

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

March 13, 2019

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

PRESENT: Chief Richard Pearce, Executive Assistant Nicole Chaput and Hannah Weikel from The Ark newspaper

ABSENT: President Steve Sears

AGENDA ITEM 1 – CALL TO ORDER

Vice President Woodford called the meeting to order at 1833 hrs.

AGENDA ITEM 2 – CONSENT CALENDAR

A. Approval of Minutes, February 13, 2019

M/Kirchhoff, S/Miller to approve Minutes, February 13, 2019

Vote: All Aye

Absent: Sears

AGENDA ITEM 3 – COMMUNICATIONS

- Ark article on February storm damage and partial road collapse on Vistazo West.
- Ark article on TFPD's assistance with a building fire in SMFD's jurisdiction.
- Ark piece on TFPD's assistance with a head-on vehicle collision.
- Thank you letter with pictures to the TFPD crew who participated in the annual Read to Reed event at Reed Elementary School.

AGENDA ITEM 4 – PUBLIC OPEN TIME

Vice President Woodford opened the floor to the public. No public present.

AGENDA ITEM 5 – CHIEF'S REPORT

A. Monthly Report

The Marin County Regional Fire Academy will commence on March 25th and last 12 weeks. TFPD are finalizing the background investigations and physical capacity testing for the new recruits prior to final Board recommendations anticipated in April.

There is a heightened sense of awareness of vegetation management, defensible space and evacuation routes on the heels of the most recent wildfires. We are establishing criteria and methods that will fully engage our constituents and partner agencies with efforts on both public and private lands. As previously discussed, expectations of the District are very high and Chief Pearce believes we are well-positioned to excel on these initiatives.

We are looking at an opportunity to develop a dedicated training facility on the peninsula; I will have more on this at the Board meeting. Senator McGuire has facilitated a meeting with State Parks to establish a funding mechanism for Angel Island emergency response. As I discussed with Senator McGuire, the District has essentially been subsidizing State Park operations.

Chief Pearce attended several meetings of interest including: S MEMPS 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:

145 Calls

Zone 10 – 32

Zone 11 – 41

Zone 12 – 14

Angel Island – 0

Bay Waters – 8

Others – 50

Significant Events:

There was one significant event during the month of February

Out-of-County:

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

Training

Marin County Block Training is focusing on single family structure fires using modern firefighting tactics. Each shift participated in a multi-company drill that simulated a first alarm single family structure fire.

EMT training was about the new policies and procedures that are in place as of 3/1/19.

Our monthly EMS training with Dr. Bason-Mitchell focused on medical emergencies from house fires; i.e., burns and inhalation emergencies.

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

Our annual physicals were this month and we are looking to keep our title as the "Fittest Department."

Firefighter Digory McGuire took and passed his test to become a District Level 2 Boat Operator; he is now qualified to operate in inclement weather and during night operations.

James Rowan leadership training focused on the concept of leading from the middle. There was also a cultural survey completed by all District personnel.

Probationary testing of the first module of the task books took place and FF/PM's Nate Buck and Scott Bahr passed. FF/T's Ryan Tunney, Ryan Lewis and John Swartz also took the tests and did very well.

Personnel with greater than 25 hours of training: BC Tommy Hellyer (49), FF/T John Swartz (29), FF/T Ryan Lewis (27.5), LT/PM Mark Fitzgerald (32), FF Mark Newman (29.5), Capt. Ehren Miller (26)

Logistics/Maintenance

Routine monthly maintenance performed.

Apparatus/Equipment:

- Station 11 SCBA Compressor Air Quality Check completed by District personnel
- M7 rear loading light found not working, found to be faulty wire repaired by District personnel
- E11 ladder rack found bent, removed from engine and straightened by District personnel
- New B11 Tahoe upfitting continued
- SCBA cylinders continue to be sent out for hydro testing
- Hand held gas analyzers calibrated by District personnel
- Annual ladder testing completed by outside testing company
- Routine maintenance completed as scheduled
- Station 10 kitchen sink hot water valve replaced by District personnel
- Station 11 B11 apparatus bay door hinge pin repaired by District personnel

Prevention / Public Education

Deputy Fire Marshal (DFM) Lantier reports fees billed totaled \$1,260.00.

DFM Lantier did 6 Inspections last month and 8 Plan Reviews. Bill Madsen did 18 Plan Reviews last month.

1. Engine Companies have begun their inspections and are focused on ensuring quality Property Management data is collected from the Responsible Party. They are also asking the businesses if the time of year that we have scheduled them for inspection works for their business activity or to move the date to a month that is less hectic for them.
2. Tiburon has (4) personnel on the Marin County Fire Investigation Team (MCFIT). They are Captain David Newman, DFM Mike Lantier, Lt. Michael Tomkins and Lt. Dean Bonfigli. MCFIT members may be called to assist other agencies in the event of a large scale fire investigation in Marin.

B. Review of candidates for LAFCO Special District Member Election Discussion.

C. Approve appointment of Patrick Bignardi to Fire Prevention Specialist, Range 407, Step #1, \$6,820/mo., effective March 16, 2019 Discussion.

M/Kirchhoff, S/Miller to approve appointment of Patrick Bignardi to Fire Prevention Specialist, Range 407, Step #1, \$6,820/mo., effective March 16, 2019

Vote: All Aye
Absent: Sears

- D. Approve appointment of Firefighter-Trainee Ryan Tunney to Interim Firefighter, Range 401, Step #1, \$6,820/mo., effective March 15, 2019 through June 15, 2019

Discussion.

M/Miller, S/Kirchhoff to approve appointment of Firefighter-Trainee Ryan Tunney to Interim Firefighter, Range 401, Step #1, \$6,820/mo., effective March 15, 2019 through June 15, 2019

Vote: All Aye
Absent: Sears

- E. Ratify Step Raise - Firefighter Danny Elkington, Range 401, Step #4, \$7,899/mo., effective March 1, 2019

Discussion.

M/O'Neill, S/Miller to ratify Step Raise - Firefighter Danny Elkington, Range 401, Step #4, \$7,899/mo., effective March 1, 2019

Vote: All Aye
Absent: Sears

AGENDA ITEM 6 TREASURER'S REPORT

- A. Finance Committee

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

2/14/2019

Balance on Hand Operating (BofA), beginning	\$	247,790.36
Revenue and voids	\$	95,625.09
Expenses	\$	662,937.95

Transfers to P/R Account	\$	330,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	
Transfers to CAMP	\$	
Transfer from COM	\$	

3/13/2019

Balance on Hand Operating (Co. of Marin)	\$	
Balance on Hand Operating (BofA), ending	\$	10,477.50

3/13/2019

Balance on Hand Investment Accts

Apparatus Reserve	\$ 1,052,267.00
Facilities/Eq/PERS/OPEB Reserve	\$ 2,657,737.00
General Operations Reserve	\$ 2,346,222.59

Total Balance in account LAIF	\$ 2,356,205.96
Total Balance in account CAMP	\$ 3,700,020.63

Discussion.

B. Approval of Warrants and Payroll

M/Miller, S/Kirchhoff to approve warrants in the amount of \$226,325.24 and payroll in the amount of \$488,101.00

Vote: All Aye

Absent: Sears

C. Report on Committee meeting with City of Belvedere Representatives

Discussion.

AGENDA ITEM 7 – COMMITTEE REPORTS**A. MERA – Chief Pearce**

The Draft SEIR is still in development with staff and MERA counsel reviewing the various chapters. Public release is anticipated mid-2019 and completion of the MERA Site Leasing and the Next Gen Project Customer Design Review Process with Motorola will follow the completion of the CEQA process later this year. MERA is advertising the Senior Homeowner Parcel Tax Exemption for 2020 this month. Application due date is 6/1/19 and the exemption must be applied for each year.

B. SMEMPS – Director O'Neill

Nothing to report.

C. Personnel – Directors Sears (ABSENT) and Miller

Assessment of the Chief was completed in January and he is continuing to do a stellar job.

AGENDA ITEM 8 BOARD COMMENTS

No Board comments.

AGENDA ITEM 9 – CLOSED SESSION

The Board adjourned to Closed Session at 1908 hours to discuss the following items:

A. Conference with Real Property Negotiators Pursuant to California Government

Code Section 54956.8

Property: 500 Tiburon Blvd., Tiburon, CA 94920; APNs: 055-093-06, 07, 08

Agency Negotiators: Richard Pearce, Terry Carlson

Negotiating Parties: Tiburon Fire Protection District and Richardson Bay Sanitation District

Under Negotiation: Price and terms for possible property acquisition

The Board reconvened to Open Session at 1930 hours and reported the following:

The Board has provided direction to Chief Pearce.

AGENDA ITEM 10 – ADJOURNMENT

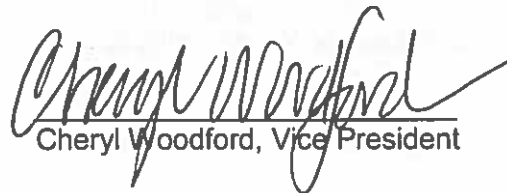
M/Kirchhoff, S/Miller for adjournment.

Vote: All Aye

Absent: Sears

Meeting adjourned at 1931 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
TFPD – Tiburon Fire Protection District
TVFD – Tiburon Volunteer Fire Department