

Minutes from the January 22nd 2018, Bolinas Fire Protection District Board Meeting

Pres. Bass called the regular meeting of the Bolinas Fire Protection District to order at 6:30PM. Vice Pres. Chiera, Dir. Shaw, Dir. Gade and Dir. Kimball were present. Also present: Chief Brown, Administrative Assistant Cadance Lynam, Lisa Doran of Doran and Associates, Chris Martinelli and Ian Johnson.

MSC Chiera/Shaw (unan.) to approve the agenda including a request from Chief Brown to discuss Action Item #1 prior to the Chief's report.

Action Item #1: Review and Accept Draft Audited Financial Statements.

Lisa Doran presented the Draft Audited Financial Statements FY16/17. In terms of completing the work to draft the statements, this year was much more difficult for several reasons, one of which was the District had hired a new bookkeeping firm that had great difficulty in providing the necessary documents. Other contributing factors included this was the first audit for our Administrative Assistant and Marin County had changed their financial software systems causing confusion with the reconciliations. The District was very fortunate that Kaaren Gaan, our previous bookkeeper, offered to step in and help us work through the issues. Also discussed was the language around the refinancing of the fire house construction bonds (C.O.P's).

Technically, the District issued Certificates of Participation rather than bonds as they are referred to in the financial statements. While there is very little material difference between the two, and the public at large is most familiar with the terminology of bonds, it was decided to add C.O.P. in the first paragraph of Note 6 after the word bond to be most correct. After Lisa Doran finished presenting the statements the Draft Financial Statements FY 16/17 were accepted with one requested edit.

MSC Gade/Chiera (unan.) to Approve Draft Audited Financial Statements FY 16/17 with the modification of adding (C.O.P.) in the first paragraph of note #6 after the word bond.

CHIEF'S REPORT

NERA

On January 11th, NERA and Motorola staff attended the Regional Planning Committee meeting. The RPC had informed NERA that the design of the Gen II system was unacceptable due to the potential for "bleed over" into other frequencies based on tower locations and power density. This information caused a big slip in the Gen II timeline and sent the team back to the drawing board for new design options. Despite the original negative

response to MERA's application with RPC, the Committee voted unanimously to approve MERA's application without changes. The application now must be processed by the FCC for frequency licensing. Chief Brown will be attending the next regular meeting scheduled for Wednesday, January 24th where the impacts of the decision will likely be clarified. However, it seems that this decision will save all of the agencies money and certainly puts us back on a better timeline.

Prevention

No Update.

Roads

Chief Brown attended a meeting at the request of Sup. Rodoni to address the parking enforcement issues in Bolinas. Attendees at the meeting included Sup. Rodoni and his assistant, Jennifer Blackman, BCPUD, Bruce Bowser, Bolinas Parking Committee, MCSO Undersheriff Mike Ridgeway, Renee Brewer and Kerry Gerchow, Marin County Council, Reuel Brady DPW, and Max Korten, Marin County Parks. Issues discussed included MCSO's ability to continue to enforce on non-County maintained roads and Bolinas Parking Committee work. County Counsel reviewed the issue of the Sheriff's office inability to continue to enforce vehicle code violations on non-County maintained roads as they have done for decades. They felt the best course forward to allow continued enforcement would be to draft a new ordinance for the Marin County Board Supervisors to adopt. It was agreed to have County Council draft the ordinance for B.O.S. adoption in order to allow continued enforcement of vehicle codes on non-County maintained roads. Also discussed was the frustration by some residents of the illegal parking during the summer months and busy weekends. Under Sheriff Ridgeway explained the role of the Parking Enforcement Officer and how that person maybe more available now that Muir Woods has hired their own officers. That position has been expanded by two weeks each summer. Sup. Rodoni asked about other options to discourage illegal parking including adding tow away zones since increasing the \$99 illegal parking violation amount is not possible due to state laws. Under Sherriff Ridgeway explained that towing was not a good option due to the time it takes to tow a vehicle, 3-4 hours, and the lack of towing agencies willing to make that kind of effort for very little financial return. He did reiterate that any vehicles that were blocking access or hydrants could be towed. At this point in the meeting, Jennifer Blackman reviewed the draft recommendations made from the Vehicle Habitation Committee to the BCPUD Board. Jennifer thought the BCPUD Board would officially accept the recommendations at their February meeting. It was agreed by all present that work would continue to try and alleviate the parking issues...

Inspections

None.

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

6 Wharf Rd – Final for Remodel

Grants

None.

Training

Training has resumed. EMT Recertification will be the focus for the first few months as well as mandated trainings such as Patient Privacy Notification Marin County 911 Referral Program and Recognizing Human Trafficking.

Volunteers

No Update.

Apparatus

U231 has had its annual safety inspection and the ABS breaking system is completely repaired.

Disaster Council

DCC Godfrey has resumed radio drills. Work is also being done to recruit new Liaisons and to schedule a meeting with all of our Area Coordinators to have radio's reprogrammed as well as refresh radio training.

Resource Recovery

Chief Brown attended the regular meeting held the afternoon of January 22nd. Mike Aiken reported that it has been very busy; he is working hard to keep the site clean. There was an inspection on December 11th where it was noted the material on site was too close to the protective berm. DPW has not contacted the BCPUD about this issue yet. It is extremely difficult to maintain the required 50' setbacks due to the very limited capacity of the site. Mike also noted that the loader is on its last legs and will eventually need to be replaced.

Building and Grounds

Update provided under Board Committee Reports.

General Operations/Administration

Our current AT&T bill is one of the highest monthly expenses the District has... After much research Ian Johnson found a plan that may save the District significant money per month and also offer better service. There will be more discussion and research done before changing contracts.

Surfers' Overlook Repair/Terrace Avenue

Jennifer Blackman and Chief Brown met with Larry Kennings, LAK on December 26th to discuss next steps. It was agreed that Jennifer and Chief Brown would reach out to sup. Rodoni and new DPW leadership in hopes of reestablishing the potential for the Public/ Private relationship that was undertaken for Phase I of the project. Jennifer will also be following up with SAGE Assoc. regarding their continued involvement. The new representatives on the Coastal Commission were also discussed.

Personnel

No Update.

GENERAL BUSINESS

Action Item #2 – Appoint Board Member to Fill Vacancy Created by Resignation of Sydney Bass.

Despite the opening being advertised for several weeks, only one Letter of Interest was received for the Board of Directors seat from Chris Martinelli. Board members were in agreement that Chris would make an excellent Director.

MSC Shaw/ Chiera (unan.) to Appoint Chris Martinelli to fill the Vacancy on the Fire District's Board of Directors

Action Item #3 – Election of Officers

MSC Bass/ Gade (unan.) to appoint Dir. Kimball as the new Board President and Ed Chiera as Vice President.

Action Item #4 – Formation of Committees

Director Chiera made a recommendation for the District Committees as follows:

Finance and Budget - President Kimball and Dir. Shaw

Personnel - Dir. Martinelli and Vice President Chiera

Buildings and Grounds - Dir. Gade and Vice President Chiera

MSC – Chiera/ Kimball (unan.) to Approve Formation of Committees.

Action Item #5 – Regular Board Meeting Schedule for 2018

MSC – Kimball/ Shaw (unan.) to adopt meeting schedule dates per the usual schedule of the fourth Monday of each month with the exception of the

December 2018 meeting which changed from December 24th to December 17th.

Action Item #6 – Resolution #183-2018 a Resolution Determining the 2017-2018 Appropriations Limitations of Tax Proceeds.

MSC – Kimball/ Chiera (unan.) to accept Resolution #183-2018.

CONSENT CALENDAR

MSC-Chiera/Shaw (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 – CalPers is exploring the possibility of changing their amortization policy from thirty years to twenty years as a way to better address the growing issue of unfunded accrued liability. The Finance Committee watched a webinar provided by CalPERs discussing the potential change and what the ramifications could be. It is expected that the financial impacts of the change initially would increase but overall, the costs to the District would be less due to the shorter amortization period... The Finance Committee felt that the recommendation was an appropriate way to address the growing UAL and completed a survey for CalPERs stating their position. If the change is implemented, it is likely we would not see the effects of it for 2-3 years.

Personnel Committee – No Update

Buildings and Grounds – The State confirmed the District's request to participate in the California Uniform Public Construction Cost Accounting Procedures which allows the District to follow informal bidding procedures on capital projects under a certain amount. Buildings and Grounds can now resume their work on several maintenance issues with the building.

PERSONNEL MATTERS

ANNOUNCEMENT

None.

GOOD OF THE ORDER

Chief Brown expressed how grateful she is to have had Sydney Bass on the Board.

Dir. Bass expressed her appreciation to each Board member for their friendship and work and for Chief Brown's leadership and humor.

ADJOURNMENT

MSC – Chiera/ Gade (unan.) to adjourn at 9:15.

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.