



Bolinas Fire Protection District

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April 27, 2009

President Binley called the regular meeting of the Bolinas Fire Protection District to order at 7:30PM. Vice President Buchanan, Dir. Kimball, Dir. O'Donnell, Dir. Kilkenny and Chief Brown were present. Also present: Secretary Brown and Bill Lyons.

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

CHIEF'S REPORT

MERA – None.

Inspections – 605 Horseshoe Hill Road. Sign off on solar array system already installed.

Planning – 230 Fern Road – Request to legalize existing structure.
98 Brighton Ave. – Request to remodel and add to existing non-conforming buildings.
45 Wharf Road – Request to remodel.
Reviews continue for 56-58 Horseshoe Hill Road and 875 Horseshoe Hill Road.

Grants - Capt. Phillips and Asst. Chief Marcotte will work together to apply for the current Assistance to Firefighter's Grant offered by FEMA/DHS. An application for a new set of Hurst Tools (extrication) or a compressor for the SCBAs is yet to be determined.

Training – Chief Brown thanked the BCPUD for inviting some of the firefighters and officers to attend a solar safety training held on March 27th. Methods of safely cutting power around solar panels were discussed. Asst. Chief Camiccia is drafting a response policy for the department.

Volunteers – Chief Brown reported that Capt. Smith has had knee replacement surgery and is recovering until further notice. She thanked Asst. Chief Marcotte for continually leading well-planned and informative drills on Tuesday nights. She reported that the focus of the drills continue to be on engineering and developing Class B drivers. Discussion about training BCPUD employees as engineers to respond to calls ensued. Insurance and financing issues were raised. Pres. Binley offered to attend a BCPUD Board meeting to raise the topic with the BCPUD Board members, but Chief Brown said she would talk to GM Blackman directly about the matter. Various response plans were discussed in the event should no Class B drivers be available besides the Duty Officer assigned to U219.

Pres. Binley commended Asst. Chief Marcotte for creating a simulated engine panel for training volunteers on how to work the pumps, valves and levers on an engine. The panel uses 1/100th of

the water that would be used from training on an actual engine. Everyone present thanked Asst. Chief Marcotte for his continued outstanding efforts.

Apparatus – The Engine Committee continues to work on details concerning the development of specifications for a new Type 1 engine.

E283 had a leaking pump after moderate use at the drill last Tuesday night. Chief Brown reported that Aaron Jarvis, a Stinson Beach volunteer, an engineer with Marin County and a certified fire mechanic adjusted the packing and fixed the leak for a very low cost. She thanked him.

Disaster Council – Chief Brown reported that she attended a West Marin Disaster Council meeting in Pt. Reyes on April 23rd. The Council continues to work on standardizing response plans and agreements, and recruiting for CERT and recertification trainings.

Building and Grounds – Chief Brown reported that the response to the initial CHA sign design and size was unanimously “too large”. David Bunnett kindly revised the sign. It is smaller with less wording. A mock-up of the sign has been erected on the east side of the entrance to the parking lot. So far, the response to the new size has been favorable.

Pres. Binley inquired about the shelter for the generator. Chief Brown reported that she contacted the CDBG grant manager who will allow funds to be expended on the design phase of the shelter. She had also contacted PG&E to determine what access requirements they may have for their cabinet. The response was no access needed for the rear of the cabinet, 3’ to the front of the cabinet with the ability to open the doors to a 90* angle. Chief Brown will move forward with a letter of agreement with the architect, Matthew Stromberg, to complete the design and submit plans to the County of Marin.

General Operations/Administration – Chief Brown reported that she received a draft copy of the audited financials for FYE 07/08. She is currently working with Vanessa Marcotte and her sister Amanda Pal to review the financials and have a final draft copy ready for the regular meeting in May for adoption. Chief Brown agreed to send all the Board members copies before the next regular May meeting.

GENERAL BUSINESS

1. Discussion: Meeting Room Insurance Policy – Chief Brown asked Vice Pres. Buchanan if he would visit the BCPUD office and try to locate the “Events Binder”. VP Buchanan agreed and suggested calling the JPIA (Joint Powers Insurance Agency), the BCPUD’s insurance company, and requesting a copy of their policies and procedures. Chief Brown said she had been in contact with Joan Hamerman Robbins and is keeping her informed of any developments or changes.
2. Discussion: Planning and financing of engineered solution for the Surfer’s Overlook portion of Terrace Avenue. Chief Brown reported that Sup. Steve Kinsey sent an e-mail to General Manager Blackman of BCPUD regarding possible financing of the repair before the end of the fiscal year. Chief Brown reported that GM Blackman and she agree that a working group commence promptly and begin working on a solution regardless of the timing of funding.
3. **Action Item #1:** Verizon Wireless request to modify communications tower. Proposal to remove omni antennas and lines and replace them with nine panel antennas and twelve lines.

Chief Brown led the initial discussion and reviewed Pres. Binley's communications with the County of Marin Planning Division and her communications with Ian Johnson, and Larry Basking, Esq. She stated that Ian Johnson, an IT volunteer with the Department, stated that replacing the whip antennas at the top of the tower with panel antennas is a standard technical upgrade. The panels allow for improved control of power and direction of radio waves. He stated that if the ERP (Emitted Radiated Power) remains the same, there should be no change in the EMF. She then reported that she had requested Larry Baskin, Esq. to review the current lease held with Verizon/Crown Castle to inform us as to our options/obligations related to the request. Mr. Baskin stated that Verizon/Crown Castle has the right to maintain and repair their equipment and that, in his opinion, the District has no legal ability to prohibit Verizon from changing out the antennas. Finally, Pres. Binley met with Curtis Havel, Senior Planner with the County of Marin. Mr. Havel stated that a change in the antenna configuration must go through a "design review" process. He further stated that these kinds of antenna modifications are commonplace. The design review process consists of posting a notice at the fire station of the intent of Verizon and would encourage public input but does not require public hearings. Because Crown Castle is a tenant, they cannot obtain a permit without the landlord's authorization, in this case the fire district.

The Board members were in agreement to further research the EMF question before granting Verizon/Crown Castle authorization to proceed with their desired modifications. They would like to request a study from Verizon/Crown Castle that reflects the current EMF of the site versus the EMF associated with the proposed new configuration

MSC, Kimball/Kilkenny (unan) to sign the Letter of Authorization approving modifications of communications tower contingent upon the EMF remaining the same or less at ground level.

Chief Brown stated that she would pursue communications with Crown Castle regarding the EMF study and the potential to have a representative attend the regular May meeting. Dir. Kimball stated that he would join Chief Brown in this endeavor.

4. Discussion: Citation procedure for illegal burning on Bolinas beaches.

Chief Brown asked the Board for their opinion regarding enforcement of illegal burning citations when issued by the Marin County Sheriff's Office. It has come to light that when a citation is issued for illegal burning, the first violation results in a \$150.00 fine payable to the jurisdiction that the citation was written under. Essentially, if the deputy writes the citation under the Marin County ordinance, the Marin County Fire Department receives the fine if paid. If the citation is written under the Bolinas Fire District ordinance, the Bolinas Fire Department receives the fine if paid. The administrative burden comes in if the violator does not pay the fine, in order to collect the \$150.00, the District would be required to sue the individual in small claims court. For this reason, Chief Brown informed the Sheriff's Office that her preference is to not automatically issue citations for every illegal fire on the beach but to reserve them for repeat offenders and/or other unique situations that warrant the need to issue a citation.

The Board members were in agreement with Chief Brown and agreed to make decisions on a case-by-case basis as to whether or not to pursue citation recipients.

CONSENT CALENDAR

MSC, Buchanan/O'Donnell (unan) to approve the Consent Calendar including the Minutes from the March 23, 2009 regular meeting, the warrant lists from March 17 to April 20, 2009, and the

financial reports for February 2009. Dir. Kimball thanked Chief Brown and Secretary Brown for their work on the quarterly budget vs. actual report.

PUBLIC EXPRESSION

None.

COMMITTEE REPORTS

Pres. Binley suggested that the Finance Committee meet to begin to draft the 09/10 budget. Scheduling was discussed.

BOARD MEMBER REPORT

Pres. Binley presented a report of Emergency responses made from January 2003 through December 2008. The report included the frequencies of various types of calls and the percentages over the past five years. Medical Aid was the most frequent type of call answered and Hazardous Materials was the least.

PERSONNEL MATTERS

Chief Brown updated the Board on the Duty Officer position. After researching the position with Asst. Chief Marcotte and the Personnel Committee, she determined that the position has three main areas of responsibility: Duty Officer coverage, station maintenance and equipment maintenance. She presented a job announcement/description and application to the Board. The application period will be opened on April 23rd and closed on the 30th unless more applicants are needed. Interviews are scheduled for May 13th and with follow up interviews if needed for May 15th. The Personnel Committee expects to bring a recommendation to the regular meeting on May 18th. The interview panel will consist of Asst. Chief Marcotte, Dir. O'Donnell, Inverness Fire Chief Jim Fox, Asst. Chief Camiccia and Chief Brown. The new hire will work with Capt. Phillips in a training capacity for the month of June, two days per week at a reduced hourly rate due to the training status of the position. On July 1st, the Duty Officer will be permanently hired to the full position with pay and benefits as outlined in the job announcement.

Pres. Binley suggested that retired firefighters be considered for the position. Chief Brown said that she will consider anyone applying for the job.

ANNOUNCEMENT

None.

GOOD OF THE ORDER

Pres. Binley thanked Secretary Brown for her preparation work before the meetings. Dir. Kimball wished Chief Brown a happy birthday. Dir. O'Donnell and Dir. Kilkenny thanked Chief Brown for all her hard work on the Duty Officer application process.

Dir. O'Donnell announced that she will not be able to attend the May 18th regular meeting. Everyone agreed to change the meeting date to May 25th.

ADJOURNMENT

MSC, O'Donnell/Kilkenny (unan) to adjourn the meeting at 9:00PM.

Respectfully submitted,

Molly Brown

District Secretary