

Minutes from the March 23<sup>rd</sup>, 2022, Bolinas Fire Protection District Board Meeting, Via Zoom.

Pres. Molesworth called the meeting of the Bolinas Fire Protection District to order at 7:10 P.M. Vice Pres. Torrey, Dir. Pierce, Dir. Dunne and Dir. Martinelli were present. Also present: Chief Krakauer, Asst. Chief Marcotte, Administrative Manager Isaac Taylor.

Pres. Molesworth asked for unanimous consent to amend the Agenda. Seeing no objections, the Agenda is approved.

**PUBLIC EXPRESSION**

Ralph Camiccia provided background information on Terrace Avenue engineering work and an update regarding an anticipated ten-year geotechnical inspection.

**CHIEF'S REPORT**

**NERA**

Chief Krakauer was unable to attend this month's NERA meeting.

**Chiefs**

Chief Krakauer will attend the monthly Chiefs meeting on Thursday, March 24<sup>th</sup>.

**MWPA**

Chief Krakauer attended meetings of the Operations Committee and Advisory Technical Committee this month. Project proposals for local and defensible space monies are due to the MWPA by the end of March. West Marin agencies will be coordinating their approach to local project proposals prior to the submission deadline.

**Prevention**

No update.

**Roads**

Chief Krakauer continues to work with the Marin County Sheriff's Office on enforcement efforts for the new fire lane on Terrace Avenue.

**Inspections**

The District plans to utilize MWPA-funded defensible space inspectors again this year, this time targeting the areas of downtown and the Little Mesa. Inspections are tentatively scheduled for late July.

**Grants**

The District continues to await the decision on a FEMA Assistance to Firefighters micro-grant proposal for new firefighter turnout pants and jackets.

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**Training**

Asst. Chief Marcotte has been working to recertify the District's EMTs. Weekly training has been focused on SCBAs and structural firefighting tactics.

Asst. Chief Marcotte's driver class started last weekend and will conclude this weekend.

Firefighter Aaron Pendergraft attended a week-long Crew Boss class last week.

Chief Krakauer plans to attend an officer training class at Santa Rosa Junior College during the first two weeks of April.

### **Volunteers**

The Bolinas Volunteer Firefighters Association is continuing its work updating the organization's bylaws, and plans to host a Mothers' Day Pancake Breakfast on Sunday, May 8<sup>th</sup>.

### **Apparatus**

Wildland engine 265 will be going in for its annual mechanical inspection in May.

### **Disaster Council**

Asst. Chief Marcotte has been working with Tom Jordan of Marin County Office of Emergency Services and Chris Martinelli of Marin County Fire on improving disaster lines of communication.

The next CERT class will be held on April 16<sup>th</sup> in Point Reyes.

Bolinas Disaster Council is still recruiting one new area coordinator for the Terrace Avenue area.

### **Resource Recovery**

Chief Krakauer is working with BCPUD General Manager Jennifer Blackman to hopefully acquire an enclosure for the recently-purchased Resource Recovery front loader, using previously-awarded MWPA funds.

### **Buildings and Grounds**

Petaluma Health Clinic has been conducting bimonthly generator checks, and Chief Krakauer continues to establish a working relationship with facilities and administrative personnel at the clinic.

Chief Krakauer and Isaac Taylor are compiling a schedule of expected capital expenditures for repairs and replacements of building and grounds equipment and infrastructure, most of which is now almost 15 years old.

The District received an inquiry about the possibility of installing an electric car charging station at the firehouse parking lot. While Chief Krakauer expressed support for the premise, he believes that the firehouse/clinic parking lot is likely too small and busy, and a charging station could potentially be better placed at the Mesa Park lot. The subject could be brought to the Board at a later date as a discussion item.

### **General Operations/Administration**

The District is in the process of recruiting a new full-time firefighter/EMT.

The District received updated estimates on expected Measure W Transient Occupancy Tax distributions, which look more favorable than expected for the period of January to June, 2021.

Isaac Taylor is working to finalize system updates following the recent amendment to the District's CalPERS retirement contract.

A new Marin HHS social worker for Bolinas has requested use of the District's community meeting room for office hours approximately one day per week. Chief Krakauer approved this request, and we will evaluate feasibility on an ongoing basis.

Pres. Molesworth asked Isaac Taylor for a tentative schedule for development of the budget for fiscal year 2022-2023. Isaac Taylor responded that this process will begin the second week of April.

Isaac Taylor is working with members of the Board of Directors to complete annual Form 700 requirements and required trainings.

The District is awaiting the finalized lease agreement from Verizon Wireless for their existing cellular tower.

### **Personnel**

The District continues to follow the COVID-19 vaccination mandate, and has updated our COVID Prevention Plan accordingly.

Roberto Garcia Guzman has officially joined the District as a volunteer firefighter. He is eager to learn, speaks Spanish, and currently drives the Bolinas-Stinson school bus. He will soon be licensed as a fire truck driver. The District is glad to welcome Roberto aboard.

## **GENERAL BUSINESS**

### **Action Item #1 – Approve Amended Accounting Controls and Procedures**

MSC Martinelli/Dunne (unan.) to approve the Amended Accounting Controls and Procedures.

Admin. Mgr. Isaac Taylor explained that the District Accounting Controls and Procedures were updated to reflect an increased capitalization threshold (from \$1,00 to \$5,000 per item) for the purpose of our depreciation schedule, and also to accurately reflect the District's current administrative structure and employee benefits.

## **CONSENT CALENDAR**

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

## **BOARD MEMBER REPORT**

Pres. Molesworth attended the monthly MWPA Board Meeting last Thursday, March 17<sup>th</sup>. There was a discussion item regarding approving Executive Officer Mark Brown to enter into contract with Sonoma Technologies to conduct a comprehensive software-based ingress and egress study. This study would provide MWPA and participating agencies with a potentially powerful tool for prevention and evacuation projects. The board also discussed a project by a graduate student at Stanford, who has created a history of the MWPA, intended to be a resource for other communities contenting with an elevating risk from wildfire.

## **COMMITTEE REPORTS**

Human Resources Advisory Committee – Vice Pres. Torrey shared that the Human Resources Advisory Committee met with Chief Krakauer and Isaac Taylor on Thursday,

March 17<sup>th</sup> to discuss the District's recruitment for a new full-time firefighter/EMT. The committee recommended posting the job announcement as soon as possible, and leaving the position open until it is filled. Initial interviews are tentatively scheduled for mid- to late April. The committee also discussed updating and equalizing the District's employee benefits package.

Finance Advisory Committee – No update.

Operations Working Group – No update.

**PERSONNEL MATTERS**

None.

**ANNOUNCEMENTS**

None.

**GOOD OF THE ORDER**

None.

**ADJOURNMENT**

Pres. Molesworth asked for unanimous consent to adjourn the meeting. Seeing no objections, the meeting adjourned at 7:50 P.M.

Respectfully submitted,

Isaac Taylor  
Administrative Manager

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