

Minutes from the September 25, 2017, Bolinas Fire Protection District Board Meeting

Pres. Bass called the regular meeting of the Bolinas Fire Protection District to order at 7:02PM. Vice Pres. Chiera, Dir. Shaw, Dir. Gade and Dir. Kimball were present. Also present: Chief Brown, and Asst. Chief Steve Marcotte. Administrative Assistant Cadance Lynam was absent.

MSC Chiera/Shaw (unan.) to approve the agenda with the recommended change from Chief Brown to table Action Item #4 and #5 due to the pending review of the items from County Council.

CHIEF'S REPORT

MERA

No Update – The next Governing Board meeting is scheduled for September 28, 2017

Prevention

Chief Brown met with Bill Pierce, BCPUD, Thursday August 31st to inspect roads and determine which ones are in the most need of mowing. It was discussed during the last meeting that work is being done to remove vegetation from along the roadsides in order to secure BCPUD's access to their infrastructure, to allow for drainage projects and to ensure emergency access/ egress for residents and emergency vehicles in a fire situation as well as access to all hydrants. The mowing began before there was a chance to inform several of the neighborhoods which resulted in two upset residents. Chief Brown met with one and is planning to meet with the second. At this moment, work is being done in several other neighborhoods. Residents have been notified of our intentions by way of an article in the Hearsay, on Next-door, and posters in several of the affected areas. So far, there have not been any other complaints. The importance of this work needs to be reiterated, not just so emergency vehicles can get through on a regular day, but under a fire situation there must be enough clearance to allow private vehicles to evacuate and emergency vehicles to safely access the neighborhoods. In a fire situation, if there is an overgrowth of vegetation, fire engines will not access the areas that do not allow for a safe egress as the fire moves through. Chief Brown strongly recommended a docu-series available on Netflix entitled Fire Chasers. She felt it was an excellent description of the current fire situation in California.

Roads

BCPUD continues with their work on surveying the dirt roads for encroachments.

Inspections

225 Horseshoe Hill Road -4291
421 Mesa Road – 4291
945 Olema-Bolinas Road – 4291
370, 390 Cedar Road – 4291

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
4900 Shoreline Highway - Remodel
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

In the past month, training has focused on wild land fire suppression, SCBA use and forward hoselays.

Volunteers

No Update.

Apparatus

E285 seems to have a failure of a check valve in the foam unit causing suppression foam concentrate to leak into areas of the engine it should not be. Capt. Krakauer has been working to resolve the issue.

Disaster Council

No Update.

Resource Recovery

No Update.

Building and Grounds

Update provided under Board Committee Reports.

General Operations/Administration

Chief Brown attended the BCPUD Vehicle Habitation Committee meeting held on September 12th. Attendees reviewed the letter submitted to the committee from Brighton, Park, Hillside and Terrace homeowners. The committee decided to respond to the parts of the letter they felt they could address, namely support for the portion of the County ordinance requiring the moving of vehicles after 72 hours. It was also discussed if residential parking permits were an option. The next meeting has not been scheduled yet.

Molly Brown and Kaaren Gaan very generously helped us out today preparing for our upcoming audit for a few hours. Since we are working with new bookkeepers as well as this being the first audit Cadance has prepared for, we are extremely grateful for their help. The date for the fieldwork has not been determined yet.

Surfers' Overlook Repair/Terrace Avenue

Asst Chief Camiccia drafted an update to be presented to the Bolinas Community Center regarding the status of the committee and Phase II of the Surfers Overlook project as updated at our last meeting.

Don Smith sent several recommendations to the committee he felt would extend the life of Phase I of the project while Phase II is being pursued. The Committee will be meeting to discuss these options. Dir. Kimball expressed concern regarding using the remaining funds appropriately for Phase II. As recommended by the Surfers Overlook Committee, at their last meeting the BCPUD board considered the agreement with Larry Kennings for planning consultation services. The BCPUD Board directed Jennifer to contact the County and request that they sign on as a party to the agreement to signal to the community the County's commitment to preserving Terrace Ave.

Personnel

Firefighter Lucas Lind-White has left his seasonal firefighter position with us to go to college. He was a great addition to our ranks; we hope he will return next summer. Firefighter Nolan Godfrey will be filling in on the days Lucas was working. Firefighter Pete Maendle will be covering the seasonal shift on Friday's until the end of the season which is anticipated by the end of October.

GENERAL BUSINESS

Action Item #1- Review / Approve Fire Cadet Program Guidelines.

See memo attached.

Board members expressed their pleasure and strong support for the start of the Fire Cadet Program. As directed by the Board at the September meeting, the Personnel Committee met with Asst. Chief Marcotte to review and edit the program guidelines. The guidelines, application and Release of Liability were then reviewed by County Counsel. Minor edits were recommended by County Counsel, those have been incorporated. All edits recommended by the Personnel Committee have been incorporated. The Board thanked Asst. Chief Marcotte and all involved for their efforts.

MSC- Chiera/Kimball (unan.) to approve the Fire Cadet Program uidelines, application and Release of Liability with recommended edits.

Action Item #2 –Resolution #181-2017 A Resolution Extending Worker’s Compensation Benefits to Fire Cadets.

MSC- Shaw/Kimball (unan.) to approve Resolution #181-2017 extending Worker’s Compensation benefits to Fire Cadets.

Action Item #3 –Request from Crown Castle / Verizon to Replace Nine (9) Existing Panel Antennae’s and Various Equipment in Shelter.

See memo attached.

Crown Castle was finally able to provide an RF Emissions report detailing correctly the existing and proposed emissions for the requested modification to the Verizon equipment. See attached report dated September 20, 2017 provided by Waterford Consultants. The modifications include replacing the nine (9) panel antenna’s currently installed on the tower.

MSC Kimball/Shaw (unan) to approve request from Verizon/Crown Castle to modify equipment in the shelter and on the communications tower including replacing nine (9) panel antenna.

Action Item #4 –Resolution #182-2017 a Resolution Adopting the California Uniform Public Constructions Cost Accounting Procedures.

See memo attached.

In the process of finding contractors to caulk and paint the District buildings, the Buildings and Grounds Committee received information from County Counsel that any project costing over \$10,000 would require a formal bid process unless the District had adopted the California Uniform Public Construction Cost Accounting Act (ACT). Any local agency can voluntarily elect to become a participating agency of the ACT. The Buildings and Grounds Committee recommends becoming a participating agency in order to expedite this and future projects.

Action Item#5 – Ordinance #16-2017 an Ordinance of the Bolinas Fire Protection District to Provide Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act (Section 22000, et seq. of the Public Contract Code)

Action Items #4 and #5 are tabled awaiting review from County Counsel

CONSENT CALENDAR

MSC-Chiera/Gade (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 and Budget – No update. The committee will be meeting soon to revisit and restart the scoping work and affiliated spreadsheet.

The Personnel Committee- Met and finalized the Fire Cadet Program guidelines, application and Release of Liability. Continues to meet and work on the Chief's position flyer and associated salary range. The next meeting is scheduled for October 3rd.

Buildings and Grounds- As updated under Action Item #4 and #5, the requesting of estimates for needed work on the buildings has ceased due to County Counsels opinion on bidding procedures. The Committee is recommending the adoption of the ACT allowing the district to follow an informal bidding process. We are awaiting review of the associated resolution and ordinance by County Counsel.

Operational Working Group- No update.

PERSONNEL MATTERS

None.

ANNOUNCEMENT

None.

GOOD OF THE ORDER

Dir. Chiera wanted to thank Lewie Likeover for his many years of service at the Fire Station and mentioned that his memorial was well attended.

Dir. Shaw thanked Asst. Chief Marcotte for all of his work on the Fire Cadet Program.

ADJOURNMENT

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

Respectfully submitted,

Anita Tyrrell-Brown
Fire Chief

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