



# Bolinas Fire Protection District

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March 27, 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. Currey, Chief Tyrrell-Brown and Kim Bender were present. Pres. Sands was absent.

## **APPROVAL OF AGENDA**

MSC, Aitken/Currey (unan) to add and approve Action Item #3: Accept Meg Gould as probationary Volunteer Firefighter.

## **PUBLIC EXPRESSION**

None.

## **COMMITTEE REPORTS**

### **Firehouse and Clinic Update**

#### **Project News**

Kim reported that the contract with Oliver & Co. is almost ready to be signed. Because of the FEMA/DHS application for \$100K for firehouse improvements, Kim may wait until after the deadline of April 8<sup>th</sup> to sign the contract. Kim reported that she received a new contract from RRM. They are charging the BFPD \$18,875 in addition to what is already budgeted. The increased charges are due to new drawings that reflect all the value engineering changes in addition to services for Construction Administration that were taken out of the contract back in 2004. The extra expense will be considered part of the contingency fund.

Kim reported that she met with RRM, Mike McCaughin, the Construction Manager, and Oliver & Co. to review and incorporate comments made by the Building and Grounds Committee.

Construction is planned to begin in April. Don Smith and the subcontractors will meet with MEP to review coordination of drawings.

The Groundbreaking Ceremony is scheduled for Sunday April 2<sup>nd</sup> at 10AM at 100 Mesa Road. There will be a tent set up so the event will occur rain or shine. Kim urged the Board members to come early to meet and greet everyone. Lots of volunteer effort has gone into creating the event as well as all the food which will be donated.

Kim reviewed the amendment to the MOU which revises the percentage allocations to the BFPD and the CHA after June 30, 2005 and states that the Project will continue fundraising until both agencies are satisfied. Chief Brown inquired about the Kresge grant and the possibility to re submit an application.

MSC, Aitken/Phillips (unan) to approve Amendment #2 to MOU.

Kim introduced Resolution #140 to authorize Amendment #1 to Lease Agreement. Kim described the amendment as a correction to the lease/lease back of Fire District assets enabling tax money to be spent on Project costs that are specifically related to firehouse construction. Discussion ensued

about clarification of the amendment. Kim related that this amendment brings the lease in line with the election documents approved by voters in March of 2004.

MSC, Phillips/Aitken (unan) to adopt Resolution #140 to authorize Amendment #1 to Lease Agreement to use tax funds for Project costs only with pre-approval by the BFPD Board of Directors.

### **Campaign News**

Kim reported that the CHA is waiting to hear from Wellpoint Anthem regarding a \$750,000 grant application. The CHA should hear in May. Kim is investigating a FEMA grant for \$100K for "Firehouse Improvements". The CHA is working on a possible MCF loan to help bridge their gap in funding. Their total gap in funding for the construction phase is \$215K. \$450K is needed for phase III for the lease payments, furniture, moving costs etc., which includes a 10% contingency.

### **Building and Grounds**

The final plans have been approved by the County. Most of the Building and Grounds Committee recommendations have been successfully incorporated into the plans.

### **CONSENT CALENDAR**

MSC, Aitken/Currey (unan) to approve of the Consent Calendar including the Warrant List, Correspondence, the Financial Report, the Minutes from February 2006 and the Closed Session Minutes from February 27, 2006.

### **CHIEF'S REPORT**

#### **NERA**

Chief Brown handed out a report on the Martinelli site made by Marty Nichols. Site development is proceeding. Contractors and subcontractors have determined power routes. Rain has delayed the boring rig from test drills necessary to engineer the building and tower foundations. Motorola's subcontractor is awaiting the soil test data to seek permits. NERA has engineered the equipment building and ordered the microwave equipment. The lease is being finalized for signatures.

#### **Inspections**

Chief Stevens from Stinson Beach Fire assisted Chief Brown in inspecting the Bolinas School campus. The school is in excellent shape with a few minor issues. Chief Brown thanked Chief Stevens for his assistance.

#### **Finance**

Chief Brown remarked that it is time to set up a meeting to work on the 06/07 Budget with the Finance Committee.

#### **Grants**

Chief Brown recently received communication from VFA indicating we will receive the Tsunami siren grant. An application for the DHS/AFG for SCBAs' will be submitted soon.

#### **Training**

Capt. Phillips has been accepted to the Marin County Hazardous Materials Response Team. He will be away training as a Hazardous Materials Response Technician this week and next. Asst. Chief Marcotte also has been accepted to the MCHMR Team and will be absent for similar training. Chief Brown congratulated both of them for their success.

Chief Brown reported that an Americorps crew is in town working on diminishing mosquito habitat without the use of pesticides. The BCPUD project includes screening vents on homes and working

on drainage issues on the mesa. Chief Brown and Chuck Oakander spent time last week training the crew on safety, ropes, knots and ladder use.

### **Apparatus**

U231, the Chief's vehicle, is in need of minor work. Dir. Aitken has agreed to work on it when his schedule opens up.

### **Disaster Council**

Work is ongoing. Chief Brown reported that the Council plans on sending out a bulk mailing post card commemorating the 1906 earthquake asking residents to be prepared. Vice Pres. Binley commented how beneficial drills are.

### **Building and Grounds**

Chief Brown stated the Firehouse is completely gone. Future plans include moving the Convault tank next to the tent.

### **Administration**

Chief Brown called a West Marin Chief's meeting on March 9<sup>th</sup>. Every department was represented with many issues discussed. All agreed to hold regular quarterly meetings.

Asst. Chief Ralph Camiccia will visit Audubon Canyon Ranch where he annually holds trainings for all Volunteers at the Ranch.

### **GENERAL BUSINESS**

The Board decided to table the decision to enroll in Ethics Compliance Training for Board Members until further research is completed by Secretary Brown to investigate other Special Districts and local public office's actions regarding the training.

The Board discussed the prices for increased insurance coverage for D&O/Management Liability and tabled the decision until further research is completed regarding increased annual costs in the budget.

Vice Pres. Binley declared that he thinks there should be more money deposited into the Vehicle Replacement Fund. There will be further discussion regarding this matter at the April Board meeting.

### **BOARD MEMBER REPORT**

Chief Brown asked if Dir. Aitken would make a Resource Recovery report at the next Board meeting. Chief Brown thought a quarterly update would keep Resource Recovery more visible.

### **PERSONNEL MATTERS**

The Board decided to schedule a Special Board Meeting on April 6<sup>th</sup>, Closed Session, to discuss Board Development.

MSC, Phillips/Currey (unan) to approve hiring Alec Barnhardt as a firefighter.

District Secretary Brown announced that she will be quitting her position as of July 18, 2006. She was grateful for the opportunity to work for the District, and is moving on for professional reasons. Chief Brown and district Secretary Brown will begin to work on a job description in order to hire a new District Secretary.

**GOOD OF THE ORDER**

None.

**ADJOURNMENT**

MSC, Phillips/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.