TIBURON FIRE PROTECTION DISTRICT
Board of Directors Meeting
August 14, 2019

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

PRESENT: Chief Richard Pearce

ABSENT: Directors Cheryl Woodford and Tom O’Neill, Executive Assistant Nicole Chaput

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, July 10, 2019

M/Miller, S/Kirchhoff to approve Minutes, July 10, 2019

Vote: All Aye

Absent: Woodford and O’Neill

AGENDA ITEM 3 – COMMUNICATIONS
- Thank you card from PJ Harris to the District for the sentiments and communications regarding the passing of Albert “Tim” Harris.
- Thank you email from a resident on Hacienda Drive for DFM Lantier and FPS Bignardi regarding the work being done to clean up vegetation, dead trees and create defensible space around homes in the area.
- Email from a resident to the Vice Mayor of Tiburon expressing gratitude to TFPD personnel for “benefiting from their advanced state of training, education and expertise” for a response to a medical call.
- Ark piece: “Construction pile catches fire behind Gilmartin home”, 7/3/19
- Ark article: “Burst water pipeline floods Round Hill Road garage”, 7/3/19
- Ark article: “Businesses brace for potential days-long blackouts”, 7/3/19
- Ark article: “Southern Marin fire district forms parcel-tax oversight committee”, 7/3/19
- Ark article: “Southern Marin fire district budget includes $1 mil for fire prevention”, 7/3/19
- Ark obituary piece on Albert “Tim” Harris: “Former Belvedere volunteer fire chief was also active on Tiburon Fire Board”, 7/17/19
- Ark mention and photo: “Residents go all out for Chipper Day”, 7/17/19
- Ark ad for Chipper Days 2019 and article: “City to collect cut vegetation curbside at Aug. 6-8 Chipper Days”, 7/31/19
- Ark article: “Despite wildfire concerns, officials say evacuation drills don’t make sense for Tiburon”, 7/31/19
- Ark article and photo: “Teen driver unhurt after Maserati spins off Paradise Drive, catches fire”, 7/31/19

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

The new recruits have begun their duties on their assigned shifts. The additional personnel have enabled the elimination of cross staffing at Station 10 enhancing operational efficiencies and effectiveness. Energy and enthusiasm remain very high in the organization. After many delays, the new Type1 Engine has been received and is currently being tested and outfitted for operation. Once placed into service, some non-urgent deferred maintenance items will be addressed on the entire fleet.

In the District’s response to the Grand Jury Report: “Wildfire Preparedness: A New Approach”, one of the recommendations included the creation of a new Joint Powers Authority (JPA) to manage a countywide wildfire prevention program to include; fire fuel reduction and vegetation management; defensible space evaluations and education; evacuation planning and neighborhood preparedness, and alert and warning enhancements to name a few. As mentioned in our response, a group of fire chiefs and city managers have been working to create a program that better protects our constituents and enhances our current efforts. Chief Pearce anticipates a recommendation shortly that will establish a new JPA funded by a countywide parcel tax; naturally, this would require voter approval. TFD will monitor developments as to the amount of tax, parcel or square footage, repatriation of funds to the local agencies and overall cost benefit, short and long term.

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

Operations
The District responded to the following calls:
144 calls
Zone 10 – 30
Zone 11 – 49
Zone 12 – 13
Angel Island – 0
Bay Waters – 2
Others – 50

Significant Events:
There were three significant events during the month of July
Pine Terrace - fence fire
Crest Road (RVFD jurisdiction) - structure/grass fire
Paradise Drive - vehicle fire

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

Training
Marin County Block Training is focusing on technical rope rescue and the battalion drill will be held mid-August for all shifts.
In-house EMT training was a review of major traumatic injuries/spinal injuries and practice with our trauma triage tool. There were case studies from our area and scenarios for all EMTs to be tested on. There was no coursework from our Medical Director this month, but Marin EMS created a trauma class that all three shifts attended. The class was eight hours and was coordinated in the Southern Marin area. The class was a great review and Bridget Peterson, our continuing education nurse, put a lot of time and effort in creating/teaching the course.

FF/PM Charles Armour, FF/PM Omar Bell and FF/PM Chris May have successfully passed our in-house Paramedic training and are working as District Paramedics. Chris May, Charles Armour, Omar Bell, Matt Wilson, Joshua Bornstein, Ryan Mock and Patrick Gallagher have all successfully passed the Ambulance Driver/Operator requirements and are now capable of driving our ambulance.

Continued training with Tiburon Police is taking place and all three shifts have discussed the possibility of a potential active shooter event in our District. The talks are to get us all on the same page if ever one of these events should take place and our next action will be to set up a scenario and do some live training. We continue to maintain great relationships with the local police.

All of the new employees have been given task books for firefighting, ambulance orientation and boat deckhand operations. They have all completed the ambulance orientation and boat deckhand operations.

All TFD personnel have been actively preparing for wildland season by training on our new type 3 engine and learning the new radios that came with the engine.

Each shift has been working on pre-plans for big commercial occupancies in the District and this month the Corinthian Yacht Club and Tiburon Police Department were the focus. This allows us to have knowledge of the building in case of an emergency.

Personnel with greater than 30 hours of training: FF/PM Charles Armour (50), FF/PM Scott Bahr (47), FF Grant Eunless (43), LT/PM Mark Fitzgerald (58), FF/PM Chris May (37), FF Mark Newman (34), FF/T Ryan Mock (43), FF/T Matt Wilson (38), FF Travis Terrell (73). Total hours for all personnel for July are 753.

Battalion Chief Hellyer would like to recognize FF/PM Mark Fitzgerald, FF/PM Nate Buck and Captain/PM Rod Stewart for training and mentoring our new medics.

**Logistics/Maintenance**

Routine monthly maintenance performed.

- E11 (2010-E) went to Brandon Tire and had the front valve stems replaced; one had broken off in the stem and District personnel were unable to correct the condition.
- New E11 (2019-E) was delivered and work on fitting all equipment will be ongoing until complete.
- Roto-Rooter serviced clogged drains at Station 11.
- Generators at both Station 10 and 11 had their annual service completed by Peterson CAT.
- M10 had the front tires replaced at the Mill Valley Corp Yard.
• UT-12 (2008 Silverado) had the tire pressure monitors replaced in all 4 wheels and an oil change service at Novato Chevrolet.

**Prevention / Public Education**
Deputy Fire Marshal (DFM) Lantier reports fees billed totaled $1,679.00.

**Inspections Completed:**
15 company inspections completed. All but 1 inspection were compliant by C Shift. 7 fire sprinkler inspections completed by DFM Lantier with Fire Prevention Specialist (FPS) Bignardi assisting in training. 1 failed with great teaching opportunity. 3 fire final inspections granted by DFM Lantier. Files purged and added into digital record in Emergency Reporting (ER).

**Plan Reviews:**
48 plan reviews were completed by DFM Lantier and Bill Madsen.

**Public Education/Comm Risk Reduction:**
FPS Bignardi completed 165 vegetation management inspections. 72 had violations requiring correction. 56% were compliant.

TFVD and TFPD hosted a joint Chipper Day co-sponsored by Tiburon Department of Public Works at Blackie’s Pasture on July 13, 2019 from 8AM-4PM. 200 yards, or roughly 60 tons, of debris were collected and removed from the Peninsula with over 100 drop offs by constituents. This is added to the 25 tons removed from The Romberg Chipper Day in May, 225 tons from the Old St. Hilary’s Burn and the 5.5 tons removed by CalTrans from Tiburon Boulevard. Total to date is 315.5 tons of vegetation removed from our District.

DFM Lantier and FPS Bignardi attended the Marin County FPO meeting. DFM Lantier also attended the Marin County Fire Investigation Team Meeting.

**B. Declare Surplus Equipment**

Discussion.

M/Kirchhoff, S/Miller to authorize Chief Pearce to surplus equipment

**Vote:** All Aye

Absent: Woodford and O’Neill

**AGENDA ITEM 6 TREASURER’S REPORT**

**A. Finance Committee**

Directors Kirchhoff and Sears attended the Finance Committee meeting on Wednesday, August 14, 2019, 1800 hours.

7/11/2019

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<th>Description</th>
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<tr>
<td>Balance on Hand Operating (BoFA), beginning</td>
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<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 from LAIF</td>
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Transfers to LAIF $ 
Transfers to CAMP $ 
Transfers from CAMP $ 450,000.00 
Transfer from COM $ 

8/14/2019

Balance on Hand Operating (Co. of Marin) $ 
Balance on Hand Operating (BofA), ending $ 53,806.47 

8/14/2019

Balance on Hand Investment Accts 
Apparatus Reserve $ 1,287,639.00 
Facilities/Ed/PERS/OPEB Reserve $ 2,833,262.00 
General Operations Reserve $ 1,491,984.49 

Total Balance in account LAIF $ 1,010,797.37 
Total Balance in account CAMP $ 4,602,088.12 

B. Approval of Warrants and Payroll 
Discussion.

M/Miller, S/Kirchhoff to approve warrants in the amount of $368,207.97 and payroll in the amount of $496,125.00
Vote: All Aye
Absent: Woodford and O'Neill

AGENDA ITEM 7 – COMMITTEE REPORTS
A. MERA – Chief Pearce
 MERA awaiting the completion of the supplemental SEIR and is anticipated mid-September. Field Survey of member agencies is also underway to discover what resources are in need.

B. SMEMPS – Director O'Neill (absent)
 Chief Pearce reported that Director O'Neill attended the SMEMPS meeting on 8/8/19. Approval of the Finance and Operation policies as well as approval of the Final Budget. Repositioning of the reserve category is being addressed in order to meet rising costs of medical equipment.

C. Personnel – Directors Sears and Miller
 Nothing to report.

AGENDA ITEM 8 – BOARD OF DIRECTORS/BOARD COMMENTS
No Board comments.

AGENDA ITEM 9 – ADJOURNMENT

M/Kirchhoff, S/Miller for adjournment.
Vote: All Aye
Absent: Woodford and O'Neill
Meeting adjourned at 1839 hrs.

David Kirchhoff, Board Secretary

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
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