

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting
September 11, 2019

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

PRESENT: Chief Richard Pearce, Executive Assistant Nicole Chaput and Captain Rod Stewart

ABSENT: Directors Cheryl Woodford and Tom O'Neill

AGENDA ITEM 1 – CALL TO ORDER

President Sears called the meeting to order at 1830 hrs. with a moment of silence commemorating the victims of 9/11.

AGENDA ITEM 2 – CONSENT CALENDAR

A. Approval of Minutes, August 14, 2019

M/Miller, S/Kirchhoff to approve Minutes, August 14, 2019

Vote: All Aye

Absent: Woodford and O'Neill

AGENDA ITEM 3 – COMMUNICATIONS

- Ark article: "Cops: Man seeking mental-health help arrested after leaving loaded gun at park", 8/21/19
- Ark article: "Fire crews quickly extinguish rooftop blaze at Tiburon church", 8/21/19
- Ark article: "Recognizing need for help, Southern Marin fire agency considers call for admin volunteers", 8/21/19
- Ark Go-Getters piece: "Fire district recognized for financial reporting", 8/28/19
- Ark piece: "Attic fire likely caused by oily rags, officials say", 8/28/19
- Ark piece: "Sunday barbeque on Corinthian Island leads to overnight fire", 8/28/19

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 Type 1 Engine has been tested and outfitted for operation but placing it in-service has been delayed. It is now in Sacramento awaiting repairs to address newly arisen issues with computer warning lights.

As discussed previously, The Wildfire Prevention & Mitigation Initiative is slated for the March 2020 election. The Initiative will form the Marin Wildfire Prevention Authority, 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. Funding for the JPA will come from a new parcel tax based on square footage. A fee study is presently underway and being closely guarded by the County. This Initiative mirrors many of the programs already in place

within the District. As the taxing authority, the District will be asked to pass a Resolution requesting the County to place the initiative on the ballot. We 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, Finance, Board; MERA Admin, Executive, Board, NGPOC; FDAC Joint Legislative Committee; MCFCFA; TVFD; Staff, Finance and Board meetings.

Operations

The District responded to the following calls:

186 calls

Zone 10 – 32

Zone 11 – 56

Zone 12 – 21

Angel Island – 3

Bay Waters – 5

Others – 69

Significant Events:

There were five significant events during the month of August

- Three (3) building fires
- One (1) watercraft rescue
- One (1) water vehicle fire

Out-of-County:

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

Training

Marin County Block Training focused on technical rope rescue and the battalion drill took place at Mill Valley Station 7. The drill focused on operating around truck 4 and also reviewed low angle rescue practices.

In-house EMT training concentrated on EMT skills. Every year the state requires EMTs to be tested on designated skills and all EMTs practiced these skills in preparation for the test. Our medical director, Dr. Bason-Mitchell, reviewed common back problems both from medical and traumatic origins and reviewed the pain policy for treatment. All paramedics had to take a policy update course for the county's switch from Morphine to Fentanyl for pain management.

Our new employees, Chris May, Charles Armour, Omar Bell, Matt Wilson, Joshua Bornstein, Ryan Mock and Patrick Gallagher are focused on their Firefighter Task Books and are preparing for their first District testing which is scheduled for next month.

TFD has been actively preparing for wildland season by training on our new Type 3 engine and learning the new radios that came with the engine.

Drivers have started to operate and pump the new E11. It is not in service yet, but training has commenced to make a smooth transition for when it officially goes into service.

FF/PMs Chris May, Charles Armour and Omar Bell have all started to train on driving/pumping District apparatus.

We continue to develop our water rescue training and all three shifts participated in training for a person in the water.

FF Travis Terrell has officially passed the Level One Operator on Fireboat Tiburon. He is now qualified to operate the fireboat in the daytime with mild weather conditions.

Personnel with greater than 30 hours of training: Capt. Ehren Miller (32), FF Grant Euleless (34), LT/PM Mark Fitzgerald (43), FF/PM Chris May (30), FF/PM Nate Buck (31). Total hours for all personnel for August are 598.

Battalion Chief Hellyer would like to recognize FF Travis Terrell, FF/PM Nate Buck, Eng./PM Ken Royal and Capt. Rod Stewart for continuing to develop and lead training for our water rescue program.

Logistics/Maintenance

Routine monthly maintenance performed.

Apparatus/Equipment:

- E11 (2010-E) Driver side mirror cracked and was replaced by District personnel. Officer side Piston Intake Valve was found to have a sheared roll pin and was not opening; roll pin replaced by District personnel.
- E612 windshield wipers replaced by District personnel.
- Fireboat dock fender system cables were replaced by District personnel. Dive flag mount was installed so flag can be displayed with rescue swimmers in the water.
- New Engine (2019E) continues to be outfitted for a targeted in-service date of 9/11/19.
- 2009 Chevrolet Traverse had an oil change service completed by R&S.

Stations:

- Station 10 and 11 door access codes changed.
- Station 11 upstairs men's bathroom lighting replaced with LED lighting and a new switch was installed by District personnel.
- Station 11 downstairs men's bathroom sink faucet adjusted by District personnel to stop leaking.
- Station 10 air dryer silica replaced by District personnel.
- Station 10 bathroom sink drain unclogged and repaired by District personnel.

Prevention / Public Education

Deputy Fire Marshal (DFM) Lantier reports fees billed totaled \$1,250.00.

Inspections Completed:

96 inspections were completed.

Fire Prevention Specialist (FPS) Bignardi performed 84 Vegetation Management inspections with 73 being re-inspections. 11 Inspections had violations noted.

DFM Lantier performed 12 inspections with 7 being Fire Sprinkler inspections. 5 were Fire District Finals that completed projects. DFM Lantier reviewed 1 Special Event plan. Bill Madsen performed 14 Plan Reviews for Design Review and 4 for Fire Systems.

Public Education/Comm Risk Reduction:

TFPD and City of Belvedere hosted a joint Chip and Drive event throughout the City of Belvedere. 150 cubic yards or 26.25 tons of vegetation were removed from the City over three days. Residents left piles along the roadway for a contractor to drive by and chip as they went.

DFM Lantier and FPS Bignardi attended the Marin County FPO meeting and several Code Adoption meetings in preparation for the 2020 launch of the 2019 CFC.

DFM Lantier presented a training to St. Hilary's School staff for their Emergency Operations procedures.

DFM Lantier also met with a Mechanical Engineer at Marin Convalescent Hospital (300 Hacienda) for their proposed upgrade to a new HVAC improvement.

- B. Approve Step Raise for Battalion Chiefs Hellyer and Jackson, Range 405, Step #3, \$12,018/month, effective September 16, 2019
Discussion.

M/Kirchhoff, S/Miller to approve Step Raise for Battalion Chiefs Hellyer and Jackson, Range 405, Step #3, \$12,018/month, effective September 16, 2019

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, September 11, 2019, 1800 hours.

8/15/2019

Balance on Hand Operating (BofA), beginning	\$	53,806.47
Revenue and voids	\$	335,269.31
Expenses	\$	434,279.67

Transfers to P/R Account	\$	495,000.00
Transfers from CAMP	\$	470,000.00
Transfers from LAIF	\$	150,000.00
Transfers to LAIF	\$	
Transfers to CAMP	\$	
Transfer from COM	\$	

9/11/2019

Balance on Hand Operating (Co. of Marin)	\$	
Balance on Hand Operating (BofA), ending	\$	79,796.11

9/11/2019

Balance on Hand Investment Accts

Apparatus Reserves	\$ 1,287,639.00
Facilities/Eq/PERS/OPEB Reserve	\$ 2,833,262.00
General Operations Reserve	\$ 882,954.21

Total Balance in account LAIF	\$ 863,053.62
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Total Balance in account CAMP	\$ 4,140,801.59
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B. Approval of Payroll and Warrants Discussion.

M/Miller, S/Kirchhoff to approve payroll in the amount of \$518,143.00 and warrants in the amount of \$188,029.60

Vote: All Aye

Absent: Woodford and O'Neill

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

MERA filed the SEIR on September 6, 2019 and is now in a 45-day review timeframe to answer the public's questions.

B. S MEMPS – Director O'Neill (absent)

Chief Pearce reported that review of the reserve policy 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 1847 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