

**TIBURON FIRE PROTECTION DISTRICT**

Board of Directors Meeting

December 14, 2016

**PRESENT:** Directors Robert Miller, Steve Sears and Tom O'Neill

**ALSO PRESENT:** Chief Richard Pearce, Executive Assistant Nicole Chaput, Captain Sloane Valentino, Fire Marshal Jessica Power and Matthew Hose from The Ark newspaper

**ABSENT:** President David Kirchhoff and Director Margot Plant

**AGENDA ITEM 1- CALL TO ORDER**

Meeting called to order at 1832

**AGENDA ITEM 2 – CONSENT CALENDAR**

**A. Approval of Minutes, November 9, 2016**

M/Miller, S/O'Neill to approve the minutes

**Vote:** All Aye

**AGENDA ITEM 3 – COMMUNICATIONS**

Chief Pearce acknowledged the following communications:

- Thank you letter from residents for assistance rescuing their dogs from a hillside
- An additional thank you letter from Linda Vista resident for assistance with a water problem in their residence back in April 2016
- Thank you note to Firefighter/Paramedic Mark Fitzgerald for a CPR course he taught
- Customer satisfaction surveys returned with positive feedback
- Station 11 walk-in thank you regarding a medical call
- EMS Event Reporting from Heather Fair – Example of Exemplary EMS care for a call on 11/15/16
- Thank you email from Fire Prevention Week Poster Contest winner's mother for the station visit with her son
- Thank you letter from Blood Centers of the Pacific for the November blood drive hosted by TFPD
- Piece in the Ark newspaper on the blood drive
- Thank you letter to Firefighter/Paramedic Ken Royal from the United States Coast Guard for the TFPD's participation in San Francisco Fleet Week 2016.

**AGENDA ITEM 4 – PUBLIC OPEN TIME**

Vice President O'Neill opened the floor to the public. No comments.

**AGENDA ITEM 5 – CHIEF'S REPORT**

**A. Monthly Report**

Following Board member interest at the past several meetings, staff is reviewing the delicate balance of enforcement and exceptional customer service, specifically related to the Fire Prevention Bureau.

Adoption of code has been adopted by all local agencies.

We continue to answer calls for emergency assistance due to tides/King Tides, rainstorms and downed trees caused by high winds.

Firefighter/Paramedic Jake Merz has taken a position with the San Francisco Fire Department and he will be missed. The District is still in a good place where staffing is concerned but will be looking to fill this position along with Firefighter/Trainee positions in 2017.

The Professional Firefighters' Association has embraced making recommendations pertaining to the overhead, supervision, management, command and control for the District due to anticipated movement in the organization. Chief Pearce remains confident that through a series of evaluations and recommendations we will incorporate the best interest of the citizens and operations of the District.

Chief Pearce attended several meetings of interest including: TFPD Staff and Finance meetings; S MEMPS Administrative and Finance meetings; MERA Board meeting; FDAC Conference and Legislative Committee meetings; Marin County Fire Chiefs Association; Cal Chiefs Conference.

### **Operations**

The District responded to the following calls:

126 Calls

Zone 10 – 13

Zone 11 – 48

Zone 12 – 19

Angel Island – 0

Bay Waters – 2

Others – 44

### **Significant Events:**

There were no significant events during the month of November

### **Out-of-County:**

There were no out-of-county events during the month of November

### **Training**

November completed our Hazardous Materials Block and District personnel participated in a simulated Hazardous Materials release at the Mill Valley Corporation Yard.

#### **Classroom Sessions:**

- Smoke Coalition DVD
- 5 Gas monitor review and Marin County Mutual Aid Appendix: Air Monitoring Policy

#### **Battalion Drill:**

- Simulated spill at MV Corp Yard with victim removal and gross decontamination

#### **Target Safety:**

- NFPA 1001: Standard for Firefighter Professional Qualifications
- NFPA 1021: Standard for Fire Officer Professional Qualifications

**EMT:**

- Skills 5 (AED/CPR) and 6 (Circulation Emergencies)

All three shifts completed training for the new auto-loading gurney installed on M-10. The new Five-Year Training Plan was developed for Marin County, with all agencies now actively participating in and using the Standardized Block Training Schedule.

Personnel in excess of 30 hours of training: Valentino (92.5), Spaelti (39.5), Ayers (31)

**Logistics**

- Routine maintenance performed
- 2006 Moose Boat – Transmission repair \$3,500.00
- OES 329 – In the shop for annual service; fuel tank leak repair and tank gauge repair
- U-12 – Oil service
- UT-12 – Oil service
- Station 10 & 11 - Generators refueled for the winter months
- Projects include handing over the reins to Captain Tommy Hellyer as Battalion Chief Kelly Bradley prepares for the transition into retirement on December 16, 2016

**Prevention / Public Education**

Fire Marshal Power reports fees billed for the month totaled \$1,628.00.

F/M Power participated in the following meetings/activities of interest to the District: Trakit review with Town of Tiburon; NFPA 13 Systems Update class; Ordinance #128 Adoption and Ratifications; TFPD Board meeting; NorCal Fire Prevention Officers Board meeting and General Membership meeting, including accidental sprinkler activation training by Viking sprinklers; (2) Constant Contact Bureau updates e-newsletters

Community Risk Reduction Officer Rick Spaelti participated in the following meetings/activities of interest to the District: NFPA webinar; Del Mar Fire Drill; St. Hilary Fire Drill; Fire Prevention Week Poster Contest presentation and station tour; (2) Fire Extinguisher classes

**AGENDA ITEM 6 CLOSED SESSION**

- A. Personnel (Government Code 54957)**
1. Appraisal of Fire Chief

The Board adjourned to Closed Session at 1840 to discuss the following item:

- A. Personnel (Government Code 54957)**
1. Appraisal of Fire Chief

The Board reconvened to Open Session at 1905 and reported the following:

- A. Personnel (Government Code 54957)**
1. Appraisal of Fire Chief: The Personnel Committee gave Chief Pearce an excellent rating on his Performance Evaluation Report. Vice President O'Neill made mention that there are multiple reasons the Chief received this rating but

wanted to state two specifics at this time: The District's achievement of an ISO rating of 1 and the positive impact on the District of the Chief's involvement in various activities outside of the organization.

**AGENDA ITEM 7 TREASURER'S REPORT**

**A. Finance Committee**

Directors Sears and O'Neill attended the Finance Committee meeting on Wednesday, December 14, 2016, 1800.

11/10/2016

<b>Balance on Hand Operating (BofA), beginning</b>	\$	206,534.65
Revenue and voids	\$	428,132.08
Expenses	\$	177,084.05

Transfers to P/R Account	\$	472,000.00
Transfers from LAIF	\$	125,000.00
Transfers to LAIF	\$	
Transfer from COM	\$	

12/14/2016

<b>Balance on Hand Operating (Co. of Marin)</b>	\$	0.00
<b>Balance on Hand Operating (BofA), ending</b>	\$	110,582.68

12/14/2016

<b>Balance on Hand Investment Accts</b>		
Apparatus Reserve	\$	1,322,331.00
Facilities/Eq/Misc Reserve	\$	2,281,791.00
General Operations Reserve	\$	(578,706.50)
<b>Total Balance in account LAIF</b>	\$	3,025,415.50

Discussion.

**B. Approval of Warrants and Payroll**

M/Miller, S/Sears to approve payroll in the amount of \$409,363.00 and warrants in the amount of \$136,314.01

**Vote:** All Aye

**AGENDA ITEM 8 – RESOLUTIONS**

**A. 2016-12, First Amended Joint Powers Agreement of Fire Districts Association of California Employment Benefits Authority (FDAC-EBA)**

Discussion.

M/Sears, S/Miller to approve Resolution 2016-12, First Amended Joint Powers Agreement of Fire Districts Association of California Employment Benefits Authority (FDAC-EBA)

**Vote by roll call:**

Ayes: O'Neill, Sears, Miller

Noes: None

Absent: Kirchhoff, Plant

**AGENDA ITEM 9 – COMMITTEE REPORTS**

**C. MERA – Chief Pearce**

MERA met today at the Finance Committee and General Governing Board meeting to discuss financial impact moving forward as the new system is brought on the line. MERA is close to finalizing the contract with the new vendor and it should go to the Governing Board for approval in January.

**D. S MEMPS – Director O'Neill**

Meeting held last night which focused primarily on S MEMPS budget review.

**E. Personnel – President Kirchhoff and Director O'Neill**

Appraisal of Fire Chief discussed in closed session as noted.

**AGENDA ITEM 10 – BOARD OF DIRECTORS**

**A. Election of Officers**

The Election of Officers for the TFPD Board of Directors typically follows an ascension format through the various offices. Therefore, if the Board wishes to continue this practice, the appointments for 2017 would be as follows:

President – Tom O'Neill

Vice President – Robert Miller

Secretary – Steve Sears

M/Miller, S/Sears to continue to follow the practice of ascension for the 2017 appointment of Officers

**Vote: All Aye**

**B. Comments**

No Board comments.

**AGENDA ITEM 11 – ADJOURNMENT**

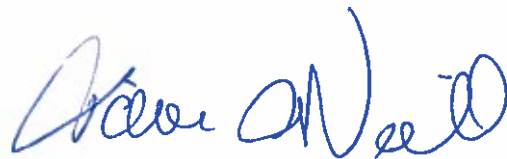
M/Miller, S/Sears for adjournment

**Vote: All Aye**

Meeting adjourned at 1917



Steve Sears, Secretary



Tom O'Neill, President

**ACRONYM GLOSSARY:**

BoA – Bank of America  
BOD – Board of Directors  
BOS – Board of Supervisors  
COM – County of Marin  
FAIRA – Fire Agencies Insurance Risk Authority  
FASIS – Fire Agencies Self Insurance System  
FDAC – Fire Districts Association of California  
JPA – Joint Powers Authority/Agreement  
LAFCO – Local Agency Formation Commission  
LAIF – Local Agency Investment Fund  
MCFCA – Marin County Fire Chiefs Association  
MCFPO – Marin County Fire Prevention Officers  
MERA – Marin Emergency Medical Authority  
MOU – Memorandum of Understanding  
P/R – Payroll  
SMEMPS – Southern Marin Emergency Medical Paramedic System  
TFPD – Tiburon Fire Protection District