

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

January 11, 2017

PRESENT: President Tom O'Neill, Directors Robert Miller, Steve Sears and David Kirchhoff

ALSO PRESENT: Chief Richard Pearce, Executive Assistant Nicole Chaput, Matthew Hose of The Ark newspaper and John Maher of Maher Accountancy

ABSENT: Director Margot Plant

AGENDA ITEM 1- CALL TO ORDER

Meeting called to order at 1830

AGENDA ITEM 2 – CONSENT CALENDAR

A. Approval of Minutes, December 14, 2016

M/Sears, S/Miller to approve the minutes

Vote: All Aye

Absent: Plant

AGENDA ITEM 3 – COMMUNICATIONS

Chief Pearce acknowledged the following communications:

- Rustic Bakery gift cards given out as a thank you for service
- Thank you letter from the Tiburon Yacht Club for the District's participation with the fireboat in the annual holiday party
- Nugget Market gift card for medical call

AGENDA ITEM 4 – PUBLIC OPEN TIME

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

AGENDA ITEM 5 – CHIEF'S REPORT

A. Monthly Report

Progress continues in review of recommendations as to the overhead, supervision, management, command and control for the District and addressing the delicate balance of enforcement and exceptional customer service, specifically related to the Fire Prevention Bureau.

Staff has commenced a selection process for Firefighter Trainees during the month of January, with an anticipated start date of March 2017.

Chief Pearce remains very engaged in District operations, S MEMPS, FDAC, FAIRA, FASIS and MERA.

Discussion of recent weather-related issues.

The Cal OES Engine is currently out-of-service with ongoing issues. The state is responsible for repairs over \$100.00.

Chief Pearce attended several meetings of interest including: TFPD Staff, Finance and Personnel meetings; S MEMPS Administrative, Finance and Board meetings; MERA Board meeting; FDAC Conference and Legislative Committee; Marin County Fire Chiefs Association; Cal Chief's Conference; celebrations which included Christmas and B/C Bradley's last shift luncheon.

Operations

The District responded to the following calls:

155 Calls

Zone 10 – 31

Zone 11 – 38

Zone 12 – 20

Angel Island – 1

Bay Waters – 1

Others – 64

Significant Events:

There were two significant events during the month of December

- Fall from roof resulting in death
- Fall into water resulting in death

Out-of-County:

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

Training

December completed Southern Marin Area Block Training: Officer Development. The major topic was Structure Defense in Wildland-Urban Fires and the minor topic was Resource Ordering. Battalion Chief Ayers developed this Block topic for the Marin County Training Officers.

Classroom Sessions/Company Drills:

Resource Ordering, including automated systems

CAL Fire Structure Defense Guide

Multi-Company/Battalion Drill:

Review of Structure Defense Burn-over Incident on Jesusita Fire

Target Safety:

NFPA 1001 – Standard for National Firefighter Professional Qualifications

EMT:

Cardiac/Respiratory

BC Ayers participated in development of the 2017-2021, 5-Year Marin County TO Block Training Calendar and Rotation Schedule. Tiburon will develop and teach the following topics:

2017: Officer Development: Multi-Casualty Incidents

2019: Firefighter Safety and Survival: IAFF Program Skills and Air Management

2019: Hazardous Materials: Weapons of Mass Destruction (WMD) and Mass Decontamination

Firefighter/Paramedics Justin Cox and Mark Fitzgerald developed the S MEMPS and Marin County EMT materials for December: Cardiac and Respiratory Emergencies.

Personnel in excess of 30 training hours: Ayers (32.5).

Logistics

Routine maintenance performed

OES 329 – in the shop for annual service; fuel tank leak repair and tank gauge repair

E-611 – annual service

Station 11 – garage door repair on the E11 bay

Station 10 & 11 – carpets cleaned

Captain Tommy Hellyer takes on maintenance tasks upon Battalion Chief Kelly Bradley's retirement on December 16, 2016

All District fire extinguishers serviced

Rain jackets for safety personnel received and placed into service

2017 maintenance binders, hydrant zones and prevention distributed to each shift for the upcoming year

Prevention / Public Education

Fire Marshal Power reports fees billed for the month totaled \$1,540.50.

F/M Power participated in the following meetings/activities of interest to the District: Marin County Fire Prevention Officers Annual Planning meeting; Nor-Cal Fire Prevention Officers Planning meeting; Constant Contact e-newsletter and updates; Marin County Community Development Agency - Marin County Fire Prevention Officers meeting; meeting with MMWD regarding NFPA 25 – Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems; Emergency Reporting Training/Bureau use development; St. Hilary Fire Drill; Belvedere City Council meeting for Code adoption

Community Risk Reduction Officer Rick Spaelti participated in the following meetings/activities of interest to the District: Marin County Fire Prevention Officers Annual Planning meeting; Fire Prevention 3A class/certification; tent inspections

2016: Year-End Summary

The District responded to 1,604 calls in 2016

Zone 10 – 304

Zone 11 – 533

Zone 12 – 212

Angel Island – 13

Bay Waters – 9

Others – 533

Out-of-County Responses:

- Soberanes Fire in Monterey County
- Clayton Fire in Lake County
- Chimney Fire in San Luis Obispo
- Cedar Fire in Kern County

Fireboat Responses:

Excluding 2016 time out-of-service due to transition from old fireboat to new fireboat, Fireboat Tiburon had 16 responses including medical aids, USCG assists, rescues and vessel assists

Significant Events:

15 significant events in 2016 including, but not limited to, traumatic injuries, fires and vehicle/structure collisions

Fire Losses:

There were 9 incidents that resulted in losses in 2016. Single most substantial loss, in the amount of \$51,500.00, was the chimney fire at the Tiburon Lodge.

Total 2016 Property Loss: \$62,190.00

Total 2016 Content Loss: \$3,300.00

Total 2016 Losses: \$65,490.00

Discussion of year-end summary with regard to: fire losses; fire prevention; billing for bureau for peninsula projects at a high; Prevention Bureau to Community Risk Reduction Bureau change in 2016 in order to encompass more services that augment, identify and mitigate risk early on; Public Education continues; engine companies are maintaining their business inspection schedules.

- B. Tiburon Volunteer Fire Department Installation Dinner – 1/20/17, 1800 hours, at Sam’s. Chief Pearce also announced the following upcoming events: Tiburon Chamber of Commerce Mixer at Station 11 on Wednesday, January 25, 2017 at 1730 hours (the District was chosen as the Chamber’s Business of the Month) and the Strategic Planning meeting will be held on Thursday, January 26th at 0830 hours - location TBD.

AGENDA ITEM 6 TREASURER’S REPORT

A. Finance Committee

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

12/15/2016

Balance on Hand Operating (BofA), beginning	\$	110,582.68
Revenue and voids	\$	3,019,108.45
Expenses	\$	136,106.27

Transfers to P/R Account	\$	375,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	2,450,000.00
Transfer from COM	\$	

1/11/2017

Balance on Hand Operating (Co. of Marin)	\$	0.00
Balance on Hand Operating (BofA), ending	\$	168,584.86

1/11/2017

Balance on Hand Investment Accts

Apparatus Reserve	\$ 1,322,331.00
Facilities/Eq/Misc Reserve	\$ 2,281,791.00
General Operations Reserve	\$ 1,871,293.50
 Total Balance in account LAIF	 \$ 5,475,415.50

Discussion.

B. Approval of Warrants and Payroll

M/Kirchhoff, S/ Miller to approve payroll in the amount of \$424, 283.00 and warrants in the amount of \$189,308.56

Vote: All Aye
Absent: Plant

C. Approve Audit

John Maher from Maher Accountancy, the Tiburon Fire Protection District's accountancy firm, summarized the District's annual audit, fielded questions and covered District internal control moving forward.

Discussion.

M/Sears, S/Miller to approve audit

Vote: All Aye
Absent: Plant

John Maher was thanked for his time by the Board and he departed the meeting at 1913 hours.

D. Approve CAFR Submission

Compilation of the audit and Comprehensive Annual Financial Report. The submission of this document to a third party for accreditation showcases the District's reporting format and financial position. Finance Officer Heidi Rosevear has compiled and submitted a CAFR and has received four previous awards for these submissions. This will be the fifth year that the document will be submitted. Accolades to Heidi for all of her hard work and effort.

M/Sears, S/Miller to approve CAFR submission

Vote: All Aye
Absent: Plant

AGENDA ITEM 7 – RESOLUTIONS

A. Resolutions #2017-01 through #2017-09, 2016 Recognition Awards

Mark Fitzgerald	10 Years – Resolution #2017-01
Wesley Poole	10 Years – Resolution #2017-02
Robert Miller	10 Years – Resolution #2017-03
 Jay Cleland	 25 Years – Resolution #2017-04

Rick Jones	25 Years – Resolution #2017-05
John Miller	25 Years – Resolution #2017-06
Michael Ayers	30 Years – Resolution #2017-07
Kelly Bradley	30 Years – Resolution #2017-08
Larry Bogel	55 Years – Resolution #2017-09

M/Kirchhoff, S/Sears to approve Resolutions #2017-01 through #2017-09, 2016 Recognition Awards

Vote by roll call:

Ayes: Miller, O'Neill, Kirchhoff, Sears

Noes: None

Absent: Plant

AGENDA ITEM 8 – COMMITTEE REPORTS

A. MERA – Chief Pearce

MERA held an Executive Board meeting today. Progress is still being made with regards to negotiations and issues regarding coverage.

B. SMEMPS – Director O'Neill

Nothing to report.

C. Personnel – President Kirchhoff and Director O'Neill

Nothing to report.

AGENDA ITEM 9 – BOARD OF DIRECTORS

A. Board Committees and Assignments

Finance Committee: Directors Kirchhoff and Sears

Personnel Committee: Directors Sears and Miller

B. Comments

President O'Neill addressed the Board with his thoughts on the upcoming year.

AGENDA ITEM 11 – ADJOURNMENT

M/Miller, S/Kirchhoff for adjournment

Vote: All Aye

Absent: Plant

Meeting adjourned at 1931



Steve Sears, Secretary



Robert Miller, Vice 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

