

## Minutes from the March 25<sup>th</sup>, 2019, 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. Torrey and Dir. Molesworth were present. Also present: Chief Brown, Administrative Assistant Cadance Lynam, Asst. Chief Krakauer, Asst. Chief Marcotte, Judith Shaw, Joyce Clements, Howard Dillon and Jenny Pfeiffer. MSC Chiera/Torrey (unan.) to approve the agenda with the modification from Chief Brown to add Action Item #4f, Review and Accept District Bookkeeping Contract.

### **CHIEF'S REPORT**

#### **NERA**

Chief Brown attended the regular meetings of the NERA Board on January 27<sup>th</sup> and February 27<sup>th</sup>. Items discussed included the termination of the Office and Staff Services Agreement with NFPD; the Draft Subsequent Environmental Impact Report is still in development. Public release is anticipated for mid-2019. Completion of the NERA site leasing and the Next Gen Project Customer Design Review process with Motorola will follow the completion of the CEQA process later this year. A new Admin Asst. has been hired; advertising for the Senior Homeowner Parcel Tax Exemption will begin in March.

#### **Prevention**

Asst. Chief Krakauer attended a meeting with County reps on March 22<sup>nd</sup> to continue the discussion on a County wide approach to fire prevention, and impacts from increased visitation during the summer. Also discussed was the committee made up of elected officials being organized by Supervisor Katie Rice around disaster preparedness, especially Wildland fire. She is asking for one Board member from each agency.

#### **Roads**

Representatives from the BFPD and BCPUD met on March 4<sup>th</sup> to discuss road encroachments. Discussion was had regarding the priorities of the BCPUD, currently fenced in water meters, and the priorities of the BFPD which is vegetation along narrow roads. Pres. Kimball feels the fire district needs to move forward with a strong outreach program to residents. The reduction of vegetation along public rights of ways is critical. Residents must be educated; an aggressive awareness program should be started. A second meeting was held on March 12<sup>th</sup> with Pres. Kimball, Asst. Chief Krakauer, Asst. Chief Marcotte, and Chief Brown to discuss a potential outreach program. The responsibility of clearing the roads and keeping them clear is a tremendous amount of work. Pres. Kimball drafted a handout to be dispersed later on in the meeting.

President Kimball commented that it is clear we need to move at a quicker pace. The BCPUD has more legal roadblocks to focus on that will take more time.

### **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

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

385 Ocean Parkway – Accessory Dwelling Unit

41 Wharf Rd. – Remodel

14 & 16 Canyon – Retaining Wall

### New

210 Grove – Replace existing house

### **Grants**

None.

### **Training**

Training has recently focused on EMT skills, engineering and hose lays.

### **Volunteers**

No Update.

### **Apparatus**

Radio and code 3 equipment installations on the new 219 are completed. It is now back up at the fabricators and decal shop to have a few last items fixed.

E265 is currently receiving its annual safety inspection. Once it returns, E285 will go in.

### **Disaster Council**

Planning for the Tsunami /Evacuation drill scheduled for March 30<sup>th</sup> continues. Messages will go out by Alert Marin on the Friday before and the morning of. We are asking residents in the low-lying areas to “evacuate” to the fire station for information from the BFPD, the Marin County Office of

Emergency Services and the Marin County Sheriff's Office. The Fire Department will be driving through the affected areas announcing the drill as well.

### **District Wide Emergency Alerting Systems**

Update later in the meeting.

### **Resource Recovery**

No update.

### **Building and Grounds**

One of the lift station pumps has failed. Work is being done to schedule a time for repair work. The pump may have to be replaced, we will not know until we can get it pulled.

### **General Operations/Administration**

The new Chase Bank account is open; we will pass on information this week for everyone to become signers.

The Personnel Committee met to discuss staffing recommendations, Asst. Chief Marcotte's contract and a potential increase for the Duty Officer pay. Recommendations are under General Business.

Asst. Chief Krakauer attended a meeting with a Marin County Fire Department consultant to discuss current impacts on service.

Shelley Redding and Kaaren Gann met with Asst. Chief Krakauer, Administrative Asst. Cadance Lynam and Chief Brown to review the Accounting Controls and Procedures. Shelley will draft the recommendations from the auditor to be reviewed by the Finance Committee for acceptance. They also conducted a quarterly review.

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

No Update.

### **Personnel**

No Update.

### **GENERAL BUSINESS**

#### **Discussion – Recommendation for Securing an Alternate Egress Road for Bolinas as Presented by Howard Dillon.**

Howard Dillon presented to the Board his concern for the majority of Bolinas having only one road for egress. He presented his idea of where a roadway could potentially be secured. He believes the Fire Department needs to work to secure another road and believes there are options all of which are privately owned. He expressed great concern during an emergency and the one road becoming impassible.

Jenny Pfeiffer believes a conversation could take place with the University that now owns Star Route Farms.

The dirt road that Howard is referring to would require a significant amount of improvement in order to make it accessible for vehicles and an agreement from multiple private property owners along the route.

President Kimball questioned whether an improved version of the road could accommodate several hundred vehicles.

Vice President Chiera commented that the Fire District is not in the business of securing roads, it would be a tremendous undertaking in both time and money.

One of the main concerns is the occasional flooding of Olema-Bolinas Rd. Chief Brown pointed out that if an emergency access road was obtained it would only be opened during an emergency. She reminded the group that an occasional closing of the Olema-Bolinas Rd. due to an accident or flooding is not an emergency.

The Board thanked Howard for his presentation and encouraged him to keep researching potential solutions. They understood the concern but explained that they cannot undertake a project of this magnitude due to limited staff and financial resources.

### **Discussion – District Wide Emergency Alerting Systems**

As part of the ongoing research being conducted, Chief Brown, Asst. Chief Krakauer and Pres. Kimball put together a simple survey to send to all the Marin Fire Chiefs. Some of the questions included whether they have an emergency alerting system, what kind, is it voice capable, how effective it seems to be and what are the expectations of the community for this system. Once more of the responses have been gathered the results will be shared at the meeting.

Chief Brown reiterated that one of the staff's main concerns is the limited staffing and ability to communicate and direct residents in a disaster if a siren goes off, while also needing to respond to the emergency.

Asst. Chief Krakauer spoke with Chief Wink in Middletown where many recent fires have occurred. They have their own alerting system that is not voice capable, and they rely on twitter as their main notification system.

Chief Wink was supportive of the system, however, mentioned it was not fool proof and it could not be heard at night unless living very close to the siren.

Vice Pres. Chiera asked whether the Office of Emergency Services has mentioned anymore ongoing research about the best alerting system. Chief Brown replied that they are looking at a County wide approach to the issue and have advised us to wait before proceeding. Ideally, we would have someone else relay messages during an emergency since the Firefighters will be busy.

Pres. Kimball presented a handout he drafted that focused on wildfire preparedness and response principles. Among them were public education, roadway vegetation and community involvement.

Dir. Molesworth agreed that focusing on educating the community is very important.

**Action Item #1 – Proposal to Increase Night Duty Officer Pay from \$50 to \$100 per Shift**

Chief Brown presented a memo explaining the night Duty Officers role, which involves working from 5pm to 8am to provide emergency response to the community. The compensation has been \$50 for the fifteen hour shift for well over twenty years. There are currently only six active night Duty Officers out of the twenty-two volunteers and often the same two to three Officers end up covering several shifts. For many new volunteers \$50 is not much of an incentive to undertake the training necessary to become a Duty Officer. In light of the passage of Measure W, the West Marin Transient Occupancy Tax, Chief Brown recommended increasing the night Duty Officer compensation from \$50 to \$100 per shift at an additional cost to the district of \$19,450 per year.

MSC Chiera/Molesworth (unan.) to Increase Night Duty Officer Pay from \$50 to \$100.

**Action Item #2 – Proposal to Change Regular Board Meeting in April 2019 from the 22<sup>nd</sup> to the 29<sup>th</sup>.**

MSC Chiera/Torrey (unan.) to Change Regular Board Meeting in April 2019 from the 22<sup>nd</sup> to the 29<sup>th</sup>.

**Action Item #3 – Election of Marin Local Agency Formation Commission Special District Member.**

After review of the candidates running for Special District member the Board decided not to vote due to unfamiliarity with any of the candidates.

MSC Chiera/Molesworth (unan.) to refrain from voting.

**Action Item #4 – Review and Accept District Bookkeeping Contract**

Kaaren Gaan, who has been our bookkeeper for several years, is finally trying to retire. Her daughter, Shelley Redding, has been a bookkeeper for Sonoma County for several years and is taking over Kaaren's clients. The contract is the same as the contract we had with Kaaren and has been formed based on research done by Kaaren and how much time she has spent on different items through the last few years.

MSC Chiera/Torrey (unan.) to Accept District Bookkeeping Contract with Shelley Redding.

**CONSENT CALENDAR**

MSC Molesworth/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 – Has been reviewing the Account Controls and Procedures manual and preparing for FY19-20 Budget review.

Personnel Committee – Has been reviewing and preparing the Personnel Manual for adoption by the Board as well as preparing for new hires.

Buildings and Grounds – Lift station pump repair as discussed.

Operations Working Group –No Update

### **PERSONNEL MATTERS**

**CLOSED SESSION – Action Item #4 – Extra Help Work Agreement with Retired Annuitant**

### **ANNOUNCEMENT RE: CLOSED SESSION**

MSC Chiera/Molesworth (unan.) to Approve Extra Help Work Agreement with Retired Annuitant.

### **GOOD OF THE ORDER**

None.

### **ADJOURNMENT**

MSC –Torrey/Chiera (unan.) to adjourn at 9:30PM.

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).