

**TIBURON FIRE PROTECTION DISTRICT**

Board of Directors Meeting

November 14, 2018

**BOD PRESENT:** President Robert Miller, Directors Tom O'Neill and Cheryl Woodford

**PRESENT:** Battalion Chief Steve Ardigo, Executive Assistant Nicole Chaput and Matt Hose from The Ark newspaper

**ABSENT:** Directors Steve Sears, David Kirchhoff, 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, October 10, 2018

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

**Vote:** All Aye

**Absent:** Sears, Kirchhoff

**AGENDA ITEM 3 – COMMUNICATIONS**

Matt Hose from The Ark newspaper joined the meeting.

Battalion Chief Ardigo acknowledged the following communications:

- Thank you card from The Ranch for the use of TFPD's generator and grill at their recent events.
- Thank you card for TFPD's help with the annual Blackie's Hay Day event.
- TFPD mention in Ark, "Thank you to our Sponsors", for the help with annual Blackie's Hay Day event.
- Thank you email from a patient's family member to A shift for their response to a medical call on Angel Island.
- Thank you letter from Novato Fire District Battalion Chief Dmitri Menzel to Lieutenant Dean Bonfigli, Firefighter Grant Eules, Firefighter/Paramedic Justin Cox and Firefighter/Trainee Martin Siragusa for their "positive attitude and diligence" as well as their ability and willingness to "act and perform professionally, effectively and safely" as part of a rainbow strike team assigned to the Carr Fire and then the Mendocino Complex Fire in July/August 2018. Copy of thank you letter to Novato Fire District Chief Bill Tyler from Redding residents impacted by the Carr Fire also attached.
- Thank you letter from Marin Professional Firefighters, IAFF Local 1775 President Bob Briare to Chief Pearce for TFPD's support with Fire Ops 2018 on 10/6/18.
- Thank you letter from Marin Professional Firefighters, IAFF Local 1775 President Bob Briare to Firefighter Grant Eules for his participation in Fire Ops 2018.

- Ark Letter to the Editor from Belvedere residents thanking TFPD for their role in assisting with the water main break at intersection of Lagoon and Cove roads.
- Ark article, "Life after the burn" about the North Bay Fires and the impact one year after the incident.
- Ark piece mentioning TFPD's assistance with a vehicle accident on Tiburon Blvd.

#### 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 Ardigo  
The new Pre-Positioning program has been implemented on several recent NWS Red Flag Warnings. The District has been participating in these assignments as available.

Firefighter/Paramedics Scott Bahr and Nathaniel Buck are progressing rapidly through the requirements for firefighter and Marin County Paramedic Accreditation.

The new Type 3 Engine has arrived and is being prepared for service. The apparatus committee, including Chief Jackson, Lieutenant Bonfigli and Firefighter Terrell, have done an excellent job in the design, form and function of this vehicle. Much has been learned in this process and will benefit our efforts for the new Type 1 Engine which is anticipated sometime in March 2019.

Chief Pearce attended several meetings of interest including: Command, General Staff Meetings and Personnel Committee meetings; S MEMPS Admin; MERA Admin, E-Board, Board; FDAC/DRISC Legislative Committee meetings and FDAC Leadership Academy with District Command and General Staff members.

#### Operations

The District responded to the following calls:

162 Calls

Zone 10 – 43

Zone 11 – 40

Zone 12 – 20

Angel Island – 1

Bay Waters – 1

Others – 57

#### Significant Events:

There were no significant events during the month of October

#### Out-of-County:

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

#### Training

The training month started off with a one week, 40-hour orientation academy for new hire Firefighter/Paramedics Nate Buck and Scott Bahr. Each shift was assigned different topics to cover for an overview of TFD operations before they joined a shift. The subjects covered our apparatus orientation and use of all the tools and equipment we have. We acquired old vehicles from Corte Madera Tow for auto extrication and appreciate them

as a resource for vehicles. We also utilized station 9 tower for hose and ladder operations. All shift personnel were involved in the academy week and are now training Nate and Scott to be excellent Firefighter/Paramedics; they are knowledgeable and will be valuable members of the District.

The first test we put on for new employees is a third person test. This test is designed for a backseat firefighter. Scott and Nate have worked in other departments so the expectations were they would pass the test within their first few days; they did not disappoint, and both passed on their second tour. We have also standardized this test and Battalion Chief Tommy Hellyer would like to acknowledge Captain Rod Stewart, who put in the hours to make this happen.

Medical Training this month was mandatory training from County EMS and focused on Infection Control and keeping ourselves safe on scene with contagious and sick people. Our Medical Director monthly training focused on Pediatric Emergencies.

We have received our new Type 3 Wildland engine and there has been great effort in learning the engine and getting it into service to replace our old engine.

This month is always Fire Prevention Week/Month and the whole department embraces the education of fire prevention for the young kids of our community. We also had the Great Shake Out county-wide. This drill simulates an earthquake and puts in motion our procedures in our stations and in the community to check for potential damage. We put out our notifications through Alert Marin and use our sirens to notify the Peninsula of a large-scale emergency.

Firefighters Danny Elkington and Digory McGuire continue to be trained by Captain Rod Stewart and Engineer/Paramedic Ken Royal to be Level 2 boat operators for the District. Chief Officers Colin Jackson and Steve Ardigo, as well as Deputy Fire Marshal Lantier, attended a two-day Fire Chiefs Conference. Chief Pearce was one of the speakers and coordinators of the training.

Deputy Fire Marshal Lantier continues to secure construction homes that are going to be demolished for us to use as training sites. These are invaluable trainings because it gives opportunities to do scenarios in a residential structure. B and C shifts were able to train on a house on Bond Ln. this month.

This was a very busy training month for TFD with hours totaling 667 for all personnel.

Personnel with over 30 hours in October: Steve Ardigo (35), Danny Elkington (60), Digory McGuire (48), Travis Terrell (44), Scott Bahr (45), Christian Balsz (33), Nate Buck (50), Ehren Miller (30), Ryan Tunney (30).

### **Logistics/Maintenance**

Routine monthly maintenance performed.

- B11 Kussmal Auto Ejector malfunctioned and was repaired in house by District personnel.
- C11 SMOG check and annual service completed by R&S.
- U12 SMOG check and annual service completed by R&S.
- UT12 SMOG check and annual service completed by R&S.

- UT11 front bumper and left tail light replaced by District personnel (damage from separate occasions over last few years). All scratches touched up with matching paint by District personnel.
- E11 had new front tires installed by Able Tire.
- E10 had a new Narc vault installed by District personnel.

**Prevention / Public Education**

- Deputy Fire Marshal (DFM) Lantier reports fees billed totaled \$1,699.00.
- Engine Company inspections totaled 15 this month. DFM Lantier performed 6 Fire Protection Systems and 2 Fire District finals. Plan Reviewer Bill Madsen and DFM Lantier performed a combined total of 24 Plan Reviews.
- For Fire Prevention Week/Month, TFD hosted (156) Kindergartners from Reed School & St. Hilary's during the week of October 8-12, as well as (62) 3-5 year-olds from the daycares/preschools at BHNS and BTCCC. The children were taught "Stay Low and Go" in the smoke trailer, put the "Wet Stuff on the Red Stuff" using a hose and nozzle and toured the engine's tools & gear. All participants were "sworn in" and given hats, badges and Junior Firefighter certificates.
- TFD also assisted the Great Shakeout at St. Hilary's School on Thursday, October 18th.

**B. Declaration of Surplus Equipment Discussion.**

M/Woodford, S/O'Neill to approve Step Raise – Firefighter McGuire and Firefighter Terrell, Range 401, Step #2, \$7,162/month, effective November 1, 2018

**Vote:** All Aye  
Absent: Sears, Kirchhoff

**C. Approve Step Raise – Firefighter McGuire and Firefighter Terrell, Range 401, Step #2, \$7,162/month, effective November 1, 2018 Discussion.**

M/O'Neill, S/Woodford to approve Step Raise – Firefighter McGuire and Firefighter Terrell, Range 401, Step #2, \$7,162/month, effective November 1, 2018

**Vote:** All Aye  
Absent: Sears, Kirchhoff

**AGENDA ITEM 6 TREASURER'S REPORT**

**A. Finance Committee**

Directors Kirchhoff and Woodford attended the Finance Committee meeting on Wednesday, November 14, 2018, 1800 hours. Chief Pearce not in attendance.

10/11/2018

<b>Balance on Hand Operating (BofA), beginning</b>	\$	207,557.78
Revenue and voids	\$	39,369.70
Expenses	\$	104,758.24

Transfers to P/R Account	\$	495,000.00
Transfers from LAIF	\$	520,000.00
Transfers to CAMP	\$	
Transfers to LAIF	\$	
Transfer from COM	\$	

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<b>Balance on Hand Operating (Co. of Marin)</b>	\$	
<b>Balance on Hand Operating (BofA), ending</b>	\$	167,169.24

11/14/2018

<b>Balance on Hand Investment Accts</b>		
Apparatus Reserve	\$	1,052,267.00
Facilities/Eq/Misc Reserve	\$	2,657,737.00
General Operations Reserve	\$	80,919.82
Total Balance in account LAIF	\$	2,788,219.92
Total Balance in account CAMP	\$	1,002,703.90

Discussion.

**B. Approval of Warrants and Payroll**

M/O'Neill, S/Woodford to approve warrants in the amount of \$269,133.14 and payroll in the amount of \$449,329.00

**Vote:** All Aye  
Absent: Sears, Kirchhoff

**AGENDA ITEM 8 – COMMITTEE REPORTS**

- A. MERA** – Battalion Chief Ardigo for Chief Pearce  
Last month's update still current.
- B. SMEMPS** – Director O'Neill  
Quarterly meeting will be in December.
- C. Personnel** – Directors Sears (absent) and Miller  
Nothing to report.

**AGENDA ITEM 9 – BOARD COMMENTS**


No Board comments.


**AGENDA ITEM 10 – ADJOURNMENT**

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

**Vote:** All Aye  
Absent:

Meeting adjourned at 1843 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

