



Bolinas Fire Protection District

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www.bolinasfire.org

September 25, 2006

The regular meeting of the Bolinas Fire Protection District was called to order at 7:30 PM by Pres. Sands. Vice Pres. Binley, Directors Aitken, Phillips and Reid were present. Chief Tyrrell-Brown, District Secretary Deborah White, BCFC Capital Campaign Director Kim Bender, Phil Buchanan and Bill Lyons were also present.

PUBLIC EXPRESSION

N/A

COMMITTEE REPORTS

Firehouse and Clinic Update

Project News

- Firehouse and Clinic framing is still in progress. Clinic roof trusses are in place, roofing beginning. Firehouse steelwork has been inspected, roof trusses have arrived and installation will begin this week.
- Mike Aitken continues to provide earthwork services, saving the project untold extra expenses.
- Sewer line and lift station are installed.
- The submittal process is smoothing out with the help of Mike McCaughin. Windows and doors have been selected, though front door assemblies for both buildings are still being decided. Building and Grounds continues to meet weekly to review items. Upcoming reviews will include tile, carpet, plumbing hardware, etc.
- As we review the VE items we agreed to before signing the construction contract, we are making some changes, but change orders are still within our contingency.
- Contingency spending is tracking at the expected rate of 10% of budget.

Campaign News

- “Completion Campaign” plans are moving forward. Mark Buell and Barbara Ravizza are now part of our Cabinet that is focused on major gifts.
- Major gifts consultant Elliot Levin’s group has developed a new business prospectus designed for major gift solicitation.
- New fundraising thermometer should go up any day.
- We received an unexpected \$50,000 gift two weeks ago from a local donor.
- Firefighters Ball is scheduled for Saturday November 4th. This will be a big fundraiser for the Chief’s Office. Board members are requested to sell 10 tickets each. Tickets will also be available at the Firehouse.

- Grants still pending: FEMA (\$100,000); Fireman's Fund (\$21,000); Jenifer Altman; others. Representatives from Fireman's Fund Heritage came for a site visit on Sunday Sept. 24 and were very supportive of the project and the proposal.
- The campaign team continues to meet weekly to advance strategies to raise the final amount.
 - The weekly ad campaign began in the Point Reyes Light featuring photos by Art Rogers (donated time) of local people who support the project. Many thanks to David Bunnett for putting this campaign in place.
 - 240 West Marin and an Over the Hill Business solicitation letters went out last Friday.
 - Fundraising house parties are being scheduled about once per month.
 - Preparing for a new round of solicitation letters to go out in the next two months. Included will be another update newsletter.

Quarterly Financial Update

Money spent to date is \$1,960,543

Future expenditures projected are \$4,837,376

Total expenditures projected are: \$6,797,919

Committed monies as of 8/31/06 are \$5,811,057

Gap= Fundraising goal (\$986,863) – this includes all project costs and debt from bond except the \$250,000 that BFD committed to repay when the Board approved the bond sale in 2005.

In order to leave both agencies debt-free, the fundraising goal has been adjusted to \$1,536,863, which includes the \$250,000 BFD bond repayment and \$300,000 CHA mortgage. While it is not traditional to include debt repayment in project costs, this strategy would allow the agencies to use their revenue streams for operations instead of debt repayment. The \$1,536,863 goal is perceived to be realistic at this time. Any decisions to stop fundraising short of this goal have to be determined jointly by the boards of both agencies per the existing MOU.

Kim is investigating obtaining a line of credit to offset the possibility of seeing a negative cash flow in the joint account for site expenses: negative cash flow may or may not occur depending on when major donor pledges are fulfilled over the next five years. The team will make every effort to avoid negative cash flow, but will investigate all options just in case. Kim will present an update at a future board meeting.

Building and Grounds

Chief Brown reported that the B&G committee is still meeting weekly and is adjusting to increased demands in place now that construction is under way. Both Chief Brown and Kim requested clarification from the Board as to its expectation of the B&G committee as either a decision-making body or an advisory group. Dir. Aitken, chair of the B&G committee, explained that the committee's historical role within the district was as an advisory group reporting to the whole board. Pres. Sands explained that the decision was made during the duration of the project to have B&G advise Kim, who then works with the construction manager/project manager/architect, and reports final decisions to the Board. Kim expressed her desire to balance accommodating the opinions of B&G with her need to occasionally have decision making power independent of the group based on demands of keeping the project on cost and on schedule. Dir. Aitken will clarify the role of B&G with the rest of the committee at the next meeting on September 27, 2006.

CONSENT CALENDAR

MSC Aitken/Phillips to approve minutes from July 31, 2006 meeting. Dirs. Sands/Reid abstained as they were not present at July 31, 2006 meeting.

MSC, Reid/Binley (unan) to approve of the Consent Calendar including the Warrant List, Correspondence, the Financial Report, the Minutes from August 28, 2006, and a fund transfer of \$20,000 from the Investment Account to the Operating Account.

CHIEF'S REPORT

NERA

A decision was made at the August 31, 2006 meeting not to secure additional funding to expand the system until more research can be done to determine the true nature of the problem and need. The operations committee will be formed and the issue will be taken up by them. A representative from one of the West Marin Depts. will be on the committee.

The Stewart Point (Martinelli) site is still expected to be functional end of October 2006. Chief Brown will speak with Sup. Kinsey to clarify BFPD's portion of the site costs.

Prevention

Chief Brown will be conducting age-appropriate fire safety programs at the Bolinas School on Thursday Sept. 28th for grades K-8. Parents were notified via a letter in the September 22, 2006 BSUSD Backpack Mail.

Chief Brown attended the Fire Safe Marin mtg. on Friday September 8th

Apparatus:

E283 received a new (recored) radiator. It was running great and then promptly experienced an electrical problem. Dir. Aitken has been working on it. New batteries are ordered and the regulator has been replaced. Currently out of service.

U219 also has been having electrical problems that have intensified. Identifying and resolving the problem is currently a high priority.

General Operations:

"Toxic Away Day" scheduled for September 30th, 2006.

Bunker & Co. is still working on 2005/2006 BFPD audit.

Chief Brown attended the quarterly West Marin Chief's meeting on Thursday Sept. 14th, which was sparsely attended. Discussions continued regarding CERT, training, and the paging system.

Chief Brown met with Jennifer Blackman, General Manager for BCPUD to discuss the newly formed Terrace Ave. Alternate Committee. Although it is a very important task that the fire department needs to be involved in, Chief Brown will not be chairing the committee. Chief Brown did agree to convene the first meeting which takes place on Tuesday September 26th.

Administration: Chief Brown requested that the personnel committee to meet on October 3rd, 2006 to review the draft Drug Free Workplace policy and to review/solidify other personnel policies. Dir. Binley would like to have the personnel policy binder completed by the end of 2006.

GENERAL BUSINESS

Update on Board candidate filing for November 2006 election: Phil Binley (incumbent), Lucy Reid and Phil Buchanan have all filed for candidacy and are unopposed. This removes the need for an election and saves the District \$2,000 in election fees. Pres. Sands will go off the Board as scheduled in November.

Action item #1: decision to sell utility 232. Chief Brown primarily uses her personal vehicle as Chief's vehicle, so U232 is not in use very often and costs approximately \$1,000 / year to maintain. Utility #231 is adequate as a utility vehicle when one is needed. Chief Brown researched the situation with county Counsel and learned that U232 can be sold at the Board's discretion without the need for a sealed bid process. MSC Binley/Reid (Dir. Phillips abstained) to sell U232 to interested buyer Capt. Matthew Phillips for \$640. Further discussion will be necessary to decide on the parameters of Chief Brown using her personal vehicle as the Chief's vehicle.

BOARD MEMBER REPORT

Resource Recovery news: Dir. Aitken reported that Resource Recovery is sold out, and that a grant is in process to purchase a grinder.

PERSONNEL MATTERS

N/A

GOOD OF THE ORDER

Dir. Aitken commended Vanessa Marcotte for all the volunteer accounting work she donates during the District's budget and audit process. All Board members agreed to personally contribute towards a thank you gift to recognize Vanessa's efforts and expertise.

ADJOURNMENT

MSC, Aitken/Reid (unan) to adjourn the meeting at 8:59 PM.

Respectfully submitted,

Deborah White
District Secretary

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