

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

February 13, 2019

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

PRESENT: Chief Richard Pearce and Executive Assistant Nicole Chaput

ABSENT: Director O'Neill

AGENDA ITEM 1 – CALL TO ORDER

President Sears called the meeting to order at 1830 hrs.

AGENDA ITEM 2 – CONSENT CALENDAR

A. Approval of Minutes, January 9, 2019

M/Kirchhoff, S/Miller to approve Consent Calendar Items

Vote: All Aye

Absent: O'Neill

AGENDA ITEM 3 – COMMUNICATIONS

- Thank you card from a patient on the anniversary date of a SCAD (Spontaneous Coronary Artery Dissection) that TFPD responded to on 1/11/18.
- Thank you card from Steven Pacatte's family for the support TFPD provided after his sudden death in December.
- Thank you note from an attendee at the annual Chamber of Commerce Mixer hosted by TFPD.
- Thank you card to Deputy Fire Marshal Lantier for his "courtesy and assistance" with the installation of a residential Knox Box.
- Thank you card from Ventura County Fire Department Chief Mark Lorenzen for TFPD's help and support while deployed to the Woolsey Fire last year.
- Thank you letter to Deputy Fire Marshal Lantier from Rincon Valley/Windsor Fire Protection District Chief Mark Heine for his assistance with candidate promotion assessments.
- Ark piece on Board of Director Tom O'Neill's 5th Annual Irish Music Festival.

AGENDA ITEM 4 – PUBLIC OPEN TIME

President Sears opened the floor to the public. No public present.

AGENDA ITEM 5 – CHIEF'S REPORT

A. Monthly Report

The selection process for Fire Prevention Specialist, Firefighter/Paramedic and Firefighter Trainee have been completed and we currently have several candidates in the background investigations and physical capacity testing prior to final Board recommendations anticipated in March and April.

In preparation of filling the Fire Prevention Specialist position, we are establishing criteria and methods that will fully engage our constituents and partner agencies to address vegetation management and defensible space efforts on both public and private lands. Expectations of the District are very high and Chief Pearce believes we are well-positioned to excel on these initiatives.

Efforts continue on opportunities to upgrade the facilities at Station 10 to more closely align it with staffing and response needs as well as with meetings with Senator McGuire on a funding mechanism for Angel Island emergency response.

The Volunteers are currently reviewing and commenting on the next generation of service. As discussed previously, the training requirements, availability and lack of call outs has limited participation. Chief Pearce believes the path forward will address the needs of the group and the community.

Chief Pearce attended several meetings of interest including: SMEMPS Admin, Op's; MERA Admin, Board; FDAC/DRiSC Legislative Committee meetings; MCSO Dispatch; TVFD Admin; Staff and Finance meetings.

Operations

The District responded to the following calls:

147 Calls

Zone 10 – 30

Zone 11 – 42

Zone 12 – 22

Angel Island – 1

Bay Waters – 4

Others – 48

Significant Events:

There were no significant events during the month of January

Out-of-County:

There were no out-of-county deployments during the month of January

Training

Marin County Block Training is focusing on single family structure fires using modern firefighting tactics. Each shift will participate in a night drill that satisfies mandatory ISO training.

EMT training was a review of our EMT emergency skills and our monthly training with Dr. Bason-Mitchell focused on Cardiac emergencies.

FF/PM's Nate Buck and Scott Bahr are learning to drive the narrow streets of Tiburon and Belvedere. They are also training daily on pumping operations on the fire engines.

We have moved to G-Suite for our email, calendar and drive and are finding it very beneficial for organization. There has been training for all personnel and Captain Ehren Miller has become our expert and trainer.

We have received and put into service iPads that have Tablet Command and various other Applications that help us on the job. Deputy Fire Marshal Lantier gave an in-service training on the new app, Inspect ER, used for business inspections.

All TFPD employees went through the online mandatory Harassment training this month.

The Fireboat has been busy with all the storms this past month. Firefighter Danny Elkington has successfully passed the Level 2 operator test for the fireboat. He is now qualified to operate in inclement weather and during night operations.

Personnel with greater than 30 hours of training: Lt. Dean Bonfigli (36), FF/PM Nate Buck (32), FF Danny Elkington (32), FF/PM Mark Fitzgerald (32.5), Capt. Dave Newman (56), FF Mark Newman (46.5), Lt. Mike Tompkins (46), FF/T Ryan Tunney (34.5)

Logistics/Maintenance

Routine monthly maintenance performed.

Apparatus/Equipment:

- B11, (Tahoe) Oil change service completed by R&S
- C11, (Expedition) Front seat covers installed by District Personnel
- E10, District personnel adjusted the pump packing. The Bullard TIC was sent in for warranty repair and is back in service
- E11, Annual service completed by Diego Truck Repair. Thermostats found to be bad and were replaced as well. TFD personnel diagnosed and repaired an air leak at the back of the system governor and repaired the fan/generator tray in the rear compartment
- E611 had a new exhaust tip installed by Johnny Franklins to be compatible with the Station 11 Plymovent system
- M10 had an oil change service completed by Mill Valley Corp Yard
- All SCBAs tested by outside vender
- SCBA cylinders are being sent out for hydro testing, 20 completed in January with one failure (bottle abrasion)

Prevention / Public Education

Deputy Fire Marshal (DFM) Lantier reports fees billed totaled \$2,152.00.

Inspections:

1. No Engine Company Inspections are scheduled for January, but 3 were performed. All Engine Inspections begin February 1 and will be done using the iPad and Inspect ER app. This is an attempt to go paperless and do live data entry simultaneously.
2. DFM Lantier did 14 Inspections in January.

Notes:

- DFM Lantier attended a Marin County Fire Prevention Officers Standards meeting at Novato Fire on January 31. There are over 45 Standards adopted by the Marin Fire Prevention Officers group due to variation to local jurisdiction. The group believes this is excessive and worked on over 19 standards that will now be referenced back to the standard code language in the CA Fire Code. The other standards will be revised over the next 5 months, to be then codified in the second half of the year per CA Building Standards Commission requirements. We are slowly moving towards a unified county for Fire Code compliance, especially in the Vegetation Management Standards.

- B. Form 700, Statement of Economic Interest and AB1825 Sexual Harassment Prevention Training for BOD Discussion.

AGENDA ITEM 6 TREASURER'S REPORT**A. Finance Committee**

Directors Kirchhoff and Woodford attended the Finance Committee meeting on Wednesday, February 13, 2019, 1800 hours.

2/14/2019

Balance on Hand Operating (BofA), beginning	\$	120,338.92
Revenue and voids	\$	713,225.82
Expenses	\$	155,774.38

Transfers to P/R Account	\$	430,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	
Transfers to CAMP	\$	
Transfer from COM	\$	

2/13/2019

Balance on Hand Operating (Co. of Marin)	\$	
Balance on Hand Operating (BofA), ending	\$	247,790.36

2/13/2019

Balance on Hand Investment Accts

Apparatus Reserve	\$	1,052,267.00
Facilities/Eq/PERS/OPEB Reserve	\$	2,657,737.00
General Operations Reserve	\$	2,668,753.79

Total Balance in account LAIF	\$	2,686,205.96
Total Balance in account CAMP	\$	3,692,551.83

Discussion.

B. Approval of Warrants and Payroll

M/Miller, S/Kirchhoff to approve warrants in the amount of \$289,897.73 and payroll in the amount of \$437,962.00

Vote: All Aye

Absent: O'Neill

C. 2018/19 Mid-Year Budget Revisions/Recommendations

Discussion.

M/Miller, S/Kirchhoff to approve 2018/19 Mid-Year Budget Revisions/Recommendations

Vote: All Aye

Absent: O'Neill

AGENDA ITEM 7 – RESOLUTIONS**A. Adopt Resolution #2019-01 through #2019-04, 2018 Recognition Awards**

M/Kirchhoff, S/Miller to adopt Resolutions #2019-01 through #2019-04, 2018

Recognition Awards

Vote by Roll Call:

AYE: Miller, Sears, Woodford, Kirchhoff

NO: None

Absent: O'Neill

AGENDA ITEM 8 – COMMITTEE REPORTS

A. MERA – Chief Pearce

MERA still moving forward. Project completion date most likely 2022 or 2023. Novato recently decided to opt out of supporting the administrative side of MERA; MERA will look for an interested agency to pick up that piece as soon as possible.

B. S MEMPS – Chief Pearce for Director O'Neill (ABSENT)

S MEMPS met last week for mid-year budget adjustments and discussion of finance policies. New Rescue engine has been received and a new ambulance should be coming in the next year.

C. Personnel – Directors Sears and Miller

Nothing to report.

AGENDA ITEM 9 – BOARD COMMENTS

Director Miller brought up local Open Space trails. Discussion.

AGENDA ITEM 10 – ADJOURNMENT

M/Miller, S/Woodford for adjournment.

Vote: All Aye

Absent: O'Neill

Meeting adjourned at 1900 hrs.



David Kirchhoff, Board Secretary



Cheryl Woodford, Vice 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
TFFPD – Tiburon Fire Protection District
TVFD – Tiburon Volunteer Fire Department