



Bolinas Fire Protection District

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Special Meeting Minutes of August 12, 2009

President Binley called the special meeting of the Bolinas Fire Protection District to order at 7:30 PM. Bolinas Fire Protection District Board members Vice President Buchanan, Dir. Kimball, and Dir. Kilkenny were present. Dir. O'Donnell was absent. Also present were Chief Brown, AC Marcotte, and Capt. Smith.

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

Discussion: Engine Committee briefing of Board of Director's

Chief Brown passed out and discussed the Briefing and Discussion To Approve Acquisition of New Engine 285 to Replace Engine 283. (see attached) Highlights of the discussion were Overview and Background, Proposed New Engine 285, Invitation to Bid-Competitive Acquisition Process, Board Decision to Approve Acquisition of New E285, Acquisition Key Steps.

Chief Brown reviewed for the board the status of E283, what position the new E285 will fill, and how the new engine specifications were determined by the Engine Committee.

At this time, Chief Brown and AC Marcotte reviewed the Competitive Bid Process vs. the Cooperative Purchasing process for acquiring the new engine. At the August 3, 2009 special meeting, it was understood that a cooperative purchasing, or add-on, process would be pursued due to time constraints. At that time, it was the understanding of Chief Brown and AC Marcotte that the district did not have the time needed to pursue a competitive bid process which would be the preferred method as it is in the best interest of the district. Since that meeting, AC Marcotte determined that a competitive bid process could be pursued on a shorter timeline. Given that this was the preferred method, it was the process used.

The specifications for the new engine were sent to 5 manufacturers, Ferrara, Hi-Tech, Smeal, Pierce, and HME, with an invitation to bid. Bids were to be returned by Tuesday, August 11, 2009 at 1:00 PM at which time they were opened and read aloud. In attendance at the bid opening were Pres. Binley, AC Marcotte, Chief Brown, AC Camiccia, and Dir. Kimball as well as representatives from Hi-Tech, Smeal, and Ferrara. (see bid comparison attached) Chief Brown reviewed the bid comparison sheet for the board. Hi-Tech EVS, Inc. was the low bidder at \$345,699.66.

Questions posed by board members were:

Delivery date of engine – approximately one year

Payment plan- no money is due until the engine is received and accepted by the District. The cab and chassis can be prepaid for a small discount. Board members would like this issue verified.

What is a 100% Performance Bond and how does it work – Chief Brown will research this question with Jennifer Vuillermet, County Counsel

VP Buchanan raised the concern of whether or not the proper procedure was followed for a competitive bid process. He inquired as to the need for public notice of the bid process, which was not done. Chief Brown will inquire with Jennifer Vuillermet, County Counsel, as to whether or not public notice is necessary, what is the statutory authority for the bid process the District has engaged in and what is the fire district's enabling legislation. If it is determined that this method is required, the Board will revisit the bid process and potentially re-bid the project.

How/why did this process get rushed – There was a misunderstanding as to how long the chassis requested would be available and when the funding would be available for the purchase. The Board felt strongly that they would have liked more time for this process and certainly this same situation should be avoided in the future. The Engine Committee readily agreed.

Discussion was had regarding the next steps to take. Chief Brown explained that tonight the Engine Committee will be making a recommendation as to the manufacturer they would like the Board to award the contract to. The contract will not be signed at tonight's meeting but action will be taken to award a contract. Chief Brown will contact County Counsel first thing in the morning to determine if the appropriate bid process was followed. If it was, she will then contact the manufacturer to inform them that we intend on working with them and that a contract will be presented for signing at the meeting scheduled on August 31st. Chief Brown will have County Counsel review the contract prior to the 31st. A resolution will be presented to the board to ratify the action taken tonight.

The Engine Committee made the recommendation to the Board to award the contract to Hi-Tech EVS, Inc.

Action Item #1: Award of Contract for construction of new Type I Engine

MSC, Buchanan/Kimball (unan) to award contract for construction of Type I engine to Hi-Tech EVS, Inc. contingent upon receiving a positive response to questions posed to County Counsel.

PUBLIC EXPRESSION (The public may address the Board regarding matters not on the agenda.)

None

GOOD OF THE ORDER

Pres. Binley inquired as to whether there is a different level of preparedness for the fire department when high fire danger weather has been predicted for any period of time. Chief Brown and AC Marcotte explained that when a high fire weather pattern is predicted, firefighters are contacted and made aware of the situation, we track more closely who is available for response, we post a red flag for the public and we patrol the town more often. Fire dispatch has a heightened level of dispatch meaning if a report of a fire is made, more resources are automatically sent to it. During high dispatch, the Bolinas Type III responds to a greater area as well.

ADJOURNMENT

MSC, Kimball/Buchanan (unan) to adjourn the meeting at 8:50PM.

Respectfully submitted,

Anita Tyrrell-Brown
Fire Chief

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