

Minutes from the January 24, 2017, 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. Kimball and Dir. Gade (arrived at 7:15) were present. Dir. Shaw was absent. Also present: Chief Brown and Admin Asst. Cadance Lynam.

MSC Kimball/Chiera (unan) to approve the agenda.

CHIEF'S REPORT

NERA

No Update.

Prevention

None.

Roads

No Update.

Inspections

None.

Planning

20 Nymph Road – Demolish existing residence, new construction

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

555 Dogwood – New Construction

210 Laurel – Legalize second unit

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

12 Olema-Bolinas Road – 2nd Unit

105 Wharf Road – Second Unit

Grants

No update.

Training

Volunteers began training again on January 12th. The first quarter will start with HIPAA awareness, Marin County 911 Referral Service and Human Trafficking Awareness. There will also be a focus on fire suppression.

Volunteers

We had one volunteer leave. Peter Orner was awarded A Fulbright Scholarship to conduct research in Namibia. He expects to be gone for ten months, but hopes to return to the department when he is back.

Apparatus

E283 is in need of new tires due to sidewall cracking. Fire Fighter Joe Walker researched where other departments purchase their tires. The cost through those businesses was approximately \$4,000. Joe was able to find a business in Santa Rosa, Tire Direct Supplies, which offered a quote for just under \$3,000 for equivalent tires. He will be taking E283 there on Monday January 23rd.

Disaster Council

Cadance went to remove the Disaster Council display from the post office and found that someone had already removed it. The staff at the post office had no idea who may have taken it. We are currently trying to track it down and get it back. We are also working on completing the list of needs and changes that came out of our EOC drill in December. Ian Johnson is also helping to sort out the electronics and phone equipment. Once we feel we have addressed everything, we will hold another smaller scale drill to test the set up process again.

During the storm earlier this month we asked our Disaster Council to be prepared for a possible activation of the EOC by keeping their radios on. We received a good response from both the Area Coordinators and the Neighborhood Liaisons. Fortunately, we didn't have to activate them. With the ability to warn residents through multiple medias, it seemed the majority of people were prepared for the inevitable flooding, road closures and power outages. We did experience a several hour road closure on Olema-Bolinas Road due to flooding on the evening of the 10th. The Catholic Church opened its doors to stranded residents. After an hour or so, the fire department began shuttling residents through the flooded area so they could get home. Most of them picked up their cars later that night or early the next morning. The most recent storm event brought us six calls in a very short period of time due to strong rain and wind. Mesa Road was closed near the Olema-Bolinas intersection for about two hours due to a large eucalyptus tree and wires down. Once the storm had calmed down we were able to clear the tree and reopen the road. There were multiple other calls for trees and wires that had

come down around the same time. PG&E was on the scene immediately, which allowed us to address trees that were causing blockages much sooner. DPW was also helpful and provided sand and sand bags to help the community with preparation.

Resource Recovery

Marin County Environmental Health conducted the quarterly inspection of the Resource Recovery Site and found ground green waste stored too close to the protected waterway. Unfortunately, after the most recent grind, the hauler hired to remove the material immediately following the grind did not do so. Jennifer assured EHS that this occurrence was neither intended nor prolonged. EHS was also concerned about the appearance of water sheeting across the RR Site and draining into a hole. The concern was that it was going into the hole then making its way to the waterway. The hole was actually the point where the flow passes under a log before it enters the vegetated filter area. EHS was receptive to Jennifer's explanations of the areas of concern. The question of the set back from the waterway is still under discussion. There needs to be a hauling off of ground material which requires extra funds.

Building and Grounds

No update.

General Operations/Administration

We ran into another delay related to the audited financial statements. This delay was related to a discrepancy in the fuel billing Lisa Doran found. It required both Kaaren Gaan and Chief Brown to spend a good amount of time investigating. Chief Brown recreated all entries and billings related to fuel back to fiscal year 12/13. It was time consuming, but the error which was the posting of our fuel inventory amount in FY 12/13, was finally discovered. Once that was completed, Kaaren completed her work on the GASB 68 requirements. It is likely that we will have the draft financials for review at our February 27th meeting. We owe a tremendous debt of gratitude to Kaaren for coming out of retirement to help us.

All documents have been finalized in regards to the refinancing of the Districts COP's. Chief Brown and Cadance are sorting through several new accounts that have been established with Bank of New York Mellon in relation to the refinancing. The Finance Committee will be meeting soon to review the transaction and the new reporting requirements. Everything went very well; it was a pleasure to work with both Mark Pressman and Paul Thimmig.

Sup. Rodoni has requested a meeting with West Marin fire departments and law enforcement agencies to discuss emergency preparedness in West Marin on holiday and peak weekends. PRNS and GGNRA will also be present. The meeting is scheduled for Thursday, Jan. 26th. Sup. Rodoni also called last week to inform us that he has met with a

group of Brighton Ave. residents who are very concerned about the permanent parking of large vehicles on Brighton Ave. Marin County is discussing an ordinance that would make it illegal for large vehicles to park over night, initially, on specifically named county roads. Brighton may be on the initial list of roads. Sup. Rodoni wanted us to know what was being discussed and to see if we had any concerns or input for the situation. Chief Brown explained to him that from a department standpoint, we have had very little problem or interaction with the vehicles on Brighton. In the very near future, he would like to attend one of our Board meetings to reintroduce himself and touch base about issues of concern for our area. Pres. Bass mentioned that removing overnight campers from Brighton wouldn't necessarily solve the issue; it would more likely cause them to move up to the Mesa.

The BCPUD has formed a volunteer committee on Internet Service in Bolinas. Dir. Lyndon Comstock is the BCPUD representative. Chief Brown spoke with him and put him in touch with Ian Johnson.

Surfers' Overlook Repair/Terrace Avenue

The Save Surfer's Overlook Committee met on January 10th in order to discuss next steps and to give direction to the Bolinas Community Center on the remaining funds. The agreement between the Surfer's Overlook Committee and the BCC requires a monthly update. The committee has been remiss in this area and will work to follow through on this. There is \$202,165 remaining in the account. The decided upon next steps are as follows:

Ralph and Remick will speak with the BCC Board and continue to give them updates.

Jennifer will contact Larry Kennigs and, possibly, another project manager, to discuss steps for acquiring permits for phase II. She will also reach out to Sup. Dennis Rodoni and Liza Crosse about the project.

Personnel

Molly has been coming in once a week to help with the confusing financial reports from the county.

GENERAL BUSINESS

Action Item #1- Election of Officers

Brief discussion was had regarding the election of officers

MSC- Kimball/Gade (unan.) to elect Dir. Bass as President and Dir. Chiera as Vice President.

Action Item #2- Formation of Committees

MSC- Kimball/ Gade (unan.) to elect Dir. Gade and Pres. Bass to the Personnel Committee. Dir. Kimball and Vice Pres. Chiera to the Finance and Budget Committee and Vice Pres. Chiera and Dir. Shaw to the Building and Grounds Committee.

Action Item #3- Meeting Schedule for 2017

Chief Brown provided the board with the schedule of regular board meetings for 2017 in order for the board to determine if there were any conflicting dates. After seeing that the regular December Meeting would fall on Christmas Day it was determined to change it to the week prior on December 18th.

MSC- Chiera/Gade (unan.) to accept the schedule of regular board meetings for year 2017.

Discussion: The board decided that it wouldn't make a difference whether to have a retreat or a special meeting to discuss the issues facing the district. Discussion about the three or four items that are the most pressing can happen in or around regular meetings.

Vice Pres. Chiera mentioned that it is important to have a special meeting to set the agenda, or to form a separate committee, otherwise items may continue to slip.

Pres. Bass suggested that each committee could meet with Anita to identify what the issues are.

Dir. Kimball agreed and expressed that he felt the two main issues are succession of Anita's position and the board's position, and updating the financial budget.

Vice Pres. Chiera said he would like there to be a meeting of the Finance Committee before the next regularly scheduled meeting if possible.

Discussion: There was discussion as to whether there were any ways to lower the number of delinquent parcel taxes in the district. Pres. Bass suggested it was a good idea to wait and see what happens in the next several months and go from there. Dir. Kimball and Chief Brown were willing to contact Roy Given to discuss how to collect delinquent parcel tax money.

CONSENT CALENDAR

MSC, Chiera/Kimball (unan) to approve the Minutes from the Dec. 5th Special Meeting and the December 19th Regular Meeting. Approval of the warrant lists from December 14, 2016 – January 17th, 2017 the financial reports for August and September 2016, and the account balances.

PUBLIC EXPRESSION

None.

BOARD MEMBER REPORT

None.

COMMITTEE REPORTS

None.

PERSONNEL MATTERS

None.

ANNOUNCEMENT

None.

GOOD OF THE ORDER

None.

ADJOURNMENT

MSC, Chiera/Gade (unan) to adjourn the meeting at 8:25 PM.

Respectfully submitted,

Cadance Lynam
Admin Assistant

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