



Bolinas Fire Protection District

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www.bolinasfire.org

January 26, 2009

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

MSC, Kimball/O'Donnell (unan with one absence) to approve meeting agenda.

CHIEF'S REPORT

MERA – No update.

Prevention – Chief Brown reported that she is waiting for a draft letter from the Marin County fire Marshal to send to local businesses advising them of upcoming inspections.

Planning – Plan review for 415 Evergreen and 230 Alder under the Second Unit Amnesty Program.

Inspections – Chief Brown reported that she inspected 30 Mesa Road and made recommendations for immediate correction. Dir. Kimball asked what authoritative action would occur if the owner was not compliant with Chief Brown's recommendations. Chief Brown answered that there is a process in place that could result in a lien being placed on the property if an owner does not comply.

Grants – With the acquisition of Burton Grant money (West Marin Emergency Services Fund), the Department is starting to purchase pagers, batteries, medical equipment and up to two sets of structure turnouts.

Training – Volunteers started training again on January 6th. Each Volunteer will be receiving a new training binder. Three Volunteers have been pursuing their Class B driver licenses.

Apparatus – E265 is scheduled for an annual inspection.

Disaster Council – Chief Brown reported that she met with Dir. Kimball, Capt. Phillips and Asst. Chief Marcotte to discuss updating the website with current information. The goal is to use the website as a tool for public information, training and as a place to post current information for residents during large scale emergency incidents. Secretary Brown would be asked to update the site during an incident.

There is a West Marin Disaster Council meeting scheduled for January 29th in Point Reyes. One agenda item for the meeting will be discussion regarding pursuing a 501c3 status for the council and heightening the awareness of CERT in West Marin.

A CERT training was held on January 17th. Chief Brown, Assist. Chief Marcotte and Capt. Smith instructed the Emergency First Aid portion of the training. Approximately seventeen people attended of which two were from Bolinas. A procedure for renewing the training of past CERT attendees is being developed, possibly offering a one day refresher course. The ideal timing would be to renew CERT training every four years.

Chief Brown has met with Kaaren Gaan, General Manager of the Inverness Public Utilities District to work on updating disaster business and shelter agreements.

Building and Grounds – Chief Brown reported that Capt. Smith and Firefighter Sito Krakauer finished the siding above the engine bays at the station. Chief Brown thanked them for their time spent on the weekend fixing the station.

Due to current water shortages in Bolinas, the District is conserving water by no longer washing apparatus or using water during trainings.

John Severson met with Chief Brown to work on creating estimates for repaving/repainting the mutual parking lot for future budgets. Under the current lease, the CHA is required to place \$300 per month in an account for Common Area Maintenance. The CAM includes the parking lot, landscaping and drainage. They are determining if \$300 is adequate or if the lease needs to be adjusted.

Chief Brown is still working with Petrotech to retrofit the existing fittings on the convault tank instead of replacing the whole tank.

Chief Brown reported that Capt. Smith completed the plans for the new PG&E/generator shelter. She took the plans to the County in order to obtain a permit but was told an architect had to have drawn the plans or stamp them as the project is commercial rather than residential. Dir. Kimball suggested approaching architects Steve Matson and/or Althea Patton. Chief Brown agreed and will resubmit the plans as soon as possible.

General Operations/Administration- Chief Brown is working on completing a draft Waiver of Liability form for the meeting room as discussed in past meetings. She plans on contacting County Council for legal advice.

GENERAL BUSINESS

1. Discussion: Meeting Room Insurance Policy – Tabled until February Board meeting.
2. Discussion: Terrace Avenue repair. Chief Brown reviewed what occurred in the last meeting with Supervisor Steve Kinsey. The following steps were taken:
 - a. The BCPUD would withdraw their records request regarding Terrace Avenue.
 - b. The BCPUD and BFPD would send a joint letter stating that both Districts would like to join with the County to work together to find a permanent solution for the repair of Terrace Avenue.
 - c. A representative from each organization involved (the County, BCPUD and BFPD) would be designated to form a working group with Supervisor Steve Kinsey to pursue an engineered design to submit to the Coastal Commission in order to obtain a permit for the repairs.

The records request was withdrawn by the BCPUD and both Districts have agreed to work with the County towards a permanent repair of Terrace Avenue. A letter was sent to Supervisor Kinsey and the District is still waiting to hear back from his office in order to move forward.

3. **Action Item #1:** MSC Kimball/O'Donnell (unan with one absence) to adopt Resolution #150-2009 - Accepting Completion of the Photovoltaic Generation System Project and its Findings.

The California Solar Initiative sent a confirmation that the project has been approved for the incentive payment process to begin through the California Solar Initiative. The Bolinas Fire Protection District will be receiving the incentive payments. The payments will continue to be paid based on actual monthly production for a total of 60 report periods for approximately five years.

All construction work with Pacific Green Energy is complete.

Dir. Kimball specified three tasks yet to do to completely finish the project: to finalize budget for energy costs from both agencies towards a shared reserve account, replace two sub meters, and submission of final invoice from Pacific Green Energy for all work completed.

Chief Brown thanked Dir. Kimball for all of his hard work on this complicated Project. He worked directly with the contractors and managed the State rebate initiative with diligent ease.

Dir. Kimball suggested that in an effort of goodwill, we send a press release out to local papers emphasizing that the Project is complete at no extra cost to residents.

Dir. Kilkenny asked if there are immediate savings to the District. Dir. Kimball explained that in terms of the bonds, there will be no change in energy costs to the District for the first sixteen years. After sixteen years, there will be an 80% reduction in energy costs.

4. **Action Item #2:** MSC Kilkenny/O'Donnell (unan with one absence) to adopt Resolution #149-2009 Appointing an Alternate to the Marin Emergency Radio Authority Board of Directors. The Alternate named is Assistant Chief Steve Marcotte who agreed to accept the position.
5. **Action Item #3:** Review/approve Cellular Site Lease Amendment to Agreement with Crown Castle/Verizon was tabled until the February Board meeting. Chief Brown highly recommended that the Board agree to have Attorney Larry Baskin review the Lease amendment before approving it. Everyone present agreed. Chief Brown will forward the document on to Attorney Baskin.

CONSENT CALENDAR

MSC Kimball/Kilkenny (unan with one absence) to approve the Consent Calendar including the Minutes from the December 29, 2008 regular meeting and the December 16, 2008 Special Meeting, the Warrant List from December 18, 2008 – January 20, 2009.

PUBLIC EXPRESSION

None.

COMMITTEE REPORTS

None.

BOARD MEMBER REPORT

None.

PERSONNEL MATTERS

None.

ANNOUNCEMENT

None.

GOOD OF THE ORDER

Dir. Kimball gave heartfelt thanks from all the Board members to Chief Brown, the Volunteers and Secretary Brown for all of their time and emotional investment made in providing an amazing and awesome service to the community. Vice Pres. Buchanan seconded Dir. Kimball's pronouncement. Special thanks to Capt. Smith and FF Sito Krakauer for working extra time on the building and for those that participated in the CERT training on behalf of the District.

Dir. O'Donnell presented a letter written by Lois Talkovsky regarding putting a stop to the use and sales of crystal meth in West Marin. She will clarify whether the letter is requesting signatures from the Board and will present it at the next Board meeting if appropriate.

ADJOURNMENT

MSC, Kimball/Kilkenny (unan with one absence) to adjourn the meeting at 8:25PM.

Respectfully submitted,

Molly Brown
District Secretary