TIBURON FIRE PROTECTION DISTRICT
Board of Directors Meeting
July 10, 2019

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

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

ABSENT: Director Cheryl Woodford

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, June 12, 2019

M/O'Neill, S/ Miller to approve Minutes, June 12, 2019
Vote: All Aye
Absent: Woodford

AGENDA ITEM 3 – COMMUNICATIONS
- Thank you card from Reed School for the time TFPD staff spent with the first graders during their annual battery recycling visit to Station 11.
- Thank you letter from a Reed School 1st grader for the battery recycling visit.
- Thank you card from resident for our assistance with multiple medical calls for their family member.
- Thank you letters for BC Hellyer, LT/PM Fitzgerald, LT Bonfigli, FF/PM Buck, FF M. Newman and FF Terrell from SMD BC M. Barnes for their “outstanding work” as part of the instructor cadre at the 2019 Marin County Regional Academy.
- Ark photos of FPS Bignardi’s participation at the Tiburon Chamber of Commerce’s inaugural “Best in Show” dog parade on Main St., 6/5/19
- Ark correction & clarification for DFM Lantier’s Chipper Day notice to the public, 6/26/19
- Ark photo of controlled burns in the Old St. Hilary’s Open Space Preserve the week of 6/24/19
- Ark article and photo: “As wildfire season starts, Tiburon fire agency ramps up prevention efforts”, 6/26/19

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
There has been a tremendous amount of activity towards our initiatives. The new recruits have graduated from the academy and, following a brief orientation, have begun
the duties on their assigned shifts. The energy and enthusiasm are very high in the organization.

There were several high visibility events on the peninsula last month including a destructive training event at the New Morning Cafe and a controlled burn in the Old St. Hilary's Open Space. Each was very successful with many positive comments from our constituents.

PG&E has established a new program "Public Safety Power Shutoff" that would turn off the power for extended periods during extreme hazard conditions. During our most recent Red Flag event, the "PSPS" was implemented over a large area and was credited with stopping the ignition of several potential fires. Due to this success and anticipated duration of such events, we co-hosted a stakeholder's workshop with Southern Marin Fire District to inform our municipalities and commercial partners. The focus of the workshop was assessment, mitigation and preparedness. This program was very well received.

Chief Pearce attended several meetings of interest including: SMEMPS Admin, Ops, Marin Emergency Medical Services Agency (EMSA); MERA Admin, Board; FDAC/Cal Chiefs Legislative Committee meetings; MCFCA; TVFD; Staff and Finance meetings.

Operations

The District responded to the following calls:
165 calls
Zone 10 - 22
Zone 11 - 56
Zone 12 - 16
Angel Island - 1
Bay Waters - 1
Others - 69

Significant Events:
There was one significant event during the month of June
Gilmartin Drive - trash or rubbish fire

Out-of-County:
There were no out-of-county deployments during the month of June

Training
The Regional Fire Academy recruit class graduated June 7th. The recruits then completed a full week of driver/operator training, as well as an additional 40-hour work week at Station 11 for an orientation and "mini-academy". They are all third-person qualified and currently assigned to their respective shifts. Thank you to the recruits who have been putting in long weeks of training since the end of March.

A special thank you to Firefighter Mark Newman who, as an academy instructor, saw the recruits through the 12-week academy process and then continued to work with training them until they began their assigned shifts.
June Block Training was county-wide and continued to focus on preparation for the wildland fire season.

TFD personnel, along with new recruits, were able to take part in Destructive Training at New Morning Cafe.

Marin EMS scheduled cadaver labs for each shift in June in order for them to practice lesser-used invasive procedures and newer procedures on a cadaver.

In June, focus on hydrant maintenance continued to be a priority.

Personnel with greater than 25 hours of training: FF/PM Armour (34.5), FF/PM Bell (29.5), FF/Tr Bornstein (28.5), LT/PM Fitzgerald (32.75), FF/Tr Gallagher (26), FF/PM May (33), FF/Tr Mock (26), FF M. Newman (37.75) and FF/Tr Wilson (33).

**Logistics/Maintenance**
Routine monthly maintenance performed.
- Annual pump testing completed on E11, E10 and E811 by District personnel.
- E11 exhaust pipe tip was damaged by a low wall. Exhaust tip was removed, straightened, welded and reinstalled by District personnel.
- Fire Boat swim ladder mounting system was repaired by a combined effort of Moose Boats and District personnel. Broken boat pole mounts were replaced, and boat pole refinished by District personnel.
- Last group of SCBA bottles returned from hydro testing at Santa Rosa Fire Equipment.
- Portable gas analyzers were calibrated by District personnel.

**Prevention / Public Education**
Deputy Fire Marshal (DFM) Lantier reports fees billed totaled $1,227.00.

**Inspections Completed:**
(1) Engine Company Inspection completed this month.
(7) Fire Sprinkler System inspections by DFM Lantier and training for FPS Bignardi. All were compliant.
(3) Fire District Final Inspections were completed by DFM Lantier (and continued training with Bignardi) and each project is no longer active.
(302) WUI/Vegetation Management inspections by FPS Bignardi with 81 noted with a violation.

**Plan Reviews:**
(12) Reviews were completed by Bill Madsen.
(9) Reviews were completed by DFM Lantier.

**Public Education/Community Risk Reduction:**
Tiburon Fire crews assisted in a 3-day live burn of cut materials with Marin County Fire and Marin Open Space on Vistazo West. A great collaboration of Authorities Having Jurisdiction in the planning, execution and removal of approximately 225 tons of Acacia from a federally protected preserve.
CalTrans also removed approximately 25.5 tons of cuttings from the roadside along Tiburon Boulevard/Highway 131 after numerous emails & phone requests by Fire Prevention staff. This work took over 4 days of cutting June 17th-June 20th between Rock Hill and Avenida Miraflores. Further work will continue near Avenida Miraflores and Stewart Drive in July.

DFM Lantier and FPS Bignardi attended a Code Meeting in Petaluma with the Marin FPO group, Sonoma FPO group, Redwood Empire Code Officials (REACO) and representatives from Building Standards Commission, Office of the State Fire Marshal and International Code Council for update coming July 1st for the Triennial Code change cycle.

FPS Bignardi presented a fire presentation to the Belvedere-Tiburon Joint Disaster Council on Defensible Space.

DFM Lantier and FPS Bignardi presented to a Get Ready Class on June 27th.


Vote: All Aye
Absent: Woodford

C. Ratify Step Raise – Firefighter Travis Terrell, Range 401, Step #3, $7,746/mo., effective July 1, 2019. Discussion.

M/Miller, S/Kirchhoff to ratify Step Raise – Firefighter Travis Terrell, Range 401, Step #3, $7,746/mo., effective July 1, 2019.

Vote: All Aye
Absent: Woodford

AGENDA ITEM 6 TREASURER’S REPORT
A. Finance Committee
Directors Kirchhoff and O’Neill attended the Finance Committee meeting on Wednesday, July 10, 2019, 1800 hours.

6/13/2019

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<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Balance on Hand Operating (BofA), beginning</td>
<td>$(261,124.61)</td>
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<tr>
<td>Revenue and voids</td>
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<td>Expenses</td>
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<td>Transfers to P/R Account</td>
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<td>Transfers to CAMP</td>
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<tr>
<td>Transfers from CAMP</td>
<td>$</td>
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Transfer from COM

7/10/2019

Balance on Hand Operating (Co. of Marin)
Balance on Hand Operating (BofA), ending $204,601.84

7/10/2019

Balance on Hand Investment Accts
Apparatus Reserve $1,287,639.00
Facilities/Eq/PERS/OPEB Reserve $2,833,262.00
General Operations Reserve $1,923,418.23

Total Balance in account LAIF $1,002,538.70
Total Balance in account CAMP $5,041,780.53

Board members commend Finance Officer Rosevear on her excellent work pertaining to the budget.

B. Approval of Warrants and Payroll
Discussion.

M/Kirchhoff, S/Miller to approve warrants in the amount of $688,567.22 and payroll in the amount of $472,046.00
Vote: All Aye
Absent: Woodford

AGENDA ITEM 7 – COMMITTEE REPORTS
A. MERA – Chief Pearce
   MERA is anticipating arrival of the final SEIR and there will be public open comment period upon receipt.
B. SMEMPS – Director O’Neill
   Quarterly meeting coming up in August.
C. Personnel – Directors Sears and Miller
   Nothing to report.

AGENDA ITEM 8 BOARD OF DIRECTORS/BOARD COMMENTS
Former longtime Board member and Belvedere Fire Chief Albert “Tim” Harris passed away Sunday, July 7, 2019. Director Kirchhoff commended Mr. Harris for the special man that he was and for his service. The Board will adjourn this meeting in Harris’ honor.

AGENDA ITEM 9 – ADJOURNMENT

M/Kirchhoff, S/Miller to adjourn in honor of Albert “Tim” Harris.
Vote: All Aye
Absent: Woodford

Meeting adjourned at 1854 hrs.
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  
MCSO – Marin County Sheriff’s Office  
MERA – Marin Emergency Radio 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