

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

April 12, 2017

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

ALSO PRESENT: Chief Richard Pearce, Executive Assistant Nicole Chaput, Battalion Chief Mike Ayers, Firefighter Grant Eules and Matthew Hose of The Ark newspaper

ABSENT: Directors Steve Sears and Margot Plant

AGENDA ITEM 1- CALL TO ORDER

Meeting called to order at 1830 hours

AGENDA ITEM 2 – CONSENT CALENDAR

Chief Pearce made a correction to Agenda Item 3 – Communications. The correct name of the MVFD Battalion Chief is Scott Barnes.

A. Approval of Minutes, March 8, 2017

M/Miller, S/Kirchhoff to approve the amended minutes

Vote: All Aye

Absent: Sears, Plant

AGENDA ITEM 3 – COMMUNICATIONS

Chief Pearce acknowledged the following communications:

- Ark Letter to the Editor – Thank you to TFPD from Tiburon Peninsula Club for assistance with storm-related issues with their swimming pools
- Announcement in the Ark – TFPD hosting a Blood Drive
- Ark piece on MERA upgrade
- Ark article on SMFPD
- Ark article regarding fire code pertaining to second units
- Thank you note for response to a medical call
- Thank you emails to F/M Jessica Power and CRR Officer Rick Spaelti from Reed Elementary School for donating their time during the Read Across Reed event

AGENDA ITEM 5 – PUBLIC OPEN TIME

President O'Neill opened the floor to the public. LAFCO's three Special District Member candidates: Craig Murray, Lew Kiou and Todd Gates were each given three (3) minutes to introduce themselves and make a candidate statement. The three candidates departed the meeting at 1843 hrs.

AGENDA ITEM 6 – CHIEF'S REPORT

A. Monthly Report

The selection process for Firefighter-Trainee has concluded. Four recruits have been selected. These recruits are now participants in a joint Marin County Fire Academy.

The Personnel Committee met with the Staffing Committee regarding the management and overhead proposal. Recommendations will be made to the Board pending further evaluation and additional finance and administrative queries.

Several issues with the OES Engine were identified and are currently being addressed.

The Fireboat is back in service after annual maintenance.

Chief Pearce attended several meetings of interest including: TFPD Staff, Finance and Board meetings; S MEMPS Administrative and Finance meetings; MERA E-Board and EOWP meetings; FASIS; FAIRA Board meeting; SRFD Assessment Center; MCFCA meeting; Personnel Committee/Staffing Committee meeting; FDAC Legislative Committee meeting; Personnel Committee meeting.

Operations

The District responded to the following calls:

142 Calls

Zone 10 – 25

Zone 11 – 46

Zone 12 – 15

Angel Island – 2

Bay Waters – 1

Others – 53

Significant Events:

There were three significant events during the month of March

- 2 building fires (SMFD & CMFD – Mutual Aid)
- Cardiac arrest

Out-of-County:

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

Training

March finished off the Firefighter Safety and Survival block. Training included classroom sessions and practical review of:

- RIC equipment
- Calling the Mayday
- Alternate means of egress
- RIC Operations

This culminated in a series of Battalion Drills where companies practiced a Vent-Enter-Isolate-Search (VEIS) evolution and were then forced to find an alternate means of egress. Companies also responded to a simulated Mayday with a RIC operation and exterior wall breach and finally, a simulated first alarm incident with a Mayday called by the initial arriving company.

March EMT was a review of the Multiple Patient Management Plan.

Ehren Miller completed Company Officer 2B and Instructor I. Fire Marshall Power and CRRO Spaelti attended two prevention conferences. TFPD personnel completed Red

Cross Instructor training. BC Ayers and Executive Assistant Chaput completed electronic updates for district training task books for Firefighter-Trainee and Driver-Operator and began work to finalize the Acting Officer-Acting BC task book.

Personnel with 30 training hours or more: E Miller (136.5), (Power 61.1), Spaelti (60.7), Hellyer (50), Eules (43), Fitzgerald (42.5), Terrell (39), Cox (38.5), Elkington (38), Urban (37), Neve (31.5), Ayers (31) and Bonfigli (31).

Logistics

1. Ladder Testing was done on all District Ladders.
2. Leaf Springs replaced on E611.
3. E10 had repairs to the pump and was in the shop much of March.
4. FB Tiburon was hauled out for annual maintenance and pitting was found in the hull. Warranty covered the repairs and the boat is back in service.
5. While E10 was in repair, OES 329 was the first-out engine at station 10. During that time, there were several little problems noted with the OES. There was a list generated and the OES is now in Alameda to address repairs needed.
6. The flag pole started to tilt which was brought to the construction company's attention. The issue has been straightened out.
7. The new Trainees were outfitted with safety gear and have started the academy.

The Pump Simulator has proven to be a very effective tool for Driver-Operator training. It is used for training, pump testing and multiple simulations such as building fires, multiple lines, ruptured lines, etc.

Prevention / Public Education

Fire Marshal Power reports fees billed for the month totaled \$959.00.

F/M Power participated in the following meetings/activities of interest to the District: Business Inspection Program training with TFPD shifts; CPR Instructor class; California Building Officials conference; data entry into Emergency Reporting – old sprinkler records.

Community Risk Reduction Officer (CRRO) Rick Spaelti participated in the following meetings/activities of interest to the District: BAUASI PIO/JIC training.

Community Risk Reduction Officer (CRRO) Rick Spaelti and Fire Marshal Power participated in the following meetings/activities of interest to the District: California Fire Prevention Institute annual training; Read Aloud event at Reed School.

Discussion on trainee academies, training hours and training task books.

B. Election of candidate for LAFCO Special District Member.

Discussion.

M/Miller, S/Kirchhoff to authorize Chief Pearce to execute the ballot for the election of LAFCO candidates by the following rank:

1. Lew Kious
2. Craig Murray
3. Todd Gates

Vote: All Aye
Absent: Sears, Plant

- C. Approve Step Raise – Battalion Chief Steven Ardigo, Range 320, Step #3, \$10,999/mo., effective April 16, 2017.

M/Miller, S/Kirchhoff to approve Step Raise – Battalion Chief Steven Ardigo, Range 320, Step #3, \$10,999/mo., effective April 16, 2017.

Vote: All Aye
Absent: Sears, Plant

- D. Ratify appointment of Justin Begley, Curtis Max Hassen, Kyle Lew and Scott Lewis, to Firefighter-Trainee, Range 322, Step #1, \$3,213/mo., effective April 1, 2017.

M/Kirchhoff, S/Miller to ratify appointment of Justin Begley, Curtis Max Hassen, Kyle Lew and Scott Lewis, to Firefighter-Trainee, Range 322, Step #1, \$3,213/mo., effective April 1, 2017.

Vote: All Aye
Absent: Sears, Plant

- E. Approve appointment of Travis Terrell and Mitchell Neve, to Firefighter-Trainee, Range 322, Step #1, \$3,213/mo., effective April 16, 2017.

M/Kirchhoff, S/Miller to approve appointment of Travis Terrell and Mitchell Neve, to Firefighter-Trainee, Range 322, Step #1, \$3,213/mo., effective April 16, 2017.

Vote: All Aye
Absent: Sears, Plant

AGENDA ITEM 7 TREASURER'S REPORT

A. Finance Committee

Director Kirchhoff attended the Finance Committee meeting on Wednesday, April 12, 2017, 1800 hours.

3/9/2017

Balance on Hand Operating (BofA), beginning	\$	158,587.31
Revenue and voids	\$	304,736.10
Expenses	\$	249,912.57

Transfers to P/R Account	\$	505,000.00
Transfers from LAIF	\$	450,000.00
Transfers to LAIF	\$	
Transfer from COM	\$	

4/12/2017

Balance on Hand Operating (Co. of Marin)	\$	0.00
Balance on Hand Operating (BofA), ending	\$	158,410.84

4/12/2017

Balance on Hand Investment Accts

Apparatus Reserve	\$ 1,322,331.00
Facilities/Eq/Misc Reserve	\$ 2,281,791.00
General Operations Reserve	\$ 1,052,466.62
 Total Balance in account LAIF	 \$ 5,656,588.62

Discussion.

B. Approval of Warrants and Payroll

M/Kirchhoff, S/Miller to approve payroll in the amount of \$370,314.00 and warrants in the amount of \$240,372.22

Vote: All Aye

Absent: Sears, Plant

C. 2016/17 Mid-Year Budget Revisions and Recommendations

Discussion.

AGENDA ITEM 8 – RESOLUTIONS**A. Resolution #2017-12, approve Mid-Year Budget Recommendations.**

M/Kirchhoff, S/Miller to approve Resolution #2017-12, Mid-Year Budget Recommendations.

Director Kirchhoff polled the Board

Vote by roll call:

Ayes: Miller, O'Neill, Kirchhoff

Noes: None

Absent: Sears, Plant

B. Resolution #2017-13, authorization to access State and Federal level summary criminal history information for employment.

Revision to Resolution #2017-11 per Department of Justice requirements. Approval of Resolution #2017-13 rescinds Resolution #2017-11.

M/Miller, S/Kirchhoff to approve Resolution #2017-13, authorization to access State and Federal level summary criminal history information for employment.

Director Kirchhoff polled the Board

Vote by roll call:

Ayes: Miller, O'Neill, Kirchhoff

Noes: None

Absent: Sears, Plant

AGENDA ITEM 9 – COMMITTEE REPORTS

A. MERA – Chief Pearce

MERA is still moving forward with the implementation of Next Generation System. There's been great progress with the vendor and issues are being addressed.

B. SMEMPS – President O'Neill

SMEMPS meeting next month. Chief Pearce stated that a lot of work is being done by the Admin and Operations chief with regards to reviewing the strategic initiatives, plan of operations and developing finance policies.

C. Personnel – Directors Sears and Miller (Director Sears absent)

Battalion Chief Michael Ayers is retiring on April 25, 2017. The Staffing Committee and the Personnel Committee met regarding the management proposal. Chief Pearce asked Battalion Chief Ayers or Director Miller to give an overview of the proposed plan to the Board of Directors. Director Miller began the discussion and B/C Ayers gave a history of the management models and the rationale behind this latest proposal. Chief Pearce will provide more information to the Personnel Committee and they should have a report for the Board before the new fiscal year.

AGENDA ITEM 10 – BOARD OF DIRECTORS

Please attend Battalion Chief Ayers' retirement luncheon on April 25th at noon at Station 11.

AGENDA ITEM 11 – ADJOURNMENT

M/Kirchhoff, S/Miller for adjournment

Vote: All Aye

Absent: Sears, Plant

Meeting adjourned at 1909 hours



Tom O'Neill, President


David Kirchhoff, Acting Secretary

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
RIC – Rapid Intervention Crew
SMEMPS – Southern Marin Emergency Medical Paramedic System
TFPD – Tiburon Fire Protection District

