

# Notice & Agenda of Special Board Meeting

**Tuesday, September 15, 2015, 5:00 pm**

BODEGA BAY FIRE PROTECTION DISTRICT

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 so the necessary arrangements can be made.

1. PLEDGE OF ALLEGIANCE

2. ROLL CALL: President Bone \_\_\_\_, Director Beck \_\_\_\_, Director Doolittle \_\_\_\_, Director Kruppa \_\_\_\_, Director Martin \_\_\_\_.

3. APPROVAL OF AGENDA (additions and/or deletions)

4. STATEMENTS OF ABSTENTION

5. PUBLIC COMMENT: *Any person 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. LETTER FROM AA CRAYNE AND IMPACT TO CONTRACT WITH CENTRAL FIRE AUTHORITY (Discussion/action)

7. 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 Monday, September 14, 2015, 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 24 hours in advance of the special meeting of the Board of Directors (*Government Code Section 54956*).

Executed in Bodega Bay, California, on September 14, 2015.


/s/   
Sean Grinnell, Fire Chief, Board Clerk



**BODEGA BAY FIRE PROTECTION DISTRICT**

**MEMO**

TO: Board of Directors

FROM: Sean Grinnell, Fire Chief 

DATE: September 14, 2015

SUBJECT: Attached letter from AA Crayne

Cc: File

Attached you will find a letter from AA Crayne requesting that she no longer be a party to the sharing contract.

With this request we must give 30 days notice to Central Fire Authority.

I ask that you give me the authority to give 30 days notice to terminate the agreement.

September 11, 2015

RE: Bodega Bay Fire/Central Fire Shared Administrative Services Contract

Chief Grinnell,

As you well know, I have participated in a contract for shared services between Central Fire and Bodega Bay Fire since April of 2014. Prior to this signed contract, I spent one to two days each week, from November 2013-March 2014, reporting to Central Fire to help them with the work load as Charlene Virts transitioned into retirement. At this time I was reimbursed only for mileage.

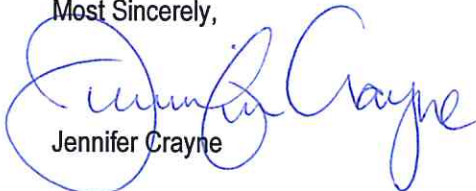
I believe all parties entered into this contract with only the best intentions and with hopes for a "three way win" and creation of a true model of what shared services could be. However, after nearly two years of being a team player adhering to this contract, I find that it is no longer working for me and I would like to be released from providing administrative services to Central Fire.

**Please know that I have agonized over this decision for many, many months for several reasons;**

- 1) I believe in the concept of sharing resources, knowledge and skill sets and working cooperatively with a fellow agency.
- 2) The District stands to lose net revenue of just over \$15,000 for providing this service to Central Fire.
- 3) I will personally take a financial hit of \$12,000 per year which greatly impacts me and my family.

Please accept this letter as formal notice of my desire to be released from this contract and return to my regular fulltime position with Bodega Bay Fire. I would like to think that my integrity and work ethic will remain intact and my efforts to participate in a shared services agreement will be recognized as further confirmation of my commitment to my career with Bodega Bay Fire. I would invite any discussion you or the Board may have regarding this difficult decision.

Most Sincerely,



Jennifer Crayne

Administrative Assistant