



# Bollinas Fire Protection District

100 Mesa Road / P.O. Box 126

Bollinas, CA 94924-0126

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

[www.bollinasfire.org](http://www.bollinasfire.org)

September 24, 2007

## **CALL TO ORDER AND ROLL CALL**

The regular meeting of the Bollinas Fire Protection District was called to order at 7:30 PM by Pres. Binley. Directors Aitken, Buchanan, Phillips and Reid were also present. Also present were Fire Chief Anita Brown, District Secretary Deborah White, Bill Lyons and John Bryant.

## **APPROVAL OF AGENDA**

Agenda was approved to include the correction of changing the item 5.a from 'approval of minutes from the August 2, 2007 meeting' to 'approval of minutes from the August 27 meeting'.

## **PUBLIC EXPRESSION**

Chief Brown informed the Board that Stacey Henderson, who was unable to attend the meeting, would like to express her interest in the board position that will open up after Director Phillips leaves in November 2007.

General discussion about the board opening ensued:

As Director Phillips is leaving before the expiration of her term, the Board is required to appoint a replacement for the duration of the term. The position will be advertised in local papers with an application submittal deadline of November 13<sup>th</sup>. The position will open up for general election in November 2008 which is the end of the regular term for the seat.

President Binley would like to find a board member with legal expertise. He has approached two members of the community but they have both declined.

## **COMMITTEE REPORTS**

### **Firehouse and Clinic Update**

Director Reid gave the report in Kim Bender's absence:

- Grand Opening on September 23 went extremely well, with lots of positive energy and community spirit. About 300 people were in attendance and almost \$2,000 in donations were received.
- Recently received a \$10K stock donation.
- Lucy Reid is helping Kim with the allocation process.
- The \$400K grant from Marin Community Foundation was received. Out of CHA's portion, \$15K is being held out for operations. President Binley reiterated that our MOU states that out of money raised, after joint expenses are paid 2/3 goes to BFPD and 1/3 goes to CHA. CHA has been spending more than they have been entitled to under the agreement (as

BFPD did earlier in the process), so out of the next \$300K raised, all will go towards BFPD debt.

- Kim will continue to work for the Capital Campaign in a limited role, devoting approximately 4 hours/week to pursuing several targeted major gifts and opportunities through Marin County.
- Linda Samuels will continue to work on existing pledge fulfillments and on-site donor acknowledgement pieces.

### **Building and Grounds**

B&G continues to meet once per month to work on smaller projects now that major construction is finished. Thanks again to Pete Smith, Steve Marcotte and company the letters are up on the fire house, old fences were removed and baseboard is done. On going projects are slowly being finished.

### **CONSENT CALENDAR**

MSC, Aitken/Reid (unan) to approve of the Consent Calendar including the Warrant List from from August 21 to Sept 18, 2007, the Financial Reports, the minutes from special meetings on June 27 and August 9, minutes from the regular meeting on August 27, and a fund transfer of \$20,000 from the Investment Account to the Operating Account.

### **CHIEF'S REPORT**

**Prevention** – Chief Brown spoke with residents in the Yucca neighborhood regarding wildland fire safety and improving the neighborhood in that regard.

**Planning** – Currently working on 260 Horseshoe Hill Rd.

**Grants** – Fireman's Fund Heritage grant money was received and will be used for 6 new sets of turnouts, helmets and boots. Will receive \$8045 in Burton funding shortly and will use for new Wildland PPE as well as a few more sets of turnouts.

**Volunteers** – A few more individuals have been investigating the possibilities of volunteering. One new volunteer, Will Stafford, has had to resign due to an injury that caused him to move out of town.

**Apparatus** - E283 went to Diego Truck Repair to have the rear brakes repaired, the muffler replaced, and its annual service. Chief Brown would like to replace this engine by mid 2009. E285 will go in next for an annual inspection.

**Disaster Council** - The Muir Beach repeater is in place. Next steps are training on the radios and issuing them to Bolinas Area Coordinators.

West Marin is currently in the process of searching for a new Disaster Council Coordinator to replace Sarah Atherton. Response has been good, and interviews will be held with selected candidates on Oct. 1<sup>st</sup>.

Get Ready Marin is ready to launch. The Board is invited to attend the kick-off of this countywide disaster preparedness program on Saturday, Sept. 29. The event is 1000-1200 and consists of an orientation and press event then a one hour class.

Chief Brown is meeting on Sept. 26<sup>th</sup> with the Inverness and Stinson Beach Chiefs and the Marin County Fire Marshall about the final adoption of the 2007 CA Fire Code with amendments specific to Marin County. This process will start in October. Adoption of the amended 2007 Code 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.

**General Operations / Administration** - Labor Day was quiet.

Annual financial audit took place on Tuesday the 18<sup>th</sup>. All seemed to go well although it was more difficult due to the financial changes at the County. Still researching the best place and the cost of changing financial institutions for the day to day operations of the District.

## **GENERAL BUSINESS**

**Succession Planning** – There was a brief discussion about whether or not the District needs to have a succession plan in place in the event that Chief Brown suddenly had to vacate her position for any reason. No formal decision was made, but the group decided to continue to discuss the idea. Chief Brown will begin to discuss with BFPD officers.

## **BOARD MEMBER REPORT**

**PG&E Solar Project** – Director Buchanan reported that we do not have PG&E reservation yet as we are waiting for Title 24 paperwork to be submitted. Once we have a reservation we have 60 days to publish a notice to the public that we are going forward with the project as either PPA or owner-built. There are models in place from other organizations for both of those types of projects.

## **PERSONNEL MATTERS**

N/A

## **GOOD OF THE ORDER**

Chief Brown thanked John Bryant for volunteering to work with the Disaster Council. John has volunteered to compile a list of residents that would be in need of immediate assistance in the event of disaster.

## **ADJOURNMENT**

MSC, Aitken/Phillips (unan) to adjourn the meeting at 8:36 PM.

Respectfully submitted,

Deborah White  
District Secretary