

## TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

January 9, 2019

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

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

**ABSENT:**

### AGENDA ITEM 1 – CALL TO ORDER

President Sears called the meeting to order at 1832 hrs.

### AGENDA ITEM 2 – CONSENT CALENDAR

A. Approval of Minutes, December 12, 2018

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

**Vote:** All Aye

**Absent:**

### AGENDA ITEM 3 – COMMUNICATIONS

- Thank you from a patient for TFPD's response to a vehicle collision.
- Ark photo of Toys for Tots annual toy drive pick up at Station 11.
- Ark photo of special holiday lights display on a residence near Trestle Glen paying homage to the devastating California wildfires.
- Ark article on former TFPD Firefighter/Trainee Steven Pacatte's death in an off-duty motor vehicle accident.
- Steven Pacatte's Memorial Service Program.
- Ark's "Looking Back at 2018" piece revisiting the evacuation decal installation in Tiburon.

### AGENDA ITEM 4 – PUBLIC OPEN TIME

President Sears opened the floor to the public. Resident Eva Buxton addressed the Board with her concerns regarding the Monterey pines in the Hacienda Drive/Port Marino Drive/Tanfield Road area. Chief Pearce recommended she set up a time to meet with him and Deputy Fire Marshal Lantier to further discuss the matter. Ms. Buxton was satisfied with this suggestion and exited the Board meeting.

### AGENDA ITEM 5 – CHIEF'S REPORT

A. Monthly Report

The District is currently conducting a selection process for Firefighter/Trainee; Firefighter/Paramedic and Fire Prevention Specialist. This is in anticipation of planned movement in the organization, operational needs and constituent expectations. Following this process, Chief Pearce anticipates having recommendations for the February and March Board meetings.

We continue looking at opportunities for 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 organization's attention.

Staff has streamlined our project list to improve efficiency and execution. Our evolving mission requires these efforts, and everyone is excited about the prospects.

The Volunteers continue discussions 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 he looks forward to developing this new role.

Chief Pearce attended several meetings of interest including: Volunteer Admin; S MEMPS Admin; MERA Admin, Board; FDAC/DRiSC Legislative Committee meetings; Town retirement party for Scott Anderson; Firefighter Pacatte Memorial Service.

### Operations

The District responded to the following calls:

142 Calls

Zone 10 – 29

Zone 11 – 43

Zone 12 – 17

Angel Island – 2

Bay Waters – 1

Others – 50

### Significant Events:

There were three significant events during the month of December

- Cooking fire
- Building fire
- Watercraft rescue (Bay Waters/SMFD)

### Out-of-County:

No out-of-county events during the month of December

### Training

Southern Marin Block training this month focused on Officer Development and scene size-ups on structure fires. The course presented scenarios and individual officers practiced size-ups of the scenario and set up command and tactics. There was good discussion after the scenarios.

Our Medical Director, Dr. Bason-Mitchell's monthly EMS topic focused on 3 interesting case studies that happened in Southern Marin the month prior. He recaptured the pre-hospital actions and followed up with the extended hospital treatments for the 3 cases.

Our monthly EMT training was about multi-patient incidents and response to violent incidents. This is training that is at the forefront and is being developed between the fire and police departments.

Lieutenant Dean Bonfigli and Firefighters Danny Elkington and Digory McGuire, led by Captain Rod Stewart, participated in a Bay Area-wide Fire Boat training over the course of a week. They are all considered instructors in the Bay Area for various fire boat and rescue operations. Firefighters Elkington and McGuire continue to pursue their Level 2 fireboat operations training.

Our new FF/Paramedics Bahr and Buck have both been signed off as Paramedics for our department and are now training to be District driver operators. Both are doing well and are great additions to the District.

James Rowan training focused on leadership from the middle ranks. Each shift does a conference call every month and leadership topics vary. He stimulates good conversation amongst the shifts.

December was a good last month of the year for training at TFD, with total hours nearing 500. Employees with greater than 30 hours for the month are: Danny Elkington (50), Dean Bonfigli (46.5), Mark Fitzgerald (48.5), Digory McGuire (41), John Miller (36.25), Rod Stewart (43).

### Logistics/Maintenance

Routine monthly maintenance performed.

### Apparatus/Equipment:

New Engine 611 placed into service! Cradle Point installed by TFD personnel. Cradle Point is a WiFi system that will allow us to use tablets and the Tablet Command program in the field).

Fire Boat Tiburon went to Moose for pump clutch issue and it was discovered both pump clutches were worn out. Moose is working on a solution and the boat remains in service for rescue and water operations.

E11 went to Diego for an air leak that was diagnosed by TFD personnel but required some special tools to repair. TFD personnel installed Cradle Point on E11 as well.

### Stations:

Station 10 kitchen sink faucet was found to have a bad back flow valve and was repaired by District personnel.

Station 11 upstairs plumbing issue caused a leak and damage to the apparatus room ceiling. Problem was fixed by plumbers. Ceiling tiles and upstairs walls were repaired by District personnel.

### Prevention / Public Education

Deputy Fire Marshal (DFM) Lantier reports fees billed for the month of December totaled \$720.00.

DFM Lantier performed (2) public education presentations to the Evening Rotary Group on December 12/6/18 and Community Congregational Church on 12/7/18. Both were regarding Defensible Space and its importance to the entire Tiburon Peninsula. DFM Lantier also participated in the yearly Marin Fire Prevention Officers Planning Meeting for 2019 to meet the goals set by the Marin Fire Chief's direction. DFM Lantier also assisted Chief Pearce at the Lessons Learned meeting hosted by Chief Weber of Marin County Fire. This was a strategy meeting to address the country wide efforts for wildfire preparedness and other collective measures.

The District is rolling out a technical communication platform called G-Suite, which is a Google product. This platform enables us to better manage communications in-house on projects, vacations, inspections, investigations and records management by tying everyone into the many tools utilized in G-Suite. An example is unified texting and/or calling for staff meetings, project

management updates like engine builds, and other systems we used to do via paper and at staff meeting discussions. This is a streamlining platform which is expected to be very beneficial to the District.

The year was very active for the Prevention Bureau by way of inspections and plan reviews. Staff completed an estimated 656 actions which included Company inspections (112), fire system inspections (79), fire district final approvals (14), Wildland Urban Interface (WUI) compliance (90) and other inspections (7). Also factored into this number is the (354) plan reviews that were completed by DFM Lantier and consultant Bill Madsen. This is especially satisfying due to an entire download of the 4,554 Parcels within the District, extracted from the Assessor's Office, which took place in June. The list is still under a vetting process for duplicates, but Emergency Reporting is now current to the Assessor's records of parcels.

#### **2018: Year-End Summary**

The District responded to 1,738 calls in 2018

Zone 10 – 312

Zone 11 – 521

Zone 12 – 226

Angel Island – 16

Bay Waters – 22

Others – 641

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

**JULY** – Eastern Fire, San Benito County; Carr Fire, Shasta County; Mendocino Complex Fire/River Fire, Colusa, Lake and Mendocino Counties

**AUGUST** – Demobilization of 1<sup>st</sup> crew assigned to Mendocino Complex Fire and 2<sup>nd</sup> crew deployed.

**NOVEMBER** - Woolsey Fire, Ventura County

#### **Fireboat Responses:**

Fireboat Tiburon had 44 responses including medical aids, USCG assists, rescues and vessel assists

#### **Significant Events:**

13 significant events including, but not limited to, cardiac arrests, traumatic injuries, fires and vehicle collisions

#### **Fire Losses:**

There was 1 incident that resulted in losses in 2018, in the amount of \$2,000.00

Incident was an outside trash, waste or rubbish fire.

Total 2018 Property Loss: \$2,000.00

Total 2018 Losses: \$2,000.00

#### **B. Declare Surplus Equipment Discussion.**

M/Kirchhoff, S/O'Neill to approve list of surplus equipment.

**Vote:** All Aye

Absent:

- C. Approve Step Raise – Deputy Fire Marshal Michael Lantier, Range 409, Step #2, \$9,602/month, effective January 16, 2019  
Discussion.

M/Miller, S/Kirchhoff to approve Step Raise – Deputy Fire Marshal Michael Lantier, Range 409, Step #2, \$9,602/month, effective January 16, 2019

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

**AGENDA ITEM 6 TREASURER'S REPORT**

- A. Finance Committee  
Directors Kirchhoff and Woodford attended the Finance Committee meeting on Wednesday, January 9, 2019, 1800 hours.

12/13/2018

<b>Balance on Hand Operating (BofA), beginning</b>	\$	4,081.59
Revenue and voids	\$	3,408,776.61
Expenses	\$	2,727,519.28

Transfers to P/R Account	\$	595,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	
Transfers to CAMP	\$	2,675,000.00
Transfer from COM	\$	

1/9/2019

<b>Balance on Hand Operating (Co. of Marin)</b>	\$	
<b>Balance on Hand Operating (BofA), ending</b>	\$	120,338.92

1/9/2019

**Balance on Hand Investment Accts**

Apparatus Reserve	\$	1,052,267.00
Facilities/Eq/PERS/OPEB Reserve	\$	2,657,737.00
General Operations Reserve	\$	2,642,561.54

Total Balance in account LAIF	\$	2,668,219.92
Total Balance in account CAMP	\$	3,684,345.90

Discussion.

- B. Approval of Warrants and Payroll

M/Miller, S/Kirchhoff to approve warrants in the amount of \$266,113.26 and payroll in the amount of \$527,183.00

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

**C. Acceptance of Audit**

Discussion. Clarification on one item by Chief Pearce with verification by Finance Officer Rosevear provided to the Board via email.

M/Kirchhoff, S/Miller to accept audit.

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

**D. Acceptance of CAFR**

Discussion. Clarification on one item by Chief Pearce with verification by Finance Officer Rosevear provided to the Board via email.

M/Kirchhoff, S/Miller to accept CAFR.

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

**AGENDA ITEM 7 – COMMITTEE REPORTS AND ASSIGNMENTS**

All committee assignments shall remain unchanged for 2019.

**A. MERA – Chief Pearce**

MERA moving forward with the preparation of the supplemental EIR. New Project Oversight committees commencing, along with Governing Board meetings late January. Work continues on the significant change orders with Motorola and the contractors. Timing has been delayed but we will have a state-of-the-art system once completed.

**B. S MEMPS – Director O’Neill**

Nothing to report. February meeting TBD.

**C. Personnel – Directors Sears and Miller**

Closed Session to follow as next Agenda Item.

**AGENDA ITEM 8 – CLOSED SESSION**

**A. Personnel (Government Code 54957)**

**1. Appraisal of Fire Chief**

The Board adjourned to Closed Session at 1913 hours to discuss the following item:

**A. Personnel (Government Code 54957)**

**1. Appraisal of Fire Chief**

The Board reconvened to Open Session at 1928 hours and reported the following:

**A. Personnel (Government Code 54957)**

**1. Appraisal of Fire Chief: The Personnel Committee met to evaluate the Fire Chief’s performance throughout the 2018 year. The Board commended Chief Pearce for his role as fire chief over the past year.**

**AGENDA ITEM 9 – BOARD COMMENTS**

No Board comments.

**AGENDA ITEM 10 – ADJOURNMENT**

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

**Vote:** All Aye

**Absent:**

Meeting adjourned at 1930 hrs.

  
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David Kirchhoff, Board Secretary

  
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Steve Sears, 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  
EIR – Environmental Impact Report  
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

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