

Minutes from the May 23, 2016 Bolinas Fire Protection District Board Meeting

Pres. Bass called the regular meeting of the Bolinas Fire Protection District to order at 7:00PM. Vice Pres. Chiera, Dir. Shaw, Dir. Kimball and Dir. Gade were present. Also present: Chief Brown and Secretary Brown. Vice Pres. Chiera requested to move Item 9: Personnel Matters – Closed Session up in the agenda to follow Item 3: Chief's Report. MSC Chiera/Gade (unan) to approve the agenda.

CHIEF'S REPORT

Mera

Chief Brown reported that she was unable to attend the regularly scheduled MERA meeting on May 11th due to lack of coverage for U219. Items on the agenda included electing officers, receiving a request from the Marin County Office of Education for MERA radios, updates on the Generation II bond financing. Proposed agreements between MERA and the County of Marin for technical and engineering services were reviewed. The Board also discussed and adopted FY16/17 Operating, New Project Financing and Revenue Bonds and Reserve Budgets. Bolinas saw an increase of \$450 in operating costs, a minor increase of \$13 in bond payments and no increase for financing fees. The Governing Board officers are Chief Richard Peirce of Tiburon as President, Chief Todd Cusiamano of Central Marin Police as Vice President. Vice President Cusiamano will replace Matthew Hymel, the Marin County Administrator, who has served since May 2013.

Prevention

Chief Brown has not received any complaints regarding parking since the last regular April Board meeting. She is trying to arrange a meeting to discuss the issues with various Marin County jurisdictions including the MCSO, the CHP and Stinson Beach Fire. Chief Brown is in the process of finding the appropriate contacts. Dir. Gade informed the Board that a new Parking and Traffic Committee has been meeting which was formed through the BCPUD.

Inspections

None.

Planning

20 Nymph Road – Demolish existing residence, construct new one
324 Ocean Parkway – Addition
23 Rafael Way – Single family residence remodel
28 Crescente – Single family residence
350 Fern – Studio addition
415 Yucca – Legalize Second Unit
380 Larch Road – New septic system, habitat restoration

480 Horseshoe Hill Road, Barn construction
555 Dogwood – New Construction
210 Laurel – Legalize second unit, new guest house
350 Lauff Ranch Rd. – Legalize multiple structures
4900 Shoreline Highway - Remodel
120 Horseshoe Hill Rd – Addition, remodel
10 Olema-Bolinas Rd – Second Unit
11 Brighton – propane tank placement
370 Overlook – Remodel, addition of 2nd unit
100 Mesa Road – AT&T Communications Tower Modification
NEW
12 Olema-Bolinas Road – 2nd Unit

Grants

No update.

Training

Capt. Krakauer and Asst. Chief Marcotte have been instructing volunteers on the use of SCBAs, ladders and foam application. Foam is added to water when fighting a vegetation or flammable liquid fire for more effective water penetration.

Volunteers

Chief Brown reported that one volunteer has left the Department due to scheduling conflicts, and that a new one, Paul Krohn, has begun attending trainings. Paul was highly recommended by Pres. Bass and Dir. Gade.

Apparatus

No update.

Disaster Council

Beth Carusillo continues to schedule meetings with each of the Disaster Council's representatives of all 13 areas of the District. She met with Areas 1 and 7 most recently. Beth and Chief Brown have also been working to finalize an agreement with CHA regarding the use of the clinic in a disaster. They have been specifically researching purchasing tents and cots for overflow patients. Chief Brown is now collecting copies of licenses from members of the DC Medical Team to be sure we are in compliance with any needs of the Coastal Health Alliances insurance needs. Chief Brown helped to conduct a CERT class on Saturday May 21st. Twenty students attended the 18 hour class.

Resource Recovery

Chief Brown plans to attend the next scheduled meeting on June 27th.

Building and Grounds

No update.

General Operations/Administration

Admin Assistant Brown has contacted a potential bookkeeper to replace Kaaren Gann. Cheryl Robbins currently works at the Bolinas Stinson School as the Chief Business Manager. The Finance Committee will meet with her next week. In the meantime, Kaaren Gann has offered to act as a temporary bookkeeper until a new one is hired. Chief Brown expressed gratitude and appreciation towards Kaaren for her offer as it has been difficult to find her replacement.

Chief Brown announced that Ian Johnson has been working to upgrade the District website as recommended by the Grand Jury Report: *2015-2016 Web Transparency Report Card: Bringing Marin County's Local Governments to Light*. Chief Brown said that the website software will be upgraded in order to provide a more user friendly site that is easier to manage.

Surfers' Overlook Repair/Terrace Avenue

No update.

PERSONNEL MATTERS

The Board entered a closed session at this point in the meeting to discuss personnel appointment issues.

ANNOUNCEMENT

No announcement was made as no action was taken in the closed session.

GENERAL BUSINESS

Action Item #1: Consider informal offer from Lease Advisors to purchase communication tower leases.

Lease Advisors contacted Chief Brown in early May to inquire about purchasing the Districts communications leases with AT&T and Crown Castle. They offered \$1.427 million to be paid out over a ten year period of time. In return, they asked for an easement assignment of the existing footprint and lease for 30 years. As with past offers from similar companies, Chief Brown recommended against the purchase as it is not in the Districts' best interest financially. The current leases expire in 2022 but will hopefully be renewed.

MSC, Kimball/Gade (unan) to deny informal offer from Lease Advisors to purchase communications tower leases.

Action Item 2: Consider the Preliminary Budget for FY16/17

Chief Brown began the discussion by thanking the Finance and Personnel Committees for their assistance, time and energy spent in preparing the preliminary budget for review. She reviewed the budget line item at a time with the Board and described any increase and/or decrease adjustments made. A conservative estimate of the general tax revenues increasing is being used at 4%. Dir. Shaw asked for definition of the acronym "ERAF". Admin. Assistant Brown answered the "Educational Revenue Augmentation Fund". Chief Brown explained that the subscription expense account will increase due to contracting with Lexipol, to assist with writing the Employment Handbook and Target Solutions to assist with Volunteer trainings. Ian Johnson is researching alternatives to the current AT&T phone plan that is costing the District increased monies annually for local toll calls. Chief Brown will receive a 3% COLA raise. Health and dental costs are slowly increasing as are CalPERS Employer costs. Overall, the budget presented was balanced but with less money budgeted for the Vehicle Replacement Fund than in previous years.

MSC, Gade/Chiera (unan) to approve the Preliminary Budget for FY16/17. The Preliminary Budget will be available for public review at the station in the second week of June. Approval of the final budget will be an action item on the regular meeting agenda scheduled for June 27th.

CONSENT CALENDAR

MSC, Kimball/Shaw (unan) to approve the Minutes from the May 2, 2016 regular meeting, the warrant list from April 20 - May 17, 2016, and the financial reports for March and April 2016 including the account balances. Pres. Bass and Dir. Kimball thanked Chief Brown and Admin. Assistant Brown for their work to prepare the financial reports.

PUBLIC EXPRESSION

None.

BOARD MEMBER REPORT

None.

COMMITTEE REPORTS

None.

GOOD OF THE ORDER

The Board expressed deep appreciation for Capt. Phillip Wall and his seven years of service made to the department. They remarked that he has been an excellent employee and community member.

Chief Brown plans to award him a Certificate of Appreciation on behalf of the District.

ADJOURNMENT

MSC, Kimball/Gade (unan) to adjourn the meeting at 8:47 PM.

Respectfully submitted,

Molly Brown
District Secretary

Note: All minutes to all Board meetings are available for review at the Bolinas Library.