



Bolinas Fire Protection District

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Minutes for July 27, 2009 Board Meeting

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

MSC, O'Donnell/Kilkenny (unan with one absence) to add discussion regarding downtown parking under public expression on the agenda.

Chief Brown inquired if the District's Employment Agreement with Phil Wall needs to be approved by the Board. Vice Pres. Buchanan suggested that the item be added to the regular August board meeting agenda for approval. Everyone agreed.

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

CHIEF'S REPORT

MERA – Chief Brown reported that she was unable to attend the MERA meeting on July 15th due to staffing coverage. Items updated at the meeting include the ongoing projects in Tomales and the acquisition of new frequencies. Also discussed, was the need to form a committee to address the issue of replacing the radio system. Timing of the replacement is unknown.

Prevention – Chief Brown reported that she attended the regular meeting of the BCPUD Board of Directors with President Binley and Asst. Chief Marcotte to discuss the need to remove vegetation from the public roadways. She raised the great concern of trying to evacuate residents while attempting to have responding fire engines come into the area. If fire were burn the vegetation along the roadways, the roads would be closed potentially trapping residents. She presented pictures of current road conditions and a map of roads she and Asst. Chief Marcotte have identified as first priorities. Her goal is to have each residence within one block of a main egress. The issue was well received by the Board who decided to form a committee consisting of members from the water district and members from the fire district. Everyone understood the threat to the safety of residents if the vegetation is allowed to continue to choke off key roadways. Chief Brown noted that she was very pleased that the BCPUD had focused on this issue in their latest edition of the BCPUD Pipeline newsletter. She thanked GM Blackman for her support. She also reported that she has spoken with Jennifer Chapman, the Fire Education Specialist with NPS,

regarding the same issue. They also send out a fire newsletter and have agreed to include similar information.

Inspections –

390 Cedar- “4291 Inspection” (defensible space inspection)

380 Larch Road. During this inspection, Chief Brown discovered that the residence was almost inaccessible to a fire engine due to a fallen tree that had resprouted. The following Sunday, FF Tacherra, FF Wall and Chief Brown removed the tree. Neighbors were appreciative.

Planning –New plan review for 875 Horseshoe Hill Road, restoration of an existing farmhouse. 50 Cresente, legalization of an existing garage.

Grants – No response has been received yet from the DHS/FEMA or RFA grants.

Training – Chief Brown reported that she trained twelve summer Bolinas Summer Camp counselors in CPR and 1st Aid on July 2nd.

Tuesday night trainings continue to focus on fighting vegetation fires. Chief Brown thanked Asst. Chief Marcotte for his efforts and careful planning of these trainings. She reported that the past Tuesday training was spent traveling around the gridded Mesa simulating structure protection at various residences. Chief Brown and Asst. Chief Marcotte are working on a plan to address potential mass evacuation of the Mesa.

Three Volunteers attended the annual Wildland Firefighter Academy in E265 for two days acting as a support unit. On the second day, a vegetation fire ignited in San Rafael causing many units to respond from the training. The BFPD engine, 265, was the only one left to support pump operations. The BFPD Volunteers did a great job and the experience proved to be valuable in learning about pump operations.

Volunteers – FF Buck Meyer resigned due to time constraints. Currently, there are 16 volunteers and two people interested in the resident firefighter program. Twenty volunteers would be ideal. The resident program allows for a nonresident to volunteer for a twenty-four hour shift, or more, and to attend the trainings. To qualify, volunteers must have at least an EMT certificate. A Firefighter I certificate is ideal and may also be required in the near future.

Apparatus – Discussion ensued regarding the acquisition and financing of a new Type 1 engine. Asst. Chief Marcotte explained the decision the District has to make in order to purchase a new Type 1 engine. The options for choosing a manufacturer are a competitive bidding process or an “ad-on” process whereby the Dept. tags on to another fire departments’ purchase. Asst. Chief Marcotte emphasized the need to move as quickly as possible due to the anticipated limited availability of the 2009 cab and chassis the engine committee has specified. He apologized for the need to rush, there was a misunderstanding as to how long these particular chassis’s would be available. Another factor weighing on the chassis choice is a change in DOT requirements for diesel engines beginning in 2010. If the Bolinas Fire Protection District is forced to purchase a 2010 model, the engine committee will need to completely rework the engine specifications. Additionally, there will be a cost increase for purchase and ongoing operational costs. The Board

agreed to hold a Special Meeting on August 3rd and a finance committee meeting to further discuss both the acquisition and financing of a new engine.

Disaster Council – Chief Brown reported that the BFPD has been part of a regional application to DHS for a grant for disaster preparedness. The Districts’ portion was preliminarily approved for 100 personal water filtration bottles and 100 personal hygiene kits. Final confirmation should be received in the next few weeks.

Chief Brown attended a Marin countywide disaster communications meeting held by Marin County Office of Emergency Services. This office is responsible for emergency communications during and after a disaster. They inquired as to what is in place for all agencies and what are potential obstacles to emergency communications. Almost everyone present agreed that if failure of our radio system occurs, there needs to be a clear back up that everyone is familiar with. HAM operators were discussed as an option. OES will continue to work on a plan.

Building and Grounds – Chief Brown reported that the architect has completed drawings and engineering calculations for the emergency generator shelter. Chief Brown hopes to receive them in the mail this week and then submit them to the County for a building permit.

The Coastal Health Alliance has installed their new sign. All positive responses so far.

General Operations/Administration – Chief Brown was pleased to report that as of the most recent bond payment approved at the last meeting, the \$185,000 payment completely retires the District’s obligation to the short-term bonds. The ability to pay off the debt early has saved the District approximately \$150,000. All future payments on long term bonds will be made from tax proceeds collected. If the District receives additional monies from fund raising, small amounts are still expected, long term bonds could be retired early and either applied towards the \$10,000 annual District commitment or used to reduce the tax payer portion long term. This would not reduce tax amounts on tax bills, but could retire the bonds earlier depending on the amount of monies. Chief Brown thanked all those who made efforts to raise funds for the project.

Chief Brown plans to meet with GM Blackman regarding the shared personnel issue after Blackman’s vacation. The District insurance carrier clarified that all volunteers are covered in any vehicle during a call, owned or not. Dir. Kimball inquired as to whether the insurance company would require a minimum of fire training for BCPUD employees in order to cover them. Chief Brown answered that indeed the BCPUD employees would be required to participate in specialized fire training and the insurance company would consider them regular trained volunteers. The BCPUD Board and employees are in favor of this plan thus far.

Personnel- Chief Brown reported that FF Phil Wall is doing an excellent job. She stated that he is hard working, professional and is taking care of the station and equipment maintenance as expected. She expects that he will not need officer back up for much longer.

The Personnel Committee has finalized an Employment Agreement for Phil’s position. It outlines every aspect of his employment agreed upon by the Board. As stated earlier, it will be on the August agenda for approval.

Chief Brown reported that the Personnel Committee has been discussing current policies regarding sick and vacation time accrual as well as pay out of such upon separation from the District. She asked if anyone would like the Personnel Committee to revisit the policies.

Chief Brown announced that FF Jacob Tacherra has been filling the Sunday position of FF assisting FF Wall. The one-day position is meant to train new Duty Officers and provide time for the completion of jobs that require more than one person. Currently, FF Wall and FF Tacherra are focusing on hydrant clearing.

At this point in the meeting, Bill Lyons inquired about Bolinas Fire codes. Chief Brown answered that she has not been able to locate specific codes regarding road width. Discussion ensued as to who is responsible for enforcing these various codes. Vice Pres. Buchanan suggested looking into the 1990 Traffic Plan for road requirements as Chief Hicks made specific comments regarding this issue. Chief Brown agreed to research the issue further.

GENERAL BUSINESS

1. Discussion: Meeting Room Insurance Policy

Chief Brown reported that she had received communication from Northwest Insurance that an insurance rider is not required for standard administrative use of the room by the community. Everyone agreed to remove the item from the agenda. Chief Brown will contact Joan Robbins Hammerman with the good news. Dir. Kimball thanked Chief Brown, Vice Pres. Buchanan and Don Smith for their perseverance to resolve the policy issue.

3. **Action Item #1:** Lease renewal with California Dept. of Parks and Rec.

Chief Brown reported that she has received a new lease renewal from the CA Dept. of Parks and Rec. She stated that she was hesitant to recommend signing the renewal lease without review by a lawyer first. Everyone agreed.

MSC, Buchanan/O'Donnell (unan with one absence) to have CA Dept. of Parks and Rec. lease reviewed by Larry Baskin before placing on the August regular Board meeting agenda.

4. **Action Item #2:** Adopt Resolution #151: CalPERS Employer Paid Member Contributions and Letter of Confirmation.

MSC, Kimball/Kilkenny (unan with one absence) to approve of adopting Resolution #151: CalPERS Employer Paid Member Contributions and Letter of Confirmation.

The District will pay Chief Brown's contributions as management personnel to CalPERS directly to be considered as an indirect raise in her salary for FY09/10.

5. **Action Item #3:** Adopt Final Budget for FY 09/10

MSC, Kimball/O'Donnell (unan with one absence) to adopt final budget for FY 09/10.

6. Discussion: Fire and Water Districts shared personnel. See Chief's Report.

7. **Action Item #4:** Appoint members to joint committee with BCPUD to address vegetation encroachment into public roads.

Don Smith, a member of the joint committee and a representative Board member from the BCPUD described a possible agenda for the committee to act on. First, he stated, it is imperative that the committee identify priority roads on the Mesa that will be targeted for clearing. He then mentioned acquiring grant money to fund the clearing. Chief Brown emphasized the importance of clearing the roads as soon as possible, and that waiting a year is strongly discouraged.

Dir. Kimball outlined that first a budget needs to be discussed and that a solid plan of action needs to be created by the joint committee before presenting it to the community. After further discussion, Vice Pres. Buchanan agreed to serve on the joint committee. Pres. Binley may be interested in joining after his return from vacation. Everyone agreed to name the committee "The Emergency Access Joint Committee".

MSC, Kilkenny/Kimball (unan with one absence) to appoint Vice Pres. Buchanan as a member of the Emergency Access Joint Committee.

8. **Action Item #5:** Request to move August regular board meeting from the 24th to the 31st.

MSC, O'Donnell/Kilkenny (unan with one absence) to move the August regular board meeting to the 31st.

9. Discussion: Request from BCPUD to place an Advisory Measure, the Bolinas Beach camping measure, on the November 3, 2009 ballot.

10. **Action Item #6:** Adopt Resolution #152: Proposing a Special Election Be Held in Bolinas Fire Protection District Jurisdiction on November 3, 2009.

Don Smith discussed the request from the BCPUD for the BFPD to place the advisory poll question on the November ballot as to whether camping on Bolinas beaches should be banned all year long. The request is being made as the Fire District boundaries include all voters in town and not just those within the Water District boundaries, which is smaller. He assured the Board that the BCPUD will reimburse the BFPD for any election and other fees the County may administer related to the measure. After some discussion, the Board agreed to adopt Resolution #152 contingent on correct language being used as determined by the County of Marin.

MSC, Kimball/Kilkenny (unan with one absence) to adopt Resolution #152: Proposing a Special Election Be Held in Bolinas Fire Protection District Jurisdiction on November 3, 2009 (subject to the subsequent language being incorporated if the County so requires it).

CONSENT CALENDAR

MSC, Kimball/Kilkenny (unan with one absence) to approve the Consent Calendar including the Minutes as amended from the June 22, 2009 regular meeting and closed session, the warrant lists from June 18-July 21, 2009, and the financial reports for May 2009.

Dir. Kimball requested several wording changes to the regular June meeting minutes.

PUBLIC EXPRESSION

Dir. O'Donnell passed out copies of a letter she received from a citizen who approached her with concern about the downtown over-parked areas that often occur on weekends. Emergency access and egress during these over-parked periods in the downtown could be problematic and increase response time. Discussion ensued about who is liable if an emergency situation were to occur and emergency vehicles were unable to respond due to illegally parked vehicles. Dir. O'Donnell offered to send a weekly letter to the Sherriff's Office to expedite the issue in the County offices. Other tactics were discussed including more towing of illegally parked vehicles, taping off areas as is done on July 4th, meter maids, etc. Chief Brown reiterated that parking enforcement falls on the Sherriff's Dept. She offered to call Lt. Don Wick at the Marin County S.O. and set up a meeting to discuss these issues. Dir. O'Donnell and Dir. Kimball agreed to attend the meeting as well. Dir. O'Donnell will update the concerned citizen.

COMMITTEE REPORTS

None.

BOARD MEMBER REPORT

None.

PERSONNEL MATTERS

None.

ANNOUNCEMENT

None.

GOOD OF THE ORDER

Chief Brown announced that she will be on vacation for one week in August.

ADJOURNMENT

MSC, Kimball/Kilkenny (unan with one absence) to adjourn the meeting at 9:35 PM.

Respectfully submitted,

Molly Brown
District Secretary

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