

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

August 8, 2018

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

ALSO PRESENT: Chief Richard Pearce and Executive Assistant Nicole Chaput

ABSENT: None

AGENDA ITEM 1- CALL TO ORDER

President Miller called the meeting to order at 1837 hrs.

AGENDA ITEM 2 – CONSENT CALENDAR

A. Approval of Minutes, July 11, 2018

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

Vote: All Aye

AGENDA ITEM 3 – COMMUNICATIONS

Chief Pearce acknowledged the following communications:

- Ark article on the District's June 13th approval of Preliminary Budget F/Y 2018/19 (and photo of BPPE assembly).
- Ark photo of Chief Pearce with newly promoted and newly hired members at the July 11th badge pinning luncheon.
- 2 Ark articles on SMFD's potential budget deficits and parcel tax.
- Ark piece on the upcoming elections for Town council and other local boards, including TFPD's BOD.
- Ark mention of TFPD deployment to Carr Fire in Shasta County.

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 fire season continues with a fury. Our crew initially responded to the Carr Fire in Redding and was later assigned to the Mendocino Complex Fire. Lieutenant Bonfigli reported extreme fire behavior on both incidents. Engine 611 sustained some heat damage; fortunately, the crew was unharmed.

The FDAC and Cal Chiefs continue to lobby Sacramento heavily for additional funding in support of pre-positioning of apparatus and equipment in anticipation of significant events.

Due to movement in the organization, filling an already vacant position and the most recent news that Firefighter/Paramedic Justin Cox is currently in the background process with another agency, the District is currently conducting a selection process for FF/PM. Chief Pearce anticipates having recommendations at the September meeting.

FF/Trainee Mitch Neve has taken a position with the Kentfield Fire District as a full-time Firefighter. Mitch was currently filling a temporary F/F position when he gave notice. Chief Pearce will have a recommendation later in the meeting on his replacement.

The Ballistic PPE procurement was completed, and reimbursement has been made to TFPD. Executive Assistant Chaput was recognized for her comprehensive report that resulted in prompt reimbursement of District funds.

The new Type 3 Engine is currently in Sacramento receiving final outfitting and radios. We anticipate delivery in late August. The Type 1 Engine is on the production line and personnel will be travelling to Pierce Manufacturing mid-August for inspections.

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

Operations

The District responded to the following calls:

128 Calls

Zone 10 – 27

Zone 11 – 37

Zone 12 – 14

Angel Island – 1

Bay Waters – 1

Others – 48

Significant Events:

There was 1 significant event during the month of July

- Structure Fire in SMFD jurisdiction

Out-of-County:

There were 2 out-of-county events during the month of July

- 7/1 - deployment of E611 with crew of 3 to San Benito County for the Eastern Fire
- 7/26 - deployment of E611 with crew of 4 to Shasta County for the Carr Fire
 - 7/31 - reassigned to the Mendocino Complex Fire – River Fire

Training

July was another busy training month for TFPD. The total hours for all personnel were 772 hours. Impressive for the summer months with wildland season in full swing.

Southern Marin block training suspends due to the wildland fire season, but we have been working with all Marin County police agencies on coordination of an active shooter in a public place. We have been issued our tactical gear (BPPE) and have been working on creating a common language between fire and police. Our personnel have focused on an active shooter PowerPoint and some crews have participated in a joint live training at Indian Valley College. The training brings police and fire together and has simulated active shooters and victims. All shifts will go through this important training by the end of August.

Dr. Bason-Mitchel's continuing education focused on environmental emergencies. In-house, EMT continuing education focused on the all-important billing system and reviewed altered patients. Tiburon EMT instructors are Justin Cox, Mark Fitzgerald and Rod Stewart.

TFPD has been actively participating in Behavior Wellness in the fire service. All Tiburon line personnel have gone through a 2-hour introduction to recognizing the stresses of the job and its potential negative effects on firefighters.

We received access to train on a house scheduled to be demolished in Belvedere. Deputy Fire Marshal Lantier has created positive relationships with contractors in Belvedere and Tiburon and they have provided us with excellent opportunities to do realistic training on and in houses. The training concentrated on rescue operations and vertical ventilation.

Firefighter/Trainees Christian Balsz and Ryan Lewis successfully went through a 40-hour week academy for orientation to our apparatus, stations and introduction to policies and procedures. They were then assigned their current shifts and quickly passed our third person qualification tests.

Tiburon employees exceeding 30 hours for the month of July are: Tunney (44), Balsz (57), Bonfigli (47.5), Fitzgerald (43.5), Hellyer (68.5), Lewis (55), Tompkins (44), McGuire (41), D. Newman (33.5), M. Newman (41.5), E. Poole (37.25), Swartz (57)

Logistics/Maintenance

Routine monthly maintenance performed.

- E10 – faulty ladder rack solenoid not engaging E10 ladder rack locks; diagnosed and repaired by TFPD personnel
- E611 - headlight replaced

- Fire Boat - rescue board damaged in training exercise, repaired by District personnel

Prevention / Public Education

Deputy Fire Marshal (DFM) Lantier reports fees billed for the month totaled \$1,865.00.

- 21 inspections completed last month for both Engine Companies and DFM Lantier.
- 32 plan reviews completed.
- Taught Chapter 31- Tents & Membrane Structures compliance to the Alameda County Fire Prevention Officers group on July 13th.
- Presented to Belvedere-Tiburon Joint Disaster Advisory Council - "Defensible Space/Wildland Urban Interface on the Peninsula" on July 17th.
- Spoke to Tiburon and Sunset Rotaries on July 20th on Defensible Space programs & Introduction to Fire Wise Communities.
- Assisted in setting up 455 Belvedere Active Training over July 24-27th.
- Attended Marin County FPO Standards Sub-Committee meeting at Novato Fire on July 30th.

Chief Pearce noted that DFM Lantier was looking into assistance with plan reviews and that he had a retired SFFD inspector in mind for a couple hours per week. The topic of looking into assistance for DFM Lantier led President Miller to note the importance of reducing stress and emphasizing health and wellness and how crucial it is in the fire service environment.

B. Election Reminder

- C. Ratify appointment of Firefighter-Trainee Kyle Lew to Interim Firefighter, Range 401, Step #1, \$6,820/month, effective August 1, 2018 until position filled**
Discussion.

M/Kirchhoff, S/Sears to ratify appointment of Firefighter-Trainee Kyle Lew to Interim Firefighter, Range 401, Step #1, \$6,820/month, effective August 1, 2018 until position filled

Vote: All Aye

- D. Conflict of Interest Code – Biennial Notice**
Discussion. No amendments required at this time.

M/Kirchhoff, S/Sears to approve no amendments to Conflict of Interest Code

Vote: All Aye

AGENDA ITEM 6 TREASURER'S REPORT

- A. Finance Committee**
Directors Woodford and Kirchhoff attended the Finance Committee meeting on Wednesday, August 8, 2018, 1800 hours.

7/12/2018

Balance on Hand Operating (BofA), beginning	\$	148,043.49
Revenue and voids	\$	53,111.11
Expenses	\$	157,905.76
Transfers to P/R Account	\$	190,000.00
Transfers from LAIF	\$	160,000.00
Transfers to LAIF	\$	
Transfer from COM	\$	

8/8/2018

Balance on Hand Operating (Co. of Marin)	\$	
Balance on Hand Operating (BofA), ending	\$	13,248.84

8/8/2018

Balance on Hand Investment Accts	
Apparatus Reserve	\$ 1,678,827.00
Facilities/Eq/Misc Reserve	\$ 2,074,958.00
General Operations Reserve	\$ 1,597,391.39
Total Balance in account LAIF	\$ 5,351,176.39

Discussion.

B. Approval of Warrants and Payroll

M/Kirchhoff, S/O'Neill to approve warrants in the amount of \$390,057.68 and payroll in the amount of \$390,279.00

Vote: All Aye

AGENDA ITEM 7 – PUBLIC BUDGET HEARING AND FINAL BUDGET, F/Y 2018/19

President Miller opened the Public Budget Hearing and Final Budget, F/Y 2018/19. No public present.

A. Approve Resolution for Appropriation of Tax Proceeds, #2018-14
Discussion.

M/Kirchhoff, S/O'Neill to introduce Resolution #2018-14, for Appropriation of Tax Proceeds, for approval by the Board

Director Woodford polled the Board

Vote by Roll Call:

Aye: O'Neill, Miller, Sears, Kirchhoff, Woodford

No: None

- B. Approve Resolution that the Special Tax will not be levied for F/Y 2018/19, #2018-15 Discussion.

M/Kirchhoff, S/Sears to introduce Resolution #2018-15, that the Special Tax will not be levied for F/Y 2018/19, for approval by the Board

Director Woodford polled the Board

Vote by Roll Call:

Aye: O'Neill, Miller, Sears, Kirchhoff, Woodford

No: None

- C. Approve Resolution, Annual Budget F/Y 2018/19, #2018-16 Discussion.

M/Sears, S/O'Neill to introduce Resolution #2018-16, Annual Budget F/Y 2018/19, for approval by the Board

Director Woodford polled the Board

Vote by Roll Call:

Aye: O'Neill, Miller, Sears, Kirchhoff, Woodford

No: None

AGENDA ITEM 8 – RESOLUTIONS

- A. Approve Resolution #2018-17, establishing CAMP account in addition to LAIF Discussion.

M/Sears, S/O'Neill to introduce Resolution #2018-17, establishing CAMP account in addition to LAIF, for approval by the Board

Director Woodford polled the Board

Vote by Roll Call:

Aye: O'Neill, Woodford, Miller, Sears, Kirchhoff

No: None

AGENDA ITEM 9 – COMMITTEE REPORTS

- A. **MERA** – Chief Pearce
MERA continues to move forward with the Next Gen system.
- B. **SMEMPS** – Director O'Neill
August Budget meeting held - nothing significant to report.
- C. **Personnel** – Directors Sears and Miller
Chief Pearce is in the election process for the Cal Chiefs President position. He will have an update by the September meeting.

AGENDA ITEM 10 – BOARD COMMENTS

No Board comments.

AGENDA ITEM 11 – ADJOURNMENT

M/O'Neill, S/Woodford for adjournment.

Vote: All Aye

Absent:

Meeting adjourned at 1933 hrs.



Steve Sears, Vice President



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