

Minutes from the February 25th, 2019, 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. Martinelli, Dir. Torrey and Dir. Molesworth were present. Also present: Chief Brown, Administrative Assistant Cadance Lynam, Asst. Chief Krakauer, and Lisa Doran.

MSC Chiera/Martinelli (unan.) to approve the agenda with the modification from Chief Brown to remove item number Four B under General Business.

CHIEF'S REPORT

NERA

No Update. Next meeting is scheduled for February 27th.

Prevention

No Update.

Roads

The next meeting is scheduled for March 4th. The Board discussed the progression of the roads project between the District and the BCPUD. Dir. Molesworth questioned if there was a timeline for the project. Chief Brown explained that there is no timeline currently. The District's main priority is vegetation encroaching on the roads. Currently, the BCPUD is focused on encroachments that directly impact their infrastructure. Chief Brown emphasized that the project of clearing all the vegetation along the roads and continuing to keep it clear is an extremely large undertaking. It may not be something the Fire District can or should take full responsibility of. President Kimball asked whether the roads project could be an agenda item at the March meeting. Chief Brown mentioned we may be able to have an agenda item regarding a bulk mailing to all the neighborhoods about a vegetation reduction project.

After further discussion, it was agreed that an aggressive public information campaign regarding the need to reduce vegetation was needed through various means including Nextdoor, the Hearsay, the Point Reyes Light and bulk mailings.

Inspections

Bolinas Clinic – Fire and Life Safety

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
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
385 Ocean Parkway – Accessory Dwelling Unit
41 Wharf Rd. – Remodel
14 & 16 Canyon – Retaining Wall

New

210 Grove – Replace existing house

Grants

None.

Training

Training has recently focused on Attack Lines, lesser used equipment and ladders.

Volunteers

No Update.

Apparatus

The new 219 is nearly completed with the radio and code three equipment installations almost done. Old 219 has been retrofitted with a flatbed, had a safety inspection and some mechanical repairs and is now in service.

Disaster Council

Planning for the Tsunami /Evacuation drill scheduled for March 30th continues. This is a change in date from the 28th with the hopes of more participation. Information will go out closer to the 30th, notifications will be sent by AlertMarin two days before the drill and the morning of.

We are hoping to stimulate interest in the CERT program as well as emphasize evacuation.

Interviews for the position of the West Marin Disaster Council Coordinator took place on February 12th. Asst. Chief Krakauer attended on behalf of the BFPD. There were six applicants, the Chiefs decided to offer the job to Steve Marcotte who has accepted.

A second large Animal Evacuation planning meeting will be taking place at the firehouse on February 26th headed up by Asst. Chief Marcotte. The Area Coordinator meeting organized by Asst. Chief Marcotte was well attended on

February 7th. Topics covered included radio communications, supplies, job expectations and general information.

District Wide Emergency Alerting Systems

A \$340,00 estimate has been received from LRAD to furnish and install four - eight horn units with annual costs for satellite connection of \$7,500.

These costs do not include securing power, land rights or installation of poles. Chief Brown expressed that she is still not convinced that voice capable alerting is the best option based on test results in other jurisdictions and our topography. Tone only may be the best option.

More information was received from Mill Valley that was also given to their residents regarding preparation for evacuation, and evacuation routes depending on location. Emphasis was given to each resident taking responsibility for knowing how to get out.

Vice Pres. Chiera commented the important role of the Disaster Council in familiarizing residents with neighbors during an emergency.

Pres. Kimball commented that it would be helpful if we could mail residents postcards on an on-going basis with a concise and focused amount of information to register for Alert Marin and Nixel.

Dir. Kimball also recommended reaching out to other Fire Districts in Marin County and asking questions to see what they are doing in regards to alerting systems..

Dir. Molesworth recommended the District conduct its own independent assessment of what the costs would be since the estimates from the company may not be accurate.

Dir. Martinelli agreed it was a good idea to continue research since it is such a large investment.

Pres. Kimball and the Board directed Chief Brown and Assistant Chief Krakauer to continue as the primary researchers of this issue as well as going through a Capitol projects list to see all of the costs involved.

Resource Recovery

No update.

Building and Grounds

Update later in meeting.

General Operations/Administration

Chief Brown attended the Marin County Fire Chief's meeting on February 21st. PG&E updated their work with the Community Wildfire Safety Program. They have installed 1,300 new weather stations and are supporting the installation of 600 cameras as well as enhancing their vegetation management program. The rep reviewed the Public Safety Power Shutoff (PSPS) program. PG&E will make the determination to shutoff power based on several factors, Red Flag declared, low humidity levels, sustained winds forecasted above 25 mph with gusts up to 45 mpg, condition of dry fuel and observations. While PG&E does not have Bolinas listed as a High Fire Threat area, Chief Brown did inquire if we could contact them during an event if all

of the parameters were being seen locally. The rep thought we could. Also, Todd Lando from Fire Safe Marin presented the Living with Fire in Marin booklet that has been created to be sent to every jurisdiction in the County. It is very similar to the one we have sent out to our property owners for the last two years. Chief Brown stated that we would participate with the County wide mailing this year as the information is the same and would result in a significant cost savings.

We have started the process of opening a checking account with Chase Bank. We will be asking all Board members to fill out a form and provide copies of their identification to become signers.

The fuel tank had its annual inspection by the County of Marin Hazardous Specialist. We are required to maintain a spill management plan and supplies. All is in good order.

Chief Brown attended the West Marin Town Hall meeting on the evening of February 21st hosted by Sen. McGuire and Sup. Rodoni with the Villages of West Marin Reps. After an overview of the past two years by CHP, CalTrans, the Working Group, Coastal Commission, MCSO and NPS, the meeting was opened up to the public for comments and questions. The focus of the group has been on the issues with parking, traffic, garbage and signage. CHP and MCSO have increased patrols; CalTrans said they have spent 100 million dollars on highway projects.

Surfers' Overlook Repair/Terrace Avenue

No Update.

Personnel

No Update.

GENERAL BUSINESS

Discussion – Review of Audited Financial Statements, presented by Lisa Doran of Doran & Associates.

Lisa Doran presented the Audited Financial Statements FY 17/18. There were small improvements recommended in the management letter concerning updates to our District Controls and Procedures Manual, finishing edits to the Personnel Manual and procedures with bank transactions.

Overall there were no material deficiencies.

Chief Brown questioned when we will have to start looking for a new auditor. Lisa Doran informed us that it is state law to change auditors every six years. We have one more year that we can work with Doran & Associates; however she recommended starting to look for a new auditor as soon as possible.

Action Item #1 – Review and Accept the Memorandum of Understanding between the Members of the West Marin Measure W Transient Occupancy Tax Ad Hoc Working Group.

Small updates were made to the draft MOU that now states the TOT Tax money will be going into a separate reserve fund as they are collected. There will also be an annual review of the distribution of funds. Work is in process

to draft the bylaws that will govern this group. There is also an oversight committee that will come together annually and review the income and expenditures.

MSC/ Chiera/ Molesworth (unan.) to Accept the Memorandum of Understanding between the Members of the West Marin Measure W Transient Occupancy Tax Ad Hoc Working Group.

Discussion – Review of the Ralph M. Brown Act.

Chief Brown reviewed how the Brown Act governs the District as a legislative government body and reviewed the major points of public meetings.

CONSENT CALENDAR

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

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 next meeting is scheduled for March 5th. Focus will be on updating the District's Accounting Controls and Procedures and the Policy Manual as well as increasing staffing from TOT Tax revenue.

Personnel Committee – The committee is discussing staffing increases, the bookkeeper's contract, and moving Asst. Chief Krakauer into an Acting Chief role as the transition continues for her retirement.

Buildings and Grounds – No Update

Operations Working Group – Old 219 is finished and new U219 is almost finished.

PERSONNEL MATTERS

None.

ANNOUNCEMENT

None.

GOOD OF THE ORDER

Pres. Kimball commented on what a good group of people there are on the Board with everyone's different expertise and experience.

ADJOURNMENT

MSC –Chiera/Molesworth (unan.) to adjourn at 9:30PM.

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.