

Minutes from the September 28<sup>th</sup>, 2022, Bolinas Fire Protection District Board Meeting, Via Zoom.

Pres. Molesworth called the meeting of the Bolinas Fire Protection District to order at 7:00 P.M. Vice Pres. Torrey, Dir. Pierce, and Dir. Martinelli were present. Dir. Dunne joined the meeting at 7:02. Also present: Chief Krakauer, Asst. Chief Marcotte, and Administrative Manager Isaac Taylor.

Pres. Molesworth asked for unanimous consent to approve the Agenda, noting that one administrative item circulated by Admin. Manager prior to the meeting will be delayed until the October regular meeting. Seeing no objections, the Agenda is approved.

**PUBLIC EXPRESSION**

None.

**CHIEF'S REPORT**

**MERA**

Chief Krakauer attended the MERA meeting on Wednesday, September 28<sup>th</sup>, and reported no major updates.

**Chiefs**

There was no Chiefs meeting in September.

**MWPA**

On Thursday, August 18<sup>th</sup>, Chief Krakauer attended an MWPA hearing on the core project proposal for evacuation route roadside clearing in West Marin. Pres. Molesworth noted that she and Chief Krakauer each submitted public comment in support of the proposal, along with representatives of other agencies, prior to the hearing. The permit for this core project was approved, which is encouraging news for fire prevention work in our local area.

**Prevention**

Chief Krakauer discussed District wildfire preparedness and response in item 5a.

**Roads**

Chief Krakauer met with a PG&E vegetation specialist on Tuesday, September 27<sup>th</sup> to assess a number of large eucalyptus trees on Mesa Rd. and Olema-Bolinas Rd. PG&E marked five large trees for removal, which is anticipated to proceed in spring 2023. Chief Krakauer and a representative from the BCPUD will meet again with the PG&E representative closer to the beginning of their removal project to further coordinate, including potential placement of leftover logs for community use as firewood. Dir. Pierce asked about the distances from power lines for tree removal and pruning. Chief Krakauer stated his understanding that diseased trees within 4 feet of lines are marked for removal, and any branches within 12 feet of lines are marked for pruning. Dir. Martinelli shared his understanding that the 12 foot clearance would be on either side of power lines, and is larger to anticipate tree growth. Chief Krakauer stated that he would seek clarification at his next meeting with PG&E.

**Inspections**

Chief Krakauer conducted an inspection at the Bolinas School with firefighter Emily Easom.

## **Planning**

No update.

## **Grants**

The District was awarded a grant for new self-contained breathing apparatus (SCBAs), as part of a joint proposal originally submitted last year by Isaac Taylor, and resubmitted to the FEMA Assistance to Firefighters program this year by the Stinson Beach Fire Protection District. The five agencies in Bolinas, Stinson Beach, Muir Beach, Inverness, and Nicasio expect to transition to a new platform, which will be compatible with Marin County Fire. Agency representatives will meet next week to discuss next steps.

We continue to await a decision on a second FEMA micro-grant proposal for new firefighter turnouts.

Pres. Molesworth commended Isaac Taylor for his work last year on the now-successful joint grant proposal.

## **Training**

Training has been focused on EMT skills. Most recently, Asst. Chief Marcotte conducted a training on patient assessment skills for stroke-related medical calls. The department has also conducted training on the evolution of emergency response in different structural fire simulations.

Chief Krakauer and firefighter Aaron Pendergraft conducted a training for Bolinas School staff last week on administration of emergency epinephrine injections for severe allergic reactions. Chief Krakauer also registered again for a week-long company officer training on human resource management, scheduled for December in Petaluma.

Firefighter Emily Easom successfully earned her firefighter commercial driver endorsement this week. Chief Krakauer thanked Asst. Chief Marcotte for hosting a driver training class and devoting additional hours to driver training.

## **Volunteers**

Planning for the annual Volunteer Raffle is well underway, and the volunteers will meet to stuff envelopes on Tuesday, October 11<sup>th</sup>.

Fire Safety Day is scheduled for Sunday, October 23<sup>rd</sup>, and will feature helicopters, fire truck rides, fire extinguisher sales and service, a sign clinic, a fire safety informational table, as well as NOAA radios, food, and apparel for sale.

The Bolinas Volunteer Firefighters Association has voted to approve new bylaws. Chief Krakauer commended the association, and thanked Asst. Chief Marcotte, Association President Terry Donohue, and attorney Nate Siedman for their crucial assistance with this process.

## **Apparatus**

Chief vehicle 219 will be going to Cheda's Garage for an electric window repair.

Engine 285 has been experiencing intermittent problems engaging its pump, and was picked up yesterday by a technician at Hi-Tech Emergency Vehicle Service, where it will get service for a recall order on a pump-shift solenoid, a dash indicator light for the emergency brake, and a relief valve.

The District has made a down payment on a Utility Terrain Vehicle, a purchase funded by the MWPA for local fire prevention. The vehicle is expected to be in stock later this year. The UTV will include a firefighting slip-on unit, allowing for quicker response to small fires in off-road locations, such as the fire at Audubon Canyon Ranch early this year.

### **Disaster Council**

Asst. Chief Marcotte thanked members of the Disaster Council for agreeing to participate in the now-delayed demonstration of Genasys emergency siren alert systems. In coordination with the Marin County Disaster Coordinator, Asst. Chief Marcotte will be conducting a training with Bolinas School on disaster response procedures.

### **Resource Recovery**

No update.

### **Buildings and Grounds**

An annual generator service was completed last week, with a malfunctioning block heater replaced. Hector Mora, Capt. Pete Smith, and Chief Krakauer are planning to complete the final pieces of the stonework around the station flagpole. Chief Krakauer thanked Mr. Mora again for his generous donation of work and time on this project.

### **General Operations/Administration**

Chief Krakauer reported slightly above-average call volume. The night driver position is working well, with every night being filled. The planned Genasys siren demonstration was cancelled due to issues in transit to Bolinas. We plan to reschedule.

Chief Krakauer and Stinson Beach Fire Chief Peri met with Kentfield Fire Chief Pomi to discuss their experience with LRAD technology and decision-making process. Ultimately, Kentfield Fire Protection District elected not to pursue this technology.

2022 is a code adoption year, and the District will be approving amendments to the newest California Fire Code, issued every three years. The Fire Marshals of all Marin County agencies are coordinating this process together, and the Bolinas FPD Board of Directors will need vote to approve an ordinance in November, after a first reading next month.

Isaac Taylor reported that the District will be submitting an additional payment toward its CalPERS unfunded accrued liability (UAL), as budgeted. The contribution is expected to be larger than expected, due to a decrease in our regular UAL payment after application of prior credits from excess payroll contributions.

AT&T's cellular site ground lease is set to expire this month, but the current lease assignee, Peppertree Capital d/b/a Octagon Towers LLC/Sooner Towers LLC have indicated their intention to exercise the fifth and final optional five-year lease extension, for 2026 through 2030. Through County counsel, we have issued a request for a lease amendment to specify a monthly rent increase in line with previous five-year extensions.

Isaac Taylor reported fulfilling several accounting requests for the District's accountant Michael O'Connor, as he completes his year-end audit adjustments and new GASB reporting requirements. We are also coordinating with auditors Nigro & Nigro to complete the final audit requests in early November. Pres. Molesworth asked about the expected schedule for board review and approval of the audit. Isaac expected the draft audit to be available for review in November or December.

Isaac Taylor reported a procedure change with payroll processing vendor Paychex, so that the District's payroll can be reported directly through their online portal.

### **Personnel**

Chief Krakauer has completed annual employee performance evaluations, including a three-month check-in with new firefighter Easom. Going forward, Chief Krakauer plans to conduct these evaluations in April, so that any recommendations for wage increases can be incorporated into the District regular budgeting process.

Chief Krakauer reported that Capt. Pete Smith had a successful shoulder surgery today, but is expected to be absent for approximately five weeks during his recovery. Chief Krakauer wished Capt. Smith a speedy recovery, and reported that he and Asst. Chief Marcotte will be filling in during this time.

Vice Pres. Torrey asked Chief Krakauer about his experience with Marin County ambulance Medic 97's crew staying at the Bolinas fire station this summer. Chief Krakauer reported that the situation worked extremely well for both Bolinas and Stinson Beach, and looks forward to hosting them again next season.

### **GENERAL BUSINESS**

#### **Discussion Item #1 – District Wildfire Preparedness and Response**

Chief Krakauer reported that the District had its final Chipper Day last week. Feedback on this program has been great, with each day filled. We were also able to accommodate many people on wait lists. Chief Krakauer thanked M&M Tree Service for their work and flexibility, and looks forward to continuing and expanding this program in the future.

Chief Krakauer took part in an MWPA task force to discuss the first Citizens' Oversight Committee report, and its comments and suggestions. The task force prepared itemized responses to these comments and recommendations, one of which related to the relatively small amount of money spent in the West Marin region, relative to its large geographic area and history of wildland fires.

Another MWPA meeting is scheduled for next week to discuss the West Marin evacuation route clearing project, which recently had a permit approved by the County of Marin. We are awaiting word on potential review by the California Coastal Commission.

### **CONSENT CALENDAR**

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

Vice Pres. Torrey asked about the monthly financial report with regard to fuel expenses. Isaac Taylor noted the account reflected a negative balance, due to reimbursements received this fiscal year for previous fuel use by local agencies.

AYES: Molesworth, Torrey, Pierce, Martinelli, Dunne.

NOES: None.

ABSENT: None.

### **BOARD MEMBER REPORT**

Pres. Molesworth reported that the West Marin evacuation clearing project was discussed at the recent MWPA board meeting. Planning and Program Manager Anne Crealock shared that the MWPA is initiating a programmatic permit process, to hopefully streamline the permitting process for individual projects.

### **COMMITTEE REPORTS**

Human Resources Advisory Committee – Vice Pres. Torrey reported that she and Dir. Pierce met with Chief Krakauer and Isaac Taylor to discuss proposed changes to the employee annual evaluation schedule, as well as professional development opportunities for the Chief and staff. They also began a discussion around the topic of parental leave.

Chief Krakauer noted that the Advisory Committee also discussed a proposal for wage increases for Asst. Chief Marcotte and firefighter Aaron Pendergraft.

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 7:45 P.M.

Respectfully submitted,

Isaac Taylor  
Administrative Manager

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