

Minutes from the January 22<sup>nd</sup>, 2025, Bolinas Fire Protection District Board Meeting at the Bolinas Fire Station.

Pres. Molesworth called the meeting of the Bolinas Fire Protection District to order at 7:00 P.M. Vice Pres. Torrey, Dir. Pierce, Dir. Martinelli and Dir. Dunne were present. Also present: Chief Krakauer and Administrative Manager Isaac Taylor.

Pres. Molesworth asked for unanimous consent to approve the Agenda. Seeing no objections, the Agenda was approved.

**PUBLIC EXPRESSION**

Members of the Board responded to a public comment, clarifying that the Board's regular meeting schedule is the fourth Wednesday of each month at 7pm, with the exception of November and December when the meeting is typically moved ahead one week to accommodate the holiday season.

**CHIEF'S REPORT**

**MERA/Chiefs**

Chief Krakauer reported that the department has been working to reprogram all portable MERA radios and mobile radios in vehicles with the latest software version, requiring all department vehicles to visit a Marin County Fire station for updates. Engine 285 is still getting repaired and will be updated when it is back from the shop. Chief Krakauer reported that new pagers are working well.

**MWPA**

Chief Krakauer reported that MWPA executive officer Mark Brown briefed this month's Chiefs meeting on key messages regarding the recent L.A. fires, and notified them of an upcoming webinar and panel discussion on the topic. Pres. Molesworth added that a separate webinar hosted by Stanford University will feature Mark Brown as well.

**Prevention**

Chief Krakauer reported that there may be a report next month by OEM Director Steven Torrence's study of siren systems for evacuation and emergency notification.

**Roads**

Chief Krakauer reported that an MWPA roadside evacuation clearance project is expected to resume in Bolinas by approximately early February. This year, work will expand from County-maintained roads to secondary roads identified by the department as critical evacuation routes.

Pres. Molesworth added that there was a Q&A document circulated by MWPA Planning and Program Manager Anne Crealock about the upcoming roadside prevention work.

Chief Krakauer also reported that PG&E have been working in the area to replace power poles along Mesa Road and clearing tree limbs, and County DPW have been working to clear downed trees from recent storms.

**Inspections**

Chief Krakauer reported that the department continues to conduct business inspections, most recently at the Bo-Linda Vista emergency RV campground. Bolinas Rod and Boat Club is scheduled next.

**Planning**

No update.

**Grants**

No update.

**Training**

Chief Krakauer reported that Asst. Chief Marcotte instructed a driver training class for all West Marin volunteer agencies over two weekends. Approximately 20 trainees received 15 hours each of classroom instruction, and must complete an additional 15 hours of driving and pass a test to become endorsed fire apparatus drivers. Four Bolinas volunteers attended the class.

Chief Krakauer reported that regular department training has been focused on chainsaws and EMT skills. Additionally, four newer volunteers who are EMTs have been hired part-time for paid shifts 2-4 days per month to expedite training for these junior firefighters, with an additional regular training day held on Wednesdays.

Chief Krakauer will attend his next officer training series class in Monterey next month, which will be focused on wildland firefighting.

**Volunteers**

Chief Krakauer reported that accelerated training of qualified volunteers with paid shifts is already budgeted as Extra Hire, and intended to expand the departments capacity to backfill regular paid staff.

**Apparatus**

Chief Krakauer reported that Engine 285 is in the shop, having experienced continued check engine light issues during the driver training class. The problem was diagnosed as a faulty turbo actuator, which will be replaced as soon as possible.

Chief Krakauer also reported that Engine 283 will be going in for repairs next, to repair a leaking gasket on top of the fuel tank.

Chief Krakauer reported Utility 231 had its annual service, with no major findings.

**Disaster Council**

No update.

**Resource Recovery**

No update.

**Buildings and Grounds**

Chief Krakauer reported there was a major cleanup of expired equipment in the fire station attic, with a dumpster removed last week. The department is also working on the destruction of old records, per the records retention schedule proposed in this meeting.

Chief Krakauer reported that repairs were completed on the aboveground fuel tank, following a failed air quality test last month. A small pinhole leak was sealed and the tank passed a new test. The department is beginning to explore replacement costs for the aging fuel tank, along with cost share agreements with partner agencies utilizing the fuel tank.

## **General Operations/Administration**

Chief Krakauer summarized the ongoing wildfire emergency in Southern California.

Dir. Martinelli shared an article from the Marin Independent Journal about a new fire information app Watch Duty, which gained an enormous number of new users during the L.A. fires.

Chief Krakauer stated that there will be an expanded discussion of wildfire preparedness and the L.A. fires at next month's regular board meeting.

Chief Krakauer reported continuing above-average call volume. The department ended 2024 with 312 calls, approximately 40 calls above average.

Chief Krakauer reported that the District continues to pursue discussion with Octagon Towers regarding a potential new cell tower lease agreement. Isaac Taylor explained that Octagon is proposing a new lease which would add T-Mobile as an additional carrier with associated hardware, and the department is seeking more detailed information on anticipated RF radiation levels.

## **Personnel**

Chief Krakauer reported Duty Officer Aaron Pendergraft is away on vacation.

## **GENERAL BUSINESS**

### **Action Item #1 – Administer Oaths of Office to Directors Appointed In-Lieu of Election in November 2024**

Dir. Pierce affirmed his oath of office before Pres. Claire Molesworth.

### **Action Item #2 – Approve Draft Audited Financial Statements for Fiscal Year 2023-2024. Paul Kaymark of Nigro & Nigro, PC will join by remote connection.**

MSC Torrey/Martinelli (unan.) to approve Draft Audited Financial Statements for Fiscal Year 2023-2024.

Auditor Paul Kaymark was unable to join the meeting due to a power outage in his area of Southern California. Isaac Taylor shared a board presentation prepared by Nigro & Nigro and financial highlights from the draft audited financial statements. The District's net position increased 1.95% year-over-year. Isaac Taylor and Chief Krakauer answered Directors' questions about changes in revenue, expenses, and capital expenditures. Pres. Molesworth asked about regular board member review of District account reconciliations, and Isaac Taylor responded that financial reports are provided monthly for regular board meetings, with additional oversight being at the discretion of the board.

### **Action Item #3 – Review and Adopt Records Retention Schedule**

MSC Dunne/Pierce (unan.) to Adopt the Records Retention Schedule.

Isaac Taylor explained that the District's policy on Records Management requires "eliminating unnecessary retention of duplicate or obsolete documents," and requires the Custodian of Records to maintain a records retention schedule. The draft schedule up for adoption categorizes District records and specifies the number of years each category of

records should be retained, from two years to permanent, according to statutory requirements and recommended best practices. Pres. Molesworth asked how the schedule was developed, and Isaac Taylor responded that it was based on schedules from peer agencies, and added that the schedule will be reviewed annually and may be revised at any time.

### **CONSENT CALENDAR**

MSC Torrey/Dunne (unan.) to approve the Consent Calendar.

Isaac Taylor noted that the first disbursement of property tax revenues has been recorded, and reports have been updated for December as well as January.

Pres. Molesworth asked whether actual tax revenues aligned with budget expectations, and Isaac Taylor responded that they did, with small exceptions in special categories like Prior Property Taxes and Excess ERAF, which are subject to greater fluctuation.

### **BOARD MEMBER REPORT**

Pres. Molesworth attended a meeting of the MWPA Board of Directors, where members reviewed the agency's annual report and received a briefing on the L.A. fires.

### **COMMITTEE REPORTS**

Human Resources Advisory Committee – No update.

Finance Advisory Committee – No update.

Operations Working Group – No update.

### **PERSONNEL MATTERS**

None.

### **ANNOUNCEMENTS**

None.

### **GOOD OF THE ORDER**

Isaac Taylor reminded Directors to submit their annual Form 700 Statement of Economic Interests no later than April 1, 2025.

### **ADJOURNMENT**

Pres. Molesworth asked for unanimous consent to adjourn the meeting. Seeing no objections, the meeting adjourned at 7:58 P.M.

Respectfully submitted,

Isaac Taylor  
Administrative Manager

Note: Minutes of all Board meetings are available for review on the District's website.