

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

December 12, 2018

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

PRESENT: Chief Richard Pearce and Executive Assistant Nicole Chaput

ABSENT:

AGENDA ITEM 1 – CALL TO ORDER

President Miller called the meeting to order at 1830 hrs.

AGENDA ITEM 2 – BOARD OF DIRECTORS

A. Oath of Office – Kirchhoff, O'Neill, Woodford

Chief Pearce administered the Oath of Office to Directors Kirchhoff, O'Neill and Woodford

B. Election of Officers 2019

President: Sears; Vice President: Woodford; Secretary: Kirchhoff

AGENDA ITEM 2 – CONSENT CALENDAR

A. Approval of Minutes, November 14, 2018

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

Vote: All Aye

Absent:

AGENDA ITEM 3 – COMMUNICATIONS

- Thank you card from a patient to B shift for their response to a medical call.
- Thank you note from The Ark's Deirdre McCrohan for the note of condolences sent to her by TFPD for the loss of her family member.
- Thank you card from a family member of a resident for TFPD's service on multiple occasions.
- Meal Train Dinner donated by a MV family to Station 11, B shift.
- Website form submission from a family member of a resident for TFPD's assistance on a medical call.
- Website form submission from a TFPD retiree congratulating the fire chief and team on the ISO rating of number 1.
- Ark piece mentioning TFPD's three (3) incumbents' appointments to new 4-year terms after the November Marin County elections.
- Ark article on proposal of shared management between Southern Marin Fire and Mill Valley Fire,

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**

Chief Pearce extended his appreciation to the Board and staff for their exceptional efforts during his vacations in October and November.

On the heels of another catastrophic fire season, staff is revisiting the Fire Prevention Specialist position. Our constituents and partner agencies are fully engaged and have high expectations from the District. Chief Pearce believes this position will be an excellent opportunity to prioritize and address vegetation management and defensible space efforts on both public and private lands.

We are currently looking at opportunities in upgrading the facilities at Station 10 to more closely align it with staffing and response needs. This will be a significant project that will require the entire organizations attention; Chief Pearce will have an update soon.

Staff is currently reviewing goals and objectives to focus our efforts, streamline our project list and improve execution. Our evolving mission requires these efforts and everyone is excited about the prospects.

The Volunteers are currently preparing items for discussion on the next generation of the group. As discussed previously, the training requirements, availability and lack of call outs has limited participation. Chief Pearce believes we have a committed group of constituents who fill the ranks of the volunteers and looks forward to developing this new role.

Chief Pearce attended several meetings of interest including: Personnel Committee meetings; S MEMPS Administrative meeting; MERA Admin, E-Board, Board meetings; FDAC/DRiSC Legislative Committee meetings, TVFD Administrative meeting.

Operations

The District responded to the following calls:

128 Calls

Zone 10 – 17

Zone 11 – 46

Zone 12 – 18

Angel Island – 0

Bay Waters – 2

Others – 45

Significant Events:

There was one significant event during the month of November

- Cardiac Arrest

Out-of-County:

There was one out-of-county deployment during the month of November

- Woolsey Fire in Ventura County

Training

This month's Southern Area Block Training focused on HAZMAT or hazardous materials response training. A subject expert on hazardous materials came in from San Diego to instruct the course. Firefighter Eules, who is a member of the HAZMAT team, helped to coordinate the training.

EMT training this month recertified all District line personnel in CPR. Lieutenant Fitzgerald is our lead CPR instructor and planned all instruction for the department. Our Medical Director Dr. Bason-Mitchell taught Respiratory Emergencies.

Probationary training for FF/PMs Buck and Bahr continues to be the focus. FF/PM Buck has passed his preliminary training to become a Tiburon Paramedic and FF/PM Bahr is progressing towards that goal. They have started learning the driving and pumping of District apparatus; both are doing well with their training.

The last details and tasks are getting accomplished for the new Type 3 engine and it will be in service very soon. The manufacturer sent a representative to provide in-service training for pumping and operating the engine.

Firefighter Elkington has started in the Acting Officer Program and has been issued a task book.

Firefighters Elkington and McGuire have been progressing in Level 2 boat operations, which focuses on night and inclement weather operations. Both are close to being signed off as District Level 2 operators.

James Rowan leadership training focused on the 5 levels of leadership.

Employees with 20 hours or more: Danny Elkington (21), Mark Fitzgerald (42), Nate Buck (20), Ryan Lewis (20).

Logistics/Maintenance

Routine monthly maintenance performed.

- New Engine 611 continues to be up-fitted with equipment by District personnel.
- M10 had 4 new tires installed at Mill Valley Corp Yard.
- UT11 (Ford F150) had a new battery installed by District personnel.
- C11 had parking brake adjusted by District personnel.
- Gas analyzers were calibrated by District personnel.
- Routine maintenance completed as scheduled.
- New gym equipment installed at both stations.
- District personnel reconfigured and built out the gym at Station 11.

Prevention / Public Education

Deputy Fire Marshal (DFM) Lantier reports fees billed totaled \$875.00.

DFM Lantier performed 6 Fire Final Inspections and 5 Sprinkler inspections. DFM Lantier and Bill Madsen shared completion of 23 Plan Reviews for the month.

Company inspections were 3 this month as DFM Lantier has reassigned inspections into ERS for 2019. Each company will have an equal share of inspections and will have open months for inspections with expected staffing challenges from another out-of-county fire season. Inspections should also be completed by November, with December being open for any re-inspections.

DFM Lantier attended a meeting for Fire Officials with PG&E on their efforts to get to their Tier 2 and Tier 3 Fire Threat area power line vegetation maintenance in Marin. This program begins in 2019 in Marin and the Tiburon Peninsula does not have any Tier 2/3 areas.

B. Fire Prevention Specialist Position Discussion.

C. LAFCO – Call for Regular Special District Member Nominations Discussion.

AGENDA ITEM 6 TREASURER'S REPORT

A. Finance Committee

Directors Kirchhoff and Woodford attended the Finance Committee meeting on Wednesday, December 12, 2018, 1800 hours. Chief Pearce not in attendance.

11/15/2018

Balance on Hand Operating (BofA), beginning	\$	167,169.24
Revenue and voids	\$	323,208.81
Expenses	\$	151,296.46

Transfers to P/R Account	\$	455,000.00
Transfers from LAIF	\$	120,000.00
Transfers to CAMP	\$	
Transfers to LAIF	\$	
Transfer from COM	\$	

12/12/2018

Balance on Hand Operating (Co. of Marin)	\$	
Balance on Hand Operating (BofA), ending	\$	4,081.69

12/12/2018

Balance on Hand Investment Accts		
Apparatus Reserve	\$	1,052,267.00
Facilities/Eq/Misc Reserve	\$	2,657,737.00
General Operations Reserve	\$	(37,136.54)

Total Balance in account LAIF	\$	2,668,219.92
Total Balance in account CAMP	\$	1,004,647.54

Discussion.

B. Approval of Warrants and Payroll

M/Kirchhoff, S/Sears to approve warrants in the amount of \$196,754.69 and payroll in the amount of \$441,790.00

Vote: All Aye

Absent:

AGENDA ITEM 8 – COMMITTEE REPORTS AND ASSIGNMENTS

A. MERA – Chief Pearce

MERA met today. CEQA process is progressing; large focus has been on Motorola Contract Change Orders, number of which have been approved. MERA Finance Committee continues to discuss updates to the Next Generation Project Budget and Cash Flow projections, as well as potential impacts of proposed change orders to the Project Budget. MERA Governing Board received a comprehensive update of the Next Generation System Budget.

B. SMEMPS – Director O'Neill

Nothing to report.

C. Personnel – Directors Sears and Miller

1. Appraisal of Fire Chief

Director Miller requested that it be after the 1st of the new year.

Committee assignments will be appointed at the January 9, 2019 regular meeting of the Board.

AGENDA ITEM 9 – BOARD COMMENTS

Director O'Neill made mention of Firefighter Steven Pacatte's death. Director Kirchhoff requested that a thank you note be sent to the residents who created a holidays lights display in commemoration of the 2018 California wildland fires.

AGENDA ITEM 10 – ADJOURNMENT

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

Vote: All Aye

Absent:

Meeting adjourned in honor of Firefighter Steven Pacatte at 1907 hrs.



David Kirchhoff, Board Secretary



Steve Sears, Board 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