TIBURON FIRE PROTECTION DISTRICT
Board of Directors Meeting
October 9, 2019

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

PRESENT: Chief Richard Pearce, Executive Assistant Nicole Chaput and Hannah Weikel from The Ark newspaper and nine (9) members of the Public in attendance

ABSENT:

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, September 11, 2019

M/Miller, S/O'Neill to approve Minutes, September 11, 2019
Vote: All Aye
Absent:

AGENDA ITEM 3 – COMMUNICATIONS
• Thank you notes and cards to first responders from St. Hilary students to acknowledge the events of 9/11
• Ark article: “Gas-line break on Spanish Trail quickly repaired”, 9/11/19
• Ark piece: “Free Chipper Day set for Sept. 14 at Blackie's Pasture in Tiburon”, 9/11/19
• Ark article: “Southern Marin fire district adds new member to prevention team”, 9/11/19
• Ark article: “Belvedere officer hospitalized with major injuries after head-on collision”, 9/18/19
• Ark article: “Boy killed, father is arrested in boating accident”, 9/18/19
• Ark article: “Investigation continues in boating death of 11-year-old Belvedere boy”, 9/25/19
• Ark article: “Local officials want more information on wildfire-prevention tax measure”, 9/25/19
• Thank you letter from a resident for TFPD B shift crew's response to an electrical issue

AGENDA ITEM 4 – PUBLIC OPEN TIME
President Sears opened the floor to the public. Members of the public present; no public comment at this time.

AGENDA ITEM 5 – CHIEF'S REPORT
A. Monthly Report
The District scheduled an informational workshop on the Wildfire Prevention & Mitigation Initiative. 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. This Initiative mirrors many of the programs already in place within the District. As the taxing authority, the District has jurisdictional authority on whether or not to pass a Resolution requesting the County to place the initiative on the ballot. Following the informational meeting, many unanswered questions remain as to the cost/benefit to our constituents.

Following a brief electronic setback, the new Type 1 Engine has been placed into service. The fleet is at full complement with some non-urgent maintenance items that will be addressed over the next month.

Chief Pearce attended several meetings of interest including: SMEMPS Admin, Ops, Finance; MERA Admin, Executive, Board, NGPOC; FDAC; MCFCA; Wildfire Prevention Initiative; LAFCO; FAIRA; FASIS; TVFD; Staff, Finance and Board meetings.

**Operations**
The District responded to the following calls:
- 165 calls
- Zone 10 – 29
- Zone 11 – 49
- Zone 12 – 28
- Angel Island – 1
- Bay Waters – 2
- Others – 56

**Significant Events:**
There was one significant event during the month of September
- Water vessel accident with great bodily injury

**Out-of-County/Pre-Positioning:**
There were two out-of-county/pre-positioning assignments during the month of September
- Mendocino National Forest - Henthorne Fire
- Pre-positioning for Red Flag Warning days (9/23-9/25)

**Training**
Marin County Block Training focused on auto extrication. The training was held at the Richmond Auto Wrecking Yard. This is an excellent opportunity for us to practice extrication techniques on many makes and models of vehicles. Firefighter Mark Newman was our representative instructor for the drill all three days.

Our medical director, Dr. Bason-Mitchell, reviewed all of our Advanced Life Support (ALS) medications. He discussed the uses and the possible side effects that may occur. Our in-house EMT training focused on signs and treatments of heart attacks and how to read EKGs.

Our new employees, Chris May, Charles Armour, Omar Bell, Matt Wilson, Joshua Bomstein, Ryan Mock and Patrick Gallagher completed their first round of testing and all passed successfully. Scott Bahr, Nate Buck and Ryan Tunney passed module 2 testing and all are doing very well.
All of 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.

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.

Martin Siragusa has officially finished his Paramedic educational requirements and passed the Marin County Paramedic accreditation exam. He is qualified to work as a Paramedic for Tiburon.

Personnel with greater than 30 hours of training: FF Mark Newman (32), FF Grant Euless (43), LT/PM Mark Fitzgerald (40), FF/PM Chris May (48), FF Danny Elkington (52), LT Bonfigli (31), FF/T Bornstein (46), FF/Tr Siragusa (30) and BC Ardigo (30). Total hours for all personnel for September is 704.

Battalion Chief Hellyer would like to recognize FF Mark Newman for dedicating his time this month to teaching auto extrication to all Southern Marin fire agencies.

**Logistics/Maintenance**

Routine monthly maintenance performed.

**Apparatus/Equipment:**

- 2019-E (new Type-1) went to Detroit Diesel for ECM reprogramming to eliminate check engine warning lights, then to Golden State to have the monitor plumbing changed to eliminate violent vibration while pumping. Work continues in order to put it in service
- E11 (2010-E) Opacity test passed. Captain side seat bottom replaced. Faulty video screen ordered and replaced
- E611 (2019-WLE) went to Peterson trucks to diagnose check engine light. Solution was engine oil change under warranty
- E612 (2005-WLE) Opacity test passed
- R11 Opacity test passed
- Fire Boat stern line was replaced
- P11 (2008 Tahoe) Smog check passed
- U10 (2010 Explorer) Smog check passed
- M10 went to MVCY for rear tires and oil change service/inspection.
- Gas monitors were re-calibrated
- Bullard TIC came back from being repaired under warranty
- Stihl chainsaw came back from being repaired under warranty

**Stations:**

- Station 10 County radio came out and diagnosed a bad amplifier on the station radio. It was ordered and will be replaced
• Station 11 exterior front and top cupola were painted

Prevention / Public Education
Deputy Fire Marshal (DFM) Lantier reports fees billed totaled $1,930.00.

Inspections Completed:
206 Inspections were completed.

Fire Prevention Specialist (FPS) Bignardi performed 162 Vegetation Management inspections. 47 Inspections had violations noted. 97 were compliant and closed for the year.

DFM Lantier performed 1 Annual FP Inspection for Multi-Residential Dwelling Units (apartments) and trained FPS Bignardi on this area of inspection. FPS Bignardi completed 33 Annual apartment inspections and noted violations in 32 of the 33. Most are very common issues that are rectified within 30 days.

DFM Lantier and FPS Bignardi continue to train on Fire Protection System inspections and completed 7 in September.

Bill Madsen performed 8 Plan Reviews for Design Review over only 2 days of office work.

Public Education/Comm Risk Reduction:
TFPD, Town of Tiburon and City of Belvedere hosted the last Chipper Day of 2019 at Blackie’s Pasture on September 14th. 80 cubic yards, or 16 tons, of vegetation were removed from the Peninsula in 8 hours.

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. The second reading of Ordinance #129 will be at the November Board Meeting.

DFM Lantier attended a 3.5 day Arson Training in San Luis Obispo with the California Conference of Arson Investigators.

B. Ratify appointment of Firefighter/Trainee Martin Siragusa to Firefighter/Paramedic, Range 401, Step #1, $7,025/month, effective October 1, 2019
Discussion.

M/Kirchhoff, S/O’Neill to ratify appointment of Firefighter/Trainee Martin Siragusa to Firefighter/Paramedic, Range 401, Step #1, $7,025/month, effective October 1, 2019

Vote: All Aye
Absent:

AGENDA ITEM 6 TREASURER’S REPORT

A. Finance Committee
Directors Kirchhoff and Woodford attended the Finance Committee meeting on Wednesday, October 9, 2019, 1800 hours.

9/12/2019
Balance on Hand Operating (BofA), beginning $ 79,796.11
Revenue and voids $ 50,370.37
Expenses $ 72,553.78

Transfers to P/R Account $ 238,000.00
Transfers from CAMP $ 185,000.00
Transfers from LAIF $
Transfers to LAIF $
Transfers to CAMP $
Transfer from COM $

10/9/2019

Balance on Hand Operating (Co. of Marin) $
Balance on Hand Operating (BofA), ending $ 4,612.70

10/9/2019

Balance on Hand Investment Accts
Apparatus Reserves $ 1,287,639.00
Facilities/Ed/PERS/OPEB Reserve $ 3,333,262.00
General Operations Reserve $ 205,543.32

Total Balance in account LAIF $ 863,053.62
Total Balance in account CAMP $ 3,963,390.70

B. Approval of Payroll and Warrants
Discussion.
M/Kirchhoff, S/Miller to approve payroll in the amount of $462,769.00 and warrants in the amount of $183,728.35
Vote: All Aye
Absent:

AGENDA ITEM 7 – CONDUCT FIRST READING (IN TITLE ONLY) OF ORDINANCE #129
An Ordinance of the Tiburon Fire Protection District adopting and modifying the 2019 California Fire Code, and Appendix A of the 2018 International Wildland-Urban Interface Code prescribing regulations governing conditions hazardous to life and property from fire or explosion; providing for the issuance of permits for hazardous uses or operations; and define the powers and duties of the Community Risk Reduction Bureau and Fire Prevention Division and Officers.

M/Kirchhoff, S/O’Neill to introduce First Reading of Ordinance No. 129.

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

Deputy Fire Marshal Lantier gave a brief synopsis of Ordinance No. 129. Lantier answered Board member questions regarding changes to the Ordinance pertaining to code adoption, local jurisdiction responsibilities and working with constituents.
Set Public Hearing for next regular TFPD Board Meeting, November 13, 2019, to consider adoption of Ordinance No. 129.

M/Kirchhoff, S/O'Neill to set Public Hearing for next regular TFPD Board Meeting, November 13, 2019, to consider adoption of Ordinance No. 129.

**Vote by roll call:**
Aye: Miller, Sears, Woodford, O'Neill, Kirchhoff
No:
Absent:

**AGENDA ITEM 8 – RESOLUTIONS**
A. Resolution #2019-09, a resolution regarding participation in the JPA forming the Marin Wildfire Prevention Authority and Parcel Tax Initiative.
   Members of the Public each took 3 minutes to speak.
   Discussion.

M/Kirchhoff, S/Miller to adopt Resolution #2019-09, a resolution regarding participation in the JPA forming the Marin Wildfire Prevention Authority and Parcel Tax Initiative.

**Vote by roll call:**
Aye: Miller, O'Neill
No: Sears, Woodford, Kirchhoff
Absent:

All members of the Public excused themselves from the meeting.

**AGENDA ITEM 9 – COMMITTEE REPORTS**
A. **MERA – Chief Pearce**
   MERA meeting scheduled for tomorrow night (10/10/19) which includes a Public Hearing for the SEIR at the Marin County Civic Center to answer the public’s questions.

B. **SMEMPS – Director O’Neill**
   SMEMPS Finance Committee meeting is scheduled to discuss disbursements of monies based on JPA bylaws.

C. **Personnel – Directors Sears and Miller**
   Personnel Committee met; nothing to report

**AGENDA ITEM 10 – BOARD OF DIRECTORS/BOARD COMMENTS**
Directors O’Neill and Miller further commented on Agenda Item #8 with additional Board comments.

**AGENDA ITEM 11 – ADJOURNMENT**
M/Kirchhoff, S/Miller for adjournment.

**Vote:** All Aye
Absent:

Meeting adjourned at 1952 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
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