

Minutes from the August 27<sup>th</sup>, 2020, Bolinas Fire Protection District Board Meeting, Via Zoom.

Pres. Molesworth called the meeting of the Bolinas Fire Protection District to order at 7:00 P.M. Vice Pres. Kimball, Dir. Torrey, and Dir. Dunne were present. Also present: Chief Krakauer, and Asst. Chief Marcotte. MSC Torrey/Dunne (unan.) to approve the Agenda.

**CHIEF'S REPORT**

The Chief's Meeting was cancelled due to the Woodward Fire

**NERA**

The NERA meeting was cancelled due to lack of Agenda Items.

**Prevention**

Updated under Item 4C

**Roads**

The road closure at Commonwealth is still up, as well as a road closure at the Agate Beach parking lot and the bottom of the Bolinas-Fairfax road due to the Woodward Fire.

**Inspections**

No Update.

**Planning**

No Update.

**Grants**

No Update.

**Training**

Trainings have been focused on Wildland Firefighting.

It is the final week of training for the three Volunteers that are attending the Stinson EMT classes. The final skills test will take place on Saturday August 29<sup>th</sup> and then they are able to take the National registry to become licensed.

**Volunteers**

One new Volunteer applicant is ready to be voted in. The new applicant for the resident firefighter position attended his first training on Tuesday.

**Apparatus**

E285 received its annual inspection. It's in good shape.

U231 had a brake service completed.

U232 had a trailer hitch fabricated and installed by Ezra.

### **Disaster Council**

Asst. Chief Marcotte reported that there was not much to update for the Disaster Council. He emailed the Disaster Council members that in the event of a fire they should be evacuating just like everyone else.

Chief Krakauer noted that it would be a good idea to check in with residents that need extra help in an emergency situation and add them to the at-risk list.

### **Resource Recovery**

Asst. Chief Marcotte reported that there are no updates for Resource Recovery.

### **Buildings and Grounds**

Chief Krakauer reported that the Station generator received its annual service.

Vanguard conducted its annual sprinkler and fire alarm service and testing on August 26<sup>th</sup>.

We received our training container. Asst. Chief Marcotte and Duty Officer Pete Smith have a plan to set it up to offer numerous training evolutions including SCBA's, laddering and room venting to name a few.

### **General Operations/Administration**

The Station has been staffed with Volunteers either answering phone calls or on standby to staff an engine should we be requested to the Woodward incident.

With over four hundred fires burning throughout the State, resources have been drawn low. The Northern Rockies incident management team has taken over the incident and that has freed up some of the Marin County Fire and Special Districts Resources for initial attack as more federal crews continue to stream in.

The Woodward Fire has burned 2,860 acres so far and is 8% contained. There are 428 personnel including aircraft, dozers, engines and hand crews. The Fire is burning North and West of the Bear Valley Trail and South of Limantour Road and tied onto the shoreline to the West. There has been some spotting over the Bear Valley Trail; however it was extinguished quickly each time. Tuesday night the fire made a run up the ridge through Sky Campground that warranted evacuation orders for Silver Hills, Norwen Way and Fox Drive. Air resources were able to slow that forward spread with hand crews. All other surrounding communities are still under an Evacuation Warning.

No extreme Fire Weather is forecasted as of now. Fog and light southerly winds in the mornings with afternoon Northwest winds is the forecast. Next week things are looking slightly warmer with decreased fog layer.

E265 was at the Woodward Fire for four days last week; engine 283 has been assigned to a contingency immediate need structure defense task force should the fire become more active and threaten the communities surrounding the fire. We have assigned staffing planned through the week should we be requested.

Volunteers have been notified that it is highly recommended that they get tested for COVID every two weeks at the Marin HHS First Responder testing site in San Rafael. A number have already done so. This is the same policy other departments are implementing.

Ian Johnson has updated Quickbooks and is working on securing an account with Verizon to provide two District cell phones and an I-Pad for U219.

Administrative Assistant Cadance Lynam has finished working with Mary Morris from Nelson Staffing. Mary met virtually with Ian to go over the IT component of the Administrative Manager Manual on August 26<sup>th</sup>. Vice Pres. Kimball further updated the Board that he would like the District's CPA, Michael O'Connor, the previous Administrative Asst. Molly Brown and the previous Chief Anita Tyrrell-Brown to also review the document and add or adjust things they see necessary.

We have received three applications for the Administrative Manager position and possibly a fourth on the way. Dir. Torrey is viewing our accounts on the two job listing platforms, Indeed and Zip recruiter, for potential qualified applicants this week. The end of the month is the application deadline.

#### **Surfers' Overlook Repair/Terrace Avenue**

No Update.

#### **Personnel**

No Update.

#### **GENERAL BUSINESS**

##### **Action Item #1 – Approve District Policy to Implement Background Checks for Employees and Volunteers**

Dir. Torrey suggested that the Policy should only read for Volunteers, since the Volunteers and Employees hold two different positions and the hiring process is also different. Dir. Torrey suggested a separate policy be made for background checks for employees. The Board agreed with this suggestion and amended the Policy. The amended Policy reads "The Bolinas Fire Protection District requires all applicants for a volunteer position to undergo a background check. The acceptance or disqualification of a candidate will be at the discretion of the Fire Chief."

MSC / Torrey/Kimball (unan.) to Approve District Policy to Implement Background Checks for Volunteers.

**Discussion – District Wildfire Preparedness and Response**

Vice Pres. Kimball attended the Marin Wildfire Prevention Authority Board meeting on August 20<sup>th</sup>. He reported that a new sub committee was formed for the purpose of proposing by-laws, which were presented to the full Board. Vice Pres. Kimball said that none of the by-laws were acted on at the August meeting but they will likely be approved at the September meeting. He also noted that the process for selecting an Executive Officer has almost been completed.

Pres. Molesworth thanked Vice Pres. Kimball for all the work and time he's been putting into being part of the MWPA Board meetings.

Chief Krakauer updated the Board on the Chipper Day project. He commented that it has been very successful so far, with over 120 piles chipped. The big mesa had the largest participation and some residents were able to get rid of an additional pile after the little Mesa, downtown and Horseshoehill were taken care of.

Chief Krakauer reported that Don Murch has completed the mowing of the emergency access and egress roads on the Mesa. Chief Krakauer thanked Asst. Chief Marcotte and the other Volunteers that helped clean up and answer questions from residents. Asst. Chief Marcotte said it was very successful and most of the residents were grateful for the work being done.

Pres. Molesworth also thanked Asst. Chief Marcotte. Vice Pres. Kimball thanked Chief Krakauer and Asst. Chief Marcotte and commended them on their approach with the 4291 inspections.

Chief Krakauer commented that now is a good time to do more mowing since there is extra money in the budget for prevention. He said that he has been talking with other residents on the Mesa and many of them are working together to cut back areas with a lot of dry tall grass using their own money as well. He added that the community has really been coming together and many people have personally offered to help in many different ways.

Chief Krakauer reported that the Marin County Defensible Space Inspectors have been out in Bolinas this week, looking mostly at Horseshoehill, Dogtown, the Northern big Mesa area and downtown.

Chief Krakauer, Asst. Chief Marcotte and Terry Donahue have been working to keep the website updated as well as our social media platforms.

Asst. Chief Marcotte discussed some of the ideas planned for mailers to send out to residents including defensible space, evacuation preparation and details guiding them to our website. Pres. Molesworth recommended adding in ways that people can help out right now since so many people have been asking. This would include ways that individuals can be prepared in case of

evacuation and also describe how to create defensible space at your own home.

### **CONSENT CALENDAR**

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

### **PUBLIC EXPRESSION**

None.

### **BOARD MEMBER REPORT**

Vice Pres. Kimball was approached to be on a Local Agency Formation Commission (LAFCO) focus group that would like to study the Fire Services in Marin County. The group session is scheduled for September 14<sup>th</sup>. President Kimball contacted the Executive Officer to let him know that he would like to solicit thoughts from the full Board. His response was as follows: From a high level the LAFCO focus group is looking at how fire services function around the county and if there are ways to better coordinate that would lead to more efficiency and/or cost saving by working with other Fire Departments. Some of this is already occurring but nobody has looked at this from a County wide perspective yet which is what the group plans to do. They would like to include a smaller Fire Department so they understand the challenges that smaller departments have. In addition unlike many other Fire Departments, the Bolinas Fire Department is not surrounded by other Fire Departments. He asked the Board for their thoughts and commented that this perspective would be helpful to include their process.

Chief Krakauer commented that we don't have a huge staff and rely on the Volunteers a lot. He said looking to Stinson Beach to see how we can help each other by offering mutual aid, sharing resources, and backfilling if there is an employee that is gone for an extended period of time would be helpful.

Pres. Kimball suggested informing them of some of the challenges we face and seeing what they come back with. Dir. Torrey commented that one challenge seems to be communication with the Spanish speaking community. She added that it would be good to make sure we're being inclusive and diverse.

### **COMMITTEE REPORTS**

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

Finance Committee – No Update.

Personnel Committee – No Update.

Buildings and Grounds – No Update.

Operations Working Group –No Update.

**PERSONNEL MATTERS**

None.

**ANNOUNCEMENTS:**

None.

**GOOD OF THE ORDER**

Pres. Molesworth thanked Chief Krakauer, Asst. Chief Marcotte, Administrative Asst. Cadance Lynam and all the Volunteers and Firefighters for their work during this time.

Dir. Torrey also thanked Chief Krakauer and the Volunteers for the wide range of tasks they have to accomplish.

**ADJOURNMENT**

MSC / Martinelli/Torrey (unan.) to adjourn at 9:00 PM.

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](http://www.bolinasfire.org).