



# Bolinas Fire Protection District

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June 22, 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, Bill Lyons and Verizon representative Jason Osborn.

Chief Brown informed the Board Members that Duty Officer Phillip Wall would not be attending this evening's meeting due to a scheduling conflict. She removed him from the agenda and added an action item under general business regarding an early short-term bond payment to the Bank of New York

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

## **CHIEF'S REPORT**

**MERA** – No update.

**Prevention** – Chief Brown said she is writing letters to thirty businesses in town informing them of upcoming inspections. She reported that she just completed an inspection at a local bed and breakfast where many improvements were made.

Chief Brown reported she is working with GM Jennifer Blackman of the BCPUD to create a permanent solution to road clearing on the Mesa. The ability to evacuate residents while simultaneously responding in fire engines is extremely important. Discussion ensued regarding the costs, responsibilities and enforcement of road clearing. Chief Brown said she is also working with the County to create an educational bulk mailing about brush removal and debris maintenance on private property to be sent to property owners. She announced that she plans on attending the July 15<sup>th</sup> BCPUD Board meeting to speak to these issues.

**Inspections** – 3 Spring Road

**Planning** – Paradise Valley – Osterweis residence  
875 Horseshoe Hill Road – Final clearance

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

Chief Brown announced that the District did receive \$8,045 of grant money from the West Marin Emergency Services. No discussion has yet occurred as to how to spend the funds, but they have been used in the past on purchasing PPE and wildland equipment.

**Training** – Chief Brown thanked Asst. Chief Marcotte for his excellent leadership while training the volunteers to use extrication tools. She reported that on the previous Saturday the Volunteers had practiced using the tools on an old donated vehicle behind the firehouse. On the following Tuesday, the Volunteers participated in live burn training on the same vehicle.

**Disaster Council** – Chief Brown reported that the Marin County Open Space District has received a \$25,000 grant from the Department of Fish and Game to fund a trailer housing boom and related equipment to be deployed in the event of another oil spill. The trailer will be housed on the Stinson Beach side of the lagoon in Seadrift. The anticipated outcome is to have local resources and personnel trained to respond in the event of another incident.

Dir. Kimball acknowledged and thanked Brian Sanford, the Marin County Open Space District Superintendent, for his diligence in continuing to prepare our area in the event of another oil spill. Dir. Kimball expressed how impressed he is by Brian's continued work and commitment to the issue. The Board agreed to send a thank you letter to him for his continued efforts.

**Building and Grounds** – Chief Brown reported receiving plans from the architect for the planned utility shed. Buildings and Grounds have approved the plans, once an engineer has approved the plans, they will be submitted to the County of Marin for a building permit..

**General Operations/Administration** – Chief Brown thanked the members of the Personnel Committee and the Finance Committee for their time and efforts recently spent on the draft budget FY 09/10 and on the hiring process of the new Duty Officer.

General Manager Jennifer Blackman and Chief Brown are continuing to work on the shared personnel issue between the BCPUD and the BFPD. The liability issues are still unknown and unresolved. Questions were raised about coverage. For instance, if an BCPUD employee were responding to a BFPD call and became injured, which agency would be liable? Chief Brown will continue to communicate with the Districts' insurance carrier to resolve these issues. The BCPUD employees have expressed interest in the shared agency work.

## **GENERAL BUSINESS**

### 1. Discussion: Meeting Room Insurance Policy

After some discussion and clarification, the Board defined the policy issue: the Fire Department would like to offer the meeting room to the community for administrative use only (no food, alcohol, physical exercise, etc.) without requiring an insurance rider from the user for \$3 million dollars. Chief Brown has been in communication with the Districts' insurance company, Northwest, to discuss options and negotiate solutions. Pres. Binley suggested that the Board invite an agent from Northwest to attend the next regular Board meeting. Vice Pres. Buchanan suggested the District pay, if necessary, for an umbrella policy that would cover meeting room administrative use by the public. Chief Brown agreed to research the issue further.

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 introduced Jason Osborn, a representative from Crown Castle and Verizon. Discussion ensued regarding increasing the levels of EMFs (electro-magnetic frequencies) as a result of replacing the nine antennas. Jason reported that the change would increase the EMFs from 6.05% of the limit set by the FCC (Federal Communication Commission) to 6.90%. The total increase would mean a .85% increase of EMFs only when all systems of communication are in use at the same time which rarely occurs.

Vice Pres. Buchanan noted that local jurisdictions cannot prevent cellular modifications if they are fall under federal guidelines and laws.

Dir. Kimball noted that this may not be the only time the Board is asked to approve modifications to communication equipment and that future modifications by Verizon or ATT could mean an increase of EMFs.

Dir. Kimball mentioned that he does not discount that EMFs may pose health risks, although he also noted that concerned individuals can discontinue using cell phones, which likely pose a substantially greater health risk.

Dir. Kilkenny stated that the most exposure comes from the use of personal cell phones and that she like all individuals take the greatest risk by choosing to use personal cell phones.

MSC, O'Donnell/Kilkenny (unan) to accept the request by Verizon Wireless to modify the tower by removing the omni antennas and lines and replace them with nine panel antennas and twelve lines. The Board authorized Chief Brown to sign the agreement letter set forth by Verizon Wireless to conduct the modifications to the tower.

#### 4. Discussion: Brown Act

Pres. Binley reviewed the history of the Brown Act. The 1952 legislation basically states that any decision affecting the public must be made in view of the public. Pres. Binley then handed out pamphlets from the Attorney General's Office describing the current Act to the Board. Everyone thanked Pres. Binley for his research on the subject.

#### 5. **Action Item #2:** Accept proposal from Bunker & Co for FY08/09 Audit

MSC, Kimball/Buchanan (unan) to accept proposal from Bunker & Co. for FY08/09 Audit with stipulations that the draft audited financials will be delivered to the District within sixty days of fieldwork being completed.

Chief Brown recommended that for the next audit, FY09/10, the BFPD and the BCPUD jointly publish a RFP (Request for Proposals) to be circulated in order to find competitive pricing from various audit service agencies. She plans on creating the RFP as early as January of 2010. Discussion included the reasons for the long delay of the past year audit including miscommunications with Bunker & Co and administrative delays at the County of Marin offices.

#### 6. **Action Item #3:** Adopt Draft Budget for FY 09/10

Pres. Binley presented the draft budget to the Board and reviewed some changes and additions made to the accounts in the draft. Dir. Kilkenny asked for clarifications of various budgeted amounts. Dir. Kimball asked if past fiscal year actuals could be added for comparison and offered for public review.

MSC, Kimball/Buchanan (unan) to adopt draft budget for FY 09/10 with past FY actuals to be added for public review.

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

8. **Action Item #4:** Accept Draft Audited Financial Statements for FYE 08.

MSC, Buchanan/Kimball (unan) to accept draft audited financial statements for FYE 2008 subject to the Finance Committee meeting with the Dist. Bookkeeper Amanda Pal to review any outstanding issues related to the audit.

Dist. Secretary Brown agreed to arrange a meeting with the Finance Committee, the bookkeeper and Chief Brown.

Dir. O'Donnell thanked Chief Brown and Amanda Pal for their work on the audited financial statements.

9. **Action Item #5:** Agree to Prepayment of Short-term Bonds.

MSC, Kilkenny/Kimball (unan) to give Chief Brown authority to pursue prepayment of short term bonds in an expeditious manner. Chief Brown reviewed the balances in various project accounts and recommended that prepayment of short term bonds with out penalty would be cost effective for the District if made with the next payment due on August 1<sup>st</sup>. Former Director Lucy Reid has outlined the payment schedule and will meet with Chief Brown to give advice regarding the prepayment.

### **CONSENT CALENDAR**

MSC, Buchanan/O'Donnell (unan) to approve the Consent Calendar including the Minutes from the May 25, 2009 regular meeting, the warrant lists from May 12 – June 17, 2009, and the financial reports for April 2009.

Dir. Kimball asked that a title be added to the minutes and be included from this point on.

### **PUBLIC EXPRESSION**

Bill Lyons asked Chief Brown to send him copies of the uniform fire codes adopted by the State of California and the local fire codes adopted by the BFPD. Bill stated his concern that many roads on the Mesa are blocked and need clearing for proper access and egress in emergency situations. He asked who owns the public roads and who's responsibility is it to clear them.

Much discussion ensued regarding the traffic plan adopted in 1995 by the BCPUD. Chief Brown agreed to research the traffic plan and to send Bill copies of the uniform fire codes directly related to public roadways. Dir. Buchanan stated that it is in the BCPUD's interest to clear vegetation over water pipelines that would also result in drainage improvements. Chief Brown announced that she plans to attend the next BCPUD Board meeting to express her concern about the overgrowth on Mesa roads and insist on joint, if need be, action to clear critical areas. Pres. Binley agreed to accompany her to the BCPUD meeting.

**COMMITTEE REPORTS**

None.

**BOARD MEMBER REPORT**

Dir. Kimball reported that the Bolinas Planning Group advocated at the Marin County Planning Commission's Local Coastal Program Workshop for policies that would enable, with minimal restrictions, the removal of eucalyptus trees for purposes of fire suppression.

**PERSONNEL MATTERS**

The Board went into closed session at this time.

**ANNOUNCEMENT**

During the closed session, the following actions were taken;

MSC, Buchanan/Kilkenny (unan) to approve of granting District Secretary Brown four paid holidays and a 4% COL hourly pay increase.

MSC, Buchanan/Kilkenny (unan) to authorize Chief Brown to prepare a Terms of Employment letter that includes a job description and benefits to be presented to and signed by Phillip Wall.

The Board agreed to either award Chief Brown a \$4,343 raise or pay her CalPers employee annual payments amounting to \$4,343. The decision will be reflected in the 09/10 budget, which will be adopted at the July 2009 regular Board meeting.

**GOOD OF THE ORDER**

None.

**ADJOURNMENT**

MSC, Kilkenny/O'Donnell (unan) to adjourn the meeting at 10:25 PM.

Respectfully submitted,

Molly Brown  
District Secretary

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