



# Bolinas Fire Protection District

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[www.bolinasfire.org](http://www.bolinasfire.org)

July 31, 2006

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

## **PUBLIC EXPRESSION**

Bill Lyons requested that public recognition of District staff should indicate that staff is made up of both paid staff and volunteers.

## **COMMITTEE REPORTS**

### **Firehouse & Clinic Update**

#### **Project News (Chief Brown presented Kim Bender's report in Kim's absence):**

Clinic foundation and firehouse footings have been poured. Firehouse foundation to be poured Friday. Clinic framing starting this week, firehouse as soon as foundation is cured.

Again, thank you to Mike Aitken for his assistance with trenching for the plumbing.

MOU was signed with BCPUD, allowing installation of the sewer line. The three parties to be using the sewer line, BFPD, CHA and Mesa Park, have agreed to be responsible for the installation and future maintenance of the sewer line. The three agencies plan to write a separate MOU agreeing to split maintenance costs equally for the life of the sewer line. Kim and Jack Siedman will draft an agreement for future board approval.

**CASH FLOW:** There is enough money in place to complete construction of the two buildings and the sewer line, but in order to complete the buildings, (with many "owner supplied" items such as appliances, furniture, etc.) have a 10% contingency, and repay the short term bonds, we still must raise \$1.2 million.

### **Campaign News**

The BFHC project is officially in the "Completion Campaign" stage, and must secure commitments from all sources by June 2007, though gifts may be paid over a longer period of time.

Individual donations: \$120,713 total for 2006 to date from approximately 220 different families, ranging from \$5 to \$25,000. We have some major gifts in process, including an anonymous gift of \$44,000 (not counted in the \$120,713).

An additional 1088 Newsletters with a donation envelope went out Friday July 28<sup>th</sup> to all West Marin property owners who live outside the area in Olema, Pt Reyes, Inverness, Marshall, Bolinas,

and Stinson Beach. Newsletters to Bolinas property owners (who live out of the area) went out approximately two weeks ago.

Grants still pending: FEMA (\$100,000) and Miscellaneous (approximately \$350,000); more to be submitted.

Consultant: the Advisory Board meets Tuesday August 8<sup>th</sup>. We will consider the contract proposal from Elliot Levin of Partnership Resources Group to work with our Campaign Team on the major gifts strategy. It is \$185 per hour with \$6500 cap for phase first 60 days, then phase two at same rate with a cap of \$3500 per month. We have a very active team and will determine whether this cost, which represents a small percentage of our total goal of \$700,000 to \$1,000,000 from individuals, is a worthwhile risk. We will only hire this consultant if there is consensus that the risk is well worth taking, and that the risk of not reaching our goal is greater than the risk of the dollars to get the expert advice. The first phase is within our budget and, as mentioned previously, does not require additional board approval.

The campaign team is meeting weekly, and working very hard on a variety of fronts to reach its goal.

### **Building and Grounds**

Chief Brown reported that the next B&G meeting will be on August 9 to talk about colors and furniture choices. She also thanked Dir. Aitken for the considerable amount of work he has done on this committee.

### **CONSENT CALENDAR**

MSC, Aitken/Phillips (unan) to approve of the Consent Calendar including the Warrant List, Correspondence, the Financial Report, the Minutes from June 26, 2006.

### **CHIEF'S REPORT**

#### **NERA**

No opposition was raised to the Martinelli site and permits have been issued. September/October is still the operational goal date. Chief Brown has heard from Chief Massucco that the paging system for the West Marin Depts we were asking for will be the system we get, and will make an announcement when it is fully functional.

Chief Brown received a letter from Marty Nichols, NERA Executive Officer, (see correspondence) regarding our cost of the West Marin site. It is her understanding that the District was to share the ADDED cost of the site 1/3 NERA, 2/3 Bolinas/County. The letter indicates a split of the ENTIRE cost of the site rather than just the additional costs, which may be incorrect. Chief Brown had the opportunity to raise the issue with Sup. Kinsey as it really means the County would end up paying a bigger share if we are indeed only going to pay \$65,000. He was going to look into it and we will probably discuss it at the inevitable meeting to be planned.

#### **Prevention**

In response to the mailing from the County regarding Wildfire Hazard Reduction Program, Chief Brown has conducted a few property inspections at the residents' request. A common issue coming up is the expense of removing diseased trees. Many residents have expressed a desire to remove the trees but they are unable to afford it. Chief Brown has a few calls out requesting information to see if there is any money available for such programs.

## **Grants**

The District received its portion of the West Marin Emergency Services Fund, \$8045. Chief Brown would like to use the grant money to purchase new hard suction hose that allows for more flexibility as well as new turnouts for 5 or 6 volunteers.

## **Training**

A training was held this past Saturday with H30, the CHP helicopter crew. They gave a verbal presentation of their capabilities then thrilled 6 volunteers by hooking them on the ground and raising them 100 feet in the air to the helicopter. We had a BBQ after, all had fun.

## **Volunteers**

There are two potential new volunteers, Morgan Holmes and Media Aranda. Morgan was raised in Bolinas and probably will not become an official volunteer until next summer as he has to return to college. He is bright and very eager, we will be happy to have him when he can commit. Media has been in town for several years and has wanted to volunteer for sometime but her work schedule would not allow it. She recently stopped working on Tuesday nights so she is eager to become a volunteer. She has some medical background and has great energy.

## **Apparatus**

E265 ended up staying at Diego's for repairs for 3 weeks. There was a big issue with pitting on the main pump housing, possibly from cavitations. It is now back and in service. Asst. Chief Camiccia is researching why this happened and how we can prevent it from happening again. We have not received a bill yet for the work but it could be sizeable.

E285 went over for its annual inspection; it is already back with no problems. E283 is currently there for its annual.

## **Disaster Council**

David and Bobbi Kimball have done a tremendous amount of work reconciling addresses in town with information we have in our runbook. Capt. Phillips is now confirming about 50 recommended changes. Once this is completed, meetings will be scheduled with all of the neighborhood liaisons to go over job expectations and to give them an updated packet of tasks and information.

## **General Operations**

A debriefing meeting for July 4<sup>th</sup> took place on July 19<sup>th</sup>. The daytime was uneventful but the night on the beach ended badly with 2 deputies being hit in the head with a bottle and a young man being seriously injured. The focus of the meeting was how the evening of the 4<sup>th</sup> could be approached in the future. Chief Brown feels a broader public meeting is in order. Several ideas came out of the meeting such as enforcing the "no amplified music without a permit" ordinance and trying to stem the alcohol consumption. CHP also informed the group that it will be unable to participate next year in the road advisories unless the officers are paid for. That could be as much as \$2,000.00.

The District's state vehicle smog program was audited unannounced on July 12<sup>th</sup>. They wanted to remind us of our requirements; all went well.

The District received a proposal from MarinMaps (see correspondence) offering BFPD and other special districts membership for a shared cost of \$10,000. MarinMaps maintains current mapping information for the County including addresses, water mains, hydrants, etc. The District keeps its own accurate information updated and has no need for information for other agencies in Marin so Chief Brown recommends against participating. This issue was spoken about at the Chief's

meeting and so far, no one is choosing to participate for various reasons. Chief Brown will provide an update at the August meeting.

The District's annual audit is tentatively scheduled for August 29<sup>th</sup>.

### **Administration**

Molly Brown's last day was July 18<sup>th</sup>. The transition to Deborah White has gone very smoothly, Molly did a great job of training.

Chief Brown is planning to take a vacation from August 16<sup>th</sup> through the 24<sup>th</sup>, dependent on finding coverage for the 16<sup>th</sup>, 21<sup>st</sup>, 22<sup>nd</sup> and the 23<sup>rd</sup>.

### **GENERAL BUSINESS**

Ian Johnson will continue to act as MERA Alternate Member. No action necessary.

MSC, Aitken/Phillips to fix the final budget for FY2006/2007.

MSC, Phillips/Binley to accept proposal for FYE 06/30/06 Audit. The fee for this year's audit will be \$7950, this year's higher charge results from incorporation of three additional GASB requirements. Audit proposal was accepted with the condition of looking for other potentially lower bids for FYE 06/30/07.

The Board decided to table this action to approve KWMR underwriting contract until the August Board meeting.

Volunteer Pete Smith presented various equipment options he had researched for the needed replacement of the 15 year-old station compressor. MSC, Aitken/Phillips to approve purchase of 60 gal. 220V 7HP 235 PSI compressor for \$399.

### **BOARD MEMBER REPORT**

None.

### **PERSONNEL MATTERS**

None.

### **GOOD OF THE ORDER**

Chief Brown commented that the transition from Molly Brown to Deborah White as District Secretary was working out well. She would like to see some kind of acknowledgement from the Board for Molly's years of service. Chief Brown also commended Capt. Phillips for his good work and extra efforts during the past several months.

Vice Pres. Binley complimented Pres. Sands for her dedication, and noted that she was not present at the meeting due to her attendance that evening at a function relating to the capital campaign.

### **ADJOURNMENT**

MSC, Aitken/Phillips (unan) to adjourn the meeting at 8:35 PM.

Respectfully submitted,

Deborah White  
District Secretary

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