



# Bolinas Fire Protection District

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December 17, 2007

The regular meeting of the Bolinas Fire Protection District was called to order at 7:33 PM by Vice President Aitken. Director Buchanan was present. President Binley and Director Reid were present via conference call from their respective locations as posted in the agenda. Also present: David Kimball, newly appointed Director; Deborah White, District Secretary; Bill Lyons.

Vice-President Aitken administered the oath of office to David Kimball.

MSC Buchanan / Kimball (unan.) to approve agenda.

## GENERAL BUSINESS

1. **Action Item #1:** MSC Binley / Buchanan (unan) to confirm the decision made in closed session at the November 19<sup>th</sup> 2007 to pay Chief Brown her regular wage of \$1,200 for the additional 40 hours worked in response to the Cosco Busan oil spill. Director Buchanan suggested that in the future, exceptional professional performance by an employee should be considered as possible cause for a merit raise during yearly budget negotiations, as opposed to an unbudgeted expense during the course of a fiscal year. Director Kimball commended Chief Brown for the exceptional work she did in service to the community in the weeks immediately following the spill.
2. **Action Item #2:** MSC Binley / Kimball to approve changing BFPD payroll service from PayStar in Mill Valley to Fineline in Bolinas. This decision is subject to creation of a written agreement including the provision that the relationship can be terminated by either party with the submittal of 30 days notice. Final approval of change in payroll service subject to review of the agreement by President Binley.
3. **Action Item #3:** MSC Buchanan / Reid to transfer \$20,000 from investment account to open up a payroll account at Bank of America.
4. **Action Item #4:** MSC Buchanan / Kimball (unan) to approve BFPD staff to take steps needed to remove District funds from Marin County. Due to the complexity of the County's new automated financial system, it is in the District's best interest to withdraw funds from the County pool to set up an independent bank account. BFPD staff plan to bring a letter to the Board at the January meeting stating the Board's intent to withdraw funds and to deposit into (as yet undetermined) financial institution.
5. **Action Item #5:** MSC Kimball / Buchanan (unan) to accept George Krakauer as probationary firefighter.
6. **Action Item #6:** MSC Aitken / Reid to appoint Directors Buchanan and Kimball to a Solar Project Advisory Committee to work with project manager Don Smith as Board representatives during the bid process and construction.

7. **Action Item #7:** Approve letter to government officials regarding response to Cosco Busan Busan oil spill. Not an action item at this time as original letter to Sen. Feinstein is not relevant to the way situation has developed.

### **PERSONNEL MATTERS**

- a. MSC Buchanan / Reid (unan) to hire Molly Brown as District Secretary. President Binley commended Sec. White for her work and thanked her for her period of service. Her last day is December 18, 2007. Molly will begin work Dec. 31, 2007.
- b. Per vacation accrual policy that was voted into effect 07/01/07, both Chief Brown and Captain Phillips will be paid for unused vacation. Total vacation payout will be approximately \$4,500, then each employee will be re-set to accrue vacation at their normal rate with a set not-to-exceed amount. This policy was developed to prevent large amounts of vacation time accruing and existing on the books as a large payroll liability.

### **CONSENT CALENDAR**

MSC Buchanan / Reid (unan) to approve the Consent Calendar including the minutes from the November 19, 2007 meeting, approval of the Warrant List from November 14 – December 11, 2007; approval of financial reports from November 2007; approval of transfer of \$25,000 from investment account to operating account.

### **PUBLIC EXPRESSION**

N/A

### **CHIEF'S REPORT**

**Training** – The Fire Dept. will be training on a structure on the newly acquired Mesa Park property downtown. Other West Marin volunteer departments will be invited.

**Apparatus** – District has elected not to immediately pursue obtaining chassis from Ferrara Fire Apparatus. Committee formed consisting of Asst. Chief Marcotte, Vice President Aitken, Capt. Martinelli and Chief Brown to look at replacing E283.

**Disaster Council** - Red Cross donated an 8x8x20' shipping container to the Bolinas Disaster Council which is residing at Commonweal. Red Cross will be donating some supplies (cots and blankets). Commonweal was very accommodating at very short notice in receiving this container.

### **COMMITTEE REPORTS**

#### **Firehouse and Clinic Update**

#### **Project News**

1. **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. Phil Binley, Chief Brown and John Severson are still working on that plan, and can report on progress. We are still meeting once per month at this time, next meeting is the week of November 12<sup>th</sup>.

2. BFPD Cash Flow: As of November 30<sup>th</sup>, there was \$315,316 in the BFPD bond account. There were two very small bills, the Tri-City Fence and Mobile Modular, and the remainder is available to pay short-term bond repayment.
3. Joint Cash Flow and MOU termination: As of November 30<sup>th</sup>, the Joint account had \$57,315; plus about \$100,000 in pledges to be fulfilled through December 2009; expenses still to come include the balance of donor acknowledgements (wall, plaques, tiles, and installation costs) and management of remaining campaign- generating pledge reminders, thank you's, accounting, possible legal consultation for lease, for a current estimated total of \$43,447 including December. We are working on language to terminate the MOU but with clear understanding about how to treat any future unexpected revenues or expenses. We hope to have something for the BFPD and CHA boards at the January meetings that can be retroactive to December 31, 2007.
4. The remaining debt both from both agencies is equal to or less than the amounts we had budgeted at the time of BFPD voted to take out the short term bonds. It was only in September of 2006, when we hired Elliot Levin, that we decided to add all the debt and interest to our goals. Next month, we will have an even closer accounting of what remains for debt repayment. Overall, the campaign did exceedingly well, thanks to the generosity of Bolinas and West Marin.

### **Campaign News**

1. Including some fulfilled pledges: September \$3,955 plus the \$400,000 from MCF; October \$11,226; November \$21,565; so far in December \$12,023. People are still giving.
2. Grants: Preparing to submit final accounting numbers to the County in hopes of a potential \$100,000 in 2008 to help with project debt.
3. The Campaign team met this month to review the donor acknowledgement lists and discuss final plans. Our total need for both agencies is now approximately \$450,000, which represents debt repayment. A decision was made not to mail any further appeals or hold any "retail fundraising", but instead to continue any major donor conversations, if appropriate, to help with debt.
4. Benefactor Wall and Acknowledgements: The graphic designer is completing the layout so we can place the order by the end of the week – for the wall, the tiles and the room plaques. They should all be installed by the end of February. Bench plaques should arrive on Friday.
5. Events:
  - a. Annie Lamott speaking at the Pt. Reyes gymnasium on January 19<sup>th</sup>. Percentage of proceeds to benefit the Bolinas Community Firehouse and Clinic. Thanks to David Bunnett for making it happen.
  - b. Carolyn L. Brown Community Meeting Room: To be determined sometime next year, around the time the room plaques arrive in February or March.
  - c. Chief's Office: To be determined sometime next year, around the time the room plaques arrive in February or March.
  - d. Discussion about a possible event in June to thank major donors.

**Building and Grounds** – Nothing new to report at this time.

### **GOOD OF THE ORDER**

President Binley thanked Vice-President Aitken for chairing the meeting.

### **ADJOURNMENT**

MSC, Binley /Buchanan (unan) to adjourn the meeting at 8:38 PM.

Respectfully submitted,

Deborah White  
District Secretary