

Minutes from the March 27, 2017, 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. Kimball, Dir. Gade and Dir. Shaw were present. Also present: Chief Brown and Admin Asst. Cadance Lynam.

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

CHIEF'S REPORT

NERA

On March 22nd the Governing Board Meeting was canceled due to a lack of agenda items. On March 9th, we were informed that the Board of Supervisors approved the NERA contract with Motorola.

Prevention

No Update.

Roads

The BCPUD is continuing the roads survey after hiring two new employees. Fire Fighter Joe Walker was hired by the BCPUD as a part time employee and has restarted the survey work.

Inspections

6 and 10 Wharf – Bolinas Community Land Trust Fire and Life Safety Inspections

390 Cedar – 4291 Inspection

14 Wharf – Installation / use of pizza oven

125 Olema-Bolinas – Bolinas School Campus Fire and Life Safety Inspection

Planning

Ongoing-

20 Nymph Road – Demolish existing residence, new construction

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

555 Dogwood – New Construction

210 Laurel – Legalize second unit

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
12 Olema-Bolinas Road – 2nd Unit
105 Wharf Road – Second Unit
New
46 Horseshoe Hill– Addition / Remodel
190 Ocean Parkway – Remodel

Grants

No update.

Training

Assistant Chief Marcotte has secured three cars for extrication training to be held on Saturday April 8th and 22nd. Stinson Beach and Inverness have been invited to participate in the training as well. In addition to extrication training, a Search and Rescue Awareness class presented by Mill Valley Fire Department BC Mike St. John is scheduled. Chief Brown provided CPR training for the PRNSS Trail Steward volunteers on Saturday, March 25th. These volunteers will be at the Palo Marin Trailhead as well as on the trails educating and reporting any medical or other issues via radio to Park dispatch.

Volunteers

No update.

Apparatus

Firefighter Walker and Ian Johnson have been troubleshooting electrical/charging issues with U219. They seem to have resolved the issue. There is also a problem in the steering column with the shifter. It is a relatively minor problem but it does need to be addressed. FF Joe Walker is working on it.

Disaster Council

Ian Johnson, Asst. Chief Marcotte, Cadance and Chief Brown will be meeting this week to work on our DOC deployment directions. Cadance and Chief Brown will also be meeting with several Area Coordinators to be sure they have all of the information and training they need.

Resource Recovery

There has been discussion about the need to increase the tipping fees at the RRP in order to meet financial needs such as site maintenance and upgrades. The increase was discussed at the last meeting held on February 27th with the consensus being to increase the fee from \$20 a yard to \$25. The fee has not been increased in years and is still below the cost of tipping fees “over the

hill”. Concern was expressed by several members that the increase in fees could cause people to use the site less and instead, dump brush around town. After the meeting, Jennifer sent an email to the RRP Board asking to postpone the increase until the possibility of other funding for site improvements could be researched.

Chief Brown will be checking with Fire Safe Marin to see if funds might be available to hold “free” hazard fuel dumping days for residents prior to the beginning of fire season. The money would be used to pay RRP the fees they would have normally received.

Building and Grounds

Update provided under Board Committee Reports.

General Operations/Administration

As directed by the Board at the February meeting, Jennifer Blackman and Chief Brown combined efforts and sent letters to CalTrans regarding the safety issue of flooding on Hwy 1 just south of the Wye and a letter to the CPUC requesting they designate Bolinas as a “High Impact Area” in order to benefit from grant monies to vastly improve broadband accessibility in Bolinas. As of today, we have had no word from the CPUC but CalTrans did address the flooding issue. It is unknown to what degree they addressed it and if the work will last but as of the most recent rains, the flooding was significantly less.

Surfers’ Overlook Repair/Terrace Avenue

No Update.

Personnel

Update provided under Board Committee Reports.

GENERAL BUSINESS

Action Item #1- Discuss Request from BCPUD for Representation on “Vehicle Habitation Committee”.

The Marin County Board of Supervisors has passed an ordinance addressing overnight parking of large vehicles on certain roads in Marin County. At the time of the adoption, no roads in West Marin were included. Sup. Rodoni has asked for input from the community of Bolinas regarding the ordinance. The BCPUD is undertaking forming a committee to discuss the issue and has requested representatives from as many organizations in Bolinas as possible including the fire department. Chief Brown expressed that, purely looking at the situation from an operational and safety standpoint, the fire department has not had negative impacts from either the parking of large vehicles or vehicle habitation. Several board members expressed similar observations and felt that a fire department representative on the committee would have very little to add to the discussion. After further discussion from the Board, it was agreed to refrain from participation in the committee.

MSC – Chiera / Gade (unan.) to not have a fire department representative on the BCPUD Vehicle Habitation Committee.

Action Item #2- Change Date of April 24th Meeting to April 17th.

Due to the inability of Dir. Kimball and Chief Brown to attend the regularly scheduled meeting on April 24th, it was suggested to change the meeting date to April 17th. The Board was in agreement.

MSC- Shaw/ Kimball (unan.) to change the date of the regularly scheduled meeting for the month of April from the 24th to the 17th.

Action Item #3- Marin Local Agency Formation Commission Election of a Regular Special District Member.

Discussion was had regarding the request from LAFCO to participate in the upcoming Regular Special District Member election. Due to the unfamiliarity of the candidates to any of the Board members, it was decided to refrain from casting a vote.

MSC- Kimball/Shaw (unan.) to abstain from voting for a candidate for the LAFCO election of a Regular Special District Member.

CONSENT CALENDAR

MSC-Chiera/Kimball (unan.) to approve the Minutes from the February 27th Regular Meeting and approval of the warrant lists from February 22nd to March 21st 2017.

MSC- Kimball/ Chiera (unan.) to approve the financial reports for January 2017, and the account balances.

PUBLIC EXPRESSION

None.

BOARD MEMBER REPORT

Board Member Successor Planning-

Dir. Shaw spoke to her concern regarding the replacement of Board members who will be leaving their seats in the next several years. She noted that, although it's required to keep the Board at only five members, it could be beneficial to the district to work to get deeper involvement from community members in district business.

While Board members agreed this was a good idea and will need to be done, they felt it was a bit premature as the district has just begun undertaking a Scoping and Planning process in order to identify the issues facing the district in the next two to five years. It will be determined how to address the issues and if current resources are adequate or if new resources, whether they be financial or personnel, will need to be identified. We will need to reach out to the community at some point in the future. Board members also agreed that each Board member should be thinking about their potential successor when their term has expired.

Dir. Shaw said she is willing to revisit this issue further on in the future.

COMMITTEE REPORTS

Updates from Finance and Budget, Personnel, Building and Grounds and Operations Working Group-

The Finance and Budget Committee has met several times and is currently focusing on the financial impacts of engine replacement. Per the district's vehicle replacement schedule, which estimates engines will need to be replaced after 20 years; E283 is scheduled to be replaced this year. Since E283 is in good operating condition, the Operations Working Group is set to discuss whether or not the engine needs to be replaced and if so, what piece of equipment would best suit the needs of the department and community. The Finance and Budget Committee will be working with several financial scenarios based on recommendations from the Ops Working Group. Other items being discussed and modeled are changes in staffing levels.

The Personnel Committee focused on planning for the replacement of the Fire Chief's position. Discussion is centered on the ability to promote from within the department or the potential need to advertise the position and hire someone from outside of the area. There is a concern about a new hire to the area being able to secure housing in Bolinas. Either way, the goal of the Personnel Committee is to find the best candidate for the position, Discussion will also be had regarding the potential for increasing staffing levels and adjusting the Duty Officer position if needed to keep it staffed.

The Building and Grounds Committee talked about long term maintenance for the facilities including the clinic building. They tasked Chief Brown with contacting several contractors to ask for an inspection of both buildings to determine the current state of the facilities, the estimated timeline for needed maintenance such as roofing and paint as well as estimated costs. Chief Brown is awaiting responses. Also being is the Building Maintenance Reserve fund and whether or not the funds being put into reserve each year is sufficient. The answer will be clearer once we receive responses from the contractors.

The Operations Working Group met on March 16th, nine people were in attendance. Chief Brown gave a brief overview on why the group was formed and what items the group will be considering including engine replacement, Officer Development, volunteer recruiting and retention and increased staffing needs. The first meeting focused mainly on engine replacement. The group unanimously agreed that E283 does not currently need to be replaced and can be delayed for approximately three years, provided it continues in good operating order. In depth discussion was had on the operational needs of the department and the community. The idea of maintaining three engines or replacing a Type I and the Type III with one combination engine was put forth. More research and discussion is needed. The next meeting will be scheduled in about a month.

PERSONNEL MATTERS

None.

ANNOUNCEMENT

None.

GOOD OF THE ORDER

Dir. Kimball thanked the Board for working together on the scoping and planning for the future and thanked Chief Brown for keeping things moving along.

ADJOURNMENT

MSC, Kimball/ Gade (unan.) to adjourn the meeting at 8:15 PM.

Respectfully submitted,

Cadance Lynam
Admin Assistant

Note: Minutes of all Board meetings are available for review at the Bolinas Library and on the District's website www.bolinasfire.org.