

Minutes from the February 27, 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, Dir. Gade and Dir. Shaw were present. Also present: Chief Brown and Admin Asst. Cadance Lynam.

MSC Kimball/Chiera (unan.) to approve the agenda with a modification made by Chief Brown to realign the agenda as follows due to a request from Jennifer Blackman, Manager, BCPUD, regarding last minute addition to speak about coordinated efforts to identify Bolinas as a “high impact area for broadband availability.”

Action Item #1 Review of Draft Financial Statements FY 15-16.

Action Item #2 Coordinate Efforts to Designate Bolinas as a High Impact Area for Broadband Availability.

Action Item #3 Coordinate efforts with Local Agencies to Request CalTrans Repair to Hwy 1 Flooding near Audubon Canyon Ranch.

Action Item #4 District Committee’s Scoping Study Results. Board of Director’s will review and prioritize them for further study.

CHIEF’S REPORT

MERA

Chief Brown attended the Governing Board meeting held on February 22. The main topics discussed were the Proposed Long-Term Next Gen Project Budget, the Retirement of 2007 Project Note and the Proposed Radio Communications System Contract with Motorola. A draft proposed budget for the Gen II system was passed out at the meeting. The draft budget is \$69.5 million with a 15% contingency. Over the term of Measure A, proceeds are anticipated to be \$72 million. Dave Jefferies and Maureen Cassingham will be regularly updating the budget in order to get the most benefit for member agencies. Discussion was had regarding the retirement of the 2007 Project Note. There are no longer any projects for the current system to spend the funds that were transferred to the 2010 Bonds Project Fund. MERA can file a Notice of Completion to close the 2010 Bonds Project Fund and transfer the \$2.06M to the 2010 Bonds Revenue Fund to pay debt service on the 2010 Bonds. Once the debt service is paid, any excess funds can be transferred to the Surplus Fund and can then be remitted to MERA. It was decided to set aside the surplus funds for potential Gen II project use rather than refunding monies to members. This issue will be revisited in the near future. The proposed contract with Motorola was discussed. Proposals for the Gen II system were solicited with Motorola being the only vendor to submit a proposal. For the past six months, MERA reps and Motorola met to refine multiple points including station alerting and volunteer paging. The new system is anticipated to utilize twelve communications sites, five of which will be new. MERA will receive a \$500,000 discount if we accept delivery of the radio

equipment by the end of 2017. Chief Brown raised the concern that if we receive them too early, they could potentially be “obsolete” before the system comes online as happened with Gen I. Dave Jeffries said that issue had been discussed, but that Gen II is anticipated to be online by Spring 2018 so the radios should be fine. The issue can be revisited as this year’s timeline plays out. The Motorola contract is for \$34.3M.

Prevention

None.

Roads

No Update.

Inspections

11 Wharf Rd. – Propane Tank Inspection
555 Dogwood – Final Inspection New Construction
6 Wharf Rd. – Fire and Life Safety Inspection

Planning

Ongoing-
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

Trainings continue every Thursday night as planned. Assistant Chief Marcotte has also posted multiple trainings on Target Solutions including a class on HIPAA Requirements, Marin County 911 Referral Program, and Human Trafficking. As the weather starts to warm up, the focus will begin to shift to trail and beach rescues as well as wild land fire training.

In order to maintain our CPR Instructor certification, instructors must be monitored teaching a class once every two years. Chief Brown attended a class in Inverness on February 26th to monitor their instructor and will also attend a class in Tomales Tuesday evening in order to be monitored. The BFPD teaches approximately ten classes a year.

Volunteers

No update.

Apparatus

E283 was outfitted with six new tires for a cost of \$2,998. Thanks to Firefighter Walker for researching and finding a reduced price for the tires and installation.

Disaster Council

We still haven't recovered our Disaster Council display which was removed from the Post Office. We will likely recreate the display but may try to place it in a more secure place this summer. We've been working with Ian Johnson on redefining the technology needs for our Departmental Operations Center, including telephones and radios. Chief Brown and Cadance Lynam have implemented many of the suggestions made at the last DOC drill held in December of last year. We anticipate being able to hold the next smaller scale drill in April.

We made it through the last series of storm events with only a few calls for flooding and trees down as well as road closures. Chief Brown participated in several conference calls with Marin County Emergency Managers held by County OES. These calls are an opportunity to receive up to the minute information from the National Weather Service as well as hear about activities in other jurisdictions and express any needs we may have. Chief Brown and Cadance inspected the Disaster Council storage container and found that it is in good shape with no signs of leaks or mold.

Chief Brown attended the West Marin Disaster Council meeting held in Pt. Reyes on February 23rd. MC OES is hoping to hold a tsunami drill in one of the coastal areas in March. Muir Beach held the drill last year, so Chief Brown is speaking with OES about holding the drill in Bolinas this year.

Resource Recovery

A representative with Marin County Storm Water Regulation inspected the RRP site and has found a few problems with space requirements and setbacks. MC Environmental Health will be conducting inspections, usually on a quarterly basis, and will forward any noted concerns to the Storm Water Department. Chief Brown will be attending a meeting of the Resource Recovery Project on the afternoon of February 27th.

Building and Grounds

No update.

General Operations/Administration

The Finance Committee will be meeting with Mark Pressman, Wulff, Hansen, to review the District COP Refinancing transaction. Mark will also be reviewing with us the District's obligations related to the 2017 COP's.

Chief Brown attended a meeting with Sup. Rodoni and representatives from all West Marin fire departments and law enforcement on January 26th. Sup. Rodoni had requested a meeting to discuss emergency preparedness in West Marin on holiday and peak weekends. PRNS and GGNRA were also present. The meeting was an opportunity for each agency to review the problems facing their areas and brainstorm opportunities for solutions using current resources available and identifying new resources. Chief Brown spoke about the increase in visitation to Bolinas negatively impacting parking and access as well as precipitating the need to increase staffing while our community base is shrinking. We need to identify how to capture visitor funds to pay for the impacts to our community including potential additional staffing for the fire department. Chief Brown also mentioned the need to increase the cost of illegal parking fines and the need for additional parking and traffic enforcement. CHP was not present at the meeting but Lt Pittman and Capt. Augustus were there representing the MCSO. They talked about the extra patrol unit and parking enforcement officer that is provided during summer months on weekends but did not indicate any additional staffing availability. It was mentioned that CHP is responsible for traffic and parking enforcement. Sup. Rodoni will research several considerations and will request another meeting with the group in May.

Chief Brown attended the Community Life and Tourism Forum on the evening of February 23rd held at the Dance Palace in Pt. Reyes. The forum was put together by the Pt. Reyes Village Assoc. in conjunction with representatives from other communities including Bolinas. The panel of speakers included Sen. Mike McGuire, Sup. Rodoni, Nancy Cave, Coastal Commission, John Dell'Oso, PRNSS Bijan Sartipi, CalTrans, Capt. Augustus, MCSO and Commander Mota, CHP. Sen. McGuire moderated the forum with discussion focused on parking traffic and congestion and waste problems. It was extremely well attended with many of the issues we are aware of being raised. All the questions people brought up were answered. No solutions were offered but a working group consisting of a representative from each town will be formed to work with the speakers to identify problems and work on solutions.

Surfers' Overlook Repair/Terrace Avenue

Ralph Camiccia and Remick Hart attended a Bolinas Community Center meeting to give the Board an update on the Surfer's Overlook Project. They explained our next steps in conducting a "scoping study" on moving forward with Phase II of the project. The monies that are currently in the Surfers Overlook fund will initially be used to explore what and who it will take to forward Phase II. Remick asked the BCC to keep the fund open for an

indefinite amount of time while Phase II is explored. Ralph and Remick informed the Board members that they would receive timely updates on our progress every few months and we could revisit the issue on an annual basis. The BCC suggested moving the funds to an account that may yield more interest. Any discussion on the funds will be brought to the Surfers Overlook Committee. The Board told Remick and Ralph that they needed time to discuss the issue.

Personnel

No Update.

GENERAL BUSINESS

Action Item #1- Review of Draft Financial Statements FY 15-16.

Lisa Doran presented the audited financial statements and described several sections in detail. It was noted that District revenues decreased by 0.03%, while expenditures decreased by 0.19%. After more discussion between Lisa Doran and the Board, the Draft Financial Statements FY15-16 were accepted.

MSC- Kimball / Chiera (unan.) to accept financial statements and approve Action Item #1

Action Item #2- Coordinate Efforts to Designate Bolinas as a High Impact Area for Broadband Availability.

Jennifer Blackman, BCPUD, presented information regarding the potential for Bolinas to receive grant funds in order to improve Broadband Internet Service. The California Public Utilities Commission will be determining areas that qualify as “High Impact” in order to be eligible for grant funding.

Jennifer feels it will be important to have the Fire District write a letter on behalf of the District to express our impacts of having marginal internet access. You will recall, the BCPUD has formed a committee, which Ian Johnson sits on representing the Fire District, in order to explore solutions for the lack of quality internet service, and in many instances, lack of any service at all.

MSC- Chiera/Gade (unan.) to delegate Anita in drafting a letter to the CPUC, approving Action Item #2.

Vice Pres. Chiera expressed his appreciation to Jennifer Blackman for taking on this project and asked if personal letters also help to get the grant funding.

Jennifer said she will try to find out, and that there is no guarantee we would get the grant. However if we did, it could mean much better internet service for Bolinas and at a fraction of the cost.

Action Item #3- Coordinate efforts with Local Agencies to Request CalTrans Repair to Hwy 1 Flooding near Audubon Canyon Ranch.

Water runoff from heavy rains this winter has caused a constant flooding problem on Highway 1 just south of the Wye near Audubon Canyon. The

constant flowing and standing water as well as debris has made the road impassable at times to smaller vehicles, and causes vehicles to travel in the opposite lane as they try to avoid the water. CalTrans has been approached but has stated that no fix for the area will be forthcoming until it is deemed a hazardous situation. In speaking with Veronica Pearson, Marin County, about the Lagoon Restoration Project, she identified a CalTrans representative, Dir. Bijan Sartipi, who would be responsible for the area. Mr. Sartipi was scheduled to attend the West Marin Community Life and Tourism Forum on the evening of the 23rd so Jennifer Blackman wisely sent him an email regarding our concerns and included pictures. The BCPUD has started to coordinate with the School District, whose bus route is adversely affected by the flooding, as well as Audubon Canyon Ranch and Marin County, and would like the BFPD to join the efforts to persuade CalTrans to fix the problem now.

Dir. Kimball asked what the criteria for an emergency would be.

Chief Brown said CalTrans has not given that information.

MSC- Chiera/Kimball (unan.) to authorize Chief Brown to coordinate efforts with the BCPUD and to co-author a letter to CalTrans

Dir. Shaw mentioned it would be good to make copies of the letter and let other people sign to send to CalTrans

Chief Brown said she would check to see if that would be ok to do.

Dir. Kimball said he appreciates that Jennifer Blackman and Chief Brown work so well together.

Chief Brown agreed it has been helpful working with Jennifer.

Action Item #4- District Committee's Scoping Study Results. Board of Director's will review and prioritize items for further study.

At the regular Board meeting held in January, Chief Brown was directed by the Board to meet with each of the Districts' three committees to discuss and identify important issues they feel the District will need to plan for in the next 2-5 years. During the week of February 13th, Buildings and Grounds, Finance and Budget and Personnel Committees all met and identified areas of concern. Chief Brown forwarded a memo to the Board prior to this meeting outlining each of the committees concerns. Top issues included succession planning for the Chief's position, Firefighter recruitment and retention, identifying if there is a need for additional staffing, financial modeling for potential scenarios and long term maintenance of District facilities. Dir. Kimball emphasized the need for a succession plan on the board level as well. Three member's terms expire in 2020 while two expire in 2018. Chief Brown also explained that she has formed an Operational Working Group consisting of firefighters and officers to discuss operational needs of the District including apparatus replacement, volunteer recruitment, officer development and staffing. The Board was in agreement that these issues are critical to the future of the District and instructed Chief Brown to continue to meet with all four groups and bring updates to the regular meetings each month.

MSC- Bass/ Kimball (unan.) to approve Action Item #4 tasking the Fire Chief with continuing to meet with the committee's and to prioritize items of concern to the District in the next two to five years.

CONSENT CALENDAR

MSC, Chiera/Gade (unan) to approve the Minutes from the January 23rd Regular Meeting and approval of the warrant lists from January 18th – February 21st 2017.

MSC- Bass/ Kimball (unan.) to approve the financial reports for October, November and December 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, Kimball/ Shaw (unan.) to adjourn the meeting at 9:05 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.