

Minutes from the July 27<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 7:02 P.M. Vice Pres. Torrey, and Dir. Pierce were present. Also present: Chief Krakauer and Administrative Manager Isaac Taylor. Dir. Martinelli joined at 7:07 P.M., and Dir. Dunne was absent.

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

**PUBLIC EXPRESSION**

None.

**CHIEF'S REPORT**

**MERA**

Chief Krakauer attended the MERA meeting on Wednesday, July 27<sup>th</sup>. The Governing Board appointed Heather Tannehill-Plamondon as Executive Officer. MERA continues to work with County IT officials on a final integrated emergency connectivity plan. Motorola is continuing to install equipment at sites approved under bid package 1a, including at the repeater site closest to Bolinas.

**Chiefs**

Chief Krakauer was unable to attend the Chiefs Meeting this month.

**MWPA**

There was no MWPA meeting in May.

**Prevention**

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

**Roads**

No update.

**Inspections**

No update.

**Planning**

No update.

**Grants**

No update.

**Training**

Training has been focused on wildland firefighting, and the department sent a crew of firefighters to the County's wildland fire training in Novato. Despite the cancellation of the first live burn day due to a Spare the Air Alert, firefighters reported a good and challenging live burn training on the second scheduled day.

Asst. Chief Marcotte has been instructing a fire engineering class, utilizing a unique piece of equipment that recycles water while operating the engine pump.

In August, Chief Krakauer and Administrative Manager Isaac Taylor will be attending a workshop in Palm Desert on Finance for Special Districts, organized by the California Special Districts Association.

### **Volunteers**

The Bolinas Volunteer Firefighters Association plan to vote to adopt draft association bylaws in August. The volunteers also plan to meet next week to discuss possibilities for updating and restructuring the association's fundraising efforts.

### **Apparatus**

Engine 285 is scheduled to get its annual service in early August.

Asst. Chief Marcotte and Chief Krakauer are researching available makes, models, and specifications for the planned procurement of a new Utility Terrain Vehicle (UTV) and firefighting skid attachment and trailer, in a local prevention project supported by the Marin Wildfire Prevention Authority. This vehicle will give firefighters better access to wildland fire areas, and support trail and off-road rescue responses.

### **Disaster Council**

No update.

### **Resource Recovery**

Chief Krakauer reported significant deliveries of brush to the Resource Recovery site, which is fully operational.

### **Buildings and Grounds**

The District issued letters of gratitude to Hector Mora and Jennifer Brahm for their donations to the new stonework installation at the fire station flagpole.

### **General Operations/Administration**

Chief Krakauer, Asst. Chief Marcotte, and Firefighter Aaron Pendergraft have all been engaged in training with new Firefighter Emily Easom.

Isaac Taylor noted some recent delivery issues with District mail items sent through the Bolinas post office. Isaac is currently utilizing another post office for outgoing mail, until the cause of these issues is resolved.

Kids from the Bolinas Summer Camp have been visiting the fire station on Thursdays, and Firefighter Emily Easom has been doing a wonderful job introducing them to the station and our local fire service.

Chief Krakauer, Isaac Taylor, Pres. Molesworth and Director Dunne met with Mark Pressman and Rob Pankratz, representatives of Wulff Hansen, a public finance and investment firm who has worked with the District previously. The group discussed possible options for refinancing the District's construction bond for the fire station. District officials determined that current conditions are not sufficiently favorable to consider refinancing at this time, but thanked Mark and Rob for their presentation. We will reach out to Wulff Hansen if and when the District decides to explore another refinancing round.

### **Personnel**

The District has issued task books to new firefighters, and is focused on completing as many training tasks as possible.

The District is excited to welcome one new volunteer, Annabelle Scott, who has submitted her application.

Chief Krakauer is preparing to conduct annual evaluations for full-time employees.

## **GENERAL BUSINESS**

### **Action Item #1 – Approve District Policy on Vacation Leave Accrual**

MSC Pierce/Torrey (unan.) to approve the District Policy on Vacation Accrual as amended (see below).

Administrative Manager Isaac Taylor noted that all four policies under consideration tonight originated from recommendations of the Human Resources Advisory Committee to take steps to standardize the benefits package for full-time employees of the District. These new policies will supersede previous policies and individual employment agreements.

This policy ensures that all full-time employees will accrue vacation time at a rate equivalent to two weeks per year at the employee's regular weekly schedule, increasing to three weeks per year in the fourth year of service. Dir. Torrey also noted that employees will no longer be paid annually for unused vacation time, but can carry balances over. When an employee accrues the equivalent of four weeks vacation time, the District will pay out one week.

Pres. Molesworth inquired about the part of the policy which states that employees will be paid for any unused vacation leave upon separation. Administrative Manager Isaac Taylor noted that California law considers vacation leave as earned wages, which the District would most likely be required to pay, regardless of circumstances of separation. After some discussion of potential scenarios where an employee may be terminated with cause, or otherwise believed to be ineligible for payment of unused vacation leave, it was decided to amend the policy to include the clause "as required by law" at the end of this section.

### **Action Item #2 – Approve District Policy on Sick Leave Accrual**

MSC Torrey/Martinelli (unan.) to approve the District Policy on Sick Leave Accrual as amended (see below).

Administrative Manager Isaac Taylor noted that this policy would reverse a previous District policy to pay employees for unused sick leave upon separation, while standardizing accrual at the equivalent of two weeks per year, based on the employee's regular weekly schedule, and limiting accrual to the equivalent of four weeks. Pres. Molesworth made a similar recommendation to amend the policy with the clause "as permitted by law."

### **Action Item #3 – Approve District Policy on Dental & Vision Reimbursement Allowance for Full-time Employees and Their Dependents**

MSC Pierce/Torrey (unan.) to approve the District Policy on Dental & Vision Reimbursement Allowance for Full-time Employees and Their Dependents.

Administrative Manager Isaac Taylor explained that this policy will establish standard limits for annual reimbursement allowances for dental and/or vision expenses of full-time employees and their dependents.

#### **Action Item #4 – Approve District Policy on Paid Holidays for Full-time Employees**

MSC Martinelli/Torrey (unan.) to approve the District Policy on Vacation Accrual as amended (see below).

Administrative Manager Isaac Taylor and Vice Pres. Torrey explained that this policy will establish the number of annual paid holidays for full-time safety and administrative employees, as well as a list of “standard holidays” and requirements for holiday requests. Dir. Martinelli suggested an additional amendment to specify the maximum number of payable hours per holiday.

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

Chief Krakauer shared that the District has added an additional Chipper Day in July, after filling our previously-scheduled days through August. The additional Chipper Day has been filled, although it needed to be postponed one week due to illness. There is also another MWPA Chipper Day event scheduled for the last week in August. Residents must register for the MWPA event online at [chipperday.com/marin](http://chipperday.com/marin). The department has received mostly positive feedback on our Chipper Days so far this season, and the vendor has been doing a great job working with firefighters and residents to coordinate these events.

MWPA defensible space evaluators have completed their work in Bolinas for the season, exceeding their target for homes evaluated. Pres. Molesworth asked if the County is doing any proactive outreach based on results of defensible space evaluations. Chief Krakauer and Dir. Martinelli responded that they are not aware of any County enforcement actions in related to defensible space inspections. Chief Krakauer and Dir. Martinelli clarified that MWPA defensible space inspection reports are not distributed to home insurance companies. Chief Krakauer explained the inspections are meant not to penalize home owners, but rather to inform owners on best measures to take to protect both life and property from wildfires.

Pres. Molesworth and Dir. Pierce shared that their homes were re-inspected this year after having initial inspections in 2021, and noted the usefulness of references to previously-identified issues in their newest report. Chief Krakauer acknowledged that inspectors can occasionally get things wrong, but work with residents to resolve any issues or disputes. Chief Krakauer and Dir. Martinelli noted that some issues, such as outdoor furniture and floormats, may seem nonhazardous, but could be hazardous during Red Flag or active wildfire conditions. Dir. Torrey suggested the department circulate information regarding the importance of removing combustible materials from the areas immediately adjacent to homes, an area often referred to as “zone zero.” Pres. Molesworth stressed the importance of emphasizing the educational aspect of home defensible space inspections.

Chief Krakauer shared that the Bolinas Fire Department and the National Park Service have completed mowing both sides of the field along Poplar Avenue. In addition, Rovon Sanders of Meadow Mowing has completed additional roadside mowing along key ingress and egress routes on the Bolinas Mesa.

Chief Krakauer contacted the Marin County Department of Public Works regarding additional mowing along county roads in Bolinas. We expect them to perform additional mowing next month, in response to some vegetation growth due to late rains.

### **CONSENT CALENDAR**

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

AYES: Molesworth, Torrey, Martinelli, Pierce.

NOES: None.

ABSENT: Dunne.

### **BOARD MEMBER REPORT**

Pres. Molesworth attended the monthly MWPA Board Meeting on Thursday, July 21<sup>st</sup>. Dennis Rodoni is now the MWPA Board President, and will take over in August.

The MWPA Citizens Oversight Committee presented their initial findings and recommendations to the board, including the recommendation that more resources and work should be dedicated to the West Marin region, a region with the highest historical wildfire risk.

### **COMMITTEE REPORTS**

Human Resources Advisory Committee – Vice Pres. Torrey shared that, in addition to working on the new employee benefits policies, the HR Advisory Committee discussed potential development of a policy on maternity/paternity leave and supplemental COVID-19 sick leave. The Advisory Committee will be exploring these topics more in the near future.

Finance Advisory Committee – The Finance Advisory Committee reviewed final fiscal year 2021-2022 revenues, expenses, and account balances. Isaac Taylor described another good year, with revenues exceeding budget expectations, particularly owing to higher Measure W (Transient Occupancy Tax) revenues. Operating expenses were also under budget. Isaac and Chief Krakauer will be attending a one-day workshop next month for Special District Finance professionals. The Advisory Committee discussed options for evaluating potential ways of allocating cash reserves toward debts and/or investments, after the upcoming workshop and in consultation with public finance advisors.

Operations Working Group – No update.

### **PERSONNEL MATTERS**

None.

### **ANNOUNCEMENTS**

None.

### **GOOD OF THE ORDER**

Pres. Molesworth noted she would be traveling for the first two weeks of August.

Vice Pres. Torrey shared her gratitude for being part of a positive organization with good communication like Bolinas Fire Protection District, after a recent conversation she had with a member of a small fire department in a neighboring county.

**ADJOURNMENT**

Pres. Molesworth asked for unanimous consent to adjourn the meeting. Seeing no objections, the meeting adjourned at 8:03 P.M.

Respectfully submitted,

Isaac Taylor  
Administrative Manager

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