

Minutes from the August 27th, 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. Gade, Dir. Martinelli and Dir. Shaw were present. Also present: Chief Brown, Administrative Assistant Cadance Lynam, Captain Krakauer and Assistant Chief Marcotte.

MSC Gade/Chiera (unan.) to approve the agenda.

CHIEF'S REPORT

MERA

Chief Brown was unable to attend the August 22nd meeting due to a lack of staffing coverage. Chief Brown will be sharing the minutes from the meeting when they are available but it seems there were no pressing issues discussed.

Prevention

Discussion under General Business regarding proposal to support vegetation removal along roadways.

Roads

The second meeting scheduled for August 21st with the BCPUD Roads Committee and BFPD staff was postponed to allow both agencies to complete the needed research and work in regards to prioritizing areas of concern on the non-County maintained roads.

Inspections

Lot at Maple x Cherry – 4291
Bolinas Community Center – Fire and Life Safety
Bolinas Museum – Fire and Life Safety
BCLT, 6 and 10 Wharf Rd. – 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
350 Lauff Ranch Rd. – Legalize multiple structures
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
140 Hawthorne – Propane tank replacement

Grants

None.

Training

Recent training has focused on Violent Incident Response. In light of mass shootings that have taken place around the Country, policies have been discussed Countywide dictating how law enforcement and EMS responds to active shooter incidents. Through a large grant, all fire departments in the County now carry Ballistic Personnel Protective Equipment for medical personnel should they be called to respond to an active shooter incident. Bolinas has four sets. The training has focused on our interactions with law enforcement and what we might expect should we be asked to respond. We would never be asked to respond into a “hot” zone, meaning we would not respond into an area where there is the potential for active shooting. We may be expected to respond into a “warm” zone, meaning a shooting has taken place, the shooter has been isolated, there are injured people and we need to treat and remove those injured ASAP. We would always be escorted in and out by a team of law enforcement officers. Asst. Chief Marcotte and two firefighters attended a recent training offered by the Marin County Sheriff’s Office. We will continue to participate in order to stay informed on this evolving issue.

Volunteers

We have one new potential volunteer, Jackie Blumeyer. She has experience as an EMT with NorCal Ambulance.

Apparatus

No Update.

Disaster Council

Chief Brown attended the MCSO National Night Out on August 7th in Pt. Reyes. Chief Brown spoke to quite a few residents about disaster preparedness and handed out our Living with Fire in Bolinas as well as our Disaster Preparedness Worksheet. Both were very well received. We will be holding our first evacuation drill on Saturday, September 22nd from 0930 – 1030. All residents of the Gridded Mesa are invited to participate. We are asking everyone to evacuate when they receive a message from Alert Marin or when they hear us in their neighborhood announcing the

evacuation drill. Everyone is asked to come to the fire station where we will have information on disaster preparedness including CERT and Alert Marin. The Hearsay will be announcing the drill every Friday until the 22nd. The information will also be on NextDoor, on flyers downtown and we are researching a bulk mailing to all postal patrons.

Asst. Chief Marcotte, Capt. Krakauer and Chief Brown met for several hours on July 27th to finalize the need of our Departmental Operations Center. We will be meeting one more time before we ask non-trained people to practice deploying it.

As updated last month, Chief Brown has been working on determining what size vapor meter our emergency generator would need in order to determine the generators fuel consumption. Chief Brown was able to meet with our generator maintenance person the morning of August 23rd. With his guidance, we were able to run the generator under full load. It was determined that the power needs of our facilities are far under the capacity of the generator. The generator has a 50 KVA capacity; our facilities never required more than 10 during the test. This information tells us two important pieces of information, if we choose to move forward with the vapor meter, we can install the smaller one at cost of approximately \$1,500. It also tells us our 500 gallon propane tank will last long beyond the 36 hours originally noted, especially if we start shedding electrical equipment during an event.

Chief Brown was unable to attend the West Marin Disaster Council meeting but Asst. Chief Marcotte was able to attend and gave a small update. He mentioned that it was good to see West Marin Disaster Coordinator Ann Sands bringing everyone together to share plans and needs.

Resource Recovery

No Update.

Building and Grounds

Update provided under Board Committee Reports.

General Operations/Administration

Sup. Rodoni's measure to increase the Transient Occupancy Tax in West Marin will be on the November ballot as Measure W. Chief Brown expressed again how important this potential revenue could be for the District.

The fieldwork for this year's audit has been scheduled for September 19th. Preparation for the audit is coming along very nicely. The one outstanding item still is the completion of the Employee Policy Manual. Chief Brown and Administrative Assistant Cadance Lynam have gotten it almost to the point of completion. Chief Brown is working on the final updates that have been forwarded from Lexipol. The next step will be for the Personnel Committee to decide how to present the large document to the Board for approval. Once that is completed, the policies will be forwarded out to all employees and volunteers in sections. The manual will likely not be completed in time for this year's final audit approval.

President Kimball, Capt. Krakauer and Chief Brown were able to meet with AT&T representatives this morning regarding their request to modify their communications tower. We are still awaiting more information before this item will be brought before the Board for action.

Surfers' Overlook Repair/Terrace Avenue

No Update.

Personnel

No Update.

GENERAL BUSINESS

Action Item #1 – Recommendation from Chief Brown to Provide Neighborhood Groups with Financial Support for Roadside Vegetation Removal.

As the District continues its work on educating our residents on the importance of vegetation management, particularly along the public rights-of-ways, and our work with the Bolinas Utility District on road encroachments, it has become clear that one obstacle to the reduction of vegetation is the cost. There is no one agency or group that is responsible for maintaining the non-County maintained roads. This description encompasses the majority of the roads on the Gridded Mesa, our most densely populated area. Historically, maintenance work that has been completed has either been done by the BCPUD in order to protect their infrastructure or by neighborhood groups. In the past several years, the Fire District has participated to a lesser degree financially with vegetation removal, partially with a onetime small grant through Fire Safe Marin and partially with budgeted prevention funds.

With the recent devastating vegetation fires in California, the critical importance of planned evacuation has become quite clear. While some roads on the Gridded Mesa are maintained by residents, the vast majority are not. Chief Brown proposed that the District begin a program that financially supports neighborhoods to reduce the vegetation along their roadways. In general, if a neighborhood group has come together and agreed to participate in the reduction of vegetation along their road, the Fire District would financially support the work. Chief Brown proposed that the District allocate half of the funds budgeted for Prevention Projects to neighborhood roadway vegetation reduction. The allocated amount would be \$10,000. This could allow the District to provide up to \$500 per neighborhood project, which would allow 20 projects a year.

Chief Brown added that if the Board approves this proposal in concept, details on the disbursement of funds would need to be defined. The goal is to get residents to understand and engage in the important process of reducing vegetation along the non-County maintained rights-of-ways.

The Board discussed the recommendation and expressed their enthusiasm for the idea. Dir. Shaw questioned how the neighborhood groups would be determined.

Chief Brown suggested that it would be people living and or accessing the same road.

MSC Chiera/Gade (unan.) to approve the recommendation to provide neighborhood groups with financial support for roadside vegetation removal in the amount of \$10,000 or half of the Prevention Projects budget.

Action Item #2 – Review and Approve District Conflict of Interest Code

The Political Reform Act requires all government agencies to review their Conflict of Interest Code and disclose any financial interests on their Statement of Economic Interests (Form 700).

In October 1998 the Bolinas Fire District amended the Conflict of Interest Code to include the Fire Chief and all Board members as designated officers / employees that shall disclose all business interests that could have any effect on the District's financial interests. Every two years the County of Marin requests the Districts to review its Conflict of Interest Code and make any amendments as needed. Since the October 1998 amendment, there have been no changes to the District's code.

An amendment is recommended if there have been any substantial changes to the agencies organizational structure, if there have been any new positions added or eliminated, or if there has been a substantial change in the responsibilities of any positions since the last code was approved.

After discussion from the Board it was decided that no amendments to the Conflict of Interest Code are necessary.

MSC Chiera/ Gade (unan.) to approve the current Conflict of Interest Code with no amendments.

CONSENT CALENDAR

MSC Gade/Chiera (unan.) (Dirs. Martinelli and Shaw abstaining from approving the July minutes due to absence) 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 Updates. The next meeting is planned for the end of September.

Personnel Committee – No Updates

Buildings and Grounds – Research is still being done to figure out how to repair the rusting flashing around the sun tubes.

Operations Working Group – No Updates

PERSONNEL MATTERS

None.

ANNOUNCEMENT

None.

GOOD OF THE ORDER

Vice President Chiera expressed his appreciation for the Fire Department preventing the town from burning down with the recent dumpster fire.

Chief Brown commented that, luckily, it was in a place where firefighters could contain it before it spread to any surrounding buildings. She thanked all the volunteers who responded to help.

President Kimball expressed his appreciation for Chief Brown and Captain Krakauer working together and training for the Chief's position.

President Kimball also expressed thanks to Assistant Chief Marcotte for all his hard work with the disaster council and the time he has spent learning more about ballistic PPE.

ADJOURNMENT

MSC –Chiera/Gade (unan.) to adjourn at 8:10PM.

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.