



Bolinas Fire Protection District

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May 15, 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, Kenny Gardiner and Deborah White were present. Vice Pres. Binley was absent.

PUBLIC EXPRESSION

Kenny Gardiner inquired about the process of appointing Board members. He wondered why there were rarely elections for Board members and if they were therefore “self-appointed”. Pres. Sands clarified that if there are no contested seats, then no one appears on the ballot which saves the District thousands of dollars. If there is more than one candidate per seat, then all candidates appear on the ballot and an election ensues.

COMMITTEE REPORTS

Firehouse and Clinic Update

Project News

Kim reported that clearing for the new firehouse was now almost complete. She thanked Dir. Aitken for his tremendous help moving dirt to BCPUD and plants to Resource Recovery. She thanked Capt. Pete Smith for pouring a concrete pad for relocating the Convault Tank.

Kim reported that she made a proposal on behalf of the fire district to Crown Castle to either move their antennae to the top of the new firehouse, or on a new tower within their enclosure, which would require a lease extension, or relocating on the Cingular tower. Kim is waiting to hear their response. After some discrepancies between the surveys about the correct boundaries, it is confirmed that the Cingular utilities are located under the new firehouse and will therefore have to be moved. Upgrading the transformer on Mesa Park will require an easement from Mesa Park which they have approved of and will now require approval from BCPUD at their Wednesday 5/17/06 meeting. Upgrading the transformer may be cheaper than trenching the distance from Mesa Park and buying an additional transformer at the station. Cost comparisons will determine the final routing. The Project is submitting an application for an increase in water usage permit to BCPUD for firehouse and clinic water (not Mesa Park). The water meter will be upgraded from a 3/4” to a 1 1/2” water meter.

The construction schedule is as follows:

Pouring concrete slabs: August

Framing and siding: begin mid-August through October

Roofing, windows and doors: mid-October through November

Enclosing both buildings by mid-November

Campaign News

The CHA will confirm the \$750,000 CHEFFA grant on May 25th. Several Board members plan on attending the Sacramento meeting. Individual donations totaled \$60,000 for April and May. Of this amount, \$14,000 was received directly from 270 upgrade letters sent on April 21st. 700 letters will be sent on May 19th to people in the data base who have not yet made donations. A Capital Campaign newsletter is scheduled for printing the day after the CHEFFA grant news and will be mailed the first week in June. There are several more grants pending including a FEMA grant for \$100,000 and miscellaneous grants totaling \$350,000.

Kim handed out the Bolinas Firehouse and Clinic Project Budget projected to the year 2008. The budget was comprehensive and now includes all expenses paid and owed until the completion of the Project. All expenses accounted for, there remains \$1.2 million left to raise. Plans to raise this money include outstanding grants, joint solar income, money from the County of Marin, donations from individuals and other miscellaneous sources.

Building and Grounds

Chief Brown reported that she is in the process of getting the Convault tank moved. There have been additional unforeseen problems such as a cypress stump that is blocking drainage plans. While beginning to remove the stump, Chief Brown reported that someone protested saying that it had historical value. The issue has yet to be resolved.

CONSENT CALENDAR

MSC, Aitken/Phillips (unan) to approve of the Consent Calendar including the Warrant List, Correspondence, the Financial Report, the Minutes from April 24th, and a fund transfer of \$10,000 from the Investment Account to the Operating Account.

CHIEF'S REPORT

NERA

The Martinelli NERA site should be up and running by September if no more problems arise. A regular meeting is scheduled for May 31st to discuss the 06/07 budget. New debt to be incurred amounts to \$5,949,000. This amount includes \$164,000 for the Bolinas site placing the total cost for the Bolinas site at \$464,061. The District's new additional annual contribution will be \$1,907 making a total annual payment of \$21,311. Assist. Chief Marcotte attended the Technical Advisory Committee Meeting. NERA may sublease the existing low band BERA system.

Prevention

Chief Brown reported that the Bolinas-Stinson Beach Wildland Prevention Conference went very well at the Bolinas Community Center on May 9th. Dir. Phillips attended and reported that Chief Brown did a great job at conveying pertinent information to the twenty plus people who attended. Chief Brown has begun to work with the BCPUD on clearing overgrown and narrow roads on the Mesa. She attended the FireSafe Marin meeting on May 12th. She plans on sending a bulk mailing to all property owners in town regarding the realities of overgrown vegetation effecting the district's ability to respond during emergencies.

Finance

A meeting with the finance committee to discuss the 06/07 budget is still needed. Chief Brown has begun work on the new budget.

Grants

Various grants are still pending.

Training

The MCFTO Wildland Fire School training has been cancelled. All of the Volunteers will be trained in the National Incident Management System, which would allow our department to receive Federal reimbursement money if such an event ever occurs. This training has been made possible by the Marin County FD.

Apparatus

Dir. Aitken successfully smogged and serviced U231. Chief Brown thanked him for his efforts.

Disaster Council

The Council just set a new training schedule for the school in the upcoming year, which will include a Tsunami evacuation drill. A CERT training is scheduled for May 20th and 21st.

General Operations

Chief Brown and BCPUD Director Don Smith attended a meeting at the Marin County Civic Center with Bob Beaumont of DPW to discuss Terrace Avenue. Mr. Beaumont essentially reported that any possible permanent repair for Terrace Ave. is cost prohibitive. He reported the County has no money or staff to help with the situation. He also stated that the County has no legal obligation to keep Terrace Ave. open and any solution would have to be born by the residents/city of Bolinas. Chief Brown stated that the potential closing of Terrace Ave. at Overlook and at the Surfer's Overlook would have huge ramifications for the residents of Terrace. She also stated great concern if Mesa was the only access/egress for the Big Mesa as it is usually closed several times each winter. The BCPUD will be discussing what next steps to take at their next board meeting. Chief Brown would like to hold a public meeting in conjunction with the BCPUD and the County so that the County can publicly explain their position. Chief Brown feels strongly that some sort of plan/solution needs to be in place prior to next winter.

Administration

District Secretary Brown plans on attending a meeting on May 16th at the County to further learn how to implement the new MERIT financial reporting system. Phil Buchanan has also generously offered to assist with the process.

GENERAL BUSINESS

After much discussion, the Board decided to table the new Board Member appointment until the next June Board meeting when Vice Pres. Binley will be present. Two letters of interest were received by the Board for the position. One, however, was received after the filing deadline. District Secretary Brown will call the County and inquire about rules regarding acceptance of late applications.

MSC, Aitken/Phillips (unan) to adopt Resolution #140: Resolution of the Governing Body of the Bolinas Fire Protection District – Election of 2 Regular Term and 1 Short Term Board Members. The election will take place in November 2006. The filing period for the election is from July 17 through August 11. All interested should file at the Registrar of Voters office at the Civic Center during the filing period.

After some discussion, the Board decided to table naming a MERA Alternate Member until the June Board meeting.

BOARD MEMBER REPORT

Dir. Aitken reported that Resource Recovery did not receive the grant for a grinder. Several options for funding were discussed including charging participating agencies \$8,000 annually, increasing tipping fees and charging tipping fees to public agencies who do not currently pay, and/or looking to the County or agencies like FireSafe Marin for funding. Dir. Aitken plans to analyze monthly financials.

PERSONNEL MATTERS

Chief Brown introduced Deborah White to the Board. Deborah expressed her interest in the District Secretary position and her qualifications. Discussion was had regarding the procedure for hiring a new employee. Chief Brown stated she believed the District did not have to advertise the position if an acceptable candidate had been identified. Chief Brown will research the proper procedure and report back at the next meeting. Chief Brown then stated she would like to explore increasing the weekly hours of the Dist. Secretary from 12 to 16. She would like to see the position expanded a bit to take on additional administrative duties. The possibility of increased hours will be dependant on the upcoming budget discussions.

GOOD OF THE ORDER

Pres. Sands thanked Dir. Aitken for all his hard work and commitment to Resource Recovery.

ADJOURNMENT

MSC, Phillips/Sands (unan) to adjourn the meeting at 9:30 PM.

Respectfully submitted,

Molly Brown
District Secretary

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