



# BODEGA BAY FIRE PROTECTION DISTRICT

P.O. Box 6  
510 Highway One  
Bodega Bay CA 94923

Committed  
to  
Safety and Service

## Notice & Agenda of Regular Meeting

**Tuesday, January 11, 2011, 7:30 pm**

BODEGA BAY FIRE PROTECTION DISTRICT BURKE ROOM

510 Highway 1, Bodega Bay, California

**Assistance for the Disabled:** If you are disabled in any way and need accommodation to participate in the meeting, please call the Board Clerk at least 48 hours in advance at 707/875-3700 for assistance so the necessary arrangements can be made.

1. PLEDGE OF ALLEGIANCE
2. ROLL CALL: Directors Tony Anello \_\_\_\_, Cathy Beck \_\_\_\_, Maggie Briare \_\_\_\_, John Doolittle \_\_\_\_, Barbara McElhiney \_\_\_\_.
3. APPROVAL OF AGENDA (additions and/or deletions)
4. STATEMENTS OF ABSTENTION
5. CITIZENS PUBLIC APPEARANCE: *Any citizen wishing to speak to the Board on any item not listed on the agenda may do so under public appearance. All presentations made under public appearance are normally restricted to three (3) minutes in length per meeting unless the Board President specifically authorizes additional time.*
6. BOARD MEMBER COMMENT
7. STAFF FORUM
8. BODEGA BAY FIREFIGHTERS ASSOCIATION REPORT
9. CONSENT CALENDAR
  - Correspondence
  - December 14, 2010 Regular Meeting Minutes
  - December Accounts Payables
  - Monthly Staff Reports
10. COMMITTEE REPORTS
11. FUTURE COMMITTEE MEETINGS

*Continued on Page 2*

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Administration: (707) 875-3700  
Operations: (707) 875-3001

Fax: (707) 875-2660  
Fax: (707) 875-2285

12. KAISER CARE CONTRACT OCCUPATIONAL HEALTH & SAFETY

13. CLOSED SESSION

A) *California Government code 54957.....* "may hold closed sessions during a regular meeting to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee."

1. Performance Review: Fire Chief

14. TIDINGS NOTICE

15. NEXT MEETING


16. PUBLIC COMMENT

17. BOARD COMMENT

18. ADJOURNMENT

At the discretion of the Board, all items appearing on this agenda, whether or not expressly listed for action, may be deliberated and may be subject to action by the Board. Any writings or documents regarding any item on this agenda provided to a majority of the directors of the Bodega Bay Fire Protection District after the posting of this agenda will be made available for public review during normal business hours at the Bodega Bay Fire Protection District administrative office, 510 Highway 1, Bodega Bay, California. If any supplemental materials are made available to the Board at the meeting, a copy will be available for public review at the Board meeting.

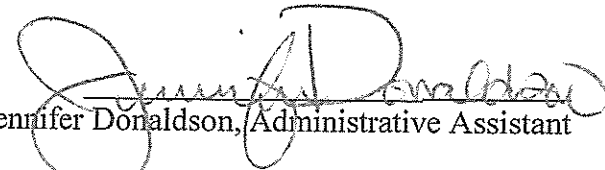
/s/

  
Sean Grinnell, Fire Chief, Board Clerk

**Certification of Posting**

I certify that on Friday, January 7, 2011, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Directors of the Bodega Bay Fire Protection District, said time being at least 72 hours in advance of the meeting of the Board of Directors (Government Code Section 54954.2).

Executed at Bodega Bay, California, on Friday, January 7, 2011

  
Jennifer Donaldson, Administrative Assistant



# Sonoma County Fire Districts' Association

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## MEETING ANNOUNCEMENT

Thursday, January 27, 2011

- Place: Twin Hills Fire Station  
1690 Watertrough Road  
Sebastopol
- When: Thursday, January 27, 2011  
No Host Bar 6pm  
Dinner/Meeting 7pm
- Program: Installation of 2011 Officers
- Meal: Tri Tip, Chicken, or Vegetarian Pesto Ravioli
- Cost: \$25.00 per person
- Payable to: Make checks payable to Gold Ridge Fire District
- Hosted by: Gold Ridge Fire District
- RSVP: Please RSVP to Gold Ridge Fire @ 823-1084 by  
Monday January 24, 2011



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We want to thank you for the opportunity to assist you. As your neighbor, we are always here for you!

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If you would like to provide additional comments or suggest fire service improvements, please do so.

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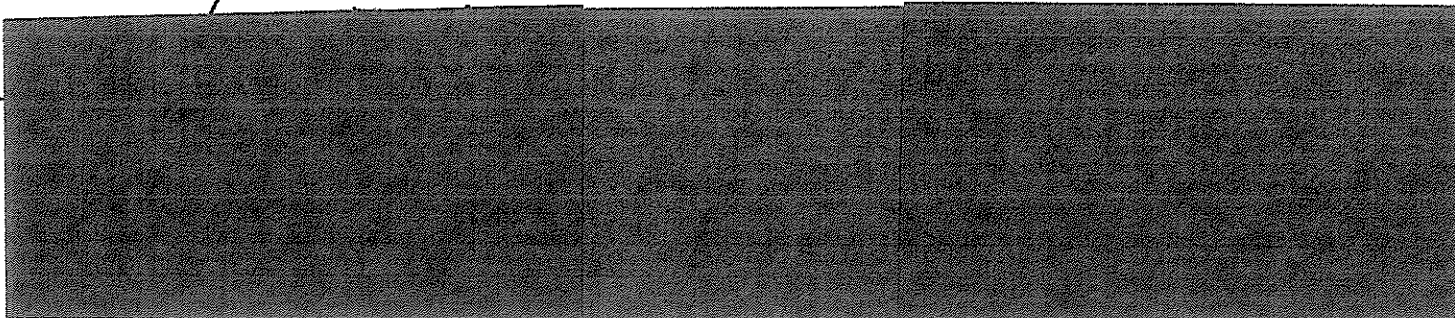
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If you would like to provide additional comments or suggest fire service improvements, please do so.

*Everyone was wonderful. The response was so fast -- especially for living in the country. THANK YOU!*





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*Thank you for your care and experience. It is greatly appreciated. Keep up the good work.*

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Friday, December 10, 2010

This E-Brief is a summary of activities for the Fire Agencies Self Insurance System (FASIS), such as updates from the Board of Directors' meetings, etc., and will be communicated to our members electronically, and posted on the FASIS website at [www.fasisjpa.org](http://www.fasisjpa.org) for future reference. Please contact us at (800) 541-4591, extension 1185 if there are questions regarding the contents of this bulletin.

### **FASIS News**

- FASIS would like to congratulate Fire Chief Doug Williams of Rincon Valley Fire Protection District for being one of two fire chiefs who was awarded the Ronnie Coleman Fire Chief of the Year award by the California Emergency Management Agency (CalEMA).
- Please join the FASIS Board of Directors in extending a big WELCOME to William J. Arnone of Merrill, Arnone & Jones, LLP, who is serving as the new legal counsel to the Board. Mr. Arnone will be attending Board meetings and reviewing FASIS governing documents, among other responsibilities.

### **Board of Director 2011 Meeting Dates**

Date	Time	Place of Meeting
<b>Thursday, March 24, 2011</b>	9:30 a.m.	American Canyon – Location TBD
<b>Thursday, June 23, 2011</b>	9:30 a.m.	Bickmore Risk Services & Consulting
<b>Thursday, October 20, 2011</b>	9:30 a.m.	Bickmore Risk Services & Consulting

### **FASIS Website Updates**

**See our new look at [www.fasisjpa.org](http://www.fasisjpa.org)!** Staff is very pleased to announce that the upgraded FASIS website has been successfully launched! Use and knowledge of FASIS' website is becoming more and more important as FASIS' distribution of paper documents continue to decline. As such, staff continually ensures the FASIS website is current and contains excellent resources for members.

Recently, the FASIS website was updated to include the following:

- Legislative and industry updates as of October 18, 2010.
- Workers' compensation DWC Form 1 – Employee Claim Form. *(Members only section)*
- Workers' Compensation Claims Manual revision of December 2, 2010. This manual provides information on the FASIS workers' compensation process, including claim reporting, modified duty and risk management. *(Members only section)*
- DE-6 transmittal forms for the 2010-2011 program year. *(Members only section)*
- Approved Minutes and Agendas for the FASIS Board of Directors' meeting.

**(Continued on next page)**

*FASIS/News/Membership*

Fire Agencies Self Insurance System, 1750 Creekside Oaks Drive, Suite 200, Sacramento, CA 95833  
 (800) 541-4591 [www.fasisjpa.org](http://www.fasisjpa.org) Fax: (916) 244-1199



**If you have not already done so, please register under the Members-Only page to access the documents, resources, and hyperlinks available in this section of the FASIS website.**

The website content is maintained solely by staff and is updated frequently, so any suggestions that members have to make the website more useful are always welcome. To send FASIS your feedback, please contact Mindy Yang at [myang@brsrisk.com](mailto:myang@brsrisk.com) or call (916) 244-1180.

### **Updates from the Recent Board of Directors' Meeting**

Notes from the October 21, 2010, FASIS Board of Directors' meeting:

- The Board of Directors heard updates on the FASIS Action Plan and Goals & Objectives for 2010/2011 and 2011/2012 Program Years.
- Approval of the Audited Financial Statements for the Fiscal Year Ended June 30, 2010; the 2010 Annual Report; and the FASIS Investment Policy.
- Reports were provided to the Board on the following:
  - The FDAC Board of Director's meeting;
  - Pre-Placement Physical & Fitness-for-Duty Program Update – Occu-Med;
  - Workers' Compensation Claims Update – Athens Administrators; and
  - The Investment Report – Mr. Carlos Oblites, PFM.
- The Board of Directors selected Mr. William J. Arnone of Merrill, Arnone & Jones, LLP to serve as the new FASIS legal counsel.
- Review of the experience modification ratios, which is to be brought back to the March 24, 2011, Board meeting for approval.
- Review of the Financial Stability Plan.
- Reports were provided on the following Risk Control programs:
  - On-Site Risk Assessments;
  - 2010/2011 Risk Control Service Plan;
  - Policy Development, including a duty-related exercise program; and
  - Member Support.
- The Board of Directors heard information on the Utilization Review Guidelines (UR Referral Guidelines).
- Legislative update provided to the Board can be viewed at [www.fasisjpa.org](http://www.fasisjpa.org).

### **Risk Control**

- **Respiratory Protection Program**  
As a reminder, a Respiratory Protection Procedure: Program Administration and Respiratory Protection Procedure: Self-Contained Breathing Apparatus are now available for download on the FASIS website. These two programs will help your district comply with the Cal/OSHA T8 CCR, Section 5144, Respiratory Protection Standard. It is important to remember that both of these documents must be reviewed and modified to meet your district's specific needs prior to implementation. Should you have any questions or concerns over these documents, please feel free to contact Mr. Dave Beal, FASIS Risk Control Consultant, at (800) 541-4591 extension 4613 or [dbeal@brsrisk.com](mailto:dbeal@brsrisk.com).

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- **Occu-Med**

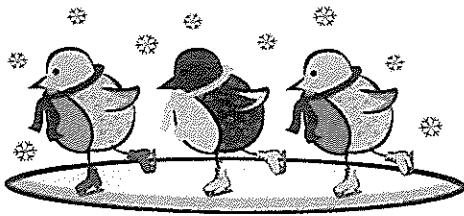
While many FASIS members are actively using the Occu-Med services, several other members have now begun the enrollment process. Members have access to the myriad of occupational health services available including: Exam Component Review, Legally-defensible Exam Review and Qualification Recommendation, Fitness-For-Duty/Return-To-Work Exams, Medical Provider Acquisition and Training, Policy Creation and Review, as well as many others. For further information on this program, please contact Mr. Bill Vogeler, Occu-Med, at (559) 435-2800, extension 101.

### **Important Information**

- **Important payroll reporting change for 2011:** Effective January 1, 2011, employers will continue to report employee wages and personal income tax withheld quarterly on the new *Quarterly Contribution Return and Report of Wages (Continuation)* (DE 9C form). The DE 9C form replaces the DE 6 *Quarterly Wage and Withholding Report* that was used for 2010 and previous years. For further information regarding the payroll reporting change, please visit the State of California website at the following site: [http://www.edd.ca.gov/payroll\\_taxes/Important Payroll Tax Changes in 2011.htm](http://www.edd.ca.gov/payroll_taxes/Important_Payroll_Tax_Changes_in_2011.htm).
- **Contacts Updates Survey for members:** In the past, FASIS has experienced a high volume of disconnected phone numbers, fax numbers, and undeliverable mail and e-mails when trying to communicate with its members. In an effort to keep all districts' contact information as accurate and current as possible, FASIS will launch a Contacts Updates Survey and will request that all districts assist in updating our records by completing the survey. Members will receive an e-mail in early January containing a link to the survey and further details.
- The next FASIS Board of Directors' Meeting will be held on March 24, 2011 – 9:30 A.M., in American Canyon, location to be determined.
- Visit the FASIS website at [www.fasisjpa.org](http://www.fasisjpa.org) for information on our programs and services!

### **Save These Dates!!!**

- **January 31, 2011.** Deadline to submit FASIS DE 6 for Quarter 4 ending December 31, 2010. For questions, please contact Mindy Yang at [myang@brsrisk.com](mailto:myang@brsrisk.com) or call (916) 244-1180.



*Best wishes for a safe and  
happy holiday!!!*



# **Minutes of Regular Meeting**

**Tuesday, December 14, 2010, 7:30pm**

BODEGA BAY FIRE PROTECTION DISTRICT BURKE ROOM

510 Highway 1, Bodega Bay, California

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## **1. CALL TO ORDER**

Director Beck called the meeting to order at 7:35 pm with the Pledge of Allegiance.

## **2. ROLL CALL**

Present were Directors Anello, Briare, Beck, Doolittle and McElhiney.

Also present were Chief Grinnell, Jennifer Donaldson, Todd Rollings, Josh Perucchi, Tommy Goss and Justin Fox.

## **3. ACTION ITEM Approval of Agenda (additions and/or deletions)**

Director Doolittle suggested the agenda items 12 and 13 be discussed together instead of as separate items. A motion to approve the agenda with items 12 and 13 being discussed together was made by Director Anello, seconded by Briare.

**VOTE:** 5-0-0

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

None.

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

Present was Ray Hill. He did not wish to speak on any item not listed on the agenda.

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

Director Anello commented that the Christmas lights on the Station look nice. Director McElhiney announced that former BBFPD Board Director Bob Tolar had passed away and recommended that we have a moment of silence in his memory. Director McElhiney spoke of Mr. Tolar's many accomplishments as a Board member and noted that he was the catalyst for the new fire station being built.

## **7. STAFF FORUM:**

Captain Rollings wished everyone Happy Holidays. Chief Grinnell added he was very sad to hear of the news of Bob Tolar's passing and commented that he was responsible for bringing a performance based management system to BBFPD.

## **8. BODEGA BAY FIREFIGHTERS ASSOCIATION REPORT:**

Captain Rollings had nothing new to report. Chief Grinnell thanked them for the new calendar they had put together. Captain Rollings said that Josh Perucchi took the lead on that project and did a fantastic job making it all come together.

## **9. CONSENT CALENDAR:**

Correspondence  
November 9, 2010 Regular Meeting Minutes  
November 2010 Accounts Payable  
Monthly Staff Reports

In regards to the November 9, 2010 meeting minutes, Director Doolittle noticed a mistake in the vote of item 12. Admin assistant took note to correct the error. Director Beck asked about the two new sets of turnouts to be purchased and asked if we had the money in the budget. Chief Grinnell reported that we have been budgeting for two sets on average and we had Fisherman's Festival grant money to replace all regular duty gear. Director Beck commented that she was happy to see Heath Lesik back as a volunteer. Chief Grinnell reported that soon we will have a total of three volunteers.

Motion to approve the consent calendar by Director Doolittle, second by Director Briare.

**VOTE:** 5-0-0

**10. COMMITTEE REPORTS:**

Director Beck reported that the Employee Relations Committee had met with Jennifer Donaldson and Trisha Laugle on November 17<sup>th</sup> to discuss the Windsor JPA. The agreement is still working well and saving BBFPD money. Trisha will continue to train Jennifer and the JPA will be re-evaluated in another year.

**11. FUTURE COMMITTEE MEETINGS:**

The Funding Committee will meet next Tuesday, December 21<sup>st</sup> at 7:00 pm.

The Equipment Committee will meet on Monday, December 20<sup>th</sup> at 3:00 pm.

The Budget Committee will meet in January before the next Regular Board Meeting.

**12. SPECIAL TAX:**

This item was discussed in conjunction with Item 13.

**13. BRIEFING FOR BBFPD 2010 ISSUES:**

With the help of Chief Grinnell, the staff and the 2009 data book, Director Doolittle had put together a briefing which gave a snapshot of what BBFPD has accomplished and issues we still need to overcome. He would like to use this briefing for clear, concise facts to discuss with community members. A lengthy discussion ensued giving staff and Board members the opportunity to discuss issues facing BBFPD. Director McElhiney stated that the briefing information is valuable, but it does not work well to just throw numbers out to the public. She feels it is best to be very up front with people and let them know that if you vote this way, then they will pay this amount and this is the way it affects your level of service. She does not feel direct mail pieces are the most effective way to inform the public since people toss them. Ray Hill suggested enclosing a survey with a self addressed stamped envelope inside the annual report. Director Beck stated that this paper with the facts is not just to mail out to the community, it is hard numbers and facts for us to take to the County and go after a share of the TOT Tax. Director Anello commented that we must explore every aspect of potential revenue before going back to the tax payer. We must show we did our duty. Director McElhiney commented that we as a Board and Staff must work together as a team and be confident that we are going to be successful in obtaining money from the County. There is a target and we will reach it by moving strategically forward. Director McElhiney commented that the Funding Committees needs to get moving and their number one project will be going after County Park fees. Director Doolittle wanted to clarify the top two priorities are County Park fees and TOT tax, but he recommended that in the meantime, the Budget Committee work on the tax issue just in case we are unsuccessful in obtaining that money and have to increase taxes.

This way there can be different scenarios in place based on the success of the Funding Committee. Chief Grinnell recommended that we go back into Strategic Planning and construct a financial timeline with November 2011 being the endpoint.

**14. BOARD ELECTIONS:**

Director McElhiney thanked Director Beck for the fantastic job she has done as Board President. She also wanted to nominate Director Briare for President because of her calm demeanor and experience on the Funding Committee. She nominated Director Beck for Vice President. Director Doolittle commented that this will be a challenging year and we need to have a very experienced team. With that said, Director Doolittle nominated Director Briare for President and Director McElhiney for Vice President. There were no other nominations. A motion to nominate Director Briare as the next President and Director McElhiney as Vice President was made by Director Doolittle, second by Director Anello.  
VOTE: 5-0-0.

**15. CLOSED SESSION:**

The Board entered into Closed Session at 8:50 pm to discuss Item 15 (A).

**16. RETURN TO OPEN SESSION:**

The Board returned to Open Session at 9:23 pm and reported no action was taken on Item 15 (A).

**17. RESERVE FIREFIGHTER PROGRAM:**

Chief Grinnell reported he is working on the final details for the reserve program. He hopes to have the position description and additions to the policy manual ready by January.

**18. STATION 2:**

Chief Grinnell reported that the contract has been signed and check had been sent to the Department of Transportation. There is a potential for an extra bay/storage space if Cal Trans and State Parks are unable to reach an agreement. If this extra space becomes available, we need to see if we can find an engine to satisfy ISO.

**19. TIDINGS NOTICE:**

Chief Grinnell suggested that residents check out our updated website and encourage them to attend our Board meetings. Our annual tri-fold report will be out at the end of January.

**20. PUBLIC COMMENT:**

Ray Hill stood before the Board and stated that he was very encouraged by what he had heard tonight and that he has never doubted the commitment of this Board to provide a professional level of fire service to this community. He believes that if our efforts to work with Sonoma County meet opposition, we will have the ability to go back to our community. They will see that it is not the fault of this Board, these professionals, or the Fire Chief causing the continuing budget deficit. He feels positive that the Board will be successful in working with the County, but we must do our homework to be able to show the community all we have done in order to not increase the tax rate and show them what will happen to their level of service if we do not raise the tax rate. He stated that he has been in the public safety business for 43 years and he has never worked with a finer group of professionals than we have here. We are so fortunate in this small community to have the experience and commitment base that we do.

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**21. BOARD MEMBER COMMENT:**

Director Doolittle commented that he had run into former Director George Sage at the Post Office and he said he will be going in tomorrow for knee replacement surgery. Director Beck commented that the Christmas party is set for Friday from 6-11 pm.

**22. ADJOURNMENT:**

There being no further business, upon motion by Director Doolittle, second by Director Briare, the meeting was adjourned at 9:32 pm.

**VOTE:** 5-0-0.

/s/ \_\_\_\_\_ *Date:* \_\_\_\_\_  
Cathy Beck, Board President

/s/ \_\_\_\_\_ *Date:* \_\_\_\_\_  
Clerk of the Board

