

Minutes from the June 25th, 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 and Dir. Shaw were present. Dir. Martinelli and Dir. Gade were absent. Also present: Chief Brown, and Administrative Assistant Cadance Lynam.

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

CHIEF'S REPORT

MERA

No update. The next MERA meeting is scheduled for Wednesday, June 27th.

Prevention

Todd Lando, FireSafe Marin, has completed the updates to the Living with Fire in Bolinas brochure. It will be mailed to all property owners in Bolinas this week. Property owners should have also received a mailing from Marin County Fire Department entitled "Wildfire Is Coming... Are You Ready?" This document is a much simpler document highlighting what residents can and should do to be prepared for wildfire in regards to defensible space. DCC Godfrey, Asst. Chief Marcotte and Chief Brown are also working on an evacuation drill for two of the DC areas. The goal is to have the drill take place sometime at the end of July. Areas 1 and 3 are the only ones that will be included; however, all area coordinators have been invited to participate as well. Board members are also invited to observe. More information will be released as it develops.

Roads

Update under General Business, Item 4f.

Inspections

6 and 10 Wharf Rd. – Fire and Life Safety Inspections
220 Mesa – Fire Permit

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

430 Aspen – Preplanning
279 Mesa – Preplanning

Grants

None.

Training

In the past month training has focused on SCBA's, engineering and Wildland fire PPE and safety.

Asst. Chief Marcotte provided CPR training for the Bolinas Children's Center Staff on the evening of May 30th.

Volunteers

No Update.

Apparatus

U219 has had a problem with the engine overheating. The problem was thought to have been fixed but it happened again late last week. U219 is currently out of service and is being diagnosed at Cheda's garage in Pt. Reyes. The goal is to keep U219 in good running condition until it is replaced. The front tires also need to be replaced as they are too worn to continue driving on. We have been unable to order the new U219 as the Chevy factory is moving and currently not accepting new orders. They have no estimated time for completion. The 219 Replacement Working Group would prefer to stay with a Chevy model rather than Ford due to the potential for problems fitting the utility box on a Ford chassis.

E265 experienced a failure in its air brake system returning from an incident this past Saturday. Fortunately, Capt. Smith was able to diagnose and correct the problem. 265 will be going to Diego on Monday, July 2nd for a quick repair to the brake drying system.

Disaster Council

Chief Brown attended a neighborhood meeting of the Little Mesa this past Sunday to speak to the property owners about disaster preparedness. Chief Brown shared with them the Disaster Plan Worksheet and well as the Living with Fire in Bolinas and the Disaster Council flyer. Information was very well received.

As updated earlier, the Living with Fire brochure is ready for mailing and DCC Godfrey, Asst. Chief Marcotte and Chief Brown are working on an evacuation drill.

Asst. Chief Marcotte is retiring from the SFFD at the end of the month. He has expressed a strong interest in becoming more engaged with our department as he will have much more time. He has always expressed a very strong interest in disaster planning, and we're expecting he'll begin working with DCC Godfrey and the Disaster Council much more closely. Pres. Kimball, Dir. Shaw, Steven Siegel, CHA and Chief Brown are finalizing the agreement between the Coastal Health Alliance and the BFPD detailing the understanding of the use of the CHA facilities during a disaster. Ian Johnson and Richard Dillman are finalizing the upgrade of our Disaster Council antenna located at the fire house. The new equipment will help to expand and improve our DC communications. We are very grateful to both Ian and Richard for their volunteer work for us.

Resource Recovery

No Update.

Building and Grounds

Update provided under Board Committee Reports.

General Operations/Administration

Chief Brown continues to participate on the TOT2 Advisory Committee and attended the last meetings held on June 1st and June 22nd. Chief Brown also planned and attended a meeting of the West Marin Chiefs on June 13th in order to discuss the proposal and potential expenditures of the funds. The Marin County Board of Supervisors took the issue under consideration at their June 19th BOS meeting. There were members of the public in attendance that both supported the measure and opposed it. Though the meeting went well, several board members had questions they would like answered prior to deciding whether or not to move forward with the ballot measure. Sup. Rodoni is working to answer all concerns before the next meeting scheduled for July 17th.

Chief Brown organized and attended a meeting on May 31st to discuss responses into the South end of the National Park. This area includes Palo Marin trailhead, the Coast trail, Bass Lake and Alamere Falls to Wildcat Camp. Attendees included representatives of the PRNSS, BFPD and MCFD Pt. Reyes. It was a very productive meeting covering response types, communications and best practices for access to the area.

Chief Brown attended the Marin County Fire Chiefs meeting held on June 14th. Many issues were discussed including proposals for ballistic PPE for all fire departments in Marin. The expectation of fire being able to assist sooner during an active shooter incident requires us to have ballistic PPE which includes a helmet and bullet proof vest. Bolinas is slated to receive two sets to be provided with grant monies, we will likely have to purchase two more sets at a cost of approximately \$1,000 each. We hope to never have to use them but must have them just in case. We will also be participating in Active

Shooter training in the next month or so. There were also presentations from PG&E regarding their community Wildfire Safety Program. They are taking a very aggressive approach to public education, vegetation clearances around their infrastructure and are forwarding a policy to potentially shut off power in high fire-threat areas during extreme fire danger conditions. The map that was shown during the meeting did not indicate Bolinas was a high fire-threat area, which Chief Brown openly disagreed with. Chief Brown plans on following up with the PG&E representative about this. In the mean time, Dir. Shaw informed Chief Brown that residents in Bolinas have indeed received notice that we are a high fire threat area and could have power temporarily shut off during an event. Residents will be notified if PG&E determines the situation warrants a temporary outage. Residents need to understand that it could take up to five days to restore power as all of the lines need to be inspected prior to turning power back on. PG&E will continue to work to educate the public about this new policy.

Chief Brown was asked to attend the BCPUD meeting held at the firehouse on June 20th. It was a heavily attended meeting. Chief Brown attended to speak to the BFPD's position on vehicle habitation and Sup. Rodoni's response to the recommendations made from the Vehicle Habitation Committee. The biggest discussion centered on the MCSO recommendation to have no overnight parking along the entire right side of Brighton avenue and residential permits required along the left side of Brighton. After a great deal of discussion the BCPUD Board decided to have an advisory poll on the issue on the November ballot. Chief Brown was not asked to speak.

Matt Lewis, Bolinas Lions Club, organized a meeting on June 21st to discuss the upcoming July 4th festivities. Like all previous years, starting at the 0800 vehicular traffic will be severely restricted in the downtown area until late in the afternoon. The Lions Club does an excellent job of planning and preparing for the event. Their goal is to have a great day while providing for the safety of the town as much as possible. Chief Brown commends their efforts. The Fire Department will be staffing up as we do each year and hoping for a quiet day.

Surfers' Overlook Repair/Terrace Avenue

No Update.

Personnel

No Update.

GENERAL BUSINESS

Action Item #1- Public Hearing: Review and Approve Final Budget FY 2018-2019

The Draft Budget as adopted at the May regular meeting was submitted for public review the week of June 11th and received no reviews or feedback. No changes were recommended by the Finance and Budget Committee. After more discussion by the Board regarding the potential for unexpected expenses in the coming fiscal year, the Board was in agreement to accept the proposed Budget FY18-19 as submitted. MSC - Chiera/Shaw (unan.) to Approve the Final Budget for FY18/19.

Action Item #2 – Consider Doran and Assoc. Engagement Letter for Audit Services FYE June 30th 2018- The engagement letter proposed by Doran and Associates was reviewed. It was noted that there is a new section within the agreement holding the client, in this case the District, responsible to provide all documentation requested in order to complete fieldwork October 30th. If there are severe delays in providing the requested documentation, the auditor has the right to charge an additional \$1,000 fee. We will be working with Kaaren Gaan as our bookkeeper this year so we are confident everything will be done in a timely manner. The proposed base cost of the audit is approximately a \$300 increase over last year.

MSC- Shaw/Chiera (unan.) to Approve the Engagement Letter from Doran & Associates

Action Item #3 – Approve Amendment to Accounting Controls and Procedures, Addition of Procedure for Voided Checks- After reviewing the Accounting Controls and Procedures Manual it was discovered there was not clear enough information on the procedure for handling voided checks. There is now a paragraph, as approved by our bookkeeper, explaining how to proceed with voided checks.

MSC- Chiera/Shaw (unan.) to Approve the Amendment to Accounting Controls and Procedures, Addition of Procedure for Voided Checks.

Action Item #4 – Resolution #185-2018, A Resolution Determining the 2018-2019 Appropriations Limitations of Tax Proceeds

MSC- Chiera/Shaw (unan.) to Approve Resolution #185-2018.

Update on Request from AT&T for Modifications to their Communications Tower Located on Fire District Property – In April we received a request from AT&T to make modifications to their communications tower. On May 21st, an emissions report was provided to the District indicating, through computer simulation, the proposed modifications would raise the Max RF Exposure Level to 18.4% of the FCC allowable limit. Based on our 2011 lease amendment it was agreed not to exceed the limit by more than 10% above baseline at that time. On Wednesday June 21st, AT&T had an engineer conduct readings on site at the four areas previously determined by the fire district. A report detailing those readings was provided to the district on June 22nd. The actual levels indicated in the June report were lower than the readings taken of actual emissions in 2015. The Board noted that the readings were taken on a relatively quiet week day afternoon, the emissions would likely be higher on a busy weekend day when the town sees many visitors.

Chief Brown responded to the AT&T representative expressing the districts appreciation for the report. However, she noted, based on the proposed modifications, the emissions levels of 18.4% appear to still be out of compliance with the lease amendment. Chief Brown reiterated the districts desire to work with AT&T on this issue.

Director Kimball suggested that we continue working with AT&T to find a way to operate within the parameters of the 2011 amendment. The Board agreed to table the item until we can have a conference or meeting with AT&T to discuss further options.

Review Bolinas Mesa Public Rights-of-Way, Priority Issues for BCPUD and BFPD -

The BCPUD manager, Jennifer Blackman, provided a memo to her Board at their last meeting, Chief Brown was in attendance, which outlined the priorities of the staffs of the BCPUD and the BFPD as they relate to the public rights of way and encroachments. Part of the memo described recommends next steps to include a letter to residents explaining why it is critical to public safety to maintain the rights-of-ways for their intended public use. The BCPUD Board received the memo.

The Fire District Board agreed that the public rights of way need to be clear to allow for emergency access and egress. The Fire District is supportive of a joint letter with the BCPUD informing people of the survey that took place and why it's critical to make sure access and egress is protected. After further discussion from the Board they agreed that the next step should be planning a meeting with the BCPUD Board and discussing how to approach the situation. Chief Brown and Pres. Kimball will follow up with the BCPUD board.

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 –The Finance Committee will return to their scoping work now that the budget for FY18/19 has been finished.

Personnel Committee – Chief Brown and Capt. Krakauer met with the Personnel Committee to discuss potential tasks and classes that can be completed prior to Capt. Krakauer taking on the Chief's position.

Buildings and Grounds – No updates.

Operations Working Group – Continue to work on the replacement of U219.

PERSONNEL MATTERS

None.

ANNOUNCEMENT

None.

GOOD OF THE ORDER

None.

ADJOURNMENT

MSC –Shaw/Chiera (unan.) to adjourn at 9:10PM.

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.