



Bolinas Fire Protection District

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August 27, 2007

The regular meeting of the Bolinas Fire Protection District was called to order at 7:30 PM by Vice President Aitken. Directors Buchanan and Phillips were also present. President Binley and Director Reid were absent. Also present were Fire Chief Anita Tyrrell Brown and District Secretary Deborah White.

APPROVAL OF AGENDA

MSC Buchanan, Phillips (unan) to approve agenda with the following change:

Minutes for June 27th special meeting will be brought to the September board meeting for approval.

PUBLIC EXPRESSION

n/a

COMMITTEE REPORTS

Firehouse and Clinic Update – Chief Brown gave this report in Kim Bender's absence.

Project News:

- A few items still remain to be done, including the replacement of the window lights in the hollow metal doors and hinges. Work is being planned by Oliver & Co.
- Landscaping will begin in earnest in September.
- Fencing: Finished.
- Move-in: Clinic staff is preparing to move in and open by the end of September, pending Health Department licensing.
- Close-out plan The Advisory Board continues to work on the Close-Out plan, including the development of site maintenance agreement as outlined in the lease.
- BFPD cash flow: in good shape.
- CHA cash flow: CHA will be able to purchase furniture.
- Joint cash flow: In good shape. A more complete financial report will be presented at the September meeting.

Campaign News

- Gifts: \$21,322 received in July. Total since this phase of the campaign, Sept 1, 2006 to present: \$606,947. Have received \$18,985 so far in August.
- Grants:
 - Marin Community Foundation: Awarded the full \$400,000 for the project. Still waiting on paperwork and award dates. This will cover a significant portion of agency debt.
 - County, State and Federal: Still waiting to hear.

- The campaign team continues to meet weekly to advance strategies to raise the final amount. Current goal, including debt repayment, is now approximately \$500,000.
- Benefactor Wall & Acknowledgements: The order will be placed for the wall on Sept 24th, to be installed by the end of November 2007.
- Events: September 23rd Grand Opening: please plan to be there, and for the 3PM photograph by Art Rogers.

Building and Grounds

- Chief Brown is figuring out the tracking and billing system for the Clinic's utility usage.

CONSENT CALENDAR

MSC, Phillips, Buchanan (unan) to approve of the Consent Calendar including the Warrant List, the Financial Reports and the Minutes from July 23, 2007.

CHIEF'S REPORT

Cingular: The District received a letter from Cingular advising us that they will be exercising their right to extend the site lease for another 5 years.

Planning: 260 Horseshoe Hill Rd.

Grants: BFPD grant application to DHS/FEMA to purchase a new Type I engine was denied. Thank you to Capt. Phillips for his work on the application.

Apparatus: U219 went in for its annual inspection and needs only minor repairs. The instrument cluster in the dash and a rear seal in the wheel assembly still need to be replaced.

Disaster Council: Bolinas will be receiving a supplies container courtesy of the Red Cross. Commonweal has graciously agreed to have the container staged at their facility. Chief Brown will be looking at the site this week. Bolinas Disaster Coordinator David Kimball lobbied for the container, which should include some cots and blankets. Thank you to David for his diligence on this project.

Chief Brown attended a Get Ready meeting; the District will be participating in this initiative with the rest of Marin County, which will be an excellent supplement to CERT. This is an abbreviated class to help citizens be prepared for a disaster. The format should allow for many more residents to be reached.

Building & Grounds: State Parks radio is in place in BFPD storage area. Ian Johnson was a big help in the completion of the move so we could remove the temporary trailer. The County still has not installed the new low band radio equipment as it is backordered.

Capt. Smith, FF's Ron and Charlie Brown, Martinelli, Hattar and John Bryant and Chief Brown worked all through this past weekend to completely empty and prepare the tents to be removed. A HUGE amount of work, thank you so much

Temporary pole has been removed, tents are scheduled to be removed, and convault will be done ASAP. We are almost completely off of the Mesa Park side except for the containers, which will be scheduled for emptying and removal soon.

General Operations / Administration: Chief Brown attended a meeting with Chief Stevens, Chief Fox and County Fire Marshal Scott Alber to discuss the potential adoption of the 2007 California Fire Codes with amendments by our jurisdictions. After much discussion we all came to the conclusion adoption of the code is necessary. This will give Chief Brown more defined standards to work with, and we will not have to adopt anything that is not relevant to the District.

Personnel: Chief Brown did manage a week off but it was very difficult to cover the shifts. Noah Skinner came back to cover a day as did Jimmy O'Connor. Both currently are firefighters at other departments. At the last minute Capt. Phillips offered to cover the open shifts so she could leave. Lack of vacation coverage continues to be an ongoing issue.

GENERAL BUSINESS

District Secretary White met with staff from Marin County Treasurer-Tax Collectors Office and the Auditor-Controller's Office to discuss procedures for leaving the County banking system. We need to start the process with a Board letter of intent to withdraw funds, and an indication of which financial institution we are moving to. County staff recommends that we use a large commercial bank for all non-investment accounts, and that we place our investment funds in the State's Local Agency Investment Fund, as it has a 5.25% interest rate and a quick turnaround time for transfers. Deborah & Chief Brown are in the process of investigating banking options, with the goal of pulling out of the County banking system as soon as possible.

Field work for the annual audit will take place at the Firehouse Sept 18, 2007.

BOARD MEMBER REPORT

N/A

PERSONNEL MATTERS

N/A

GOOD OF THE ORDER

N/A

ADJOURNMENT

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

Respectfully submitted,

Deborah White
District Secretary