TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting
October 11, 2017

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

ALSO PRESENT: Chief Richard Pearce, Executive Assistant Nicole Chaput, Captain Rod Stewart and Firefighter/Paramedic David Newman

ABSENT:

AGENDA ITEM 1- CALL TO ORDER
Vice President called the meeting to order at 1832 hours

AGENDA ITEM 2 – CONSENT CALENDAR

A. Approval of Minutes, September 13, 2017

M/Sears, S/Kirchhoff to approve Minutes, September 13, 2017
Vote: All Aye
Absent: O'Neill

President O'Neill arrived to the meeting after completion of Item #2 at 1833 hours.

AGENDA ITEM 3 – COMMUNICATIONS
Chief Pearce acknowledged the following communications:

- Thank you note from Belvedere-Tiburon Library for time and support with the Blackie's Hay Day fundraiser.
- Thank you letter, along with a $1,000.00 donation for the Tiburon Volunteer Fire Department, from the family on the Paradise Drive/Trinidad Drive motor vehicle accident call.
- Thank you note for Firefighter Grant Euless.
- Thank you card and donation of $200.00 for all the hard work and dedication of TFPD personnel.
- Thank you for TFPD's service note from a local mother of an Oregon firefighter deployed to the Eagle Creek Fire in the Columbia River Gorge.
- Thank you letter from SMFD Battalion Chief Matt Barnes for the efforts, professionalism, knowledge, skills and abilities of Captain Ehren Miller, Firefighter/Paramedic Mark Fitzgerald, Firefighter/Paramedic Justin Cox and Firefighter/Paramedic Trainee Scott Lewis as part of the OES Task Force deployed to the Oregon state Chetco Bar Fire in August.
- Ark piece on recent promotions at Tiburon police and fire agencies.
- Ark article and picture on motor vehicle accident call – "Runaway dump truck rolls into power pole, sparks tree fires".
- Ark article on the multiple injury vehicle accident at In-N-Out Burger. Firefighter/Paramedic Justin Cox was the triage officer on this incident and he did a great job.

- In today's Ark: a piece on Citizen of the Year, Steve Sears who will be recognized on November 1, 2017.
- In today's Ark: short piece on TFPD's participation on North Bay fires.

AGENDA ITEM 4 – PUBLIC OPEN TIME

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

AGENDA ITEM 5 – CHIEF'S REPORT

A. Monthly Report

September was very active with the testing and selection processes for the Battalion Chief and Lieutenant positions. We are very fortunate to have tremendous depth of knowledge, skills and abilities in the District.

Due to the North Bay fires, Fire Prevention Week, which was meant to occur between October 9th - 13th, has been postponed until further notice. Fire Inspector Mike Lantier has been in contact with all local schools and has received support on this decision.

Fire Inspector Mike Lantier has been doing great work with the Prevention Bureau and he continues to enjoy his new position in building relationships and positioning the Bureau for success moving forward. Battalion Chief Steve Ardigo oversees Operations, Battalion Chief Tommy Hellyer oversees Training and Battalion Chief Colin Jackson oversees Logistics. Staff has been supportive and cooperative with shift changes and the changes within the agency overall.

Chief Pearce is in receipt of correspondence from the Volunteer Department regarding furthering their participation in the success of our organization as well as the success of their own. There are less fires and there are not many occurrences where the agency is able to utilize the volunteers because they do not have the training currency necessary to participate actively on calls. Chief Pearce will work with the volunteer department on current opportunities and ways to keep everybody working closely with one another.

Engine 611 is currently out on the Partrick Fire just east of Sonoma. The crew has been up for 3 days straight fighting the fire without adequate support and supplies. We were able to bring bottled water to them as well as 100 hot lunches supplied by Sam's restaurant which was very well received by the crews on the front lines. TFPD made the decision at about noon today to send one of our first line engines, Engine 10, up to Mendocino County for the fires.

Chief Pearce is taking a hard look at our commitment to CalOES with regards to the engine agreement. When the District entered into the agreement it made financial sense but it has since become a bureaucratic stress and has negatively impacted our operations. Timing on ceasing the agreement and returning the CalOES engine will be dependent upon a replacement engine. Chief Pearce will work with Finance Officer Rosevear on budget numbers and with the Apparatus Committee on specs and recommendations and will present the Board with findings at the November 9th regular meeting.

Chief Pearce gave Board members a hand-out on the North Bay fire updates as of today.

Chief Pearce attended several meetings of interest including: TFPD Staff, Finance and Board meetings; SMEMPS Administrative meeting; MERA E-Board, Next-Gen POC and Board meetings; MCFCA meeting; FDAC Legislative Committee meeting; Marin County Board of Supervisors meeting regarding the Martha Property/Easton Point.

Operations
The District responded to the following calls:
135 Calls
Zone 10 – 19
Zone 11 – 60
Zone 12 – 10
Angel Island – 0
Bay Waters – 1
Others – 45

Significant Events:
There were two significant events during the month of September

- Dump truck into power pole
- Multiple injury vehicle accident at In-N-Out Burger (Mutual Aid – SMFD)

Out-of-County:
There were no out-of-county events during the month of September

Training
Emergency Medical Training focused on the policies and procedures of the fire line Medic/EMT position. Fire line Medic/EMT is an out-of-county assignment where individuals are assigned to a division of a campaign fire and provide medical standby in the event of an injury. Dr. Basin-Mitchell's monthly continuing education focused on signs and symptoms and treatment of various drug overdoses. A- Shift taught CPR to eleven employees of the San Francisco Yacht Club.

Continued efforts are going into getting Firefighters McGuire and Terrell signed off as qualified District driver/operators. Firefighter McGuire has successfully passed, and Firefighter Terrell is very close. The new pump trailer is being utilized to put our driver/operators through the motions without wasting water.

Marine training centered around the onboard SIMRAD navigation unit. The SIMRAD representative came in to update the unit and gave a presentation of the new features. We are the first boat in the country to receive this software upgrade.

The Southern Area block training featured rope rescue. The training was half classroom and the other half was a physical scenario for the engine companies to accomplish. Four of our firefighters went through the 40-hour Rescue Systems 1 class where they learned various rescue techniques in the event of large scale emergencies such as earthquakes.

We brought back an outside fitness instructor who put each shift and the office staff through a 1-hour interval training. The goal is to teach the employees different ways to maintain and increase fitness. Firefighters Elkington and Cox are now fitness trainers and have made themselves available to the employees for help with fitness.

Fire Inspector Lantier has been putting the word out to contractors in the District that are performing tear downs or major remodels. Training in an actual residence is very valuable and contractors have been open to allow us some time in these residence before demolition. The contractor and owner of 1 Belvedere Ave. has agreed to allowing us to train in the home before it is demolished. The training will be scheduled for the end of the year.

Employees with training hours exceeding 30 hours: Justin Cox (64), Kyle Lew (55), Scott Lewis (52) and Mitch Neve (49).

Logistics

- OES 329 was sent to West Coast Frame in Sacramento for repairs following a minor collision with a tree while on a wildland incident.
- E611 was repaired at Golden State Fire Apparatus for an issue with the pump governor; the governor was replaced. While there, the main drive belt was replaced, the air drier was rebuilt and the tank level gauge was recalibrated.
- B11 went to Novato Chevrolet and had 2 of 4 tire pressure monitor sensors replaced and an oil change service.
- U12 lumber rack purchased and installed.
- U10 smog check service.
- Station 11 apparatus room floors were cleaned with the use of the Town of Tiburon's sidewalk scrubber.

Prevention / Public Education

The Prevention Bureau reports fees billed for the month totaled $2,390.00.

Company Inspections totaled 10 for the month of September. Fire Inspector Lantier performed 9 systems inspections and did 33 Plan Reviews.

Blackie's Hay Day was inspected for compliance and was very successful with no incidents.

Chief Pearce and Fire Inspector Lantier attended the Marin County Board of Supervisors meeting regarding the Martha Property/Easton Point.

The Bureau welcomed a Fire Prevention intern to work for TFPD every Wednesday until the end of the Fall Semester. Chad Sousa, attends the Santa Rosa Junior College (SRJC) Fire Technology Program where he will receive credit for his internship while training to enter the Fire Service. He is assigned to catalog all current hydrant information with Emergency Reporting (ER) and Fire Point, detailing any hydrants that need annual servicing and combining valuable data for pre-planning. Also scheduled to be completed during his internship: scanning plans and files to build digital files within ER for occupancy information and records retention. The SRJC Fire Technology Program Director, is considering using this opportunity to pilot more prevention internships to neighboring agencies.

Battalion Chief Hellyer and Fire Inspector Lantier met with Jeff Jungsten at 1 Belvedere for an existing home that will be demolished and presents a training opportunity for multiple shifts and with neighboring agencies. Mr. Jungsten has given the District authority to proceed with trainings into the winter before the home is leveled and rebuilt.

Fire Inspector Lantier attended both the Marin County Fire Prevention Officers meeting and the Nor-Cal Fire Prevention Officers meeting in Petaluma on behalf of the District.

B. Announcement: badge pinning on October 13, 2017,11:30am-1:00pm at Station 11

Chief Pearce announced that due to the North Bay fires the lunch would take place on November 3, 2017, 1130-1330 hours.

C. Approve appointment of David Newman and Michael Tompkins to Lieutenant, Range 403, Step #1, $8,541/mo., effective October 1, 2017 and Dean Bonfigli to Lieutenant, Range 403, Step #2, $9,235/mo., effective October 1, 2017.

Discussion.

M/Kirchhoff, S/Sears to approve appointment of David Newman and Michael Tompkins to Lieutenant, Range 403, Step #1, $8,541/mo., effective October 1, 2017 and Dean Bonfigli to Lieutenant, Range 403, Step #2, $9,235/mo., effective October 1, 2017.
Vote: All Aye
Absent:

AGENDA ITEM 7 TREASURER'S REPORT

A. Finance Committee
Directors Woodford and Kirchhoff attended the Finance Committee meeting on Wednesday, October 11, 2017, 1800 hours.

9/14/2017

Balance on Hand Operating (BofA), beginning		$ 100,485.06
Revenue and voids		$ 150,988.85
Expenses		$ 129,601.96
Transfers to P/R Account	$ 428,000.00	
Transfers from LAIF	$ 490,000.00	
Transfers to LAIF	$	
Transfer from COM	$	

10/11/2017

Balance on Hand Operating (Co. of Marin)	$
Balance on Hand Operating (BofA), ending	$ 183,871.095

10/11/2017

Balance on Hand Investment Accts

Apparatus Reserve	$	1,678,827.00
Facilities/Eq/Misc Reserve	$	2,074,958.00
General Operations Reserve	$	341,170.61
Total Balance in account LAIF	$	4,094,955.61

Discussion.

B. Approval of Warrants and Payroll

M/Kirchhoff, S/Sears to approve warrants in the amount of $220,410.37 and payroll in the amount of $443,536.00
Vote: All Aye
Absent:

Captain Stewart and Lt. Newman excused themselves from the meeting to conduct the volunteer drill.

AGENDA ITEM 8 – COMMITTEE REPORTS

A. MERA – Chief Pearce
MERA's contract with Motorola was to upgrade our current radio system. Motorola noticed MERA last month that they are now unable to build the system they were contracted to build. MERA has asked Motorola to come up with a solution to honor the upgrade contract. In the interim, Motorola will maintain the current system service contract.

B. SMEMPS – Chief Pearce
The SMEMPS transition to Novato Fire Protection District for billing services has been stalled due to multiple factors but we are now up and running in a much more efficient manner.

C. Personnel – Directors Sears and Miller
A review for Chief Pearce is still pending.

AGENDA ITEM 9 – BOARD COMMENTS
No comments.

AGENDA ITEM 10 – ADJOURNMENT
M/Sears, S/Woodford for adjournment1
Vote: All Aye
Absent:

Meeting adjourned at 1907 hours.

Tom O'Neill, President

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