

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

October 10, 2018

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

ALSO PRESENT: Battalion Chief Colin Jackson, Deputy Fire Marshal Michael Lantier, Captain Rod Stewart and Executive Assistant Nicole Chaput

ABSENT: Director Tom O'Neill and Chief Richard Pearce

AGENDA ITEM 1- CALL TO ORDER

President Miller called the meeting to order at 1830 hrs.

AGENDA ITEM 2 – CONSENT CALENDAR

A. Approval of Minutes, September 12, 2018

M/Sears, S/Woodford to approve Consent Calendar Items

Vote: All Aye

Absent: O'Neill

AGENDA ITEM 3 – COMMUNICATIONS

Battalion Chief Jackson acknowledged the following communications:

- Thank you card for Deputy Fire Marshal Mike Lantier from San Rafael Fire Chief Christopher Gray for Mike's "dedicated service and valued contributions" as a member of the assessment panel for SRFD's Captain's Exam process.
- Ark photo of TFPD and SMFD responding to a vehicle accident.
- Ark article on town evacuation decal project.
- Ark photo and article on water main break incident.
- Ark piece on new TFPD personnel.
- Ark photo of annual Friday Nights on Main Firefighters' Dance sponsored by the TVFD.

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 – presented by Battalion Chief Jackson

The FDAC and Cal Chiefs continue lobbying Sacramento heavily for SB 901 which provides additional funding in support of pre-positioning of apparatus and equipment in anticipation of significant events. The Governor recently signed SB 901, this is a big win for local government and is a result of many long hours and countless trips to Sacramento by the D-RiSC coalition. This new program has already been implemented on two recent NWS Red Flag Warnings.

Firefighter/Paramedic Justin Cox has accepted a position with Redwood City Fire Department effective October 15, 2018. In anticipation of his departure, the District has hired two new lateral Firefighter/Paramedics, Scott Bahr and Nathaniel Buck. Both started on October 1, 2018.

The new Type 3 Engine is awaiting the arrival and installation of new radios. We anticipate delivery in next few weeks. Issues identified at the pre-construction meeting with Pierce Manufacturing related to the new Type 1 Engine are being addressed and negotiated prior to construction.

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

Operations

The District responded to the following calls:

154 Calls

Zone 10 – 12

Zone 11 – 54

Zone 12 – 28

Angel Island – 4

Bay Waters – 0

Others – 56

Significant Events:

There was 1 significant event during the month of September

- Water main break

Out-of-County:

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

Training

Marin County Block training was hosted by Tiburon Fire this month and covered confined space rescue practices. Lieutenant Dean Bonfigli was the lead instructor and Lieutenant Mark Fitzgerald and Battalion Chief Tommy Hellyer assisted. The training was held at the Net Depot and the team put in hours of preparation for the multi-company drill. The training was well-received by the Southern Marin Fire Agencies.

Fireboat Tiburon entered a Bay Area boat evolution skills contest. First Responder boats from the area participated and our team placed 3rd overall. The crew participated in multiple trainings leading up to the contest and they performed extremely well. The crew was led by Captain Rod Stewart with Firefighter Digory McGuire as boat operator and

Firefighter Travis Terrell and Firefighter/Trainee Ryan Tunney as deckhands. We have participated in this contest for the past 5 years and this is by far our best performance.

With so many close calls and unfortunate wildland fire deaths this season, all Marin County Fire Departments had a safety stand down day to focus on safety in these extreme fire conditions.

EMS training focused on our new Image Trend reporting system for Patient Care Records (PCRs).

TFPD Officers have been developing a standardized 3rd person manipulative skills exam. Captain Rod Stewart was the lead and the test has been validated with our trainees. The new Firefighter/Paramedics will be the first to officially take the new test.

The Chief and Officers were the subjects of a Blind Spot survey taken by all personnel in the department. Each Officer then met with James Rowan afterwards to discuss these blind spots and how to improve.

Employees with training hours above or around 30 hours: Mike Tompkins (58), Digory McGuire (32), Colin Jackson (29), and Dean Bonfigli (28).

Discussion regarding mandated volunteer training hours.

Logistics/Maintenance

Routine monthly maintenance performed.

- Vehicles: E10 primer pump cable replaced by District personnel and M10 batteries replaced by Mill Valley Corp Yard
- Stations: Warranty repair part for Station 11 apparatus bay lighting arrived and was installed by District personnel.

Prevention / Public Education

- Deputy Fire Marshal (DFM) Lantier reports fees billed totaled \$1,394.00.
- 43 inspections completed which included 17 Company inspections, 15 Plan Reviews, 10 Construction Inspections and DFM Lantier performed 5 Vegetation Management inspections.
- DFM Lantier attended the Mateo Drive HOA meeting on Saturday, September 8, 2018 and presented the Fire Wise Community opportunity to this group.
- DFM Lantier is also working on both City of Belvedere and Town of Tiburon Veg Management Programs to clarify where and how referrals are handled for dead trees/vegetation complaints.
- DFM Lantier sat on the interview panel for San Rafael Fire's Captain's examination on September 26, 2018.
- October 7-13, 2018 was Fire Prevention Week where the message is "Look. Listen. Learn. Be Aware. Fire can happen anywhere."

- B. Approve Step Raise – Lieutenant Mike Tompkins, Range 403, Step #2, \$8,966/month, effective October 1, 2018
Discussion.

M/Kirchhoff, S/Sears to approve Step Raise – Lieutenant Mike Tompkins, Range 403, Step #2, \$8,966/month, effective October 1, 2018

Vote: All Aye
Absent: O'Neill

AGENDA ITEM 6 TREASURER'S REPORT

- A. Finance Committee
Directors Kirchhoff and Woodford attended the Finance Committee meeting on Wednesday, October 10, 2018, 1800 hours. Chief Pearce not in attendance.

9/13/2018

Balance on Hand Operating (BofA), beginning	\$	30,336.22
Revenue and voids	\$	185,960.08
Expenses	\$	1,073,738.52

Transfers to P/R Account	\$	630,000.00
Transfers from LAIF	\$	1,695,000.00
Transfers to CAMP	\$	1,000,000.00
Transfers to LAIF	\$	
Transfer from COM	\$	

10/10/2018

Balance on Hand Operating (Co. of Marin)	\$	
Balance on Hand Operating (BofA), ending	\$	207,557.78

10/10/2018

Balance on Hand Investment Accts		
Apparatus Reserve	\$	1,052,267.00
Facilities/Eq/Misc Reserve	\$	2,657,737.00
General Operations Reserve	\$	571,944.17
Total Balance in account LAIF	\$	3,281,176.39
Total Balance in account CAMP	\$	1,000,771.78

Discussion.

- B. Approval of Warrants and Payroll

M/Sears, S/Kirchhoff to approve warrants in the amount of \$205,306.06 and payroll in the amount of \$498,193.00

Vote: All Aye
Absent: O'Neill

AGENDA ITEM 7 – RESOLUTIONS

- A.** Approve Resolution #2018-18, Records Retention Schedules Discussion.

M/Kirchhoff, S/Sears to introduce Resolution #2018-18, Records Retention Schedules

Director Woodford polled the Board

Vote by Roll Call:

Aye: Miller, Sears, Kirchhoff, Woodford

No: None

Absent: O'Neill

AGENDA ITEM 8 – COMMITTEE REPORTS

- A. MERA –** Battalion Chief Jackson for Chief Pearce
Revisions to the MERA budget have been reviewed by multiple committees and are currently being presented to the Governing Board for approval. MERA staff has been working on developing priority recommendations for the various change order proposals on contract and technical issues to help the Governing Board decide which to adopt. MERA Next Gen radios continue to be delivered, inventoried and placed with the MERA agencies who have placed orders. The Draft SEIR is expected to be completed and open for public review in November of 2018. Updates to the overall project schedule will be provided as the close of the CEQA process approaches.
- B. SMEMPS –** Director O'Neill absent
Nothing to report.
- C. Personnel –** Directors Sears and Miller
Nothing to report.

AGENDA ITEM 9 – BOARD COMMENTS

No Board comments.

AGENDA ITEM 10 – ADJOURNMENT

M/Woodford, S/Sears for adjournment.

Vote: All Aye

Absent: O'Neill

Meeting adjourned at 1918 hrs.


Cheryl Woodford, Board Secretary


Robert Miller, President

ACRONYM GLOSSARY:

BoA – Bank of America
BOD – Board of Directors
BOS – Board of Supervisors
CAMP – California Asset Management Program
CEQA – California Environmental Quality Act
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
SEIR - Subsequent Environmental Impact Report
SMEMPS – Southern Marin Emergency Medical Paramedic System
TFPD – Tiburon Fire Protection District
TVFD – Tiburon Volunteer Fire Department