

Minutes from the September 24th, 2018, Bolinas Fire Protection District Board Meeting

Pres. Kimball called the regular meeting of the Bolinas Fire Protection District to order at 7:00PM. Vice Pres. Chiera, Dir. Gade, Dir. Martinelli and Dir. Shaw were present. Also present: Chief Brown, Administrative Assistant Cadance Lynam, Captain Krakauer and Meg Simonds.

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

CHIEF'S REPORT

MERA

No Update. The next meeting is scheduled for September 26th.

Prevention

The first project partially funded by the BFPD Roadside Vegetation Reduction Project was completed on Yucca. The funds are intended to help neighborhoods on publicly traveled, non-county maintained roads reduce the roadside vegetation. The roads must serve at least three residences, all residences in the area must be informed of the intended work and the roads must be public rights-of-way that are open to public travel. Each approved project is eligible for up to \$500.

Roads

The BCPUD Roads Committee and BFPD staff will be scheduling a second meeting to discuss the next steps in addressing encroachments into the public rights-of-ways.

On Thursday, September 27th, Chief Brown will be attending the Deputy Zoning Administration meeting where the County of Marin Department of Public Works will be addressing their application for the Coastal Permit approval to designate the non-County maintained roads that are open for public use to be subject to the provisions of the California Vehicle Code and granting authority to the County Sheriff to enforce. The Sheriff's office has enforced vehicle codes on the dirt roads of Bolinas for decades. It has only been in the last year and a half that their office determined they could not enforce on the non-county maintained roads which has led to a great many complaints from residents and problems for both residents and the fire department including abandoned vehicles and vehicles blocking access. Last year, Jennifer Blackman and Chief Brown met with Sup. Rodoni and representatives from Marin County Counsel's office as well as the Sheriff's office and the Department of Public Works to discuss a resolution to the situation. It was determined that County Counsel would draft an ordinance that would allow the Sheriff's Office to continue with their ability to enforce

vehicle code on the non-County maintained roads. This hearing is a step in completing that process.

After more discussion from the Board it was decided that this subject will be an agenda item at the October meeting to provide support.

Inspections

120 Horseshoe Hill Rd – 4291

Bolinas Community Center – Re-inspect Fire and Life Safety

288 Mesa Rd – 4291

BCLT, 6 and 10 Wharf Rd – Re-inspect Fire and Life Safety

230 Alder – Fire Permit

Planning

Ongoing-

20 Nymph Road – Demolish existing residence, new construction

324 Ocean Parkway – Addition

350 Fern – Studio addition

415 Yucca – Legalize Second Unit

380 Larch Road – New septic system, habitat restoration

210 Laurel – Legalize second unit

350 Lauff Ranch Rd. – Legalize multiple structures

120 Horseshoe Hill Rd – Addition, remodel

10 Olema-Bolinas Rd – Second Unit

370 Overlook – Remodel, addition of 2nd unit

12 Olema-Bolinas Road – 2nd Unit

105 Wharf Road – Second Unit

46 Horseshoe Hill Rd – Addition/ Remodel

190 Ocean Parkway – Remodel

New
None

Grants

None.

Training

Recent training has focused on re-certifying everyone in CPR and the use of the Auto-Pulse, extrication of patients from vehicle crashes, private water supply operation and the preplanning of downtown structures.

Volunteers

Unfortunately, our new potential volunteer, Jackie Blumeyer, will not be able to volunteer with us as she had to leave the area.

Apparatus

No Update.

Disaster Council

With assistance from the California Highway Patrol and the Marin County Sheriff's Office, the first Bolinas Evacuation Drill was held on Saturday morning, September 22nd for the residents of the gridded Mesa.

Residents were sent a message from AlertMarin on Friday evening informing them of the drill and another message was sent on Saturday morning announcing the start of the exercise. Residents were asked to evacuate their home and drive to the station for information. All in all we consider the drill a large success. Approximately two hundred residents participated. There were some issues that were identified, which is exactly why we have a drill; to identify problems and address them. Some folks did not receive the phone message, we are researching why. Some folks may have hung up on the message as there is a five second delay before the message plays. Since so many phone calls need to be made, they are staggered so not everyone got the call at the same time. Some left home before the message was received. We are also looking into the possibility of a Spanish language message as noted by Director Chiera in the Hearsay today. While the phone messaging and texting is a very important tool, it is not 100% reliable. As someone at the drill noted, the cell service could be down for some reason or phone lines could be unusable. Chief Brown emphasized that the phone calls and text messaging is just one of the tools that would be used should an evacuation watch or warning be needed. Our Disaster Council would be activated and the fire department and law enforcement would be driving the neighborhoods much more thoroughly than was done Saturday morning. Our intent with the drill was to bring awareness to residents about evacuation and how to be prepared for it. We feel this first step was a big accomplishment in that direction and gives us a good foundation to continue to build from. We intend to conduct drills annually. Assistant Chief Marcotte did an excellent job of planning and executing the drill. Chief Brown extended deep gratitude to him for his work.

President Kimball and Vice President Chiera noted how smooth everything went and how well people worked together.

Dir. Shaw mentioned receiving a very loud alert on her phone while she was visiting Colorado and thought it should be used here as well as many people may not hear their text alert. Dir. Martinelli explained that Marin County does have the ability to issue such an alert, called a Wireless Emergency Alert or WEA, but that it is decided at the County level when to use it. Chief Brown will research the issue further.

Chief Brown also thanked Richard Dillman and Ian Johnson for their work in upgrading the fire station Disaster Council antenna. Many of the Area Coordinators saw improvement on their communications during the last radio test.

Resource Recovery

No Update. Next meeting is scheduled for October 1st.

Building and Grounds

Update provided under Board Committee Reports.

General Operations/Administration

There is no update on the request from AT&T to modify their tower. We are waiting for requested information. Don Smith was kind enough to lend his RF meter to the fire house and train us on its use in order to allow us to informally conduct our own readings. Capt. Krakauer and Chief Brown were able to measure the RF readings at the four pre-designated spots identified in prior emissions reports three times a day for a week. This information will be reviewed with AT&T.

Chief Brown, on her own time, has been working with the Measure W folks to help educate various groups on the impacts to the West Marin Fire Departments if Measure W were to pass.

The annual audit field work was conducted by Doran and Associates on September 19th. Once the draft audit is received, the Finance Committee will meet to review it and any associated recommendations. Once the Finance Committee accepts the draft, it will be brought to the Board for approval. The anticipated date for this process is around a month or so.

Surfers' Overlook Repair/Terrace Avenue

No Update.

Personnel

No Update.

GENERAL BUSINESS

Action Item #1 – Support for the Passage of Measure W, the Proposed Increase to the West Marin Transient Occupancy Tax on Short Term Rentals to Benefit Emergency Services and Community Housing.

In May of this year the Board approved a letter to be sent to the Marin County Board of Supervisors expressing support of Sup. Rodoni's proposal to increase the Transient Occupancy Tax by 4% in West Marin being placed on the November ballot. The proposal was approved and the issue will be placed on the November ballot as Measure W. The increase would be 4% on top of the existing 10% TOT which equates to \$4 for every \$100 spent on a short term rental and will only be voted on by West Marin residents.

If Measure W passes, the District could use these funds to increase staffing levels to safe, appropriate levels, work to recruit and retain volunteers and explore firefighter housing options.

Chief Brown has been discussing with County Council the parameters by which our District can support this measure. The District can publically support the passage of the measure and talk about the impacts if the measure passes if we take action to do so at a public meeting. Individual employees and representatives of the District may work on campaigning for the measure so long as absolutely no District resources are used to do so.

MSC – Chiera/Shaw (unan.) to Approve Action Item #1, Providing Public Support for the Passage of Measure W.

Action Item #2 – Purchase of Vapor Meter for District Emergency Generator.

In our efforts to determine how long the District's emergency generator would last during a disaster, it was determined that purchasing and installing a vapor meter on the propane line would tell us how much fuel the generator consumes when it is running. In order to determine what size vapor meter would be needed, we first needed to determine how many KVV's it takes to run the facilities. Chief Brown was able to meet with our generator maintenance person, Tom Harris, Air Cooled Diesel, to discuss and test how long our emergency generator might last during a disaster. Tom was able to guide us in running the generator under full load, meaning everything that requires electricity to operate at the firehouse and clinic was turned on. The result was the required load to run the facilities was much lower than the capability of the generator. The generator has a 50 KVV capacity, during the test, the facilities did not require more than 13 KVV. This told us two things; first, we can buy the smaller and more affordable vapor meter if we do decide to get one. Second, the generator will last close to two weeks time with the current propane tank, much longer than previously thought.

Director Shaw questioned why we would purchase a vapor meter if we already know how long the generator will last.

Chief Brown explained that that is why we had undertaken this process, to determine whether or not a meter was needed. Since it has now been determined that the power and fuel needed to run the facilities is quite a bit lower than the full capability of the generator, a vapor meter is probably not needed.

MSC – Gade/Martinelli (unan.) to refrain from purchasing a vapor meter for the District generator at this time.

CONSENT CALENDAR

MSC Chiera/Gade (unan.) to approve the Consent Calendar.

There was a noted increase in the reserve funds that was larger than expected due to the under expending of the budget and higher than anticipated revenues for FY 17-18.

PUBLIC EXPRESSION

None.

BOARD MEMBER REPORT

No Update.

COMMITTEE REPORTS

Updates from Finance and Budget, Personnel, Building and Grounds and Operational Working Group.

Finance Committee – The Finance committee is awaiting the draft audited financials.

Personnel Committee – No Update.

Buildings and Grounds – Chief Brown is waiting to hear from County Council regarding the process for conducting informal bidding, and whether or not it is necessary. Repairs are needed to rusting roof flashing around fire houses solar light tubes.

Operations Working Group – No Updates

PERSONNEL MATTERS

None.

ANNOUNCEMENT

None.

GOOD OF THE ORDER

Chief Brown expressed her appreciation to everyone that was involved in the evacuation drill and for everyone that helped put it together.

Chief Brown also took a moment to recognize Phil Buchanan who served on the Board of Directors and recently passed away.

ADJOURNMENT

MSC –Chiera/Gade (unan.) to adjourn at 8:30PM.

Respectfully submitted,

Cadance Lynam
Administrative Assistant

Note: Minutes of all Board meetings are available for review at the Bolinas Library and on the District's website www.bolinasfire.org.