

**TIBURON FIRE PROTECTION DISTRICT**

Board of Directors Meeting

February 8, 2017

PRESENT: Directors Robert Miller, Steve Sears, David Kirchhoff and Margot Plant

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

ABSENT: President Tom O'Neill

**AGENDA ITEM 1- CALL TO ORDER**

Meeting called to order at 1830 hours

**AGENDA ITEM 2 – CONSENT CALENDAR**

**A. Approval of Minutes, January 11, 2017**

M/Sears, S/Kirchhoff to approve the minutes

Vote: All Aye

Absent: O'Neill, Plant

**AGENDA ITEM 3 – COMMUNICATIONS**

Chief Pearce acknowledged the following communications:

- Ark newspaper piece on Battalion Chief Kelly Bradley's retirement
- Thank you letter from Southern Marin Fire Protection District (SMFPD) for a class led by Chief Pearce for their new Board members
- Thank you email for help moving a grandfather clock
- Thank you from the Tiburon Peninsula Club for assistance with the draining of their pools after the storms
- Commendation letter from Battalion Chief Mike Ayers to his crew and SMFPD crews regarding their professionalism on a cardiac arrest call
- Ark newspaper piece on the District's recognition awards for years of service

**AGENDA ITEM 4 – BOARD OF DIRECTORS**

**A. Marin County Civil Grand Jury Letter to the Board**

Marin County Civil Grand Jury is looking for submittal of topics of interest as well as for nominees to serve on the 2017-18 Grand Jury.

Discussion.

**B. President O'Neill's Letter to the Board**

President O'Neill submitted a letter to the Board addressing the topic of public awareness with regards to the District's achievements and performance. Chief Pearce wanted to make sure the letter was distributed to the Board members but, due to President O'Neill's absence, no action would be taken until O'Neill could be present.

Discussion.

Director Plant joined the meeting at 1835 hours

**AGENDA ITEM 5 – PUBLIC OPEN TIME**

Vice President Miller opened the floor to the public. No comments.

**AGENDA ITEM 6 – CHIEF'S REPORT**

**A. Monthly Report**

The Peninsula has fared well during the recent storms with the exception of several downed trees, power outages and minor flooding. The District worked with neighboring agencies on pre-planning and preparing for the storms which aided with keeping everything at a very manageable level.

The District hosted the January Chamber Mixer which was well-attended and received.

A strategic planning workshop was held on January 26<sup>th</sup>. One area of particular interest focused on the succession plan for the overhead, supervision, management, command and control for the District. Additionally, we are still evaluating and addressing the delicate balance of enforcement and exceptional customer service, specifically related to the Fire Prevention Bureau. The District anticipates having an output for the Board prior to the next budget cycle and there will be Board participation requested at that time.

Staff has commenced a selection process for Firefighter-Trainee during the month of January with an anticipated start date of March 2017. Five candidates will be going through the background investigation process.

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

Chief Pearce attended several meetings of interest including: TFPD Staff, Finance, Personnel and Strategic Planning meetings; S MEMPS Administrative meeting; MERA E-Board and Finance meetings; FDAC Conference and Legislative Committee meeting; Marin County Fire Chiefs Association Annual Planning meeting; Cal Chief's President's Forum and the TVFD Annual Installation Dinner.

**Operations**

The District responded to the following calls:

173 Calls

Zone 10 – 48

Zone 11 – 57

Zone 12 – 17

Angel Island – 1

Bay Waters – 2

Others – 48

**Significant Events:**

There were five significant events during the month of January

- Severe water damage to residence due to broken sprinkler pipe
- Downed tree on residence
- Building fire
- Cardiac arrest

- Suicide

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

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

#### **Training**

Training Block 1:

Structural Firefighting:

- Review Marin County Fire Ground Policies
- Evolution 29: 2 ½" Working Line Drag
- Evolution 30: Apartment Extension
- Dock Fire Review

Operator:

- Evolution 15: Forward Hoselay

Rescue:

- Review of RIC Bags

EMT:

- Pediatric Emergencies/Childbirth
- Skills: Patient Assessment-Medical, O2 Delivery, Childbirth

Marine Operations:

- None

Volunteer Drills:

- 1-18, 1-25
- PPE, SCBA Donning, Salvage Covers

Pumping Simulator Train-the-Trainer: Ayers, Bonfigli, Eules, Fitzgerald, M. Newman, Valentino. TFPD completed Firefighter-Trainee Examination, panel included: Hellyer, Tompkins, Fitzgerald and Terrell.

Personnel with over 30 hours included: Ayers (30)

#### **Logistics**

- Routine maintenance performed
- OES 329 – returned from annual service and repair; placed into service at Station 10 due to Engine 10 out-of-service
- E10 – out-of-service for pump repair at Golden State Fire Apparatus
- Station 11 – heating system issues due to faulty wiring repaired in-house; SCBA compressor serviced (maintenance tech stated, "must be the oldest compressor still operational in all of Northern California")
- Station 10 – air hose leak repaired in-house
- Old turnouts were sent out for annual service and repair and are now on the mezzanine for use as spares if needed
- Pump Operator Training Trailer/Simulator has been delivered to Station 11
- 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: meeting with Laurie Nilsen of TPD and Patrick Kerslake of TDPW regarding storm PR/PI; 89 Bellevue meeting on-site with Adult Protective Services (APS) and Marin-Sonoma Vector Control; Marin County Fire Chiefs Association Annual Planning meeting with Marin County Fire Prevention Officers; 260 Madrona meeting with PD Chief Seyler regarding possible hoarding/vegetation issues; 89 Bellevue conference call with APS and Marin-Sonoma Vector Control; Bel-Tib Library and Town of Tiburon 20<sup>th</sup> celebration meeting regarding tent, layout and general plan; Marin County Fire Investigation Team meeting; Nor-Cal Board meeting

Community Risk Reduction Officer Rick Spaelti participated in the following meetings/activities of interest to the District: Nor-Cal Fire Prevention Officers meeting

The Community Risk Reduction Bureau participated in the following meetings/activities of interest to the District: TFPD Strategic Planning meeting; Excel/data entry training with FO Rosevear; training provided by F/M Power for CRRO Spaelti: inspection forms, plan reviews, fire investigation and fire prevention

- B. Strategic Planning Update  
Discussed under Item #6 - Chief's Report.
- C. Form 700, Statement of Economic Interest and AB1234 Ethics Training  
Executive Assistant Chaput will email all annual forms and information to the Board members.
- D. Approve Step Raise – Executive Assistant Nicole Chaput, Range 315, Step #4, \$6,565/mo., effective January 16, 2017

M/ Kirchoff, S/Sears to approve Step Raise – Executive Assistant Nicole Chaput, Range 315, Step #4, \$6,565/mo., effective January 16, 2017

**Vote:** All Aye  
Absent: O'Neill

**AGENDA ITEM 7 TREASURER'S REPORT**

**A. Finance Committee**

Directors Sears and Kirchoff attended the Finance Committee meeting on Wednesday, February 8, 2017, 1800.

1/12/2017

<b>Balance on Hand Operating (BofA), beginning</b>	<b>\$</b>	<b>168,584.86</b>
Revenue and voids	\$	258,607.11
Expenses	\$	121,926.06
Transfers to P/R Account	\$	125,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	2,450,000.00
Transfer from COM	\$	

2/8/2017

<b>Balance on Hand Operating (Co. of Marin)</b>	\$ 0.00
<b>Balance on Hand Operating (BofA), ending</b>	\$ 180,265.91

2/8/2017

<b>Balance on Hand Investment Accts</b>	
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/Sears to approve payroll in the amount of \$384,935.00 and warrants in the amount of \$322,221.30

**Vote:** All Aye  
Absent: O'Neill

**AGENDA ITEM 8 – RESOLUTIONS**

- A.** Resolution #2017-10, Change of Election Day of the Tiburon Fire District Board of Directors and Requesting Board of Supervisors for the County of Marin to Authorize Consolidation with the November Election During Even-Numbered Years.

The District received notice from the county regarding SB415, California voter participation. TFPD Board member elections have always been aligned on an odd year basis which are typically non-general election years and yield a significantly lower voter turnout. Changing to even-numbered years/general election years may provide us better voter participation and may lessen the possibility of litigation regarding transparency.

Discussion.

M/Kirchhoff, S/Sears to approve Resolution #2017-10, Change of Election Day of the Tiburon Fire District Board of Directors and Requesting Board of Supervisors for the County of Marin to Authorize Consolidation with the November Election During Even-Numbered Years

Director Sears polled the Board  
**Vote by roll call:**  
Ayes: Plant, Miller, Kirchhoff, Sears  
Noes: None  
Absent: O'Neill

AGENDA ITEM 9 – COMMITTEE REPORTS

- A. **MERA** – Chief Pearce  
MERA is finishing negotiations with the vendor. The Finance Committee will meet next week to go over the proposal and then it will move on to the governing board from there.
- B. **SMEMPS** – Chief Pearce (President O’Neill absent)  
SMEMPS is conducting a significant deployment analysis of the ambulances, rescue equipment and rescue vehicle with regards to EMS and rescue responsibilities. Admin Chiefs have put a couple committees together, one to take a look at that deployment model and the other to review all of the equipment and apparatus.
- C. **Personnel** – Directors Sears and Miller  
Chief Pearce would like to get a meeting scheduled to talk about some of the management components of the District. A meeting was set for Friday, 2/10/17, at 1100 hours - headquarters station.

AGENDA ITEM 10 – BOARD OF DIRECTORS

No comments.

AGENDA ITEM 11 – ADJOURNMENT

M/Kirchhoff, S/Sears for adjournment

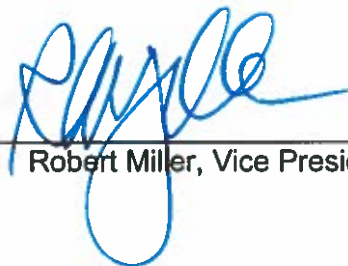
**Vote:** All Aye

Absent: O’Neill

Meeting adjourned at 1849 hours



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  
SMEPMS – Southern Marin Emergency Medical Paramedic System  
TFPD – Tiburon Fire Protection District

