

**TIBURON FIRE PROTECTION DISTRICT**

Board of Directors Meeting

July 11, 2018

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

**ALSO PRESENT:** Chief Richard Pearce and Executive Assistant Nicole Chaput

**ABSENT:** Cheryl Woodford

**AGENDA ITEM 1- CALL TO ORDER**

President Miller called the meeting to order at 1831 hrs.

**AGENDA ITEM 2 – CONSENT CALENDAR**

**A.** Approval of Minutes, June 13, 2018

M/ O'Neill, S/Sears to approve Consent Calendar Items

**Vote:** All Aye

**Absent:** Woodford

**AGENDA ITEM 3 – COMMUNICATIONS**

Chief Pearce acknowledged the following communications:

- Card from a Sonoma County resident thanking our personnel for their help with the North Bay fires last October.
- Thank you card for Captain Stewart for assistance with a water issue.
- Thank you letter from a visitor to the peninsula who needed assistance with a cardiac event on Angel Island
- Ark piece and photo of Captain Sloane Valentino's departure from TFPD for post in South Carolina.
- Letter from Healthy Firefighters President Bob Antonacci stating TFPD is currently in first place for most fit fire department. Awards for individual performance in the wellness/fitness assessments accompanied the letter and were distributed accordingly.
- Thank you letters to Chief Pearce and to Captain Ehren Miller from SMFD Battalion Chief Matt Barnes praising the TFPD crew's professionalism, knowledge, skills and abilities in their roles as deployed personnel at the Eastern Fire in San Benito County.
- Thank you letter from Pierce Manufacturing for TFPD's recent purchase of new apparatus.

**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

The Board approved the promotion of Dave Newman to Captain and Mark Fitzgerald to Lieutenant, effective July 1, 2018, along with the appointment of two new

Firefighter/Trainees, Christian Balsz and Ryan Lewis. The badge pinning luncheon was held earlier today here at Station 11.

There was an early start to the fire season with our first deployment to San Benito County. Crews reported extreme fire behavior for this early in the season. The FDAC and Cal Chiefs have been lobbying Sacramento very heavily for additional funding in support of pre-positioning of apparatus and equipment in anticipation of significant events.

The Ballistic PPE procurement has been completed, the packs have been prepared, with the assistance of the staff and volunteers, and distribution throughout the county has begun.

The new Type 3 Engine is currently in Sacramento receiving final outfitting and radios. Anticipated delivery is currently late July.

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

### **Operations**

The District responded to the following calls:

149 Calls

Zone 10 – 34

Zone 11 – 48

Zone 12 – 19

Angel Island – 2

Bay Waters – 2

Others – 44

### **Significant Events:**

There were 3 significant events during the month of June

- Cardiac event on Angel Island
- Structure Fire in SMFD jurisdiction
- Drowning in Paradise Cay

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

There was one out-of-county event during the month of June

- Deployment of E611 with crew of 3 to San Benito County for the Eastern Fire

### **Training**

Marin County Block Training involved mandatory annual review of wildland fire safe tactics. The multi-company drill was in the headlands and simulated a grass and brush

fire. GPS and mapping applications were used to locate the simulated fire and the maps used to determine the contours of the terrain.

EMS training concentrated on the new PCR program Image Trend. The program launched June 5, 2018.

The new Firefighter/Trainees who attended the Marin County Regional Academy graduated this month and started on shift. They are now being trained as a third person on Engine 11.

In-house and volunteer training also focused on wildland firefighting in preparation for out-of-county campaign fires.

Total training hours for the month of June was 577.

Employees exceeding 30 hours training were: Dean Bonfigli (35.5), Danny Elkington (61.5), Digory McGuire (32), Mitch Neve (33), Dave Newman (35), Emily Poole (39.75), Mike Tompkins (29), Ryan Tunney (29.5).

#### Logistics/Maintenance

Routine monthly maintenance performed.

- SCBAs that were not previously tested because they were utilized in the FF1 Academy have now been tested.
- Station 11 - upstairs washer and dryer failed and were replaced with new units.

#### Prevention / Public Education

- Deputy Fire Marshal (DFM) Lantier reports fees billed for the month totaled \$1,641.00.
- Hosted Reed School's Ms. Jawor's 1st Grade class for a household battery recycling event at Station 11
- Attended the following meetings/events of interest: met with Tiburon Peninsula Club (TPC) on their Emergency Action Plan; RCP Mile Planning meeting at Tiburon Town Hall; Marin County Regional Academy graduation; Blackie's Hay Day preplanning meeting; Cal Fire "Lessons Learned 2017 Fires" webinar; REACO/FPO meeting for new 2019 Code changes

Chief Pearce informed the Board that Firefighter/Trainee (currently appointed Interim Firefighter) Mitch Neve gave notice today in order to accept a position with Kentfield Fire Protection District.

#### AGENDA ITEM 6 TREASURER'S REPORT

##### A. Finance Committee

Directors Woodford and Kirchhoff attended the Finance Committee meeting on Wednesday, July 11, 2018, 1800 hours.

6/14/2018

<b>Balance on Hand Operating (BofA), beginning</b>	\$	434,854.73
Revenue and voids	\$	384,580.28
Expenses	\$	446,391.52

Transfers to P/R Account	\$	810,000.00
Transfers from LAIF	\$	585,000.00
Transfers to LAIF	\$	
Transfer from COM	\$	

7/11/2018

<b>Balance on Hand Operating (Co. of Marin)</b>	\$	
<b>Balance on Hand Operating (BofA), ending</b>	\$	148,043.49

7/11/2018

<b>Balance on Hand Investment Accts</b>		
Apparatus Reserve	\$	1,678,827.00
Facilities/Eq/Misc Reserve	\$	2,074,958.00
General Operations Reserve	\$	1,738,041.64
 Total Balance in account LAIF	 \$	 5,491,826.64

Discussion.

**B. Approval of Warrants and Payroll**

M/O'Neill, S/Sears to approve warrants in the amount of \$610,144.88 and payroll in the amount of \$405,133.00

**Vote:** All Aye**Absent:** Woodford

Director Kirchhoff led a discussion on the California Asset Management Program and Section 115 Trust presentation he and Director Sears attended with the Public Financial Management Company.

**AGENDA ITEM 7 – COMMITTEE REPORTS****A. MERA – Chief Pearce**

MERA's project scoping period is now closed for comments. Currently acquiring subsequent Environmental Impact Report which should be ready by October.

**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

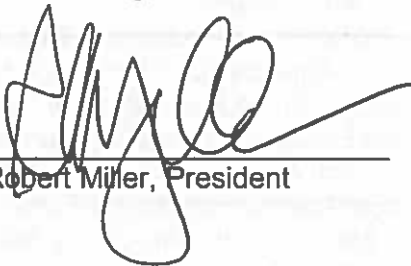
M/Sears, S/Kirchhoff for adjournment.

**Vote:** All Aye

**Absent:** Woodford

Meeting adjourned at 1902 hrs.

  
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David Kirchhoff, Acting Secretary

  
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Robert Miller, 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  
SMEPMS – Southern Marin Emergency Medical Paramedic System  
TFPD – Tiburon Fire Protection District  
TVFD – Tiburon Volunteer Fire Department