



Bolinas Fire Protection District

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www.bolinasfire.org

October 22, 2007

The regular meeting of the Bolinas Fire Protection District was called to order at 7:30 PM by Vice President Mike Aitken. Directors Reid, Phillips & Buchanan were present. President Phil Binley was absent. Also present were Fire Chief Anita Tyrrell-Brown, District Secretary Deborah White, Capital Campaign Director / Project Manager Kim Bender, Bill Lyons, Don Smith and Stacey Henderson.

The agenda was clarified to reflect that General Business Item A should be an action item – ‘first Reading of Ordinance #11 – Adopting 2007 Fire Code with amendments’. The Board has to approve by vote whether or not to undertake all the steps involved moving this process forward.

MSC, Reid/Phillips to approve the agenda with changes noted above.

PUBLIC EXPRESSION

N/A

COMMITTEE REPORTS

Firehouse and Clinic Update

Project News

- 1) Firehouse and Clinic: Oliver & Company has been paid the final payment. CHA has requested some extra work to replace front door hardware, and they will pay Oliver & Company directly.
- 2) Landscaping more to happen in the flag pole meridian, otherwise, done. Watering: each agency responsible ONLY for the planter pots in front of their building when needed, once per week when no rain. Judith Lowry’s crew will take care of watering the beds for the first two years until the plants are established.
- 3) 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. President Binley and Chief Brown will report on that. We are only meeting once per month at this time, next meeting is the week of November 12th.
- 4) BFPD Cash Flow: Today approximately \$55,000.
- 5) CHA Cash Flow: Enough to pay down some debt; still waiting for their final furniture expense numbers.
- 6) Joint Cash Flow and MOU termination: Today the Joint account holds around \$260,000; expenses still to come include donor acknowledgements, (wall, plaques, tiles, etc.) and management of remaining campaign, includes generating thank you’s, accounting, possible legal consult for lease, etc., for a total \$50,000; we also have about \$100,000 in pledges outstanding, to be fulfilled between now and December 2009. After all income and expenses

are realized, there will be a total of about \$300,000, which will all revert to BFPD for debt reduction. A large transfer will happen next week—over \$200,000, as much as can be done while leaving cash available for anticipated near-term expenses. The final transfer will occur when the Advisory Board completes its allocation recommendation, and both boards approve. At that time, it's anticipated that the MOU will be terminated, and revenue generated by each agency will belong to that agency.

CAMPAIGN NEWS

- 1) Gifts: August brought \$20,155, September \$3,955, October \$17,743 plus \$1,100 in pledges. 2007 total is \$328,378 in the door, of which \$36,050 was previously pledged, but plus another \$75,996 in pledges. Total since May 1st is \$110,982 plus \$21,500 in pledges for a total of \$132,482—all of this in individual donations, not counting the \$400,000 MCF grant.
- 2) Grants: The only outstanding grant at this point is a possible additional \$100,000 from the County, Still waiting to hear, and probably will no hear until sometime next year. How and if it is shared will be determined later.
- 3) The campaign team has basically stopped meeting since the Grand Opening. Our current goal, however, including debt repayment for both agencies, is now approximately \$500,000. I am strategizing on a final party for major donors at which we will discuss extinguishing the debt.
- 4) Benefactor Wall and Acknowledgements: The order has not yet been placed, but will be by the end of October.
- 5) Events:
 - Martina Johnson Kent Reception Room: November 10th at 1:00 pm. All invited.
 - Carolyn L. Brown Community Meeting Room: TBD
 - Chief's Office: TBD

Building and Grounds

New cement slab for convault tank has been poured. Tank will be moved in November.

CONSENT CALENDAR

MSC, Buchanan / Reid (unan) to approve of the Consent Calendar including the Warrant List from September 19, 2007 to October 5, 2007, Correspondence, the Financial Reports from September 2007, the Minutes from September 24, 2007, and a fund transfer of \$20,000 from the Investment Account to the Operating Account.

CHIEF'S REPORT

No chief's report this month as Chief Brown was on leave for two weeks.

GENERAL BUSINESS

a. First reading of Ordinance #11-2007: Adopting 2007 Ca Fire Code, and Uniform Fire Code, International Fire Code, and Uniform Fire Code Prescribing Regulations Governing Conditions Hazardous to Life and Property from Fire or Explosion; Providing for the Issuance of Permits fro Hazardous Uses or Operations; Providing Officers Therefore and Defining Their Powers and Duties:

All fire marshals for Marin County have gone over Ca fire codes to make them more specific to Marin. The West Marin Chiefs have gone over the County recommendations to make them more specific to West Marin. While Chief Brown already enforces the Ca Fire Code, this ordinance gives the District leverage to enforce codes tailored to an unincorporated rural area. Steps involved in adopting 2007 CA Fire Code with amendments include:

1. Publishing an Executive Summary
2. Making 2007 CA Fire Codes available for public review in the firehouse
3. Accepting documents at November 2007 BFPD board meeting after a public hearing.

The ordinance will then go before the Marin Co. Board of Supervisors at their January meeting. MSC Buchanan / Reid (unan) to move forward with the public phase of Ordinance #11.

b. After a presentation by Don Smith, and lengthy discussion regarding the BFPD Solar Project it was decided to authorize Director Buchanan the not to exceed (NTE) amount of \$1,000 for legal review of the Request for Proposals currently in use for the Bolinas Community Public Utility District for their solar project, to determine if it is appropriate to modify and use by the BFPD. MSC Reid/Phillips (unan) to authorize the NTE amount of \$1,000 for legal review of this document. The BFPD board will continue to gather the information necessary to make the decision to proceed with the solar project as a PPA or owner-built using CREBS.

(Director Phillips exits at 8:40 PM)

c. Action item # 2 – Buchanan / Reid (unan) to move BFPD board meeting from November 26 to November 19.

d. Fire Calls & Emergencies for Sept – there were 3 false alarms for 3 days in a row, but were caused by accidental in-house triggering of fire alarms – no malicious false alarms.

BOARD MEMBER REPORT

N/A

PERSONNEL MATTERS

N/A

GOOD OF THE ORDER

N/A

ADJOURNMENT

MSC, Buchanan/Reid (unan) to adjourn the meeting at 9 PM.

Respectfully submitted,

Deborah White
District Secretary