

# Minutes of Regular Meeting

Tuesday, October 11, 2011, 7:30pm

BODEGA BAY FIRE PROTECTION DISTRICT BURKE ROOM  
510 Highway 1, Bodega Bay, California

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## **1. CALL TO ORDER:**

Director Briare called the meeting to order at 7:32 pm with the Pledge of Allegiance.

## **2. ROLL CALL:**

Directors Present: John Doolittle, Maggie Briare, Barbara McElhiney, Tony Anello, and Cathy Beck.

Directors Absent: None

Staff Present: Chief Sean Grinnell, Admin Assistant Jennifer Crayne, FF/EMT-P David Bynum, Captain Justin Fox, FF/EMT-P Jason Clopton, FF/EMT-P Bryan Tarrant, and Intern Chris Commaduran.

## **3. APPROVAL OF AGENDA:**

Chief Grinnell reported that item 14 would not be necessary for weed abatements due to rain and full compliance.

A motion was made by Director Beck, seconded by Director Anello, to approve the agenda upon removal of item 15.

VOTE: 5-0-0

## **4. STATEMENTS OF ABSTENTION:**

None.

## **5. CITIZENS PUBLIC APPEARANCE:**

There were six members of the public in attendance, none of which wanted to speak on any items not listed on the agenda.

## **6. BOARD MEMBER COMMENT:**

Director Anello commented that he has been approached by several local fishermen who need to take a first aid and CPR class in order to fulfill requirements for boat captains. Director Anello asked if Bodega Bay Fire could put together a class after crab season (January) to accommodate 8-15 people. Director Doolittle commented that there was a great showing of people at the Open House last Friday. Director Briare also commented on the Open House and how good the food was.

## **7. SWEARING IN OF APPOINTED BOARD MEMBERS DIRECTOR BECK AND DIRECTOR DOOLITTLE:**

Chief Grinnell conducted the swearing in of appointed Board Directors Cathy Beck and John Doolittle for another 4 year term. Admin Assistant Jennifer Crayne will submit appropriate paperwork with Sonoma County Elections Office.

*Continued on page 2*

**8. OATH OF OFFICE- PROMOTION OF JUSTIN FOX:**

Chief Grinnell officially announced the promotion of FF/EMT Justin Fox to the rank Captain. Captain Fox took the Oath of Office while Andrea Ballestreri took the honor of badge pinning. The staff and Board congratulated Captain Fox for his accomplishment.

**9. STAFF FORUM:**

FF/EMT-P David Bynum reported that tonight's first CERT Meeting was very successful with 23 members in attendance. He proposed a 7:00 pm BBQ or dinner be held at the Station between the CERT Meeting and Regular Board Meeting to encourage greater public attendance at the Board Meeting. Chief Grinnell announced that he has been working with Wildfire Web constructing a new, more user-friendly website. The new website will be [www.bbfpd.org](http://www.bbfpd.org) and up and running shortly.

**10. BODEGA BAY FIREFIGHTERS ASSOCIATION REPORT:**

Captain Fox reported that the Bodega Bay Firefighters Association would like to support Director Doolittle's World Trade Center Artifact project and would like to donate the remaining balance. FF/EMT-P David Bynum reported that the Association purchased 20 more STAT packs which were filled with first aid supplies donated by the District. These packs will be used as graduation gifts once CERT members complete all of their training.

**11. CONSENT CALENDAR:**

Correspondence  
September 13, 2011 Regular Meeting Minutes  
September Accounts Payable  
Monthly Staff Reports

A motion was made by Director Anello, seconded by Director Doolittle, to approve the Consent Calendar.

**VOTE:** 5-0-0

Director Beck abstained from approval of September 13, 2011 Regular Meeting Minutes due to her absence at that meeting.

**12. COMMITTEE REPORTS:**

None.

**13. FUTURE COMMITTEE MEETINGS:**

There will be an Ad Hoc Funding Committee Meeting prior to the October 25<sup>th</sup> meeting with Parks and Recreation Director, Carol Hart.

**14. WEED ABATEMENT:**

Item removed from agenda.

**15. FUTURE VACANCIES:**

Chief Grinnell referenced a May 12, 2009 Board recommendation to fill future vacancies with firefighter/paramedics only and informed the Board that there was never a formal motion or vote made on this recommendation. He asked the Board to make a formal motion as to how they would like to fill future vacancies. We currently have one FF/EMT position and one Captain/EMT vacancy. There is a current eligibility list for the Captain position, however, the  
*Continued on page 3*

eligibility list for the FF/EMT position has expired by 5 months. A decision was made to use the current eligibility list to fill the Captain vacancy, while creating a new eligibility list for the FF/EMT vacancy.

Motion by Director Anello, seconded by Director Beck, to approve the future staffing of 3 captains (medic or EMT)- 4 firefighter/paramedics- 2 firefighter/EMT, to promote FF/EMT-P David Bynum to the position of Captain based on his placement during the recent testing process for Captain, and to fill the firefighter/EMT vacancy created by Justin Fox being promoted to Captain.

**VOTE: 5-0-0**

**16. WORLD TRADE CENTER ARTIFACT:**

Director Doolittle had attached a letter expressing his desire to secure an artifact from the World Trade Center and have it displayed at the Station. His idea is to forge a connection between New York and Bodega Bay honoring all of those who have lost their lives in the line of duty. While the artifact is free, three families in Bodega Harbor have donated \$600.00 to cover freight for the 100lb piece of steel. The balance remaining for mounting and engraving is approximately \$400.00. Director Beck stated that she would like to donate \$100.00 in memory of her father and on behalf of the Bodega Bay Firefighters Association, Captain Fox reported they would donate the balance. There will be more information about displaying and unveiling the artifact to follow.

**17. FUTURE FUNDING IDEAS:**

Ideas for future funding included selling memberships, donation boxes, and fees for special events, such as bike races. It was determined that the Funding Committee needs to meet to outline future funding ideas and present their ideas at the next Board Meeting. The Funding Committee will also report information from their meeting with Carol Hart.

**18. TIDINGS NOTICE:**

Items for the Tidings Notice included:

- 1) BBQ/Dinner with CERT and Board at the Station following the CERT meeting and before the Regular Board Meeting on November 8<sup>th</sup> at 7:00 pm
- 2) Disaster Preparedness Meeting to be held November 2<sup>nd</sup> at 9:30 am. Meeting is open to the public.
- 3) Promotion of Captain Justin Fox
- 4) Fall time change means changing batteries in smoke detectors.

**19. CLOSED SESSION:**

The Board entered into closed session at 9:12 pm.

**20. RETURN TO OPEN SESSION:**

Upon returning to Open Session at 9:40 pm, the Board reported that no action was taken.

**21. PUBLIC COMMENT:**

None.

*Continued on page 4*

**22. STAFF COMMENT:**

FF/EMT-P David Bynum commented that the World Trade Center artifact will be a wonderful addition to the Bodega Bay Fire Department and he thanked Director Doolittle his efforts and energy on this project.

**23. BOARD MEMBER COMMENT:**

Director Doolittle thanked the Bodega Bay Firefighters Association and all who donated funds towards the World Trade Center Artifact. Director Briare congratulated Captain Justin Fox on his promotion.

**24. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 9:44 pm.

/s/ \_\_\_\_\_  
Margaret Briare, Board President

Date: \_\_\_\_\_

/s/ \_\_\_\_\_  
Clerk of the Board

Date: \_\_\_\_\_



**MEMORANDUM**

TO: Board of Directors  
FROM: Sean Grinnell, Fire Chief  
DATE: 11-4-11  
SUBJECT: October financial  
Cc: File

A handwritten signature in black ink, appearing to be "Sean Grinnell", is written over the "FROM:" line of the memorandum.

Revenue for October was \$22,988.05 and \$112,181.09 for the year to date. Expenditures for the month were \$126,862.03 and \$585,445.22 for the year to date. Everything is progressing as it usually does for this time of year. FAMIS reports are attached.

Director Doolittle says it best, his words are below.

In October 2010 our District results had revenue which didn't belong to us, so year-over-year comparisons can be deceiving. The problem was fixed in November 2010, so by this time next month, comparisons will be correct. Consider this when looking at the profit-run-rate and the Year-over-year comparison. With 33% of the year gone, we are 7% of revenue and 31% of expense...about normal for this time of year. When looking at the Financial Snapshot, you can see our expenses were a little more than last year, but that is probably due to "doors" and possibly the driveway (but that expense may hit in Nov.). The Revenue tells a positive story. In 2010, including the error, our year-to-date was \$115K. This year, without the error, the year-to-date is \$112K...almost as good. The true measure is the Float or the Dry Period Funding. It is at \$125K, which means we may go negative in November before the taxes are added in December. This fiscal year will continue to be challenging. The TOT revenue from the County has still not been added.

DEPARTMENT : 70 SPEC DIST LOC BOARDS  
DIVISION : 26 BODEGA BAY FIRE DIST  
SECTION : 01 BODEGA BAY FIRE DIST  
FUND : 70 GENERAL FUND - DIST LOC  
SUBFUND : 022 BODEGA BAY FIRE  
PROJECT : 000 BODEGA BAY FIRE

SUBJECT		CURR MONTH REVENUES	CURR YEAR BUDGET	CURR YEAR REVENUES	CURR YEAR BALANCE	% BUDGET REALIZED
1000	PROPERTY TAXES - CY SECURED		219,520.00		-219,520.00	
1001	CY DIRECT CHARGES		1,075,156.00		-1,075,156.00	
1011	SB2557 PROP TAX ADMIN		-4,026.00		4,026.00	
1040	PROPERTY TAXES - CY UNSECURED		8,000.00		-8,000.00	
1042	COST REIM-COLL DEL CY UNS		-212.00		212.00	
1060	PROPERTY TAXES - PY SECURED		-300.00		300.00	
1061	PY DIRECT CHARGES		15,000.00		-15,000.00	
1080	PROPERTY TAXES - PY SUPP		-50.00		50.00	
CHARACTER 10	TAXES		1,313,088.00		-1,313,088.00	
1700	INTEREST ON POOLED CASH	885.16	2,000.00	885.16	-1,114.84	44.00
1701	INTEREST EARNED		150.00		-150.00	
CHARACTER 17	USE OF MONEY/PROPERTY	885.16	2,150.00	885.16	-1,264.84	41.00
2440	ST - HOPTR		2,285.00		-2,285.00	
2901	COUNTY		100,000.00		-100,000.00	
CHARACTER 20	INTERGOVERNMENTAL REVENUES		102,285.00		-102,285.00	
3373	DRUNKEN DRIVER FEES			150.00	150.00	
3670	AMBULANCE BILLINGS	19,118.89	200,000.00	100,841.33	-99,158.67	50.00
3700	COPY/TRANSCRIBE FEES			15.00	15.00	
CHARACTER 30	CHARGES FOR SERVICES	19,118.89	200,000.00	101,006.33	-98,993.67	51.00
4102	DONATIONS/REIMBURSEMENTS	2,984.00	500.00	9,622.76	9,122.76	1,925.00
4128	REIMBURSEMENTS		5,000.00	666.84	-4,333.16	13.00
CHARACTER 40	MISCELLANEOUS REVENUES	2,984.00	5,500.00	10,289.60	4,789.60	187.00

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 FAMR255A COUNTY OF SONOMA - FAMIS RUN DATE : 11/01/2011  
 NO: 411 Y-T-D REVENUES BY SECTION RUN TIME : 12:48 AM  
 DETAIL BY SUB OBJECT  
 FAMIS UPDATE NO : 3302 FISCAL PERIOD 04 2012 OCT 2011 PAGE NUMBER : 37  
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DEPARTMENT	:	70	SPEC DIST LOC BOARDS					
DIVISION	:	26	BODEGA BAY FIRE DIST					
SECTION	:	01	BODEGA BAY FIRE DIST					
FUND	:	70	GENERAL FUND - DIST LOC					
SUBFUND	:	022	BODEGA BAY FIRE					
PROJECT	:	000	BODEGA BAY FIRE					
SUBJECT				CURR MONTH REVENUES	CURR YEAR BUDGET	CURR YEAR REVENUES	CURR YEAR BALANCE	% BUDGET REALIZED
PROJECT				22,988.05		112,181.09		7.00
000			BODEGA BAY FIRE		1,623,023.00		-1,510,841.91	
SUBFUND				22,988.05		112,181.09		7.00
022			BODEGA BAY FIRE		1,623,023.00		-1,510,841.91	
FUND				22,988.05		112,181.09		7.00
70			GENERAL FUND - DIST LOC		1,623,023.00		-1,510,841.91	
SECTION				22,988.05		112,181.09		7.00
01			BODEGA BAY FIRE DIST		1,623,023.00		-1,510,841.91	
DIVISION				22,988.05		112,181.09		7.00
26			BODEGA BAY FIRE DIST		1,623,023.00		-1,510,841.91	

DEPARTMENT : 70 SPEC DIST LOC BOARDS  
 DIVISION : 26 BODEGA BAY FIRE DIST  
 SECTION : 01 BODEGA BAY FIRE DIST  
 FUND : 70 GENERAL FUND - DIST LOC  
 SUBFUND : 022 BODEGA BAY FIRE  
 PROJECT : 000 BODEGA BAY FIRE

SUBJECT	CURR MONTH EXPENDITURE	CURR YEAR BUDGET	CURR YEAR EXPENDITURE	CURR YEAR ENCUMBRANCE	CURR YEAR EXP + ENC	CURR YEAR BALANCE	% EXP+ENC TO BUDGET
5909		15,000.00				15,000.00	
5910	SALARY CLOSE-OUT	61,915.82	618,000.00	206,496.65	206,496.65	411,503.35	33.00
5911	PERM POSITIONS-LOC BDS		38,400.00	10,976.78	10,976.78	27,423.22	29.00
5912	EXTRA HELP-LOC BDS		125,000.00	23,654.15	23,654.15	101,345.85	19.00
5913	OVERTIME-LOC BDS		6,000.00	1,200.00	1,200.00	4,800.00	20.00
5914	BOARDS/COMMISSIONS-LOC B		25,000.00			25,000.00	
5918	PREMIUM PAY-LOC BDS	2,000.00	26,000.00	8,000.00	8,000.00	18,000.00	31.00
5923	CONTRACT EMP-LOC BDS	18,837.76	242,157.00	56,246.61	56,246.61	185,910.39	23.00
5924	PERS-LOC BDS		15,000.00	3,656.23	3,656.23	11,343.77	24.00
5924	MEDICARE-LOC BDS	14,001.07	172,571.00	69,058.49	69,058.49	103,512.51	40.00
5930	HEALTH INS-LOC BDS	180.00	1,500.00	540.00	540.00	960.00	36.00
5931	DISABILITY INS-LOC BDS	1,304.37	14,000.00	4,859.80	4,859.80	9,140.20	35.00
5932	DENTAL INS-LOC BDS		500.00	131.13	131.13	368.87	26.00
5935	UNEMPLOYMENT INS-LOC BDS	16,480.00	66,465.00	33,140.00	33,140.00	33,325.00	50.00
5940	WORKERS' COMP-LOC BDS						
CHARACTER 50	SALARIES/EMPLOYEE BE	114,719.02	1,365,593.00	417,959.84	417,959.84	947,633.16	31.00
6021	UNIFORM EXPENSE	257.32	3,000.00	3,441.99	3,441.99	-441.99	115.00
6022	SAFETY CLOTHING	207.20	3,000.00	878.96	878.96	2,121.04	29.00
6040	COMMUNICATIONS	464.99	4,000.00	1,331.65	1,331.65	2,668.35	33.00
6048	CELL PHONE SERVICES	185.29	2,500.00	752.00	752.00	1,748.00	30.00
6060	FOOD	124.36	2,500.00	659.50	659.50	1,840.50	26.00
6080	HOUSEHOLD EXPENSE		3,000.00	675.64	675.64	2,324.36	23.00
6100	INSURANCE		12,853.00	12,853.00	12,853.00		100.00
6140	MAINTENANCE-EQUIPMENT	313.98	62,000.00	3,233.76	3,233.76	58,766.24	5.00
6149	MAINTENANCE-RADIO		1,000.00	673.75	673.75	326.25	67.00
6180	MAINT-BLDGS/IMP	65.78	22,000.00	6,097.57	6,097.57	15,902.43	28.00
6261	MEDICAL SUPPLIES	600.90	12,000.00	3,820.51	3,820.51	8,179.49	32.00
6280	MEMBERSHIPS		2,000.00	1,062.50	1,062.50	937.50	53.00
6300	MISCELLANEOUS EXPENSE		1,500.00	2,918.75	2,918.75	-1,418.75	195.00
6400	OFFICE EXPENSE	292.03	5,500.00	1,334.33	1,334.33	4,165.67	24.00
6410	POSTAGE	29.23	2,500.00	480.10	480.10	2,019.90	19.00
6415	BOOKS/PERIODICALS	65.48	500.00	300.93	300.93	199.07	60.00
6457	COMPUTER CHARGES		14,000.00	822.00	822.00	13,178.00	6.00
6500	PROFESSIONAL/SPECIAL SER	26.10	5,000.00	1,506.40	1,506.40	3,493.60	30.00

DEPARTMENT	:	70	SPEC DIST LOC BOARDS						
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SECTION	:	01	BODEGA BAY FIRE DIST						
FUND	:	70	GENERAL FUND - DIST LOC						
SUBFUND	:	022	BODEGA BAY FIRE						
PROJECT	:	000	BODEGA BAY FIRE						
SUBJECT			CURR MONTH EXPENDITURE	CURR YEAR BUDGET	CURR YEAR EXPENDITURE	CURR YEAR ENCUMBRANCE	CURR YEAR EXP + ENC	CURR YEAR BALANCE	% EXP+ENC TO BUDGET
6507	WEED ABATEMENT			750.00				750.00	
6521	COUNTY SERVICES	-97.39	17,750.00		97.39		97.39	17,652.61	1.00
6526	DISPATCH SERVICES		21,587.00		7,180.00		7,180.00	14,407.00	33.00
6581	CONNECTIVITY	99.95	1,700.00		299.85		299.85	1,400.15	18.00
6587	LAFCO CHARGES		2,698.00		2,698.00		2,698.00		100.00
6589	PERMITS		1,000.00		180.00		180.00	820.00	18.00
6610	LEGAL SERVICES	1,155.00	15,000.00		3,318.00		3,318.00	11,682.00	22.00
6630	AUDIT/ACCOUNTING SERVICE	240.00	10,000.00		3,248.00		3,248.00	6,752.00	32.00
6654	MEDICAL EXAMS	580.00	6,000.00		2,755.00		2,755.00	3,245.00	46.00
6666	AMBULANCE CHGS	522.50	8,000.00		2,267.20		2,267.20	5,732.80	28.00
6696	HEALTH SERVICES CONTRACT	650.00	8,000.00		1,950.00		1,950.00	6,050.00	24.00
6800	PUBLIC/LEGAL NOTICES		2,500.00		280.80		280.80	2,219.20	11.00
6820	RENTS/LEASES-EQUIPMENT	277.37	7,400.00		1,275.52		1,275.52	6,124.48	17.00
6840	RENTS/LEASES-BLDGS/IMP	2,400.00	2,400.00		2,400.00		2,400.00		100.00
6880	SMALL TOOLS/INSTRUMENTS		500.00		419.32		419.32	80.68	84.00
6881	SAFETY EQUIPMENT		3,000.00					3,000.00	
6883	FIRE EQUIPMENT		17,000.00		9,463.13		9,463.13	7,536.87	56.00
7000	SPECIAL DEPARTMENTAL EXP		3,070.00					3,070.00	
7005	ELECTION EXPENSE		6,000.00					6,000.00	
7022	PUBLIC RELATIONS EXP		3,000.00					3,000.00	
7051	REFUNDS		7,000.00					7,000.00	
7053	LICENSE FEES		500.00					500.00	
7109	HOUSING ALLOWANCE		7,200.00		1,800.00		1,800.00	5,400.00	25.00
7120	TRAINING-IN-SERVICE	1,300.00	9,000.00		7,480.27		7,480.27	1,519.73	83.00
7121	TRAINING-SAFETY/HEALTH	317.57	1,600.00		317.57		317.57	1,282.43	20.00
7123	TRAINING-MANAGEMENT		3,000.00		729.00		729.00	2,271.00	24.00
7190	BOOKS/MATERIALS		1,200.00					1,200.00	
7201	GAS/OIL	1,108.55	18,000.00		4,227.10		4,227.10	13,772.90	23.00
7300	TRANSPORTATION/TRAVEL		1,500.00					1,500.00	
7320	UTILITIES	318.82	8,000.00		1,159.98		1,159.98	6,840.02	14.00
7330	SANITATION	354.65	4,500.00		1,380.86		1,380.86	3,119.14	31.00
7390	WATER/SEWER	283.33	1,500.00		593.99		593.99	906.01	40.00
CHARACTER 60	SERVICES/SUPPLIES		12,143.01		98,364.32		98,364.32	260,843.68	27.00
7910	L.T. DEBT-PRINCIPAL		88,732.00		30,000.00		30,000.00	58,732.00	34.00
7930	INTEREST-L.T. DEBT		82,744.00		39,121.06		39,121.06	43,622.94	47.00
CHARACTER 75	OTHER CHARGES		171,476.00		69,121.06		69,121.06	102,354.94	40.00
PROJECT 000	BODEGA BAY FIRE		126,862.03		585,445.22		585,445.22	1,310,831.78	31.00

DEPARTMENT	:	70	SPEC DIST LOC BOARDS						
DIVISION	:	26	BODEGA BAY FIRE DIST						
SECTION	:	01	BODEGA BAY FIRE DIST						
FUND	:	70	GENERAL FUND - DIST LOC						
SUBFUND	:	022	BODEGA BAY FIRE						
PROJECT	:	000	BODEGA BAY FIRE						
SUBJECT			CURR MONTH EXPENDITURE	CURR YEAR BUDGET	CURR YEAR EXPENDITURE	CURR YEAR ENCUMBRANCE	CURR YEAR EXP + ENC	CURR YEAR BALANCE	% EXP+ENC TO BUDGET
SUBFUND			126,862.03		585,445.22		585,445.22		31.00
022	BODEGA BAY FIRE			1,896,277.00				1,310,831.78	
FUND			126,862.03		585,445.22		585,445.22		31.00
70	GENERAL FUND - DIST			1,896,277.00				1,310,831.78	
SECTION			126,862.03		585,445.22		585,445.22		31.00
01	BODEGA BAY FIRE DIST			1,896,277.00				1,310,831.78	
DIVISION			126,862.03		585,445.22		585,445.22		31.00
26	BODEGA BAY FIRE DIST			1,896,277.00				1,310,831.78	

# Bodega Bay General Ledger Balances

Criteria: As Of = 10/31/2011 (33% of Year Elapsed)

<u>G/L Account</u>	<u>Title</u>	<u>Beginning Balance as of 6/30/2011</u>	<u>YTD Debits as of 10/31/2011</u>	<u>YTD Credits as of 10/31/2011</u>	<u>Ending Balance</u>
Fund 70 - GENERAL FUND - DIST LOC					
Subfund 022 - BODEGA BAY FIRE					
Project 000 - BODEGA BAY FIRE					
101	EQUITY IN POOLED CASH	596,235.86	189,154.11	(662,418.24)	122,971.73
201	VOUCHERS PAYABLE	0.00	358,060.36	(358,060.36)	0.00
320	UNRESERVED/UNDESIGNATED FUND BALANCE	(596,235.86)	0.00	0.00	(596,235.86)
400	BUDGETARY FUND BALANCE	0.00	1,896,277.00	(1,623,023.00)	273,254.00
401	ESTIMATED REVENUE	0.00	1,623,023.00	0.00	1,623,023.00
411	REVENUE	0.00	0.00	(112,181.09)	(112,181.09)
420	APPROPRIATIONS	0.00	0.00	(1,896,277.00)	(1,896,277.00)
431	EXPENDITURES	0.00	662,418.24	(76,973.02)	585,445.22
Total Project 000		0.00	4,728,932.71	(4,728,932.71)	0.00
Total Subfund 022		0.00	4,728,932.71	(4,728,932.71)	0.00
Total Fund 70		0.00	4,728,932.71	(4,728,932.71)	0.00

# Revenue/Expenditure Financial Summary

Criteria: As Of = 10/31/2011 (33% of Year Elapsed)

Sub-Object	Title	Year-To-Date Adjusted Budget	Year-To-Date Actual	Year-To-Date Uncollected / Remaining Bal	Year-To-Date % Rcvd / % Exp
Index 726018 - BODEGA BAY FIRE DIST					
Expenditures					
5932	DENTAL INS-LOC BDS	14,000.00	4,859.80	9,140.20	34.7%
5935	UNEMPLOYMENT INS-LOC BDS	500.00	131.13	368.87	26.2%
5940	WORKERS' COMP-LOC BDS	66,465.00	33,140.00	33,325.00	49.9%
6021	UNIFORM EXPENSE	3,000.00	3,441.99	(441.99)	114.7%
6022	SAFETY CLOTHING	3,000.00	878.96	2,121.04	29.3%
6040	COMMUNICATIONS	4,000.00	1,331.65	2,668.35	33.3%
6048	CELL PHONE SERVICES	2,500.00	752.00	1,748.00	30.1%
6060	FOOD	2,500.00	659.50	1,840.50	26.4%
6080	HOUSEHOLD EXPENSE	3,000.00	675.64	2,324.36	22.5%
6100	INSURANCE	12,853.00	12,853.00	0.00	100.0%
6140	MAINTENANCE-EQUIPMENT	62,000.00	3,233.76	58,766.24	5.2%
6149	MAINTENANCE-RADIO	1,000.00	673.75	326.25	67.4%
6180	MAINT-BLDGS/IMP	22,000.00	6,097.57	15,902.43	27.7%
6261	MEDICAL SUPPLIES	12,000.00	3,820.51	8,179.49	31.8%
6280	MEMBERSHIPS	2,000.00	1,062.50	937.50	53.1%
6300	MISCELLANEOUS EXPENSE	1,500.00	2,918.75	(1,418.75)	194.6%
6400	OFFICE EXPENSE	5,500.00	1,334.33	4,165.67	24.3%
6410	POSTAGE	2,500.00	480.10	2,019.90	19.2%
6415	BOOKS/PERIODICALS	500.00	300.93	199.07	60.2%
6457	COMPUTER CHARGES	14,000.00	822.00	13,178.00	5.9%
6500	PROFESSIONAL/SPECIAL SERVICES	5,000.00	1,506.40	3,493.60	30.1%
6507	WEED ABATEMENT	750.00	0.00	750.00	0.0%
6521	COUNTY SERVICES	17,750.00	97.39	17,652.61	0.5%
6526	DISPATCH SERVICES	21,587.00	7,180.00	14,407.00	33.3%
6581	CONNECTIVITY	1,700.00	299.85	1,400.15	17.6%
6587	LAFCO CHARGES	2,698.00	2,698.00	0.00	100.0%
6589	PERMITS	1,000.00	180.00	820.00	18.0%
6610	LEGAL SERVICES	15,000.00	3,318.00	11,682.00	22.1%
6630	AUDIT/ACCOUNTING SERVICES	10,000.00	3,248.00	6,752.00	32.5%
6654	MEDICAL EXAMS	6,000.00	2,755.00	3,245.00	45.9%
6666	AMBULANCE CHGS	8,000.00	2,267.20	5,732.80	28.3%

# Bodega Bay - Financial Summary Variance Report

Criteria: As Of = 9/30/2011 (25% of Year Elapsed)

Sub-Object	Title	Year-To-Date Adjusted Budget	Year-To-Date Actual	Year-To-Date Uncollected / Remaining Bal	Year-To-Date % Rcvd / % Exp
Index 726018 - BODEGA BAY FIRE DIST					
Expenditures					
6800	PUBLIC/LEGAL NOTICES	2,500.00	280.80	2,219.20	11.2%
6820	RENTS/LEASES-EQUIPMENT	7,400.00	998.15	6,401.85	13.5%
6840	RENTS/LEASES-BLDGS/IMP	2,400.00	0.00	2,400.00	0.0%
6880	SMALL TOOLS/INSTRUMENTS	500.00	419.32	80.68	83.9%
6881	SAFETY EQUIPMENT	3,000.00	0.00	3,000.00	0.0%
6883	FIRE EQUIPMENT	4,000.00	9,463.13	(5,463.13)	236.6%
7000	SPECIAL DEPARTMENTAL EXP	1,000.00	0.00	1,000.00	0.0%
7005	ELECTION EXPENSE	6,000.00	0.00	6,000.00	0.0%
7022	PUBLIC RELATIONS EXP	3,000.00	0.00	3,000.00	0.0%
7051	REFUNDS	7,000.00	0.00	7,000.00	0.0%
7053	LICENSE FEES	500.00	0.00	500.00	0.0%
7109	HOUSING ALLOWANCE	7,200.00	1,800.00	5,400.00	25.0%
7120	TRAINING-IN-SERVICE	9,000.00	6,180.27	2,819.73	68.7%
7121	TRAINING-SAFETY/HEALTH	1,600.00	0.00	1,600.00	0.0%
7123	TRAINING-MANAGEMENT	3,000.00	729.00	2,271.00	24.3%
7190	BOOKS/MATERIALS	1,200.00	0.00	1,200.00	0.0%
7201	GAS/OIL	18,000.00	3,118.55	14,881.45	17.3%
7300	TRANSPORTATION/TRAVEL	1,500.00	0.00	1,500.00	0.0%
7320	UTILITIES	8,000.00	841.16	7,158.84	10.5%
7330	SANITATION	4,500.00	1,026.21	3,473.79	22.8%
7390	WATER/SEWER	1,500.00	310.66	1,189.34	20.7%
7910	L.T. DEBT-PRINCIPAL	88,732.00	30,000.00	58,732.00	33.8%
7930	INTEREST-L.T. DEBT	82,744.00	39,121.06	43,622.94	47.3%
Total Expenditures		1,812,121.00	458,583.19	1,353,537.81	25.3%
Total Index 726018		(289,241.00)	(369,390.15)	80,149.15	127.7%

# Revenue/Expenditure Financial Summary

Criteria: As Of = 10/31/2011 (33% of Year Elapsed)

Sub-Object	Title	Year-To-Date Adjusted Budget	Year-To-Date Actual	Year-To-Date Uncollected / Remaining Bal	Year-To-Date % Rcvd / % Exp
Index 726018 - BODEGA BAY FIRE DIST					
Revenue					
1000	PROPERTY TAXES - CY SECURED	219,520.00	0.00	219,520.00	0.0%
1001	CY DIRECT CHARGES	1,075,156.00	0.00	1,075,156.00	0.0%
1011	SB2557 PROP TAX ADMIN	(4,026.00)	0.00	(4,026.00)	0.0%
1040	PROPERTY TAXES - CY UNSECURED	8,000.00	0.00	8,000.00	0.0%
1042	COST REIM-COLL DEL CY UNS	(212.00)	0.00	(212.00)	0.0%
1060	PROPERTY TAXES - PY SECURED	(300.00)	0.00	(300.00)	0.0%
1061	PY DIRECT CHARGES	15,000.00	0.00	15,000.00	0.0%
1080	PROPERTY TAXES - PY SUPP	(50.00)	0.00	(50.00)	0.0%
1700	INTEREST ON POOLED CASH	2,000.00	885.16	1,114.84	44.3%
1701	INTEREST EARNED	150.00	0.00	150.00	0.0%
2440	ST - HOPTR	2,285.00	0.00	2,285.00	0.0%
2901	COUNTY	100,000.00	0.00	100,000.00	0.0%
3373	DRUNKEN DRIVER FEES	0.00	150.00	(150.00)	0.0%
3670	AMBULANCE BILLINGS	200,000.00	100,841.33	99,158.67	50.4%
3700	COPY/TRANSCRIBE FEES	0.00	15.00	(15.00)	0.0%
4102	DONATIONS/REIMBURSEMENTS	500.00	9,622.76	(9,122.76)	1,924.6%
4128	REIMBURSEMENTS	5,000.00	666.84	4,333.16	13.3%
Total Revenue		1,623,023.00	112,181.09	1,510,841.91	6.9%
Expenditures					
5909	SALARY CLOSE-OUT	15,000.00	0.00	15,000.00	0.0%
5910	PERM POSITIONS-LOC BDS	618,000.00	206,496.65	411,503.35	33.4%
5911	EXTRA HELP-LOC BDS	38,400.00	10,976.78	27,423.22	28.6%
5912	OVERTIME-LOC BDS	125,000.00	23,654.15	101,345.85	18.9%
5913	BOARDS/COMMISSIONS-LOC BDS	6,000.00	1,200.00	4,800.00	20.0%
5914	PREMIUM PAY-LOC BDS	25,000.00	0.00	25,000.00	0.0%
5918	CONTRACT EMP-LOC BDS	26,000.00	8,000.00	18,000.00	30.8%
5923	PERS-LOC BDS	242,157.00	56,246.61	185,910.39	23.2%
5924	MEDICARE-LOC BDS	15,000.00	3,656.23	11,343.77	24.4%
5930	HEALTH INS-LOC BDS	172,571.00	69,058.49	103,512.51	40.0%
5931	DISABILITY INS-LOC BDS	1,500.00	540.00	960.00	36.0%



**MEMORANDUM**

TO: Board of Directors  
FROM: Sean Grinnell, Fire Chief  
DATE: 11-4-11  
SUBJECT: Staff reports  
Cc: File

A handwritten signature in black ink, appearing to be "S. Grinnell", is written over the name "Sean Grinnell, Fire Chief" in the memorandum header.

Staff reports for October are attached.

## Fire Chief Report for October, 2011



**Personnel:** November 1<sup>st</sup> will be the start date for David Bynum as the Captain assigned to A-shift. Congrats David.

Testing for the vacant firefighter/emt position will occur on November 19<sup>th</sup>. I will hire an experienced firefighter/emt. This will be an in-house promotion and the firefighter/emt will start at step-2.

**Noteworthy Incidents:** None reported

**Status of Equipment:** See Attached maintenance report.

### **Projects:**

**Weed Abatement:** see you next year.

**JPA:** The County (prevention) has reviewed and comments have not yet been received.

**CERT:** This item will be removed as it is likely to have its own report and reporter.

**Grants:** See Firefighter Hill's report-Special note, we were turned down for the joint fire prevention grant.

**Policy Review:** SOG review is the next policy review project

**Flyer:** The next flyer will be the annual tri-fold with 2011 stats

**Station Two:** I need to actively pursue my Cal Trans contact and see if we can rent (or use) a little more space.

### **Strategic Planning:**

**Funding:** Met with Parks. More to come

**Training:** See attached report


**Future Projects:** SOG reorganization (still, back burner item)

**Health and Safety:** See attached report.

**Miscellaneous Items:** None

**Meetings Attended:** Chiefs Association, Assembly members Chesbro and Huffman.

# Memo

**To:** Fire Chief Grinnell  
**From:** Jennifer Crayne   
**CC:** file  
**Date:** October 31, 2011  
**Re:** Monthly Staff Report - October 2011

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- 10/4/11 Attended the Strategic Planning Workshop and prepared minutes
- 10/11/11 Prepared and posted agenda and compiled Board packets for the Regular Board Meeting. Attended the meeting and prepared minutes.
- Reconciled and balanced Petty Cash and Wittman Ambulance Billing accounts.
- Prepared, coded and entered accounts payable for the month of October. Trisha picked up warrants from County and mailed out payables.
- Began working on putting together the employee photo board.
- Working with Andrea Casson of Blood Centers of the Pacific to include Bodega Bay Fire in the 6<sup>th</sup> Annual Bucket Brigade. Date tentatively set for Friday, January 13, 2012.
- 10/24-26 Attended the CalPERS Conference in Long Beach. Many of the workshops pertained to launching the new My CalPERS system that is now up and running. The Conference was very informative.
- Mailed out 19 Ambulance Surveys.

10/26/11



To: Chief Sean Grinnell; Capt. Todd Rollings, Operations

From: FF Ray Hill

Re: Report on Grant Activities - October 2011

Grant Applications Submitted:

State Farm Insurance Safe Neighbors Grant - Fire simulation DVDs, network software, and related "start up" training (\$8128.). BDB would assume the lead agency role in "Training the Trainer" and offering interactive Company Officer/Incident Command training classes for regional fire agencies. Submitted 10/3/11.

Grant Submissions Pending Notification:


2011 Sonoma County Fire Prevention Officers FEMA/FP&S Grant – Bodega Bay's portion (\$7605.). Includes iPads, pre-plan and inspection software, and laptops for business inspections and pre-fire plan development. This application is nearing the end of the consideration period for potential funding.

State Homeland Security Grant (SHSP) – Gas monitor and PPE (\$11,070.). Under review by the county Homeland Security Grant Equipment Committee.

2011 FEMA/Assistance to Firefighters Grant (AFG) – Type 2 Urban Interface Pumper, Equipment, and State Sales Tax = \$345,500. (BDB share 10%). FEMA received 16,494 applications for funding, including 5,677 applications for vehicle acquisition.

# ***BODEGA BAY FIRE PROTECTION DISTRICT***

## **MEMO**

TO: CHIEF SEAN GRINNELL  
FROM: JIM LEVY- EMS COORDINATOR   
DATE: NOVEMBER 4, 2011  
SUBJECT: MONTHLY REPORT – EMS, QA/QI, PPE.

AED Program: Nothing to report, up to date.

Advanced EMT program: The State is revising the Didactic hours needed for the program. Sonoma County EMS might not adopt the program- No money!

C.E. program: CE's still being done monthly. Target Safety topics were in October.

QA/QI: No issues. PCR's are being checked weekly. All employees' certs are being updated monthly.

P.P.E.: Nothing needed.

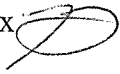
Up coming needs: Continuos medical Supplies and drugs for ambulances and Engine.

Meetings: EMCC meeting, EMS Ambulance Equipment meeting.

# BODEGA BAY FIRE PROTECTION DISTRICT

## MEMO

**TO:** Fire Chief Sean Grinnell

**FROM:** Firefighter Justin Fox 

**DATE:** November 4, 2011

**SUBJECT:** Monthly Maintenance Report

A lot of things going on as far as apparatus maintenance is concerned. Not a whole lot of problems to report but some items to be addressed in the near future.

**8880-** No problems to report, I have received most of the bids back for upgrades and paint repair. A meeting will be need to be held to make some decisions.

**8881-** No problems to report

**8835-** This unit just returned from the shop, the electrical issues were repaired and were covered under warranty. The generator has been relocated and has opened another compartment to carry more equipment.

**8895-** No new problems to report, I am still monitoring some issues.


**Medic 811-** The catalytic convertor was replaced and was covered under warranty

**Medic 812-** No problems to report, I will be pricing out tires for this unit as it will need to be replaced soon

**8800-** No problems to report, an additional battery was installed a month or so back to handle the abundance of emergency lighting and equipment.

## **Bodega Bay Fire Protection District Station Maintenance Report**

To: Chief Sean Grinnell

From: Bryan Tarrant, Station Maintenance 

Date: 11/04/20011

Re: Monthly report for October 2011

With the help from Richard Popeck, our neighbor, a large section of asphalt was removed and replaced with a concrete wash pad. The entire driveway was re-sealed and both projects turned out great. The new concrete wash pad will lengthen the life of the sealer on the asphalt.

### Projects Completed:

- Concrete wash pad
- Parking lot re-sealed
- Training and Burke room office organized


### Projects planned for Next Month:

- Burke room office countertop and file cabinets
- Paint generator shed

### Forecasted Major Station Maintenance Needs:

- Paint exterior stucco
- Repair or replace upstairs railing
- Replace vinyl composite tiles in down stairs hall

**Bodega Bay Fire Protection District  
C-Shift Monthly Report  
October 2011**

**To:** Chief Sean Grinnell  
**From:** Justin Fox, Fire Captain   
**Date:** November 4, 2011

**Personnel:**

A lot of projects and assignments have been completed in the month of October. Even with the absence of Firefighter Perucchi to Paramedic school, the part timers and everyone who has been covering have chipped in to complete these projects.

**Incident Response:**

C-shift responded to **16** incidents in October

**Training:**

The topics covered on shift this month:

- EMS/ ALS interface
- Engine company standards
- Firefighter in the water
- Pre-fire planning
- SOG's
- Target Safety
- Ropes and Knots

**Total Training hours:**      15      hours

16 hours of PEP class was attended by all Bodega Bay Paramedics

**Projects and Activities:**

Station Maintenance- Wash pad- training room, Apparatus Maintenance- 8880 refurb- 8835 retrofit, Update Lock boxes, Repair rope rescue equip. Updated pre-plans/maps.

**Meetings/Community support:**

Attended Board Meeting, participated in USCG fire drill

**Bodega Bay Fire Protection District**  
**Operations and Training Report**  
**October 2011**

To: Fire Chief Sean Grinnell  
From: Captain Todd Rollings, Operations  
Cc: Board of Directors  
Date: November 3, 2011



**Operations:**

We up staffed Engine 8880 with two ALS on Saturday October 1<sup>st</sup> for the third Gran Fondo bicycle event. There was over 7500 participates in this year's event with only minor injury incidents in our area.

Fire Safety Day at the Bodega Bay Fire Station was a successful event. I thank Dave Bynum for coordinating the event and staff for their assistance.

Fire Captain Justin Fox completed his first month as C-shift Captain and we will be reviewing his first evaluation in his role as a leading officer. Congratulations to Dave Bynum for his promotion to Fire Captain on A-shift effective November 1<sup>st</sup>.

As you know the testing process will be conducted on Saturday November 19<sup>th</sup> for the vacant Firefighter position.

FF Bryan Tarrant coordinated and lead the way for an excellent job completed on the new wash pad and sealing of the driveway and parking area.

**Grants:**

FF Hill continues coordinating efforts on current and future grants. FF Hill is doing an exceptional job for the District and the Community: See his report.

**Training:**

The staff had a combined total of 335 training hours for the month of October.

Levy, Goss, Tarrant and Bynum completed a 16 hours Pre-Hospital Pediatric Awareness course.

FF Hill continues to make revisions to our BDB Firefighter Probationary program section 4 of 6.

The training objectives for November are CHP Rescue Helicopter Operations, Fire Apparatus Operator & Skills Refresher, EMS-CEU's and Target Safety assignments. Training hours for the month of October are with-in national standards.

Bodega Bay Fire Protection Department

Monthly Incident Counts By Station

Alarm Date Between {01/01/2011} And {10/31/2011}

Station #	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Percent
1	25	41	40	45	37	33	52	41	36	43	0	0	393	100.00

Total Runs by Month											
Jan	25	Feb	41	Mar	40	Apr	45	May	37	Jun	33
Jul	52	Aug	41	Sep	36	Oct	43	Nov	0	Dec	0

Grand Total Runs: 393

Bodega Bay Fire Protection Department

Overlapping Incidents

Alarm Date Between {10/01/2011} And {10/31/2011}

Incident-Exp#	Alm Date	Alm Time	Clr Date	Clr Time	Overlaps (at least)		
					Incident-Exp#	Alm Date	Alm Time
11-0000366-000	10/06/2011	19:00:00	10/06/2011	20:09:00	11-0000365-000	10/06/2011	17:52:00
Total Incident Count				43	Total Overlapping Incidents		