

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

January 8, 2020

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

PRESENT: Chief Richard Pearce, Executive Assistant Nicole Chaput and Hannah Weikel of The Ark newspaper

ABSENT:

AGENDA ITEM 1 – CALL TO ORDER

President Woodford called the meeting to order at 1831 hrs.

AGENDA ITEM 2 – CONSENT CALENDAR

A. Approval of Minutes, December 11, 2019

M/Sears, S/Miller to approve Minutes, December 11, 2019

Vote: All Aye

AGENDA ITEM 3 – COMMUNICATIONS

- Thank you note from Sonoma Academy for crews deployed to the Kincade Fire
- Thank you card from Santa Rosa East Rotary Club for crew deployed to the Kincade Fire
- Thank you card from Kid Street Charter School in Santa Rosa for crews deployed to the Kincade Fire
- Thank you letter from The Little School for the engine company visit to pick up their Toys for Tots toy donations
- Ark Letter to the Editor: "Thanks to Tiburon fire district for help with student CPR training", 12/4/19
- Ark article and photo: "Training teaches Del Mar students to give hands-only CPR, stanch blood loss", 12/4/19
- Ark piece and photo: "New fire engine deployed at downtown station", 12/11/19
- Ark article with TFPD mention: "PG&E error, fallen tree, cut power to thousands of residents just days apart", 12/11/19
- Ark article: "Tiburon fire invests in high-interest trust to fund retirement benefits", 12/18/19
- Ark photo: "Overflowing with toys", 12/18/19
- Ark piece: "Tiburon Fire Protection District recruiting for new prevention specialist", 12/25/19

AGENDA ITEM 4 – PUBLIC OPEN TIME

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

AGENDA ITEM 5 – CHIEF'S REPORT

A. Monthly Report

The District is currently conducting a selection process for Firefighter/Trainee; Firefighter/Paramedic and Fire Prevention Specialist. This is in anticipation of planned movement in the

organization, operational needs and constituent expectations. Following this process, Chief Pearce anticipates having recommendations for the February and March Board meetings.

We continue looking at opportunities for renewing the facilities at Station 10 to more closely align it with staffing and response needs. This will be a significant project that will require the entire organization's attention.

LAFCO is conducting a Municipal Service Review (MSR) for the peninsula which will take place during the first quarter of 2020. The process reviews services, agreements and responsibilities of the various organizations. There will be a few topics of interest including funding for our work on Angel Island and our agreement with the City of Belvedere.

CFO Rosevear has once again compiled and prepared our submission for Comprehensive Accounting and Financial Reporting (CAFR) through the Government Finance Officers Assoc. (GFOA). This represents a large body of work, time and effort on her part. The District has been recognized with a certificate of achievement for excellence in financial reporting for the past 7 years.

Chief Pearce attended several meetings of interest including: Volunteer Admin; S MEMPS Admin; MERA Admin, Board; FDAC Legislative Committee meetings; Town and City Christmas parties.

Operations

The District responded to the following calls:

164 Calls
Zone 10 – 24
Zone 11 – 60
Zone 12 – 26
Angel Island – 1
Bay Waters – 1
Others – 52

Significant Events:

There were three significant events during the month of December

- Vehicle fire
- Gas line leak
- Dryer fire

Out-of-County:

No out-of-county events during the month of December

Training

There was no end-of-year Marin County Block Training, so we focused on catching up on Daily Training Bulletins for our online policy program.

In-house EMT training focused on mandated reporting and infection control.

Our medical director, Dr. Bason-Mitchell, reviewed Altered Mental status patients and the various medical conditions or substance abuse problems that cause ALOC.

Our new 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 which is nighttime and poor weather conditions. Rescue swimmer training also focused on nighttime rescue operations.

Probationary employees May, Armour, Bell, Wilson, Gallagher and Siragusa successfully passed both manipulative and written Module 2 tests. Probationary FF/PMs Buck and Bahr successfully passed both the manipulative and written Module 3 tests.

Fire Captain Ehren Miller has successfully completed his Chief Officer coursework and will open a task book with the state.

Battalion Chief Hellyer would like to recognize the Fire Officers for facilitating probationary testing throughout the month of December. The new employees continue to excel, and credit is given to the officers that are training them.

Personnel with greater than 20 hours of training: FF/PM Chris May (24), FF/PM Martin Siragusa (20) and Capt. Ehren Miller (32). Total hours for all personnel for December are 476. Total training hours for 2019: 10,035.

Logistics/Maintenance

Routine monthly maintenance performed.

Apparatus/Equipment:

- M10 was serviced at the Mill Valley Corp Yard. Repairs were: oil change, 2 front tires, driver's seat upholstery, intake manifold gasket, thermostat, spark plugs, coolant and a coil. Stryker serviced the gurney (M7 gurney serviced also)
- R11 had an annual service at Diego Truck Repair
- U10 had the steering column intermediate shaft replaced by Dependable Tire and Brake in San Rafael to fix a steering clunk
- UT12 key fob battery replaced and key fob reprogrammed by TFD personnel.
- Gas monitors were calibrated by TFD personnel.
- Routine maintenance completed as scheduled.

Stations:

- Station 11 oven igniter replaced by TFD personnel.
- Station 11 Sparkleen carpet cleaning
- Station 10 sewer line clogged and was cleared out by a plumber.

Prevention/Public Education

Deputy Fire Marshal (DFM) Lantier reports fees billed for the month of December totaled \$482.00.

23 Inspections were completed with 22 being Engine Company inspections; DFM Lantier performed 1 Annual FP Inspection, 3 fire system and fire final inspections; Bill Madsen performed 11 Plan Reviews for Design Review.

2019 Prevention Recap:

The Prevention Bureau completed 1,335 Inspections in 2019 (a 15% increase from 2018) which included 155 Company Inspections, 87 Annual Fire Prevention inspections (with 17 Re-inspections for Compliance in this category), 80 Fire Systems inspections, 21 District Final Inspections, and 971 Wildland Urban Interface/Defensible Space Inspections.

The Bureau also logged 302 Plan Reviews (down 9% from 2018) broken out by 248 Plan Reviews for Planning/Building Design Review, 18 Misc. reviews, and 36 Fire System reviews.

2019 was a Code Cycle year which took up a large portion of DFM Lantier's time in getting Ordinance #129 prepared for approval at the October Board meeting. Significant changes were steering the new Ordinance back to model code language in the California Fire Code, aligning with the other Prevention Divisions in the County and specifically Southern Marin, as well as, creating a new requirement for non-Wildland Urban Interface parcels which require a Vegetation Management Plan to enter into a Maintenance Agreement that is valid for 3 years upon re-certification, and/or amendment, to ensure proper Defensible Space and removal of fire prone species.

2019: TFPD Year-End Summary

The District responded to 1,914 calls in 2019

Zone 10 – 348

Zone 11 – 624

Zone 12 – 247

Angel Island – 12

Bay Waters – 35

Others – 648

Out-of-County/Pre-Positioning Responses:

SEPTEMBER – Mendocino National Forest - Henthorne Fire; (1) Pre-positioning for Red Flag Warning days

OCTOBER – Sonoma County - Kincade Fire; Ventura County - Easy Fire; (2) Pre-positioning assignments for Red Flag Warning days

NOVEMBER – (1) Pre-positioning assignment for Red Flag Warning Days

Fireboat Responses:

Fireboat Tiburon had 55 responses including medical aids, USCG assists, rescues and vessel assists in multiple zones

Significant Events:

22 significant events including, but not limited to, cardiac arrests, traumatic injuries, fires and vehicle collisions

Fire Losses:

There were 3 incidents that resulted in losses in 2019, in the amount of \$885,500.00

Incidents: outside fire, passenger vehicle fire, building fire

Total 2019 Property Loss: \$875,500.00

Total 2019 Content Loss: \$10,000.00

B. Form 700, Statement of Economic Interest and AB 1234 Ethics Training for BOD Discussion.

- C. Ratify appointment of Ryan Mock to Firefighter/Trainee, Range 400, Step #1, \$3,511/month, effective January 1, 2020
Discussion.

M/Sears, S/Kirchhoff to ratify approve appointment of Ryan Mock to Firefighter/Trainee, Range 400, Step #1, \$3,511/month, effective January 1, 2020

Vote: All Aye

AGENDA ITEM 6 TREASURER'S REPORT

- A. Finance Committee

Directors Kirchhoff and Woodford attended the Finance Committee meeting on Wednesday, January 8, 2020, 1800 hours.

12/12/2019

Balance on Hand Operating (BofA), beginning	\$	46,312.05
Revenue and voids	\$	3,588,851.40
Expense	\$	112,722.93

Transfers to P/R Account	\$	255,000.00
Transfers from CAMP	\$	
Transfers from LAIF	\$	
Transfers to LAIF	\$	3,065,000.00
Transfers to CAMP	\$	
Transfer from COM	\$	

1/8/2020

Balance on Hand Operating (Co. of Marin)	\$	
Balance on Hand Operating (BofA), ending	\$	202,440.52

1/8/2020

Balance on Hand Investment Accts		
Apparatus Reserves	\$	1,287,639.00
Facilities/Eq/PERS/OPEB Reserve	\$	2,993,623.00
General Operations Reserve	\$	2,862,521.17
 Total Balance in account LAIF	 \$	 3,933,817.42
Total Balance in account CAMP	\$	3,209,965.75

- B. Approval of Payroll and Warrants
Discussion.

M/Kirchhoff, S/Miller to approve payroll in the amount of \$562,519.00 and warrants in the amount of \$333,303.90

Vote: All Aye

- C. Acceptance of Audit

Discussion.

M/Miller, S/O'Neill to accept Audit

Vote: All Aye

- D. Acceptance of CAFR Submission Discussion.

M/Sears, S/Miller to accept CAFR Submission

Vote: All Aye

AGENDA ITEM 7 – RESOLUTIONS

- A. Resolutions #2020-01 through #2020-08, 2019 Recognition Awards Discussion.

M/Kirchhoff, S/Sears to adopt Resolutions #2020-01 through #2020-08, 2019 Recognition Awards

Vote by roll call:

Aye: Miller, Kirchhoff, Sears, Woodford, O'Neill

No:

Absent:

AGENDA ITEM 8 – COMMITTEE REPORTS

- A. **NERA** – Chief Pearce

NERA had completed a portion of the SEIR and is moving into the construction and customer design review phase of the project.

- B. **SMEMPS** – Director O'Neill

SMEMPS' longtime Administrative Assistant, Barbara Denson, has retired. S MEMPS was fortunate to have Barbara and she will be missed. S MEMPS will work towards disengaging with City of Mill Valley and become more of a stand alone entity at this point. During this transition, Finance Officer Heidi Rosevear and Executive Assistant Nicole Chaput will be taking over for Barbara and will be handling all administrative tasks.

- C. **Personnel** – Directors Sears and Miller

360 evaluations were delayed in getting distributed but will get them out to everyone soon. As a reminder to the Personnel Committee, this is a negotiations year for the District.

AGENDA ITEM 9 – BOARD OF DIRECTORS/BOARD COMMENTS

AGENDA ITEM 10 – ADJOURNMENT

M/Kirchhoff, S/Sears for adjournment.

Vote: All Aye

Meeting adjourned at 1859 hrs.



Tom O'Neill, Board Secretary



Cheryl Woodford, 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

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