

## Minutes from the February 26<sup>th</sup> 2018, 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. Shaw, Dir. Gade and Dir. Martinelli were present. Also present: Chief Brown, Administrative Assistant Cadance Lynam, Capt. George Krakauer and Chris Deibel.

MSC Shaw/Gade (unan.) to approve the agenda with a modification from Chief Brown to add another action item involving a contract with Kaaren Gaan for bookkeeping services.

### **CHIEF'S REPORT**

#### **MERA**

Chief Brown attended the regular meeting on January 24<sup>th</sup>. Items discussed included the project approval granted by the Regional Planning Committee, radio ordering and project schedule. A new schedule is expected at the meeting on February 28<sup>th</sup>. Also, a request for a waiver of rent was received from KWMR. The request will be discussed on February 28<sup>th</sup> as well.

#### **Prevention**

Chief Brown attended the Fire Safe Marin meeting held on February 9<sup>th</sup> which was followed by a Firewise Workshop in Novato. Disaster Council Coordinator Nolan Godfrey attended the workshop as well. The workshop was very well attended and focused on the importance of defensible space, access and forming Firewise neighborhoods. FF Godfrey and Chief Brown are planning a similar meeting to inform Bolinas residents of the importance of taking responsibility for being prepared. They're hoping to have similar speakers as the last meeting held in November 2017. The projected date is in early May.

#### **Roads**

Jennifer Blackman will be contacting Marin County Counsel this week to ask for an update on the status of the MCSO's ability to once again enforce vehicle code on non-County maintained roads in Bolinas. Chief Brown will be providing an update as soon as there is more information. Capt. Krakauer and Chief Brown met with Jennifer Blackman and Bill Pearce at the BCPUD to discuss the results of the survey conducted by BCPUD staff, detailing obstructions and encroachments in the public rights-of-ways, also known as the non-County maintained roads, on the gridded Mesa. Previously, Chief Brown and Asst. Chief Marcotte met to determine the Fire District's priorities in regard to which roads need to be focused on first and what the District requires for roadway width. Based upon the District's desire to have

every resident within at most a few blocks from a wide, well maintained road for safe egress in a fire situation, they highlighted the roads that should be prioritized first. In regard to the width of the roads, the State law requires all access roads in the Wildland Urban Interface (WUI) to be a minimum of 20 feet wide with 10 feet clear of vegetation on both sides. Bolinas is located entirely in the WUI zone. Jennifer and Bill received this information and Jennifer planned on presenting it to her Board at their February 21<sup>st</sup> meeting. Chief Brown attended that meeting in order to present the District's stance to the BCPUD board and to answer any questions that may arise. The BCPUD Board took the information and directed the BCPUD staff to continue with their work.

### **Inspections**

10 Hillside – Propane Tank  
350 Lauff Ranch Rd. – Second Unit Inspection

### **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 2<sup>nd</sup> unit  
12 Olema-Bolinas Road – 2<sup>nd</sup> Unit  
105 Wharf Road – Second Unit  
46 Horseshoe Hill Rd – Addition/ Remodel  
190 Ocean Parkway – Remodel

NEW

None

### **Grants**

None

### **Training**

Training continues every Thursday evening with an occasional Saturday. Recent training has focused on preplanning residential fires, forcible entry, which utilized a door prop made by Asst. Chief Marcotte, and SCBA evolutions.

### **Volunteers**

No Update.

## **Apparatus**

No Update.

## **Disaster Council**

Disaster Council Coordinator Nolan Godfrey is working on a date for Area Coordinator radio reprogramming and training. Schedules have been difficult. Marin County CERT held a Train the Trainer course on February 8<sup>th</sup>. Capt. Krakauer and Firefighter Godfrey attended the class as students. Firefighter Godfrey instructed the Terrorism section and Chief Brown was the instructor for the Disaster First Aid section. There were twenty three students in all. Chief Brown attended the West Marin Disaster Council meeting held on February 22<sup>nd</sup>. Firewise workshops are a main focus of many jurisdictions at this time.

## **Resource Recovery**

No Update.

## **Building and Grounds**

Update provided under Board Committee Reports.

## **General Operations/Administration**

On February 7<sup>th</sup>, Jennifer Blackman and Chief Brown met with the new Sheriff's Lieutenant assigned to the Pt. Reyes substation, Lt. Jim Hickey. Lt. Hickey has been with the MCSO for over fifteen years. This will be his first assignment to the West Marin area. He was well informed on the issues facing our communities recently and seems very ready to address them to the best of his abilities. Jennifer and Chief Brown were both impressed with his demeanor and look forward to working with him.

Supervisor Rodoni is proposing an increase to the Transient Occupancy Tax in West Marin from 10% to 15%. This is a tax that is placed on every short term rental. The increase is only being proposed for the West Marin area. Chief Brown has felt that it is very important to somehow capture visitor funds as one way to address the increasing costs of providing emergency services to the high volume of visitors. The initiative of increasing the TOT tax seems to be a start to addressing the issue. The planned distribution of the additional 5% would be 50% dedicated for fire and emergency services and 50% dedicated to long term community housing. Chief Brown expressed her feelings on the matter to Supervisor Rodoni who then asked her to be on the advisory committee. Chief Brown attended the first meeting on February 21<sup>st</sup>. The advisory committee is working through issues related to advancing the initiative to the November 2018 election. Right now, funding is being sought to cover costs that include mailings, signs, conducting a poll and a campaign manager. The total funds needed are approximately \$32,000 to \$50,000. Chief Brown is serving in an advisory capacity and will not be involved in any type of campaign work. The county is also working to address the seemingly high numbers of short term rentals in unincorporated Marin that do not pay the current TOT.

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

No Update.

### **Personnel**

No Update.

## **GENERAL BUSINESS**

### **Administer the Oath of Office to New Director Chris Martinelli -**

President Kimball administered the Oath of Office to new Director Martinelli.

### **Action Item #1-Request from Bolinas Community Land Trust for Support of Proposal to Prepare West Marin Housing Needs Study for Community Land Trust Association of West Marin (CLAM), BCLT, and San Geronimo Valley Affordable Housing Association (SGVAHA).**

The BCLT, CLAM and SGVAHA have come together and issued a Request for Proposals for the preparation of a Housing Needs Study. They are asking for the Bolinas Fire Protection District's support.

The purpose of the study is to determine what kinds of homes are needed in order to stabilize West Marin communities. During a discussion with Arianne Dar, BCLT, about the subject, Pres. Kimball commented that this issue is something the BFPD is reviewing in terms of our recent work on the District Scoping Study where we are discussing demographic changes, impacts on the District and future vulnerabilities. The issue of affordable housing and how the communities provide this for their critical organizations such as schools, utility districts and emergency services, is one that affects all of our communities and organizations.

Pres. Kimball, Capt. Krakauer and Chief Brown met with Arianne to further discuss the issue. A question posed by Arianne was, "What will it take to stabilize our communities in terms of housing?" Every community is feeling the adverse effects of the lack of affordable homes for community members to live. We all agreed that the study would benefit many organizations in town including our own. In order to complete the study, the CLAM, BCLT and SGVAHA will be seeking donations to cover the cost of the research and preparation. Arianne feels their presentation to donors would be that much more impactful if multiple West Marin organizations were supporting the completion of the study.

Dir. Shaw expressed concern regarding funding a "study" to determine the appropriate types of housing needed for the three West Marin Communities. To fund raise \$30,000 to \$50,000, the surmised cost of the study, seems a useless and inappropriate use of much needed funds, funds directly needed for housing itself.

MSC – Chiera/Gade (four in favor, Director Shaw abstained) to Accept the Request from the Bolinas Community Land Trust for Support of Proposal to Prepare West Marin Housing Needs Study for Community Land Trust Association of West Marin (CLAM), BCLT, and San Geronimo Valley Affordable Housing Association(SGVAHA).

**Action Item #2-Accept Recommendation from Personnel Committee for Capt. George Krakauer as Successor Fire Chief Contingent Upon Successful Completion of Training and Orientation.**

At the regular Board of Directors meeting held on February 27, 2017, as part of the Board of Director Scoping Study, the Board directed the Personnel Committee to undertake succession planning for the Fire Chief's position as I had informally let the Board know that I would be retiring on June 30, 2019. Since that time, a great deal of work and research went into developing a position description/job flyer including salary range for the Chief's position. The Personnel Committee then went about the task of determining if there was a candidate that could be developed for the position from within the department or if the District would need to begin the process of searching more broadly for potential candidates.

The Personnel Committee identified Captain George Krakauer as a potential candidate and began discussions with him. Captain Krakauer has been with the department for 10 years. In that time, he has shown himself to be extremely competent and well respected by all. After much discussion, and consultation with the departments Officer's who all supported Captain Krakauer for the position, the Personnel Committee has determined that Capt. Krakauer would make an outstanding candidate to begin training and orientation for the Chief's position.

MSC – Chiera/Shaw (unan.) to Accept Recommendation from Personnel Committee for Capt. George Krakauer as Successor Fire Chief Contingent Upon Successful Completion of Training and Orientation.

**Action Item #3 – Accept Independent Contract Agreement for Bookkeeping Services With Kaaren Gaan.**

The Finance Committee met with Admin. Asst. Lynam and Kaaren Gaan to discuss the problems with this past years audit and the steps to take moving forward. As was detailed at the January regular Board meeting, Ms. Gaan stepped in during the audit fieldwork to help correct and complete work that was either not done or done incorrectly by Maze and Assoc. The Finance Committee has determined that it would be in the Districts best interest to not continue the Agreement for Services with Maze and Associates. Ms. Gaan has agreed to work with the Finance Committee to create a Request for Proposal in order to search for and hire a new bookkeeper for the District. She has also offered to act as the District bookkeeper until a new one can be hired.

MSC – Chiera/ Shaw (unan.) to Accept Independent Contractor Agreement for Bookkeeping Services with Kaaren Gaan.

**CONSENT CALENDAR**

MSC-Shaw/Chiera (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 – No Update.

Personnel Committee: The personnel committee will be meeting to determine how to move forward with Capt. Krakauer in his new training position.

Buildings and Grounds – No Update.

Operations Working Group – The group is beginning research on the cost and work required for the replacement of the cab and chassis for U219.

## **PERSONNEL MATTERS**

### **ANNOUNCEMENT**

None.

### **GOOD OF THE ORDER**

President Kimball expressed his gratitude for welcoming Chris Martinelli to the Board as well as Capt. Krakauer to the training position as the next Fire Chief.

### **ADJOURNMENT**

MSC – Gade/Martinelli (unan.) to adjourn at 8:30PM.

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