TIBURON FIRE PROTECTION DISTRICT
Board of Directors Meeting
December 11, 2019

BOD PRESENT: President Steve Sears and Directors David Kirchhoff and Cheryl Woodford

PRESENT: Chief Richard Pearce and Executive Assistant Nicole Chaput

ABSENT: Directors Tom O'Neill and Robert Miller

AGENDA ITEM 1 – CALL TO ORDER
President Sears called the meeting to order at 1833 hrs.

AGENDA ITEM 2 – CONSENT CALENDAR
A. Approval of Minutes, November 13, 2019

M/Kirchhoff, S/Woodford to approve Minutes, November 13, 2019
Vote: All Aye
Absent: O'Neill and Miller

AGENDA ITEM 3 – COMMUNICATIONS
-Thank you card to C shift crew from a resident for assistance on a medical call
-Thank you note from a Windsor resident for crews deployed to the Kincade Fire
-Thank you card from a Sonoma County resident for crew deployed to the Kincade Fire
-Thank you card from North Bay Industries in Rohnert Park for crews deployed to the Kincade Fire
-Thank you card to B shift crew from a resident for assistance on a medical call
-Thank you letter from Southern Marin Fire Protection District's Battalion Chief Matt Barnes for LT Tompkins, FF/PM Bahr, FF/PM May and FF/Tr Gallagher 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 Kincade Fire in Sonoma County
-Thank you letter from Kentfield Fire Protection District Fire Chief Mark Pomi to Chief Pearce for allowing TFPD Battalion Chief Hellyer's participation assistance with their recent Acting Captain exam
-Thank you email from Karrie Groves of the Emergency Medical Services Agency for Deputy Fire Marshal Lantier and B shift crew’s “enthusiastic” participation in the Hands-Only CPR and Stope the Bleed training at Del Mar Middle School
-Marin IJ article: “Wildfire tax plan heading to ballot”, 11/6/19
-Ark article: "Re-energized PG&E power line starts fire in tree on Hacienda", 11/6/19
-Ark article: "Lessons learned from power cutage could boost preparedness", 11/6/19
-Ark piece: "Special disaster-prep class offered at Tiburon Town Hall", 11/6/19
-Ark article: "Wildfire tx proposal moves forward – but not in Belvedere, mos: of Tiburon", 11/13/19
-Ark article: “Tiburon officials reflect on areas of improvement for next forced power outage”, 11/13/19
-Ark article and photo: “Fire district installs a bike-repair stand at Paradise Drive”, 11/20/19
AGENDA ITEM 4 – PUBLIC OPEN TIME
President Sears opened the floor to the public. No members of the public present.

AGENDA ITEM 5 – CHIEF’S REPORT
A. Monthly Report
The District has received many compliments for its level of commitment and response during the most recent Red Flag events and the Kincade Fire in Sonoma County. The PG&E Public Safety Power Shut offs (PSPS) and other unplanned outages during the month have heightened awareness for the Get Ready Program and the need for our constituents to be prepared for the unexpected. There have been many lessons learned in this process and we’re making adjustments in our preparedness, messaging to the community, and response methods. I was on vacation through the middle of November and appreciate everyone for their support during my absence.

Operations
The District responded to the following calls:
145 calls
Zone 10 – 20
Zone 11 – 46
Zone 12 – 12
Angel Island – 1
Bay Waters – 1
Others – 65

Significant Events:
There were three significant events during the month of November
• Cardiac Arrest (unsuccessful resuscitation)
• Building Fire (TPC - electrical fire in men’s locker room)
• Building Fire (SMFD - Lower North Terrace - assigned water supply and salvage & overhaul)

Out-of-County/Pre-Positioning:
There was one out-of-county/pre-positioning assignment during the month of November
• Pre-positioning assignment (Marin County 11/19/19 - 36 hours)

Training
Marin County Block Training focused on Hazardous Materials Response and the Battalion drill was a multi-company drill that the whole County participated in. The drill was a simulation of a Hazardous spill with live subjects and multiple patients. The multi-patient plan was used for a mass casualty incident and engine company officers were forced to make decisions and assume ICS positions. The drill was well thought out and our Hazardous Materials expert, FF Euless helped to create and coordinate the large-scale drill.

In-house EMT training coincided with Hazardous Materials response and how to coordinate and treat the potential of the many patients/victims of these events. The focus was on our multi-patient management plan that guides us in mass casualty incidents.
Our medical director, Dr. Bason-Mitchell, reviewed the dangers of vaping and medical problems that stem from vaping.

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

Boat operations training has been focused on Level 2 operations: nighttime and poor weather conditions.

Our newest FF/PMs May, Armour, Bell, Buck, Bahr and Siragusa attended an instructors’ class for EMS. They are now responsible for teaching our monthly EMS.

DFM Lantier, B shift and FF/Tr Gallagher taught a Stop the Bleed and Hands-Only CPR class at Del Mar School. They spent 2 half days teaching the students of Del Mar CPR and basic First Aid.

James Rowen focused on the value of coaching.

Personnel with greater than 30 hours of training: Capt. Ehren Miller (32), FF Grant Euless (34), LT/PM Mark Fitzgerald (34), FF/PM Chris May (30), FF/T Patrick Gallagher (33). Total hours for all personnel for October is 476.

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. Also, FF Terrell has been instrumental in developing our swimmer program.

**Logistics/Maintenance**
Routine monthly maintenance performed.

**Apparatus/Equipment:**

- Station 11 SCBA Compressor Air Quality Check completed by TFD personnel
- B11 new KNOX key switch installed by District personnel to replace the old one that key would come out in alarm position
- C11 was serviced at R&S and also had front brakes, 4 new tires and wipers installed; District personnel re-glued the upper windshield trim
- E10 air switch for pump shift was replaced by District personnel
- E11 front left emergency lights repaired by Golden State. The front suction valve electric motor failed and a new one was sent from Golden State and installed by District personnel; the new motor failed as well (from water getting inside it) so Golden State will send a heavy duty, upgraded motor and install at Station 11
- E12 #1 and 2 discharge gauges found clouded. New gauges ordered and installed by TFD Personnel
- E611 right front hub oil seal failed; repair completed out-of-county by Briceburg Fire mechanic in Mariposa; seal and right side brake shoes replaced; TFD personnel also repaired stuck reel line solenoid and stuck transfer valve switch; E611 now at Peterson trucks for hard starting and lack of power
- Fireboat Tiburon port side windshield wiper motor replaced
- U10 left rear code 3 strobe replaced by District personnel
- 5 gas analyzer had O2 sensor replaced by TFD personnel
Stations:
- Station 11 HVAC filters replaced by TFD personnel

Prevention / Public Education
Deputy Fire Marshal (DFM) Lantier reports fees billed totaled $300.00.

Inspections Completed:
35 inspections were completed with 18 being engine company inspections.

DFM Lantier performed 4 annual fire prevention inspections, 7 fire system and fire final inspections, 6 re-inspections for compliance, and 4 plan reviews.

Bill Madsen performed 13 plan reviews for Design Review.

Public Education/Community Risk Reduction:
DFM Lantier led an EOC/After Action meeting with Tiburon, Belvedere, Sanitary District #5 staff on the PSPS event on November 5th. This was a review of what worked, what didn't and what we need to address immediately.
DFM Lantier assisted in a Get Ready class on November 11th. DFM Lantier and TFPD engine companies co-led a Hands Only CPR and Stop the Bleed presentation at Del Mar school for close to 200 sixth graders over 2 days on November 20th/21st.

DFM Lantier reviewed the St. Hilarys school fire drill on November 19th.

2019 Code adoption was approved by the Board and was read by Town on Tiburon on November 20th for ratification. DFM Lantier met with the Town of Tiburon earlier in the month to go through the proposals to brief the Community Development Department on their presentation to Council.

AGENDA ITEM 6 TREASURER’S REPORT
A. Finance Committee
Directors Kirchhoff and Woodford attended the Finance Committee meeting on Wednesday, December 11, 2019, 1800 hours.

11/14/2019

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<td>Balance on Hand Operating (BofA), beginning</td>
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<td>Transfers to CAMP</td>
<td>$</td>
</tr>
<tr>
<td>Transfer from COM</td>
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</tr>
</tbody>
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12/11/2019
Balance on Hand Operating (Co. of Marin) $  
Balance on Hand Operating (BofA), ending $ 46,312.05

12/11/2019

Balance on Hand Investment Accts
Apparatus Reserves $ 1,287,639.00
Facilities/Eq/PERS/OPEB Reserve $ 2,993,623.00
General Operations Reserve $ (207,379.97)

Total Balance in account LAIF $ 868,817.42
Total Balance in account CAMP $ 3,205,064.61

B. Approval of Payroll and Warrants
Discussion.

M/Kirchhoff, S/Woodford to approve payroll in the amount of $620,117.00 and warrants in the amount of $255,145.80
Vote: All Aye
Absent: O'Neill and Miller

AGENDA ITEM 7 – RESOLUTIONS
A. Resolution #2019-11, approving the Sixth Amended Joint Powers Agreement (JPA) of the Fire Agencies Insurance Risk Authority (FAIRA) and the updated Liability Risk Coverage Agreement
Discussion.

M/Kirchhoff, S/Woodford to adopt Resolution #2019-11, approving the Sixth Amended Joint Powers Agreement (JPA) of the Fire Agencies Insurance Risk Authority (FAIRA) and the updated Liability Risk Coverage Agreement

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

AGENDA ITEM 8 – COMMITTEE REPORTS
A. MERA – Chief Pearce
Today MERA approved the SEIR and the project plan. Progress is being made but, due to multiple delays, the implementation date will most likely be 2023.

B. SMEMPS – Chief Pearce (Director O'Neill absent)
SMEMPS is in receipt of its highest reimbursement due to billing process changes made over this past year. We may have opportunity to take surplus SMEMPS vehicle and place it on Angel Island which will help improve safety and transport of patients.

C. Personnel – Directors Sears and Miller (Director Miller absent)
Discussion regarding 360 evaluations and succession planning.

AGENDA ITEM 9 – BOARD OF DIRECTORS/BOARD COMMENTS
A. Election of Officers 2020
   The Election of Officers for the TFPD Board of Directors typically follows an ascension format through the various offices. Therefore, if the Board wishes to continue this practice, the appointments for 2020 would be as follows:

   President – Cheryl Woodford
   Vice President – David Kirchhoff
   Secretary – Tom O’Neill

   M/Kirchhoff, S/Woodford to continue to follow the practice of ascension for the 2020 appointment of Officers.
   Vote: All Aye
   Absent: O’Neill and Miller

B. Comments
   Committee Appointments to remain the same.

AGENDA ITEM 10 – ADJOURNMENT
M/Woodford, S/Kirchhoff for adjournment.
Vote: All Aye
Absent: O’Neill and Miller

Meeting adjourned at 1853 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