chief Brown reported that the District is fully moved into temporary facilities thanks to the Volunteers who spent long weekend hours doing so. She also gave special thanks to Ian Johnson who connected the phone and computer system, Cameron Brown who did a great deal of electrical work and Dir. Aitken who brought his loader for assistance.

Administration

District Secretary Brown gave an update on the Project MERIT meeting she attended. MERIT is the Marin Enterprise Resource Implementation Team with the County of Marin who is designing and implementing a new financial, procurement and payroll system for the County. Due to the District having a slow dial-up internet connection and the fact that we write our own checks and payroll independently, the new system will have a minor impact on the District. Meetings in the new year with the County will determine more details about any changes.

GENERAL BUSINESS

None.

BOARD MEMBER REPORT

None.

PERSONNEL MATTERS

The Board agreed to schedule a Special Meeting Workshop for Board Development in March after Vice Pres. Binley's return from vacation. Vice Pres. Binley agreed to structure the meeting. Community representation on the Board will be discussed. A Personnel Meeting in March will also be scheduled.

GOOD OF THE ORDER

A ground breaking ceremony is planned for March or April.

ADJOURNMENT

MSC, Aitken/Currey (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.