



# Bolinas Fire Protection District

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January 28, 2008

The regular meeting of the Bolinas Fire Protection District was called to order at 7:30 PM by Vice President Aitken. Director Buchanan, Director Kimball and Chief Brown were present. President Binley and Director Reid were present via conference call from their respective locations as posted in the agenda. Also present: Molly Brown, District Secretary and Vic Amoroso.

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

## GENERAL BUSINESS

- 1. Discussion regarding permit for theatrical productions in Bolinas.** Chief Brown reviewed issues raised by the recent production of Warwolves in the downtown area. There were traffic and access blockages at several locations as well as multiple phone calls from upset residents. There was no notification made to the BFPD from the County, the production did not initially acquire permits from the County as required. As it stands now, the County will require any productions companies to contact BFPD before encroachment permits will be issued. Chief Brown recommended that there be a required permit process by the town of Bolinas administered by the BFPD as we have the most interest in access/egress issues. Dir. Kimball suggested researching the permit process required by Tomales as they have a permit requirement already in place. Pres. Binley agreed to work with Chief Brown on creating a first draft of the permit. Chief Brown reiterated that the process could in no way be subjective and any fees received from issuing a permit could go to the Bolinas Disaster Council. This issue will be discussed again at the February meeting.
- 2. Action Item #1:** The Board decided to table the approval of a contract with Fineline for payroll services until the next meeting in February. Discussion was had regarding the feasibility of no longer using a payroll company. Staff felt that the time and knowledge required to do so would require additional payroll hours on behalf of the District Secretary. It was recommended by our independent auditor for several years to utilize a payroll company. Contracting with Fineline instead of Paystar would cost less than is currently budgeted for the item.
- 3. Solar Project Update:** Dir. Aitken asked about the long range financing of the Solar Project. Dir. Kimball said he would present a financial spreadsheet at the next meeting that would include the financing for the BPUD and School Solar projects and Don Smith's financial projections for savings in the future. Dir. Kimball is working with Brandis & Tallman who are the bond brokers for the project. He reviewed the contractors and bidding process for the project. He commended Don Smith and Dir. Buchanan for their continued dedication to moving the project forward. Dir. Kimball was also thanked for his hard work.

## PERSONNEL MATTERS

MSC Buchanan / Kimball (unan) to hire Curtis Schleth as a part time Firefighter at the current starting rate of \$15.00 per hour for 9 hours per week.

Chief Brown highly recommended him to replace Lara Hattar who moved from the area.

### **CONSENT CALENDAR**

MSC Buchanan / Kimball (unan) to approve the Consent Calendar including the minutes from the December 17, 2007 meeting, approval of the Warrant List from December 12, 2007 through January 22, 2008; approval of financial reports from December 2007; approval of transfer of \$10,000 from investment account to operating account.

### **PUBLIC EXPRESSION**

N/A

### **CHIEF'S REPORT**

**MERA** – The system is faulty during “events”. During the recent storms, DPW could not access the system due to continual busy signals. A joint police and fire department meeting will be held on February 4<sup>th</sup> for a presentation by Farhad Monsourian of DPW regarding the system use. There is a scheduled West Marin Chief’s meeting coming up where this issue will be discussed as well.

**Training** – EMT recertification classes will be held at the BFPD on February 16, 23 and 24. The MCFD will provide instructors at no cost and all West Marin Fire Depts. will be in attendance.

**Volunteers** – Chief Brown commended the Volunteers for their outstanding response to many nighttime calls during the storms. She reported that Capt. Smith was exceptional in his ability to mitigate problems with homeowners.

**Apparatus** –E265 is at Diego Truck Repair for its annual inspection. Capt. Smith will pick it up on January 29<sup>th</sup>. No major problems.

**Disaster Council** – Meetings at the school continue with trainings for CPR/1<sup>st</sup> Aid and Get Ready planned.

A Bolinas town meeting was held at the station on January 24<sup>th</sup> to discuss the recent power outages. The meeting was well attended by the public – discussion topics included fire danger, Disaster Council and the recent power outages. The need for a local district manager from PG&E to oversee local repair crews was discussed.

A Disaster Council radio training took place on Sunday January 27<sup>th</sup>. A majority of Area Coordinators now have radios. The Board plans on writing a thank you letter to Richard Dillman for overseeing the meeting.

Chief Brown taught part of the CERT training on January 12<sup>th</sup> and 13<sup>th</sup>. The next CERT training is planned for March. She thanked Capt. Smith and Firefighter Schleth for helping with instruction.

**Building and Grounds-** There were several leaks and drainage issues in both the new Clinic and Firehouse during the recent storms. An Oliver & Co. representative visited today and made several repairs.

**General Operations/Administration** – Chief Brown is working with Bunker & Co. to complete the audit.

Chief Brown taught a public CPR class on January 14<sup>th</sup> and is scheduling more in the new year. Kristin Johnson has been helping District Secretary Molly Brown with the reconciliation of the current fiscal year. The new County finance system continues to be problematic.

## **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. We are still meeting once per month at this time; next meeting will be in February.
2. BFPD Cash Flow: As of December 31<sup>st</sup>, there was \$311,116 in the BFPD bond account available for any remaining minor building projects and pay short-term bond repayment.
3. Cash Flow: As of December 31<sup>st</sup>, the Joint account had \$53,153; 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- two more months of generating pledge reminders, thank you's, accounting, possible legal consultation for lease, for a current estimated total of \$40,000.
4. MOU termination: 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 February meetings. We now think the agreement will cover activity through March 31<sup>st</sup>, 2008.
5. Debt: The remaining debt for both agencies is equal to or less than the amounts we had budgeted at the time the BFPD voted to take out the sort term bonds. Dir. Aitken said the debt totaled to \$247,248.

#### **Campaign News**

1. Including some fulfilled pledges: October \$11,226; November \$21,565; December \$18,583; January so far \$12,600. People are still giving.
2. Grants: We submitted final accounting numbers to the County in hopes of a potential \$100,000 in 2008 to help with project debt. Steve Kinsey said he will present our case at the appropriate time during this fiscal year. We won't know until probably May whether more money will be coming, but our request is still alive.
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 arrived and will be installed soon. Tiles will be happening in March.
5. Events:
  - a. Annie Lamott speaking at the Pt. Reyes gymnasium on January 19<sup>th</sup> went well and raised about \$3,200 after expenses. Proceeds to benefit the Bolinas 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.

**BOARD MEMBER REPORT**

Dir. Aitken announced that Ed Letter had recently died. The Board remembered him for his good service to the BFPD.

**GOOD OF THE ORDER**

The Board thanked the Volunteers for their outstanding and continued dedication during the recent storms.

**ADJOURNMENT**

MSC, Kimball/Binley (unan) to adjourn the meeting at 9:05 PM.

Respectfully submitted,

Molly Brown  
District Secretary