

Minutes from the November 17th, 2021, Bolinas Fire Protection District Board Meeting,
Via Zoom.

Pres. Molesworth called the meeting of the Bolinas Fire Protection District to order at 7:05 P.M. Vice Pres. Kimball, Dir. Martinelli, and Dir. Dunne were present. Also present: Chief Krakauer and Administrative Manager Isaac Taylor. Dir. Torrey was absent.

Pres. Molesworth asked for unanimous consent to approve the Agenda with the amendment to move item 5a to the beginning of the meeting. Seeing no objections, the amended Agenda is approved.

PUBLIC EXPRESSION

None.

CHIEF'S REPORT

MEMO

No update.

Chiefs

Chief Krakauer planned to attend the November meeting on Thursday, November 18th.

Prevention

The standing Wildfire Prevention and Preparedness agenda item has been temporarily removed for the winter season. The final chipper day of the season is scheduled for Sunday, November 20th, and Don Murch has completed the annual roadside mowing project.

Roads

Chief Krakauer met with County traffic officials and the BCPUD Downtown Parking committee members on November 15th to address multiple safety concerns. A follow-up meeting is scheduled for December 15th, and will include Supervisor Rodoni.

Inspections

No update.

Grants

The District is pursuing a joint grant proposal with the Stinson Beach Fire Protection District for hi-low evacuation sirens, as well as an individual agency proposal for new firefighter turnouts.

Training

Training has been focused on ropes and self-contained breathing apparatus, and Asst. Chief Marcotte is preparing the District's burn demonstration trailer for a quarterly live fire training. Asst. Chief Marcotte is also preparing for a new apparatus driver certification class.

Volunteers

The volunteers are exploring December 5th as a potential date for a sign clinic and fire extinguisher service and exchange day, after the cancellation of this year's Fire Safety Day. Chief Krakauer is awaiting confirmation from the fire extinguisher vendor. Volunteer apparel is still available for sale at the fire station, and the drawing for the

annual volunteer raffle is scheduled for December 8th. Due to ongoing COVID-19 precautions, the District is planning to purchase gift certificates in lieu of hosting an annual volunteer appreciation dinner.

Apparatus

We are awaiting a replacement part for Engine 285, due to a recent recall. The repair is expected to be completed in-house. Wildland engine 265 will be travelling to Oakdale, CA for a warranty repair to its cracked water tank.

Disaster Council

No update.

Resource Recovery

The prospective replacement loader for the Resource Recovery site proved to be too small for the site's needs, and has been returned to the dealer after a short rental. The District continues to search for a suitable replacement.

Buildings and Grounds

Chief Krakauer is working with Mesa Park, plumber Steve Gerrick, and engineer Don Smith in attempt to resolve a clogged septic line that ties into the District's lift station.

General Operations/Administration

Chief Krakauer, Pres. Molesworth, Vice Pres. Kimball, Isaac Taylor and technical consultant Ian Johnson met with a team from Verizon to discuss proposals for a cellular tower lease renewal, and the District hopes to hear back from them in the next month.

Personnel

The District has one new resident firefighter and one new volunteer firefighter. Nick Ferrari of Stinson Beach Fire Protection District has also joined the District as a back-up Duty Officer. Nick had a great first shift, and Chief Krakauer welcomed Nick aboard.

GENERAL BUSINESS

Action Item #1 – Review and Accept Draft Audited Financial Statements

MSC Martinelli/Kimball (unan.) to accept the draft audited financial statements.

Pres. Molesworth welcomed Paul J. Kaymark, CPA of Nigro & Nigro, PC, and thanked him for meeting with the Finance Advisory Committee earlier in the week to go over the District's draft audited financial statement for fiscal year 2020-2021. Kaymark presented an overview and summary of the statement for the remaining board members.

Highlighted expense activities included an increase in salaries and wages with the hiring of Administrative Manager Isaac Taylor, a small increase in materials and services expense, with little change in interest, benefits, and depreciation. Total expenses were \$997,875. Highlighted revenue activities included an increase in property taxes, and a significant decrease in investment earnings. Vice Pres. Kimball asked if the decrease in Measure W Transient Occupancy Tax is expected to continue. Isaac Taylor and Pres. Molesworth remarked that rental rates have rebounded since COVID-related closures, and that the reduction from FY20-21 is a lagging reflection of those impacts from early 2020. Kaymark also noted the addition of revenues from the newly-enacted Marin County Measure C, or the Marin Wildfire Prevention Authority. Including depreciation and other adjustments, Kaymark pointed to a positive net change in position of \$90,634.

On a cash basis, the net change was \$256,383. Kaymark remarked that it was a very good year.

Pres. Molesworth opened the discussion up to questions or comments. Isaac Taylor noted the likelihood of a continued reduction in investment earnings, and the possibility of investing in unfunded accrued pension liabilities to take advantage of relatively higher returns and pay down future liabilities. Pres. Molesworth noted the Finance Advisory Committee would be exploring this question at another meeting after the holiday. Pres. Molesworth and Vice Pres. Kimball thanked Paul Kaymark, Nigro & Nigro, PC, Isaac Taylor, and the entire audit team for their timely completion of their second annual audit together.

Action Item #2 – Approve Resolution 194-2021, A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BOLINAS FIRE PROTECTION DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY THE GOVERNOR OF THE STATE OF CALIFORNIA ON MARCH 4, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF BOLINAS FIRE PROTECTION DISTRICT FOR THE PERIOD OF NOVEMBER 17TH, 2021 TO DECEMBER 17TH, 2021, PURSUANT TO BROWN ACT PROVISIONS.

MSC Dunne/Kimball (unan.) to approve Resolution 194-2021.

CONSENT CALENDAR

MSC Kimball/Dunne (unan.) to approve the Consent Calendar.

BOARD MEMBER REPORT

Vice Pres. Kimball will attend the November MWPA board meeting Thursday, November 18th, and will report on this meeting in next month's regular board meeting.

COMMITTEE REPORTS

Human Resources Advisory Committee – Vice Pres. Kimball reported that the committee met with Chief Krakauer to discuss a multiyear plan to tie salary increases for Chief Krakauer to completion of a schedule of formal education and officer training courses. The committee also discussed Chief Krakauer's efforts to implement Duty Officer training and recruitment plan, to help ensure appropriate staffing coverage now and into the future. Chief Krakauer also summarized a draft proposal for a new stipend program for overnight apparatus drivers. Because responding with an engine requires both a driver and an engineer, this program would offer a small stipend for on-call drivers each night, to support possible late-night calls requiring an engine response.

Finance Advisory Committee – Pres. Molesworth reported that the committee met with Paul J. Kaymark on Monday, November 15th to go over the draft audited financial statements in more detail. Another item under consideration is exploring financing options for a replacement engine while interest rates are low, in order to protect reserve funds in anticipation of this major capital expense.

Operations Working Group – No update.

PERSONNEL MATTERS

None.

ANNOUNCEMENTS

None.

GOOD OF THE ORDER

Vice Pres. Kimball thanked Administrative Manager Isaac Taylor for his proactive and collaborative work with Chief Krakauer on District business. Chief Krakauer and Pres. Molesworth also thanked Isaac.

ADJOURNMENT

Pres. Molesworth asked for unanimous consent to adjourn the meeting. Seeing no objections, the meeting adjourned at 8:15 P.M.

Respectfully submitted,

Isaac Taylor
Administrative Manager

Note: Minutes of all Board meetings are available for review at the Bolinas Library and on the District's website.