TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting
June 13, 2018

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

ALSO PRESENT: Chief Richard Pearce, Executive Assistant Nicole Chaput and Matt Hose from the Ark

ABSENT:

AGENDA ITEM 1- CALL TO ORDER
President Miller called the meeting to order at 1833 hrs.

AGENDA ITEM 2 – CONSENT CALENDAR

A. Approval of Minutes, May 9, 2018
B. Approval of Minutes, BOD Workshop, May 24, 2018

M/Sears, S/O'Neill to approve Consent Calendar Items
Vote: All Aye

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

- Thank you card for TFPD personnel's attendance at the Survivors Dinner
- Thank you letter and $100 donation to the TVFD for assistance on a false alarm call
- TFPD customer satisfaction survey
- Thank you letter from the Office of the Fire Chief, Ventura Fire Department, for TFPD staff for working side-by-side with his department during the Thomas Fire in December 2017
- Letter from Mill Valley Fire Department Chief Tom Welch for our assistance with a structure fire in Mill Valley and for the "great work ethic, excellent firefighting skills and professionalism" of the Southern Marin fire agencies as they carried out their assignments
- Ark article on SMFD and the battle against the mental health stigma in fire service
- Letter to the TVFD from Alisa Ann Ruch Burn Foundation (AARBF) for the generous support with the donation of $1,500 to the annual AARBF North Bay Burn Relay

AGENDA ITEM 4 – PUBLIC OPEN TIME
President Miller opened the floor to the public. No public comments.

AGENDA ITEM 5 – CHIEF'S REPORT

A. Monthly Report
Captain Valentino noticed the District that he has accepted a position as Assistant Chief for a South Carolina fire district. Sloane worked his last shift on June 5th. Per his

request, we had a small, informal gathering at the station. Sloane has made many contributions to the District during his 15 years with us and we wish he and his family all the best in their new adventure. This development will prompt additional movement in the organization and Chief Pearce will have recommendations for Board later in tonight's meeting.

The new Firefighter-Trainees will complete their academy June 8th and commence shift duties the following week. Each candidate performed at a high level and will be welcome additions to the force. The Marin County Regional Fire Academy has proven to be a very worthwhile addition to our recruitments.

The new Type 3 Engine received high marks in its acceptance testing and is currently in Sacramento receiving final outfitting and radios. TFPD anticipates delivery in late June.

Chief Pearce continue to make frequent trips to Sacramento to testify before the various committees in favor or opposition to the various legislation. The FDAC and Cal Chiefs have been working in concert in pursuit of important legislation on pre-positioning apparatus and equipment, and Inter-Governmental funding to enhance revenue for EMS providers

Chief Pearce attended several meetings of interest including: Command and General Staff Meetings; Finance and Board meetings; SMEMPS Admin, Finance meetings; MERA Admin, Board, Next-Gen POC meetings; FAIRA Board meeting; FASIS Board meeting; FDAC Legislative Committee meetings.

Operations

The District responded to the following calls:
154 Calls
Zone 10 – 26
Zone 11 – 41
Zone 12 – 18
Angel Island – 2
Bay Waters – 5
Others – 62

Significant Events:

There was one significant event during the month of May

- Sugar Loaf – gas line break

Out-of-County:

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

Training

Marin County Block training focused on Firefighter Health and Wellness. An expert in the subject was brought in to discuss health wellness and the potential symptoms of a

struggling firefighter. We learned healthy ways to deal with stressful situations and how to deal appropriately with PTSD or post-traumatic stress.
EMS training focused on Policy and Procedure updates from County EMS. There are new policies effective July and EMTs and Paramedics were required to go through the training. There was also introduction training to a new EMS reporting system called Image Trend. All TFPD line personnel went through the training.
Volunteer training focused on the various communication methods during emergency events.
With wildland season upon us, multiple personnel took wildland courses in preparation for out-of-county response.
The 10-week Regional Fire Academy wraps up 6/8. All of our trainees have done well and are going to successfully pass. Firefighter Travis Terrell has done an excellent job teaching and coordinating the academy and will rejoin B Shift the following week.
Another very strong month of training with the total hours at 784 for the month of May.

Employees exceeding 30 hours training were: Steve Ardigo (35.50), Dean Bonfigli (54), Justin Cox (53.50), Dan Elkington (53.50), Mark Fitzgerald (52.75), Tommy Hellyer (75.50), Kyle Lew (80), Digory McGuire (71), Ehren Miller (46), Emily Poole (43), Mike Tompkins (42.50).

Logistics/Maintenance

Routine monthly maintenance performed.
Apparatus:

- E10, E11 and R11 had the annual opacity testing completed.
- E11 officer side mirror was damaged by a tree branch. Parts were ordered and mirror was repaired by TFPD personnel.
- E611 pump throttle issue was diagnosed as a bad body module by International Trucks. Golden State Fire Apparatus replaced the body module and the pump throttle issue has now been resolved.

Prevention / Public Education

- Deputy Fire Marshal (DFM) Lantier reports fees billed for the month totaled $2,288.00.
- 42 Company Inspections were completed in April. DFM Lantier completed 38 plan reviews.
- Multi-company training took place at 1 Belvedere before it was demolished.
- DFM Lantier attended the International Association of Arson Investigators Annual Conference in Frisco, Texas the week of May 20-25th. Featured training included wildland fire as it relates to power lines very similarly assumed to be the cause of the North Bay Fires in 2017. He also attended at 2-day Fire Symposium at Sonoma State on the future of wildfires and the science behind them. The focus was the 2017 North Bay Fires, with specific training on population density and planning, weather factors, evacuation challenges, ecosystem affects, and natural resource impacts.

- DFM Lantier co-sponsored a Safety Day at Del Mar School on May 12, 2018 with Tiburon PD, Belvedere PD, Tiburon Volunteer firefighters and TFPD staff. We reached about 50 families over 3 hours with hands-on demonstrations of fire extinguisher deployment, the Fire Safety House, and Hands-Only CPR. The hope is to double or triple our outreach next year.
- DFM Lantier presented a Defensible Space/Fire Wise Community discussion with the Hill Haven Homeowners Association on May 10, 2018. The attendees included Director Woodford and was well-received.
- SF Yacht Club held another fire extinguisher training at Romberg and DFM Lantier trained approximately 12 students to deploy extinguishers safely.

B. Election Reminder
Discussion.

C. Approve appointments of Dave Newman to Captain, Range 404, Step #1, $9,142/mo., effective July 1, 2018, Mark Fitzgerald to Lieutenant, Range 403, Step #1, $8,292/month, effective July 1, 2018, Mitch Neve to Interim Firefighter, Range 401, Step #1, $6,820/mo., effective July 1, 2018
Discussion.

M/Kirchhoff, S/Sears to approve appointments of Dave Newman to Captain, Range 404, Step #1, $9,142/mo., effective July 1, 2018, Mark Fitzgerald to Lieutenant, Range 403, Step #1, $8,292/month, effective July 1, 2018, Mitch Neve to Interim Firefighter, Range 401, Step #1, $6,820/mo., effective July 1, 2018

Vote: All Aye
Absent:

D. Approve Step Raise – Captains Rod Stewart and Ehren Miller, Range 404, Step #2, $9,602/mo., effective July 1, 2018.
Discussion.

M/Sears, S/O'Neill to approve Step Raise – Captains Rod Stewart and Ehren Miller, Range 404, Step #2, $9,602/mo., effective July 1, 2018.
Vote: Sears, O'Neill, Miller, Woodford
Recuse: Kirchhoff
Absent:

E. Approve appointment of Firefighter-Trainees Ryan Lewis and Christian Balsz, Range 400, Step #1, $3,402/mo., effective July 1, 2018.
Discussion.

M/Sears, S/Woodford to approve appointment of Firefighter-Trainees Ryan Lewis and Christian Balsz, Range 400, Step #1, $3,402/mo., effective July 1, 2018.
Vote: All Aye
Absent:

AGENDA ITEM 6 TREASURER'S REPORT

A. Finance Committee
Directors Woodford and Kirchhoff attended the Finance Committee meeting on Wednesday, June 13, 2018, 1800 hours.

6/14/2018

Balance on Hand Operating (BofA), beginning	$	360,031.69
Revenue and voids	$	283,169.51
Expenses	$	223,346.47

Transfers to P/R Account	$	560,000.00
Transfers from LAIF	$	575,000.00
Transfers to LAIF	$	
Transfer from COM	$	

6/13/2018

Balance on Hand Operating (Co. of Marin)	$	
Balance on Hand Operating (BofA), ending	$	434,854.73

6/13/2018

Balance on Hand Investment Accts

Apparatus Reserve	$	1,678,827.00
Facilities/Eq/Misc Reserve	$	2,074,958.00
General Operations Reserve	$	2,323,041.64
Total Balance in account LAIF	$	6,076,826.64

Discussion.

B. Approval of Warrants and Payroll

M/Kirchhoff, S/Sears to approve warrants in the amount of $502,001.71 and payroll in the amount of $406,902.00
Vote: All Aye
Absent:

C. Approve Preliminary Budget, F/Y 2018/19
Discussion.

M/O'Neill, S/ Sears to approve Preliminary Budget, F/Y 2018/19
Vote: All Aye
Absent:

AGENDA ITEM 7 – COMMITTEE REPORTS

A. MERA – Chief Pearce

MERA began the environmental review process, commencing with a public scoping meeting and is now in the 30-day public comment period. MERA is looking forward to community feedback and the next steps moving forward.

B. **SMEMPS** – Director O'Neill
Nothing to report.

C. **Personnel** – Directors Sears and Miller
Nothing to report.

AGENDA ITEM 8 – BOARD COMMENTS
No Board comments.

AGENDA ITEM 9 – ADJOURNMENT
M/Sears, S/Woodford for adjournment.
Vote: All Aye
Absent:

Meeting adjourned at 1912 hrs.

Robert Miller, 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
TVFD – Tiburon Volunteer Fire Department