



Bolinas Fire Protection District

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June 26, 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, Dir. Reid, Chief Tyrrell-Brown, Kim Bender, Bill Lyons and Deborah White were present. Pres. Sands was absent.

PUBLIC EXPRESSION

None.

BOARD MEMBER REPORT (Vice Pres. Binley requested that this item be moved up in the agenda.)

None.

COMMITTEE REPORTS

Firehouse and Clinic Update

Project News

Kim reported that Oliver & Co. resolved all underground and utility issues for the new Firehouse. Work on the Clinic's foundation trenches and plumbing is now complete soon to be followed by the electrical and concrete pouring scheduled for later this week. Kim thanked Dir. Aitken for all his hard work at drying the land and trenching for plumbing. Kim presented the first Change Order to the Board which could cost the Project up to \$53,641, mostly due to wet soil conditions that required two weeks of additional labor to dry it out enough to meet the geotechnical engineering requirements. The cost amounted to 10% of the budgeted contingency. According to Oliver & Co. and ProPm, this phase is when the biggest variables can occur in construction. The Project is now moving forward and back on schedule with completion expected in June of 2007. \$9,620 of the Change Order is from Adobe, Inc. related to the survey dispute. Some or the entire amount may be recoverable through mediation with Meridian Survey Company. Larry Baskin will mediate and will include his fees as part of the mediation.

The County has approved of our existing permitted plans. There will be a revised set on site showing all the VE and other adjustments for the inspectors and changes from the permitted set.

Crown Castle is interested in moving their tower to an alternate site on BCPUD land. Kim will contact a Citizen's Committee and see if there is interest in taking on this move while maintaining the income generated to the BFPD.

The BCPUD has approved the application for an expanded water use permit to 350 gallons per day, the equivalent of 50% above the average household use. Jack Siedman advised Kim that if there is still more water needed after the station is in order and functioning with public bathrooms, etc., the District can bring a request to the BCPUD Board again for a higher limit.

Vice Pres. Binley, Kristin Johnson and Kim are working together to get an updated spreadsheet of the cash flow for the Project including BFPD construction, CHA construction and Joint Account expenses. There is still \$1.2 million needed to raise for the completion of the Project, to pay back the agreed bond amount plus interest, and have a safe contingency. The goal remains to complete fundraising efforts in 2007.

Campaign News

The CHA was officially awarded \$750,000 from CHEFFA. The County of Marin has budgeted another \$100,000 to the Project. Individual's donations total \$101,000 for 2006 to date from approximately 150 families, ranging from donation amounts of \$5 to \$25,000 amounts. Hundreds of letters have gone out to property owners and box holders. Over 4,000 Newsletters with a donation envelope were sent out to all West Marin residents including those in Olema, Pt. Reyes, Inverness, Marshall, Bolinas and Stinson Beach.

The FEMA grant for \$100,000 is pending along with \$350,000 worth of other miscellaneous ones. The Capital Campaign Committee is considering hiring a special consultant to solicit major gifts in the \$25,000 to \$100,000 range. The payment for the consultant would come out of the contingency account and would therefore not require Board approval. An extension of the three month contract, however, would need Board approval.

Building and Grounds

Chief Brown reported that the Committee is getting recommendations for color and furniture choices from ANM Designs. The Committee is still working on reducing costs where possible.

CONSENT CALENDAR

MSC, Aitken/Reid (unan) to approve of the Consent Calendar including the Warrant List, Correspondence, the Financial Report, the Minutes from May 15 and Special Meeting Minutes from June 12, 2006 and a fund transfer of \$90,000 from the Operating Account to the Investment Account.

CHIEF'S REPORT

MERA

The DZA hearing for the Martinelli site has been scheduled for June 29th. So far, there have been no complaints. The site should be completed and running by October. The West Marin paging system still has yet to be resolved. Ian Johnson, Assist. Chief Marcotte and Inverness Fire Chief Fox have been attending meetings in order to resolve the issue. Vice Pres. Binley advised Chief Brown to not accept any proposals from MERA unless they were fully functional for our needs in West Marin.

Prevention

Chief Brown reported that the District and BPUD have been working together to clear roads on the Mesa for water lines and emergency access and egress. Vegetation choking roads and residents arbitrarily closing roads are of the greatest concerns. Chief brown plans on publishing a newsletter to educate and inform people about fire prevention issues. Dir. Reid expressed her concern about dying trees on the Mesa due to diseases and inquired as to whether there was any grant money available to deal with removing them.

Vice Pres. Binley suggested that the District hold pancake breakfasts to not only interface with the community but to raise money. Chief Brown said that there are plans for the Disaster Council to host pancake breakfasts.

Planning

Chief Brown stated that one of her planning goals entails sending out letters to the downtown business owners advising them that she will be conducting inspections in the next month. Chief Stevens from Stinson Beach has offered to help her complete the inspections.

Finance

Chief Brown thanked Dir. Aitken and Vice Pres. Binley for helping her complete the budget for FY2006/2007.

Grants

Various grants are still pending.

Training

Capt. Phillips has completed his Hazardous Material's Specialist training. He is now a member of the Marin County Hazardous Materials Team along with Asst. Chief Marcotte. Chief Brown commended Capt. Phillips for the enormous amount of time, money, vacation time, and effort that he put towards the training. She stated that his training is a big asset to the Department and congratulated him again.

Vice Pres. Binley suggested that Chief Brown invite them both to make a presentation to the Board about their hazardous materials training.

Volunteers

Volunteer Lara Hattar is gone for three weeks visiting her family in Jordan. Asst. Chief Marcotte will be gone for three weeks also in July.

Apparatus

All of the engines are due for their annual safety inspection. Currently, E265 is at Diego for its annual and some repairs. A large leak sprung from the main pump. It will be out of service until further notice. When it returns, E285 and E283 will get serviced next.

General Operations

Chief Brown reported that the County's obligations regarding Terrace Avenue are still unresolved. The BCPUD Board has voted to seek the opinion of a lawyer regarding the County's position that they have no legal obligation to keep the road open. Jennifer Blackman and Chief Brown are staying in close contact regarding this matter.

There have been several July 4th planning meetings. The Sheriff's Office has asked the Fire Dept. to staff an engine at the entrance to Brighton Beach until midnight on the night of the 3rd and 4th to help extinguish beach fires. Chief Brown plans to staff a utility pickup with one to two Volunteers.

Chief Brown has been unable to attend the last three Marin County Fire Chief's meetings but plans on attending regularly beginning in July.

Administration

District Secretary Brown reported that Phil Buchanan has been instrumental in developing the MERIT reporting system to the County. He has developed an excel program that satisfies both the District and the County's requirements for reporting.

Deborah White will start training on June 26th.

GENERAL BUSINESS

MSC, Aitken/Phillips (unan) to approve closing the Bolinas Fire/Coastal Health Fund #43Z. Grant monies for the construction of the Clinic have been held in this account and will now be transferred to the Firehouse/Clinic Fund to be used for construction.

MSC, Reid/Phillips (unan) to adopt Resolution #141: Resolution Determining the 2006/2007 Appropriation Limit of Tax Proceeds. This is an annual amount that increases slightly based on population and per capita increases. No taxes beyond this calculated limit may be collected.

The Board decided to table this action to appoint a MERA Alternate Member until the July Board meeting after discussing the MERA Alternate Membership with Ian Johnson.

MSC, Reid/Phillips (unan) to agree to the recommendations and findings found in the May 26, 2006 Grand Jury Report: to agendize responses to Grand Jury Reports.

MSC, Reid/Aitken (unan) to accept draft budget for FY2006/2007. After some discussion of budget items such as LAFCO charges and Resource Recovery expenses, the Board decided to accept the draft budget.

At this point in the meeting, Vice Pres. Binley made a presentation to the Board regarding the value of an equipment replacement fund. He presented two schedules for payments: one for payments made in advance of a purchase and another schedule for payments made after a vehicle purchase. The schedule for payments made in advance of purchase illustrated cost savings. (Note: a copy of the schedule has been filed in the 'Minutes/Memos' file for June 2006 in the Bolinas Fire Department office).

Dir. Reid suggested that regular Fire Calls and Emergencies be put in the Hearsay in order to increase the awareness in the Bolinas Community about the need for and use of emergency services in our community. Chief Brown mentioned that the newsletter that she plans on sending to the community would include this information. In the meantime, she agreed to publish the information in the Hearsay.

The Board decided to table the decision to accept the Audit proposal FYE 6/30/06 until the next meeting. They have increased their fees significantly and Chief Brown is researching why. Chief Brown suggested for next year to research other audit companies for less expensive alternatives.

GOOD OF THE ORDER

Dir. Phillips commended Kim Bender for creating an excellent Capital Campaign Newsletter that was sent out to over 4,000 people in West Marin.

PERSONNEL MATTERS

Closed session.

MSC, Aitken/Phillips (unan) to award Chief Brown with a 5.8% raise based on cost of living and merit.

ADJOURNMENT

MSC, Aitken/Reid (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.