TIBURON FIRE PROTECTION DISTRICT
Board of Directors Meeting
November 13, 2019

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

PRESENT: Battalion Chief Tommy Hellyer, Deputy Fire Marshal Michael Lantier and Executive Assistant Nicole Chaput

ABSENT: President Steve Sears and Chief Richard Pearce

AGENDA ITEM 1 – CALL TO ORDER
Vice President Woodford called the meeting to order at 1842 hrs.

AGENDA ITEM 2 – CONSENT CALENDAR
A. Approval of Minutes, October 9, 2019

M/Kirchhoff, S/Miller to approve Minutes, October 9, 2019
Vote: All Aye
Absent: Sears

AGENDA ITEM 3 – COMMUNICATIONS
• Thank you note from The Ranch for TFPD’s assistance with the annual Tiburon Taps Beer Festival
• Thank you card to C shift crew for help with a smoke detector issue
• Thank you card and bundt cake for TFPD “for all that you do”
• Thank you email from Halifax Regional Fire & Emergency District Chief for the access and thorough review of Fireboat Tiburon
• Thank you email for C shift crew’s assistance on a precipitous birth call. A photo opportunity was also arranged at Station 11 for the family to memorialize the birth story
• Thank you letter from Southern Marin Fire Protection District’s Battalion Chief Matt Barnes for LT/PM Fitzgerald, FF/PM Bell, FF Euless and FF/Tr Wilson for their “efforts, professionalism, knowledge, skills and abilities” as part of the Strike Team assembled for Red Flag pre-positioning and, ultimately, deployment to the Brickeburg Fire in Mariposa County
• Thank you email from a resident grateful for TFPD’s assistance on a life-threatening medical call
• Ark article: “Radio authority will host public forum on environmental impacts of antennas”, 10/2/19
• Ark article: “Complete chaos’ after derelict boats drift across bay toward West Shore”, 10/2/19
• Ark article: “Hearing Oct. 10 to get feedback on emergency radio system upgrade”, 10/9/19
• Marin IJ article: “Tiburon district rejects growing Marin fire agency”, 10/13/19
• Ark article: “Tiburon fire district first to bow out of planned new agency, rejecting new tax”, 10/16/19
• Ark piece: “Tiburon peninsula fire crews sent to battle blaze in central California”, 10/16/19
• Marin IJ Editorials: “Tiburon’s concerns about county wildfire tax warranted”, 10/17/19
• Ark article: “Belvedere joins Tiburon fire district in rejecting county wildfire agency, tax”, 10/23/19
• Ark Letter to Editor: “Fire district’s new public bike-repair station a positive service”, 10/23/19
• Ark article: “Peninsula hit with PG&E blackouts”, 10/30/19

Discussion on communications with local media outlets.

AGENDA ITEM 4 - PUBLIC OPEN TIME
Vice President Woodford opened the floor to the public. No members of the public present.

AGENDA ITEM 5 - CHIEF’S REPORT
A. Monthly Report – reported by Battalion Chief Hellyer
The District has been an active participant in the pre-positioning strike teams in support of Red Flag warnings and immediate need responses to the Kincade Fire in Sonoma County. Concurrently, TFPD has been able to upstaff apparatus in the District for the significant weather events that occurred towards the end of October. Chief Pearce is most appreciative of everyone for their participation and support in our response to these remarkable events while being impacted by the PG&E Public Safety Power Shutoffs. There have been many lessons learned in this process and we will be making any adjustments in our preparedness and response methods.

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:
214 calls
Zone 10 – 42
Zone 11 – 71
Zone 12 – 30
Angel Island – 3
Bay Waters – 3
Others – 65

Significant Events:
There were three significant events during the month of October
• Building Fire (SMFD)
• Brush/Grass Fire (MVFD)
• Trash/Rubbish Fire

Out-of-County/Pre-Positioning:
There were four out-of-county/pre-positioning assignments during the month of October
• Sonoma County - Kincade Fire
• Ventura County - Easy Fire
• 2 Pre-positioning assignments for Red Flag Warning days

Training
Marin County Block Training focused on Hazardous Materials response and the Battalion drill was a lecture from an expert in the field. The discussion reviewed the complexity of responding safely to Hazardous Materials spills, whether it’s accidental or purposeful. There was also a focus on terrorist attacks using weapons of mass destruction. The second part of the drill will be in November and will be a live exercise.

In-house EMT training coincided with Hazardous Materials Response and how to coordinate and treat the potential of numerous patients/victims of these events. The focus was on our multiple patient management plan that guides us in mass casualty incidents.

Our medical director, Dr. Bason-Mitchell, reviewed all the various respiratory emergencies signs, symptoms and treatments.

Our new FF/PMs, Chris May, Charles Armour and Omar Bell, are continuing to learn driving and pumping District apparatus.

There were multiple Strike Team deployments this month for wildland fires both north and south. The new E611 Type 3 engine is performing well.

The new E11 Type 1 engine is now in service and pump training/familiarization continues for all TFD line personnel.

Boat Operations training coincided with Fleet Week and new operators were able to get on the water for long periods of time.

FF/PMs Buck and Bahr both passed the written and manipulative tests for Module 2 in the task books and continue to progress their firefighting skills.

BC Ardigo, BC Hellyer, DFM Lantier and LT Bonfigli attended a three day Fire Chiefs seminar on leadership in the fire service. Chief Pearce was a keynote speaker and helped to organize the conference.

All District line personnel took an online Hazardous Materials awareness course that is required by OSHA annually for first responders.

Personnel with greater than 30 hours of training: Capt. Ehren Miller (65), FF Grant Euless (36), LT/PM Mark Fitzgerald (45), FF/PM Charles Armour (37), FF Mark Newman (30), FF Digory McGuire (31), FF/T Ryan Mock (32), Capt. Rod Stewart (32) and BC Hellyer (40). Total hours for all personnel for October are 749.

Battalion Chief Hellyer would like to recognize FF Grant Euless this month for his efforts in developing, organizing and proctoring the county-wide Hazardous Materials drill. FF Euless is our subject matter expert in Hazardous Materials.

**Logistics/Maintenance**
Routine monthly maintenance performed.
**Apparatus/Equipment:**
• New E11(2019-E) is in service! Pump manifold drain valve hose found loose and tightened
• 2010-E 4th person window would not go down, fixed by District personnel. 4 new rear tires installed by Able Tire
• E611 air leak located and repaired
• Fire Boat engine anodes were replaced
• M10 rear brakes were replaced and steering box repaired

Stations:

• Station 11 training tower was deconstructed and removed/recycled by District personnel. Tower was unusable due to dry rot damage. Plans to replace the tower with an outdoor covered workstation are being looked into.

Prevention / Public Education
Deputy Fire Marshal (DFM) Lantier reports fees billed totaled $534.00.

Inspections Completed:
70 Inspections were completed.

Fire Prevention Specialist (FPS) Bignardi performed 62 Vegetation Management inspections.
DFM Lantier performed 8 Annual FP Inspections.

DFM Lantier performed 3 Design Review Plan Reviews.

Public Education/Comm Risk Reduction:
During Fire Prevention Week, we hosted over 200 Kindergarten and Pre-K students at Station 11 and it was, again, a huge success.

2019 Code adoption was read by title only at the October Board meeting and is on the November Agenda for final approval. City of Belvedere and Town of Tiburon received a copy of the Ordinance for their review and ratification before December 31, 2019. County of Marin will ratify Ordinance 129 upon TFD Board approval in a countywide presentation in December.

DFM Lantier attended the FDAC Leadership Conference with BC Ardigo, BC Hellyer and LT Bonfigli.

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

B. Declare surplus equipment
Discussion.

M/Miller, S/Kirchhoff to declare surplus equipment
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, November 13, 2019, 1800 hours.

10/10/2019

Balance on Hand Operating (BofA), beginning $ 4,612.70
Revenue and voids $ 306,469.37
Expenses $ 72,546.50

Transfers to P/R Account $ 850,000.00
Transfers from CAMP $ 770,000.00
Transfers from LAIF $
Transfers to LAIF $
Transfers to CAMP $
Transfer from COM $

11/13/2019

Balance on Hand Operating (Co. of Marin) $
Balance on Hand Operating (BofA), ending $ 158,535.20

11/13/2019

Balance on Hand Investment Accts
Apparatus Reserves $ 1,287,639.00
Facilities/Eq/PERS/OPEB Reserve $ 3,333,262.00
General Operations Reserve $ (552,165.41)

Total Balance in account LAIF $ 868,817.42
Total Balance in account CAMP $ 3,199,918.17

B. Approval of Payroll and Warrants
Discussion.

M/Miller, S/O'Neill to approve payroll in the amount of $504,604.00 and warrants in the amount of $271,519.55

Vote: All Aye
Absent: Sears

AGENDA ITEM 7 – PUBLIC HEARING OF ORDINANCE #129

A. Adoption of Ordinance #129
Vice President Woodford opened the floor to the public. No public present/no comments. Discussion. Deputy Fire Marshal Lantier addressed Board member comments. Vice President Woodford closed public open time.
M/Kirchoff, S/O’Neill to adopt 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.

Vote by roll call:
Aye: Miller, Woodford, O’Neill, Kirchoff
No:
Absent: Sears

AGENDA ITEM 8 – RESOLUTIONS
A. Resolution #2019-10, Delegation of Authority to Request Disbursements – California Employers’ Pension Prefunding Trust (CEPPT)
Discussion.

M/O’Neill, S/Miller to adopt Resolution #2019-10, Delegation of Authority to Request Disbursements – California Employers’ Pension Prefunding Trust (CEPPT)

Vote by roll call:
Aye: Miller, Woodford, O’Neill, Kirchoff
No:
Absent: Sears

AGENDA ITEM 9 – COMMITTEE REPORTS
A. MERA – Battalion Chief Hellyer for Chief Pearce
MERA held a public meeting on 10/10/19 which included a Public Hearing for the Draft SEIR at the Marin County Civic Center to answer the public’s questions. No public comments were made and only one member of the public attended. The Draft SEIR was available for public review and comment until 10/21/19 and now that the public comment period has ended, MERA will be reviewing all comments received, preparing responses, and developing the Final SEIR for Governing Board consideration at a future meeting. An additional change order was reviewed by the Next Gen Project Oversight Committee and a recommendation has been made to the Governing Board.

B. SMEMPS – Director O’Neill
SMEMPS is in receipt of an end-of-year rebate due to billing process changes made over this past year.

C. Personnel – Directors Sears and Miller (President Sears absent)
Nothing to report.

AGENDA ITEM 10 – BOARD OF DIRECTORS/BOARD COMMENTS
Directors Kirchoff and O’Neill made further comments relating to October’s BOD regular meeting discussion regarding Resolution #2019-09, participation in the JPA forming the Marin Wildfire Prevention Authority and Parcel Tax Initiative.

AGENDA ITEM 11 – ADJOURNMENT
M/Miller, S/O’Neill for adjournment.
Vote: All Aye
Absent: Sears
Meeting adjourned at 1954 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