

Minutes from the June 28th, 2023, Bolinas Fire Protection District Board Meeting at the Bolinas Fire Station.

Pres. Molesworth called the meeting of the Bolinas Fire Protection District to order at 7:01 P.M. Pres. Molesworth, Dir. Pierce, Dir. Martinelli and Dir. Dunne were present. Vice Pres. Torrey was absent. Also present: Chief Krakauer, Asst. Chief Marcotte and Administrative Manager Isaac Taylor.

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

PUBLIC EXPRESSION

None.

CHIEF'S REPORT

MEMBER REPORTS

Chief Krakauer was unable to attend the June MERA meeting.

Chiefs

Chief Krakauer was unable to attend the June Chiefs meeting.

MWPA

There was no MWPA meeting in June.

Prevention

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

Roads

Chief Krakauer reported extensive mowing this month in Bolinas by the County of Marin and Caltrans.

Inspections

Chief Krakauer conducted a follow up life safety inspection at the Bolinas Library, and reported that the Coast Café will be inspected in July and the newest BCLT residences will be inspected in August.

Planning

Chief Krakauer reported that he is working with Fire Marshal Scott Alber at Marin County Fire on a couple of Accessory Dwelling Unit plans in Bolinas, to ensure access, hydrant, and sprinkler requirements are met.

Grants

Isaac Taylor reported an upcoming deadline for a grant opportunity through the California Fire Foundation, for which he plans to submit a proposal to fund understory maintenance within the BCPUD eucalyptus grove at the intersection of Olema-Bolinas Road and Mesa Road. BCPUD has already initiated work on removing some of the downed trees in this area. Isaac reported that a decision would be expected in August, with a one-year period to complete work.

Training

Training has been focused on wildland firefighting. Marin County Fire will be hosting a wildland academy on July 29th for West Marin volunteer agencies.

Asst. Chief Marcotte reported interest from West Marin fire agencies in the District's EMR class slated for this fall.

Volunteers

Chief Krakauer reported that the association has adopted a new investment policy, and has elected to change their bank.

Apparatus

Chief Krakauer reported that the generator on Engine 283 is out of service, but he plans to attempt an in-house repair when parts can be acquired.

Disaster Council

Asst. Chief Marcotte reported that the Disaster Council met in mid-June, and plans another meeting on July 17th, when Area Coordinators will be introduced to the department's Operations Center. This will prepare Area Coordinators to set up and run the Operations Center at the fire station in the case of a disaster.

Resource Recovery

Chief Krakauer reported that longtime site manager Mike Aitken has resigned his position. Aitken has been essential to the site's founding and operating since its inception, and Chief Krakauer thanked and commended Mr. Aitken for his leadership and stewardship of the Resource Recovery site for 25 years. Chief Krakauer will be working with staff and partners to ensure the site remains a functional and effective solution for local green waste and wildfire fuels disposal.

Buildings and Grounds

The District is tentatively expecting installation of a new lift station septic pump on July 7th by City Sewer Pumping in Point Reyes. The second pump will be evaluated at that time.

General Operations/Administration

Calls remain above average for the year, with 26 emergency calls so far in June and 181 calls since January 1st.

Chief Krakauer reported that the department has been involved in planning for the upcoming return of the Bolinas-Stinson 4th of July festivities.

Chief Krakauer and Isaac Taylor continue to work on a draft investment policy for the District, with the goal of bringing the policy for approval by the board of directors in August.

Chief Krakauer reported an inquiry from T-Mobile about possibly collocating cellular equipment on the existing Verizon cellular tower on the fire station grounds. Chief Krakauer will be evaluating their proposal with Isaac Taylor and IT Coordinator Ian Johnson.

Chief Krakauer shared that the District will be required to submit an official response to a Marin County Grand Jury studying issues and obstacles to Accessory Dwelling Unit residential development across municipal and unincorporated areas. Isaac Taylor stated that the District is required to respond to a single finding and a single recommendation. Chief Krakauer shared that he is working with Marin County Fire inspector Scott Alber and the West Marin fire agencies to coordinate responses. We expect to bring the item before the board prior by August.

Isaac Taylor reported that installation of the new SIP internet and telephone switch is nearly complete, with a final step expected in July. He also reported that the District purchased a new primary laser printer, to replace one that is approximately twenty years old. He also reported that the District received its final disbursement of Measure W Transient Occupancy Tax funds for the fiscal year.

Personnel

Chief Krakauer shared that the department is beginning the process of recruitment for a new full-time firefighter position. He shared that he would be calling a meeting of the Human Resources Advisory Committee in the near future, to discuss the recruitment and hiring process, as well as any personnel policies that may need updating as the department moves toward a new scheduling model.

GENERAL BUSINESS

Action Item #1 – Approve Final Budget for FY 2023-2024

MSC Dunne/Pierce (unan.) to approve the Final Budget for FY 2023-2024.

AYES: Molesworth, Martinelli, Pierce, Dunne.

NOES: None.

ABSENT: Torrey.

Isaac Taylor shared updates to the budget since the first reading: the budgeted income for property tax and county interest were revised upward to reflect actual receipts and the latest trends, and income from our solar bond deposits was eliminated, as the department has recently paid the bond in full. The net change to the budget from these adjustments was less than \$3,000. Isaac Taylor and Pres. Molesworth also recapped the budget discussion from May for Dir. Martinelli.

Action Item #2 – Approve Advisory Committees

MSC Martinelli/Dunne (unan.) to approve the Advisory Committees for Human Resources (Torrey, Pierce) and Finance (Molesworth, Dunne) with no changes.

The Directors expressed satisfaction with the existing configuration of Advisory Committees.

Action Item #3 – Approve Engagement Letter with Nigro & Nigro, PC for FY22-23 Audit Services

MSC Pierce/Martinelli (unan.) to approve the Engagement Letter.

Chief Krakauer and Directors expressed satisfaction with the audit services of Nigro & Nigro, PC, and look forward to working with them again this year. It was noted that their fees have increased following our initial 3-year contract, and Isaac Taylor stated that this adjustment has been included in the budget.

Discussion Item #1 – District Wildfire Preparedness and Response

Chief Krakauer reported that the District held its first Chipper Day event on June 9th, and MWPA is conducting its first chipper event this week (June 26th.) MWPA is also offering a large pile program this season. NPS completed mowing of the Poplar Rd. field, and the District paid for additional mowing along the fence beside the field. Asst. Chief Marcotte and Don Murch have surveyed additional areas to mow in August.

Asst. Chief Marcotte will be taking Engine 265, Utility 241 and a crew of firefighters to the County's wildland academy for West Marin agencies in late July. Firefighters are also working with NPS officials to prepare for emergency responses in the southern portion of Point Reyes National Seashore with our UTV and an electric mountain bike.

Director Martinelli shared that Marin County Fire now has four hand crews, as well as a new Blackhawk helicopter under contract from PG&E with a 900-gallon water tank. Isaac Taylor shared that Alert Wildfire cameras are now known as Alert Wildfire at UC San Diego, and the network of cameras can be accessed through a link on the District's website.

CONSENT CALENDAR

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

BOARD MEMBER REPORT

No update.

COMMITTEE REPORTS

Human Resources Advisory Committee – No update.

Finance Advisory Committee – No update.

Operations Working Group – No update.

PERSONNEL MATTERS

None.

ANNOUNCEMENTS

None.

GOOD OF THE ORDER

Dir. Dunne wished everyone a happy 4th of July holiday.

ADJOURNMENT

Pres. Molesworth asked for unanimous consent to adjourn the meeting. Seeing no objections, the meeting adjourned at 7:51 P.M.

Respectfully submitted,

Isaac Taylor
Administrative Manager

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