

Minutes from the January 27<sup>th</sup>, 2020, Bolinas Fire Protection District Board Meeting

Vice Pres. Chiera called the regular meeting of the Bolinas Fire Protection District to order at 7:00PM. Dir. Martinelli, Dir. Molesworth and Dir. Torrey were present. Also present: Chief Krakauer, and Administrative Asst. Cadance Lynam.

MSC Torrey/Martinelli (unan.) to approve the agenda.

**CHIEF'S REPORT**

**NERA**

Chief Krakauer attended the January 22<sup>nd</sup> NERA meeting in Novato. NERA will be completing Customer Design Review with Motorola and moving on to the bidding of the sites for construction. As upgrades to existing sites and build-out of new sites is accomplished throughout this year, the installation of new radio equipment will start. More details on scheduling of the project will be available after completion of the Customer Design Review process in spring 2020.

**Prevention**

An informational meeting on Measure C will take place tomorrow night at 7pm at the firehouse. Christie Neill from Marin County Fire will be in attendance.

**Roads**

No Update.

**Inspections**

Chief Krakauer has reached out to Scott Alber and is working with Asst. Chief Marcotte to bolster and improve the District's inspection program.

**Planning**

No Update.

**Grants**

No Update.

**Training**

Training has focused on EMT and drafting.

**Volunteers**

Two long time Bolinas residents have shown interest in Volunteering. We also have one new resident firefighter.

### **Apparatus**

All apparatus are functioning well. Joe Walker and Chief Krakauer are planning an oil change and service on U231 and U232.

### **Disaster Council**

On March 26<sup>th</sup> there will be a Tsunami drill in Stinson Beach with Tom Jordan and OES. Asst. Chief Marcotte is considering combining the Tsunami drill with a radio drill for the Disaster Council.

### **Resource Recovery**

No Update.

### **Building and Grounds**

Evan Kahn completed some of the interior painting in the front office and engine bay. He is planning on painting the generator shed some time in February or March.

The caulking of the siding joint on the exterior of the firehouse has been completed. Pressure washing and painting should begin this week, weather dependent.

### **General Operations/Administration**

The annual Self Contained Breathing Apparatus (SCBA) testing was completed at the beginning of the month. One pack needed small repairs and has been sent back to us.

Chief Krakauer attended the Fire Chief's meeting on December 19<sup>th</sup>. The meeting was short and included a presentation from Randy Gustavus from National Fire Safety Council about the SRJC Fire program. With increased enrollment they are looking to acquire property around the Windsor training site for more space. In upcoming years the SRJC will be able to offer a partnership program with Colleges that offer a Behavioral Science program in Fire related majors.

Chief Krakauer missed the January 16<sup>th</sup> Fire Chief's meeting due to a meeting with our Bookkeeper Kaaren Gann and Administrative Assistant Cadance Lynam. The meeting included a review of the District's six month budget vs. actual reports. The Finance Committee met in the afternoon to recap.

The audit is still in progress and is estimated to be completed by the February meeting. Several factors have made it difficult to complete the audit in the predicted timeline.

Bookkeeper Kaaren Gann has reached out to a couple CPA's and informed them that the District is interested in securing a new bookkeeper. She has recommended a CPA to best work with Administrative Assistant Cadance Lynam, Chief Krakauer and Paul Kaymark from Nigro & Nigro.

Steven Siegel, CEO of the Coastal Health Alliance sent a letter that serves as an initial notification of intent to merge with Petaluma Health Center, in accordance with our 2005 lease agreement. They anticipate a time frame of six months to finalize the merge from the time of entering the notification phase and administrative approval phase. Chief Krakauer requested Steven Siegel have Legal Counsel provide the District with a contract that designates the Petaluma Health Center to acquire the existing lease. Pres. Kimball had also requested to see financial background information.

The IT meeting with Ian Johnson scheduled for January 23<sup>rd</sup> was postponed due to illness. It will be rescheduled in the coming weeks.

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

No Update.

### **Personnel**

The new Seasonal Firefighters Jamie Holden, Joe Walker and Angel Taylor are working out great.

### **Wildfire Preparedness**

Chief Krakauer updated the Board on the meeting with the Community Resilience for Communication and Evacuation Group on January 8<sup>th</sup>. The meeting involved having the group play a table top exercise that included several different scenarios for how people would exit town in case of an emergency. The next meeting is scheduled for sometime in April. They are looking to invite members of the community to attend and get involved in some of the exercises. Chief Krakauer commented that he is working to figure out the best way to push this out to the community when it is finished.

Chief Krakauer spoke with Woody Baker-Cohen on the phone about the NOAA weather radios. They're currently functional and Chief Krakauer is looking into purchasing one. This is an additional alert system that is convenient to have on hand in case of a disaster. The Midland WR 120B is the model suggested to purchase and can be found on Amazon for \$30.

## **GENERAL BUSINESS**

### **Action Item #1 – Election of Officers**

Discussion was had regarding the election of the President and Vice President position each January. There are no term limits on the positions and there is not an automatic cycling of the Board members into these positions. Dir. Molesworth offered to take over as Board President for a term. Pres. Kimball had offered to take the Vice President position for Dir. Chiera previous to the meeting.

MSC/ Martinelli/Torrey (unan.) to make Dir. Molesworth Board President and to make Pres. Kimball Vice President.

**Action Item #2 – Formation of Committees**

The Board discussed the committee groups briefly and agreed to leave them as they currently are.

MSC/ Martinelli/Molesworth (unan.) to Approve Current Formation of Committees.

**Action Item #3 – Regular Board Meeting Schedule for 2020**

Chief Krakauer made the recommendation to change the current Board meeting day from the fourth Monday of the month to the fourth Thursday of the month. Since schedules have recently changed, Thursday's are more convenient for staff to attend the meeting.

MSC/ Molesworth/Martinelli (unan.) to Change the Regular Board Meeting Day from the Fourth Monday of the Month to the Fourth Thursday of the Month and accept the Regular Board Meeting Schedule for 2020.

**Action Item #4 – Remove 2007 District Policy that Bolinas Fire Protection District Employees Pay Fifty Percent of the Increases in Health Insurance Premiums.**

MSC/ Torrey/Molesworth (unan.) to Remove the 2007 District Policy that Bolinas Fire Protection District Employees Pay Fifty Percent of the Increases in Health Insurance Premiums.

**CONSENT CALENDAR**

MSC / Molesworth/Torrey (unan.) to approve the Consent Calendar with a few adjustments to the minutes.

**PUBLIC EXPRESSION**

None.

**BOARD MEMBER REPORT**

None.

**COMMITTEE REPORTS**

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

Finance Committee – Dir. Molesworth discussed some of the highlights from the Finance Committee meeting. The District has received more income than predicted from Property Tax. We have received less than predicted from the TOT tax, to date than anticipated, however, we only received three months of tax income from the last period rather than six. We are predicting to see a larger amount of income for the next six months.

Personnel Committee – The Personnel Committee met to discuss the application process for volunteers and employees of the District. The Board discussed the topic and expressed support for the idea of requiring a more detailed application process for the volunteers similar to that of employees, most specifically background checks. The Board agreed that the Personnel Committee meet to draft a background Policy for new employees and volunteers to bring to the February meeting.

Buildings and Grounds – Painting of the exterior of the station is in progress.

Operations Working Group –No Update.

**PERSONNEL MATTERS**

None.

**ANNOUNCEMENT RE: CLOSED SESSION**

None.

**GOOD OF THE ORDER**

Vice Pres. Chiera expressed his appreciation to Dir. Molesworth and Pres. Kimball for taking on their new positions as President and Vice President.

**ADJOURNMENT**

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