



Bolinas Fire Protection District

100 Mesa Road / P.O. Box 126

Bolinas, CA 94924-0126

Phone: (415) 868-1566 | Fax: (415) 868-2009

www.bolinasfire.org

July 23, 2007

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

PUBLIC EXPRESSION

N/A

COMMITTEE REPORTS

Firehouse and Clinic Update

President Binley gave the report in Campaign Director / Project Manager Kim Bender's absence.

2nd Studio Soiree at Sally Robertson's was a great success in raising project awareness for potential new donors. Many thanks to Sally for opening her studio and to Riley Johndonnell for organizing the event.

President Binley and David Bunnett met with Linda Samuels to discuss her joining the campaign as Kim's replacement. They felt like she would be an excellent addition to the team and are recommending that she be hired at the next advisory committee meeting.

Grand opening on Sept 23rd. Kim will continue to take the lead on the grand opening. Professional event planner and part time resident Richard Pedemonte has volunteered his assistance with the event. Although the idea of selling alcohol has been discussed, Chief Brown and BFPD board members are not comfortable with alcohol being served on the premises of a BFPD sponsored event.

Project News

- 1) Firehouse and Clinic: We received the official Certificates of Occupancy for both buildings.
- 2) Punch list: Still finalizing small items. Biggest item is the engine bay floor. Berkeley Cement came out, and they agreed to do a few things to improve the look of the floor and hallway. As soon as they do, we will have a local subcontractor (TBD) sand and buff the floor black. Oliver & Company will deduct the cost for that work from the retention money.
- 3) Landscaping moving forward, to begin in earnest in September.
- 4) Fencing: Ordered, to be installed in coming weeks.
- 5) Move in: Continuing for Fire District, Clinic still planning on moving throughout August, opening September.
- 6) 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.

- 7) BFPD Cash Flow: BFPD bond account has enough money to cover site items such as fencing, with a contingency for window coverings, moving the convault tank, other expenses not part of Oliver contract.
- 8) CHA Cash Flow: CHA will be paying BFPD the balance of the lease agreement of \$225,000 this month. We have agreed to advance \$20,000 from the Joint account for CHA furniture and equipment needs, to be accounted in the allocation process.
- 9) Joint Cash Flow: The Joint Account has enough to cover all its current and projected expenses through the end of the year, and advance \$20,000 for CHA expenses.

Campaign News

- 1) Gifts: We received \$15,398 in June, and received \$18,577 so far in July. , Total so far for 2007 is \$349,951, including fulfilled and future pledges. Total since this phase of the campaign, September 1, 2006 to present, is \$593,392.
- 2) Grants:
 - a. Marin Community Foundation: Still waiting to hear about MCF \$400,000 matching grant.
 - b. County, State and Federal: Still waiting to hear.
 - c. The campaign team continues to meet weekly to advance strategies to raise the final amount. Current goal, including debt repayment, remains \$1 million and change.

Building and Grounds

B&G committee no longer meets on a weekly basis.

Volunteer Firefighter's Association has agreed to commit \$4K of their own funds for some additional items for the new building.

Chief Brown is compiling a maintenance manual for building.

Mesa Park Board members expressed concern regarding the dirt berm that was placed along Mesa Rd. and its effect on the row of pine trees. Chief Brown agreed to have an arborist assess the health and structural condition of the trees. Urban Forestry Associates was hired and filed a field report with the fire district. It essentially stated that each tree had preexisting health problems, mainly Pine Pitch Canker, and that the berm impact was insignificant. The report was forwarded to the BCPUD.

CONSENT CALENDAR

MSC, Buchanan/Reid (unan) to approve of the Consent Calendar including the Warrant List for June 20, 2007 to July 17, 2007, the minutes from the June 27th, 2007 meeting and the Financial Reports for July 2007. The minutes for the special solar meeting on June 27, 2007 will be presented for approval at the August meeting.

CHIEF'S REPORT

Prevention

Chief Brown toured the District with Chuck Oakander and an intern from National Park Service, Pt. Reyes, to map Pine Pitch Canker.

Jennifer Blackman, BCPUD, and Chief Brown met a PG&E Forrester to discuss their plans to remove dead eucalyptus limbs overhanging PG&E lines on Mesa Rd. This has been an area that is regularly closed in the winter due to limbs falling and pulling power lines down. The work will go a long way in improving the health of the trees in this area.

Inspections

475 Overlook
65 Brighton
Bolin Station
440 Birch

Training

Chief Brown attended a two day 13D (sprinkler systems) class on July 28 and 29 which has already proved helpful at the Bolinas Station and another residence requiring sprinkler systems.

Volunteers

Action Item #1 Accept as probationary firefighters:

Media Aranda
Kira Martinelli
William Stafford
Chris Corlies
Carrie Corlies
Curtis Schleth
Morgan Holmes
Mollie Lounibos

All 8 volunteer applicants have been coming to regular drills. Because there are such a large number of applicants, additional trainings will be set up at the firehouse to supplement weekly drills. Expenses for new volunteers will have minimal impact on BFPD budget and will consist of some additional money for turnouts, a slight increase in workers compensation insurance and purchasing additional pagers.

MSC Aitken/Phillips (unan.) to accept all eight candidates as probationary volunteer firefighters for the next six months.

All volunteers are doing a tremendous amount of work to finish up and move into the new building.

Apparatus

Minor damage to the mirror and top of door on E285 (Chief was driving) while responding to a fully involved vehicle fire up a narrow, overgrown driveway. Mirror is repaired, will have door evaluated at annual inspection next month.

Disaster Council

Disaster Council radios have been received and programmed by Richard Dillman. The next step is to install the repeater in Muir Beach and train on system.

Buildings & Grounds

State Parks will be moving radio into new firehouse on Aug 1st. Low band radio will be moved as soon as equipment is received to the County from Australia.

Administration

Capt. Smith and Chief Brown taught the Bolinas-Stinson Summer Camp CPR on July 9th.

District Secretary Deborah White is currently on vacation for a week.

Chief Brown is taking vacation from Aug 4th to the 11th and is working to find coverage for that period.

GENERAL BUSINESS

Action Item #2: MSC Buchanan/Reid (unan) to approve the FY 07/08 budget with the additions of modifications to budgeted costs for audit fee and salary adjustments as well as additional costs for KWMR underwriting as approved at the June meeting.

Action Item #3: MSC Phillips/Buchanan (unan) to accept the new Meeting Room Policy.

Action Item #4: MSC Aitken/Reid (unan) to transfer \$250,000 from Investment Account to Vehicle Replacement Account.

Action Item #5: MSC Reid/Buchanan (unan) to approve easement amendment to Crown Castle Lease. 96sf around tower still exists but has been reconfigured to accommodate new building. Amendment also includes replacing fence and re-routing access. Amendment was approved with no changes to rental fee or contract.

MSC Reid/Phillips (unan) to approve correspondence.

BOARD MEMBER REPORT

Director Buchanan gave a brief update on solar project. At this point the District is waiting to receive a reservation from PG&E and is pulling together the documents needed to move forward once reservation has been received.

President Binley reviewed Director Phillips leaving the board in November and suggested trying to locate potential candidates with legal backgrounds.

President Binley would like to give Kim Bender a celebratory send off party in September in appreciation of the tremendous effort and talent she has contributed to the project's success. Chief Brown and Secretary White will work on logistics.

President Binley will be on vacation from July 24 to August 30.

Director Reid will be on vacation from August 22 to September 13.

PERSONNEL MATTERS

There is a possibility that Firefighter Hattar may return home to Jordan.

GOOD OF THE ORDER

Firefighter Hattar's stolen car was recovered. All BFPD gear was still intact.

ADJOURNMENT

MSC, Phillips/Aitken (unan) to adjourn the meeting at 8:40 PM.

Respectfully submitted,

Deborah White
District Secretary