



# Bolinas Fire Protection District

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www.bolinasfire.org

March 26, 2007

The regular meeting of the Bolinas Fire Protection District was called to order at 7:30 PM by Pres. Binley. Directors Aitken, Buchanan, Phillips and Reid were present. Also present were Anita Tyrell-Brown, Fire Chief; Deborah White, District Secretary; Kim Bender, Capital Campaign Director / Project Manager.

## APPROVAL OF AGENDA

MSC Aitken, Reid (unan.) to approve the agenda with the following additions:

Addition of item 4 c: Discussion of \$40,000 payment to project for installation of sewer line

Addition of item 5 d: transfer of \$120,000 from operating account to investment account.

## PUBLIC EXPRESSION

N/A

## COMMITTEE REPORTS

### **Firehouse and Clinic Update**

#### **Project News**

- Firehouse drywall is complete.
- Plumbing, electrical and most mechanical finished. Insulation and drywall to be installed next, currently ahead of schedule.
- First Republic agreed to provide a loan / line of credit up to \$500,000 for a \$10,000 fee, with terms still to be disclosed. It does not look like this financing will be necessary.
- Coastal Health Alliance is in the midst of its annual audit. Kim Bender, Mark Reisenfeld & Phil Binley are looking at project allocations and cash flow balance between organizations. Assumption in MOU dated 2005 is that percentages of allocation would stay in proportion (2/3 BFPD, 1/3 CHA).

#### **Campaign News**

- **Gifts:** \$11,436 in gifts and pledges in January, and \$16,340 in Feb. Gifts and verbal pledges totaling **\$233,635** received so far in March.
- **Events**
- **Grants:**
  - **Marin Community Foundation:** Submitted application for \$400,000 matching grant March 22.
  - **Other grants:** Deborah Reynolds and Deborah White working on applications to other foundations to help cover clinic funding gap.

- **Campaign team:** meeting weekly to advance strategies to raise the final amount. Current goal, including increased contingency and debt repayment, is 1.1 million.. Steve Kinsey coming out for a visit March 29.
- **Events**
  - Arthur Oakamura slide show Friday April 6 at 7 PM at the Community Center. All proceeds to benefit the Martina Johnson Kent Reception room.
  - Saturday April 21 9-11: Fundraiser at site – walk through tours with refreshments and ways for people to donate towards appliances and furnishings.
  - April 24<sup>th</sup> – Benefit party at Barbara Ravizza’s San Francisco studio.

### **Building and Grounds**

Updated earlier

**Item 4c:** Discussion of \$40,000 payment to project for installation of sewer line.

President Binley introduced this agenda item as follows:

At this point in the project costs and revenues are not synched between BFPD and CHA. Financials are set up so that as revenue comes in, all joint expenses are paid first, then 66% goes to BFPD and 34% goes to CHA. President Binley says that BFPD is spending more than our 66% share and CHA is concerned that BFPD’s spending is out of proportion.

Kim Bender recently brought to the attention of Chief Brown and President Binley the \$40K commitment made by the BFPD board in 1999 to Mesa Park. Since that time, as Mesa Park’s commitment to the project MOU has ended, that \$40K amount has since been committed to the project.

As this commitment happened in 1999, and it has not been mentioned since, Chief Brown went back through the minutes 1998-2003 looking to see if any actions were ever made around this payment. No actions were ever made, but the issue was referenced in Nov 1999: “...it appears that if the district proceeded with a septic system on its own, it may cost somewhere around \$40,000 to \$50,000”, and in Dec. 20, 1999: “It was suggested that the clinic help fund the sewer system and the fire district put in the same amount of money it would potentially spend on a septic system. The Board members were in agreement on this.” After Dec. 1999 the item is not mentioned again in the minutes.

When Mesa Park left the project in July 2005 they allocated their share of joint funds per the MOU to their expenses to date, leaving the \$40K BFPD commitment towards the sewer line to be paid to the project.

Discussion:

President Binley said that Mesa Park believes they had an agreement with BFPD and they don’t have to pay any more towards the sewer line costs. At this time, the BFPD has to decide if this is a legitimate commitment to honor.

Director Aitken said that it seems like a legitimate expense as \$40K is much less that the BFPD would have paid to install its own sewer line.

Kim pointed out that MP has been acting in good faith by annexing an 1100 SF strip of their property adjacent to the project. They also gave easements on 2 sides and have allowed placement of BFPS temporary facilities on their property for 1.5 years. The \$40K payment would go into

project funds to pay for BFPD-specific expenses, thereby lowering the spending inequity between BFPD and CHA. This will also help BFPD avoid taking out a loan.

President Binley said the BFPD board has to decide if this is a legitimate commitment and if we want to honor it. \$40K is a large expense against a \$300K budget, and he would like to postpone the decision until the April 23, 2007 meeting. Chief Brown has also asked former BFPD Chief Kevin Hicks to let her know what his recollection of this decision is. Kim would like to resolve this issue by April.

### **CONSENT CALENDAR**

MSC, Aitken, Phillips (unan) to approve of the Consent Calendar including the Warrant List, the Financial Report, the Minutes from February 26, 2007, and a fund transfer of \$120,000 from the Operating Account to the Investment Account.

### **CHIEF'S REPORT**

**Cingular:** amended proposal from Cingular included in Board packets. Cingular is aware no decision will be made before April meeting.

**Prevention:** Asst. Chief Camiccia conducted his annual safety presentation at ACR on March 17<sup>th</sup>.

**Inspections:** Inspection at 7 Wharf Rd. conducted.

**Planning:** Meeting with property owner on Fern Rd. to discuss development plans and requirements.

**Training:** Chief Brown will be attending a two-day 13D in May (for fire sprinkler installation and inspections).

**Apparatus:** A small insurance claim has been filed on behalf of the District after U219 accidentally hit a stationary car while parking. The District's insurance carrier is taking care of this issue.

**Disaster Council:** CERT class on Mar. 24 and 25 was cancelled due to lack of participants. New one is tentatively scheduled for May 5-6

Sarah Atherton has tendered her resignation effective when a new West Marin Disaster Council Coordinator is hired. In the mean time she continues to recruit for CERT and is helping us search for a new coordinator.

David Kimball and Chief Brown have been working with Richard Dillman to complete the much needed disaster communications system. We have a very solid plan, are conducting extensive testing this Sunday and have applied to Sup. Susan Adams for \$5,000 in disaster grant money for radio equipment. We are working in conjunction with Muir and Stinson Beach. The Disaster Councils will be able to communicate in West Marin during a disaster, a huge step should we become isolated. Richard Dillman has been very generous volunteering his time, equipment and expertise.

### **General Operations / Administration**

- Chief Brown met with a representative from Bickmore Risk Services, the administrator of the District's workman's comp. program, on February 28<sup>th</sup>. We discussed member services offered to us as well as training, and ways to improve our programs.
- Air ambulance membership information for the public is ready for distribution pending any final edits.
- Public CPR class on March 1<sup>st</sup> was cancelled due to lack of participants. A CPR class was conducted for the local dentist office on March 6 and will be scheduled soon for the local clinic.
- FF Barnhardt is on vacation in New York for a couple of weeks.

### **GENERAL BUSINESS**

- a. Overpayment from Crown Castle. When CC exercised their right to renew the lease for another five years in 2000, they inadvertently began making payments at the higher 2005 rate, resulting in an overpayment to the BFPD of \$41,997.63. This was not noted until the next renewal in 2005. The District received a letter from CC dated March 12, 2007 requesting repayment in the form of direct payment or a lease abatement until amount is paid off. Chief Brown will consult with attorney Larry Baskin to see if CC actually has the recourse to go back and demand payment or if there is a statute of limitations involved. She will report her findings at the April 23, 2007 board meeting.
- b. Special District Member elections to LAFCO. MSC, Aitken, Buchanan (unan) to vote for Dennis Rodoni, Kenneth Marks and David S. Mitchell (in that order) as Marin LAFCO Special District Representative.
- c. The District is still not ready to make a decision regarding the proposed amendment to the Cingular cell site lease.
- d. Draft meeting room policy: Chief Brown passed out a draft of the meeting room policy for the new firehouse. She will email it to the board and Kim for comments before presenting a final version.

### **BOARD MEMBER REPORT**

N/A

### **PERSONNEL MATTERS**

N/A

### **GOOD OF THE ORDER**

N/A

### **ADJOURNMENT**

MSC, Binley, Aitken (unan) to adjourn the meeting at 9:10 PM

The next meeting is Monday April 23

Respectfully submitted,

Deborah White  
District Secretary

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