

Minutes from the March 28, 2016 Bolinas Fire Protection District Board Meeting

Pres. Bass called the regular meeting of the Bolinas Fire Protection District to order at 7:00PM. Vice Pres. Chiera, Dir. Shaw, Dir. Kimball and Dir. Gade were present. Also present: Chief Brown and Secretary Brown.

MSC Gade/Shaw (unan) to approve the agenda.

CHIEF'S REPORT

Mera

Chief Brown reported that the Draft Vendor Request for Proposal (RFP) was circulated among all MERA agencies. The section pertaining to the Volunteer Paging System and its performance is a major concern to West Marin agencies. Chief Brown, Asst. Chief Marcotte, Inverness Chief Fox, and Stinson Beach Chief Stevens met to review the section and compile comments to be incorporated into the RFP. At the MERA meeting on March 23rd, Dave Jefferies, the Gen II Project Manager, informed the West Marin Chiefs that their comments had been accepted and included in the latest version of the RFP. The main agenda item at the meeting was the approval of the MERA 2019 Special Tax Bond Financing Documents. According to the bond consultants, the current interest rates are favorable at 2.5%. The financing amount for the project has been reduced from \$40 million to approximately \$30 million due to the collection of the first years' special tax payments. Chief Brown added that there is an exemption for low income seniors for the Gen II Measure A Parcel Tax of \$29. Vice Pres. Chiera and Dir. Gade suggested posting notices explaining the senior exemption in local papers and downtown as there is a June 1st deadline to file. To qualify for the low-income senior exemption for a single family residence, one must be 65 years of age or older by December 31, 2016, own and occupy one's residence, and not have earned a total annual household income of more than \$65,700 in 2015.

Prevention

Chief Brown met with Chief Ranger David Schifsky on March 14th. The increased number of visitors to the Palo Marin Trailhead and the increased numbers of calls for mutual aid were discussed. The NPS is taking action to try to mitigate the impact of increased visitors including reconfiguring the trailhead at the parking lot and adding signage regarding parking and preparation for hiking. The park is considering adding "No Parking" signs along one side of Mesa Road to keep one side of the road open for emergency vehicle access. There are also plans to post signs at the Wye informing visitors when the area is closed. On all of the Parks social media, visitors are directed to Alamere Falls by starting at either Bear Valley or the Five Brooks Trailhead.

Chief Brown and the Chief Ranger discussed the potential increased calls for service in the Park with the growing number of visitors. The Park understands the Districts first priority is to the residents and town of Bolinas. If our services are requested and we cannot respond due to situations in town, the Park understands.

The Chief Ranger has made it very clear that the Park wants to be good neighbors with our community and is willing to meet with concerned community members and discuss solutions to the impact of increased visitation to the Coast Trail.

Inspections

None.

Planning

20 Nymph Road – Demolish existing residence, construct new one

324 Ocean Parkway – Addition

23 Rafael Way – Single family residence remodel

28 Crescente – Single family residence

350 Fern – Studio addition

415 Yucca – Legalize Second Unit

380 Larch Road – New septic system, habitat restoration

480 Horseshoe Hill Road, Barn construction

555 Dogwood – New Construction

210 Laurel – Legalize second unit, new guest house

350 Lauff Ranch Rd. – Legalize multiple structures

4900 Shoreline Highway - Remodel

120 Horseshoe Hill Rd – Addition, remodel

10 Olema-Bolinas Rd – Second Unit

11 Brighton – propane tank placement

370 Overlook – Remodel, addition of 2nd unit

100 Mesa Road – AT&T Communications Tower Modification

Grants

No update.

Training

Training continues to focus on EMT recertification inter mixed with Structure Suppression operations.

Volunteers

No update.

Apparatus

No update.

Disaster Council

Beth Carusillo, Chief Brown and Richard Dillman met with all of the Area Coordinators and the Neighborhood Liaisons to issue new radios to the NL's and to train everyone how to communicate with them on Wednesday night, February 24th. Chief Brown and Beth plan to schedule individual meetings in every area to ensure all ACs and NLs have what they need and are clear on their duties. Chief Brown expressed her gratitude for Richard's generosity with his knowledge and time.

Resource Recovery

No update.

Building and Grounds

Chief Brown remarked that there is a growing parking issue in the shared parking lot. Many people using the Mesa Park fields for sporting events are parking in the paved lot instead of the larger Mesa Park lot. Patrons of the clinic and firehouse are finding it more and more difficult to park which is inconvenient, especially for the elderly. Chief Brown plans to put up signs indicating that the lot is for clinic and fire department parking only. She plans to speak with a representative from the Mesa Park Board regarding the matter.

General Operations/Administration

No update.

Surfers' Overlook Repair/Terrace Avenue

No update.

PERSONNEL

None.

GENERAL BUSINESS

Action Item #1: Consider Establishing a Fire Cadet Program

Chief Brown began by describing how a Cadet program began being discussed at the department. A local 16 year old boy, who has been attending drills for the past two years as an observer, expressed his desire to actively participate in the weekly volunteer trainings instead of just watching. Chief Brown began investigating how Cadet Programs are run and what their requirements entail. Sec. Brown contacted the Department's worker's compensation agency and found out the annual cost per Cadet would be approximately \$45. Asst. Chief Marcotte is very interested in running the program and has created a first draft of guidelines. Chief Brown recommended that the guidelines be finalized, and that the program be

launched on a very limited (2 Cadets) trial basis. The Board discussed possible qualifications for candidates and different application scenarios. Dir. Kimball and Dir. Gade were very supportive of a program but stated that the guidelines and application need to be more developed. Dir. Kimball remarked that the program could be useful and innovative for teenagers in the community. Vice Pres. Chiera was very positive about the possibility but reiterated that public safety is the Department's first priority, and therefore the program must be administered by one dedicated person. Pres. Bass expressed her support but had two concerns: confidentiality and a possible increased work load for the Fire Chief. She suggested contacting other fire departments to find out how other Cadet programs are administered. Dir. Shaw said the guidelines had omissions and suggested that a committee develop them instead of one individual. Vice Pres. Chiera volunteered to edit the guidelines and application in conjunction with Asst. Chief Marcotte.

MSC, Kimball/Chiera (unan with one abstain) to further develop a Fire Cadet Program by developing and finalizing a set of guidelines and an application process to be presented at the April Board meeting.

Action item #2: Consider Resolution #176-2016: Extending Workers' Compensation Benefits to Fire Cadets

This action was postponed to the April Board meeting.

Action Item #3: Response to Grand Jury Report: *2015-2016 Web Transparency Report Card: Bringing Marin County's Local Governments to Light*

Chief Brown explained that earlier in March the Marin County Grand Jury publically released a report regarding the importance of government websites as a means for Marin residents to acquire information. The Grand Jury audited 126 local agency websites to evaluate the transparency and quality of online information such as budgets, audits, and board member information. Of the 126 agencies, 34 received a "passing" grade of a B- or better. The website for the BFPD received an "F", as did many other agencies. Three recommendations were made for the District in order to comply:

- 1) The agency should improve its web transparency score to "B-" (or better), by updating its website and submitting the appropriate self-audit form.
- 2) The agency should file and keep updated Statement of Facts with the California Secretary of State and the Marin County Clerk as required.
- 3) The agency should update its website to include information of the annual compensation of its elected officials, officers and employees; and this information should also be submitted to the State Controller's Office.

Chief Brown recommended to the Board to continue to upgrade the District website based on the Web Transparency Checklist provided by the Grand Jury in order to reach a score of B- or better. The District does file a Statement of Facts every other year with the elections, but will do so on an annual basis from here after. The District will place both the budget and the Public Records Policy on the site as well as the rest of the information requested. The District already files the State Controllers Report annually through the auditor.

Vice Pres. Chiera suggested asking BCPUD what software they use for their website.

MSC, Gade/Shaw (unan) to agree with the 3 findings and update the District website based on the Web Transparency Checklist and recommendations provided by the Grand Jury Report: *2015-2016 Web Transparency Report Card: Bringing Marin County's Local Governments to Light.*

CONSENT CALENDAR

MSC, Shaw/Kimball (unan) to approve the Minutes from the February 22, 2016 regular meeting.

MSC, Shaw/Gade (unan) to approve the warrant lists from February 17 – March 22, 2016. Pres. Bass asked if the Building Maintenance Reserve accounts have been reviewed with the Coastal Health Alliance. Chief Brown answered that a document is being created, but is not yet completed.

MSC, Kimball/Shaw (unan) to approve financial reports for January 2016 including account balances.

Dir. Shaw inquired if there is any more news about the possible dental truck coming to the shared lot to provide low cost public dental services. Chief Brown answered that she has heard nothing recently about it.

PUBLIC EXPRESSION

None.

BOARD MEMBER REPORT

None.

COMMITTEE REPORTS

None.

PERSONNEL MATTERS

None.

ANNOUNCEMENT

None.

GOOD OF THE ORDER

Dir. Kimball complimented Chief Brown for her job well done in preparation for the recent Finance Committee meeting along with Sec. Brown. He remarked that the Chief was well organized which has made the beginning of the budgeting process easier for next year. Dir. Shaw seconded his remarks.

Vice Pres. Chiera commended Asst. Chief Marcotte and Chief Brown for their detailed attention to MERA issues. Chief Brown offered the Board the latest 217 page MERA document to read regarding the new Gen II system.

ADJOURNMENT

MSC, Chiera/Gade (unan) to adjourn the meeting at 8:08 PM.

Respectfully submitted,

Molly Brown
District Secretary

Note: All minutes to all Board meetings are available for review at the Bolinas Library.