

## TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

February 12, 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 1832 hrs.

### AGENDA ITEM 2 – CONSENT CALENDAR

**A.** Approval of Minutes, January 8, 2020

M/O'Neill, S/Sears to approve Minutes, January 8, 2020

**Vote:** All Aye

### AGENDA ITEM 3 – COMMUNICATIONS

- Thank you letter and print of a collaborative painting from BayArt Academy in Sonoma County for crews deployed to the Kincade Fire
- Thank you letter from a resident in SMFD's jurisdiction for TFPD B shift crew's assistance on a structure fire
- Ark article: "Southern Marin and Mill Valley fire to merge leadership", 1/29/20.

### 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 month of January was quite busy with the selection processes for Fire Prevention Specialist, Firefighter/Paramedic and Firefighter-Trainee. This is an exciting time for the organization as we invest in and position the District for the future. Chief Pearce anticipates having several recommendations for the Board at the February meeting.

SMEMPS is in the middle of a transition for financial services. Barbara Denson, who worked with the City of Mill Valley, has retired and the City Finance Department is anxious to separate from the agreement with SMEMPS. Lacking any interest from other members of the JPA, Chief Pearce has asked CFO Rosevear and Executive Assistant Chaput to support these important roles. Both have made significant contributions in updating SMEMPS programs with their knowledge, skills and abilities. While the tasks are monumental, Chief Pearce is confident their efforts will result in a comprehensive financial and administrative program that will benefit all SMEMPS agencies.

Chief Pearce attended several meetings of interest including: S MEMPS OP's, Admin, Finance, FDAC, MERA Admin and G-Board, TFPD Staff, Finance and Board meetings, Town of Tiburon Chamber Mixer.

### Operations

The District responded to the following calls:

144 calls

Zone 10 – 19

Zone 11 – 40

Zone 12 – 21

Angel Island – 1

Bay Waters – 1

Others – 62

### Significant Events:

There were two significant events during the month of January

- Building Fire (MVFD jurisdiction)
- Vehicle Fire

### Out-of-County/Pre-Positioning:

There were no out-of-county/pre-positioning assignment during the month of January

### Training

Marin County Block Training is focusing on our new Fire Ground Policy approved by the Marin County Fire Chiefs. The policy standardizes the way we attack fires and common communications during fire events. All shifts participated in a multi-company night drill simulating a first alarm structure fire.

In-house EMT training focused on EMT recertification and our new LVAD policy.

Our medical director, Dr. Bason-Mitchell, reviewed EMS case studies from local events.

Our new Firefighter/Paramedics, Chris May, Charles Armour, Martin Siragusa and Omar Bell, are continuing to learn driving and pumping District apparatus.

James Rowan has facilitated 360 reviews for Chief Pearce, the Battalion Chiefs and Company Officers.

Boat Operations training has been focused on Level 2 operations which are nighttime and poor weather conditions. Rescue swimmer training focused on techniques using our rescue boards from the engines. Thanks to FF/PM Nate Buck for providing instruction and course material for the rescue swimmers.

Probationary employees May, Armour, Bell, Wilson, Gallagher, Mock and Siragusa are preparing for Module 3 testing. Probationary employees Buck and Bahr are preparing for Module 4 testing.

FF/PMs Buck, May, Armour, Siragusa, Bell and Bahr took a mandatory EMS instructor policy and procedure course that they will teach to us in February.

Captain Ehren Miller has successfully completed the Strike team leader coursework and will open a task book with the state.

Personnel with greater than 20 hours of training: FF/PM Charles Armour (38), FF/PM Scott Bahr (29), FF/PM Omar Bell (38), FF Danny Elkington (26), FF Grant Eules (25), FF Mark Newman (39), FF Travis Terrell (66), Eng. Ken Royal (32), FF/T Ryan Mock (30), LT Mark Fitzgerald (55) and Capt. Ehren Miller (60). Total hours for all personnel for January is 639.

Battalion Chief Hellyer would like to recognize District Driver/Operators for facilitating driver and pumping training throughout the month of January. The new employees continue to excel and credit is given to the Driver/Operators that are training them.

#### **Logistics/Maintenance**

Routine monthly maintenance performed.

Apparatus/Equipment:

- Reserve Ambulance (M7) annual service and 4 new tires completed at Mill Valley Corp Yard.
- E10 inside right rear dual Schrader valve replaced (old one leaking) and driver's side flashlight chargers repaired by TFD personnel.
- E11 Warranty repairs for front suction and manual pump shift completed at Golden State Fire Apparatus.
- E12 Module controlling emergency lighting failed and was replaced, 6 new truck batteries; both items handled by TFD personnel.
- FB11 air filters serviced by TFD personnel.
- M10 shore power cover replaced and rooftop spot light repaired by TFD personnel. Fuel pump and ground wiring repaired by Mill Valley Corp Yard after unit failed to start.
- 3 SCBA repaired by All-star Fire Equipment.

Stations:

- Station 11 decon/wash room shower in apparatus room clogged and backed up. TFD personnel snaked the drain and cleared the clog.
- Station 11 driveway side fence repaired by TFD personnel after an engine bumper made contact with it, knocking loose some of the boards. No damage to the engine.

**Prevention / Public Education**

Deputy Fire Marshal (DFM) Lantier reports fees billed totaled \$1,379.00.

**Inspections Completed:**

39 Inspections were completed in December. Del Mar Middle School was inspected and received a notice for corrections, both are fire system related that require annual maintenance. Belvedere Tiburon Child Care Center was re-inspected and compliant for the 2019-2020 cycle. 3 Trestle Glen Circle was completed/Fire District finalized after a 2-year build. 4 Fire sprinkler systems were inspected by DFM Lantier. DFM Lantier did 3 Vegetation Management Inspections, including 0 Trestle Glen Blvd (13 Acre undeveloped parcel). Property owner cut a 60' wide swath along the entire property perimeter for defensible space to the neighbors which resulted in 400 cubic yards of vegetation removed and chipped on this property.

**Plan Reviews:**

Bill Madsen and DFM Lantier performed 25 Plan Reviews for Design Review.

**Community Risk Reduction/Public Education:**

DFM Lantier has 6 new Fire Prevention Interns from SRJC doing 3 projects for the District for the spring semester:

- 1) Supporting Operations in an inventory of each engine's equipment and location to a single spreadsheet.
- 2) Evaluating engine access on Belvedere and asking that vegetation be trimmed back by homeowners and the City per the Mayor's request.
- 3) Inputting 3 databases of Fire Sprinkler info into Emergency Reporting and then evaluating a Public Education program to provide guidance of sprinkler system false activation and maintenance to avoid false alarms and individual system readiness.

DFM Lantier worked with Southern Marin Fire Prevention staff to cross train the Reed School District maintenance staff on Fire Watch duties which are required in the event of fire alarm system failure or PG&E power outage. Subsequently, a live fire extinguisher training is set for Feb 19th with Reed Staff to effectively deploy fire extinguishers if needed.

The Town of Tiburon employed the North Bay Conservation Corp to cut scotch/french broom on their Gilmartin Drive, Avenida Miraflores and Via Paraiso West parcels and Public Works crews removed about 500 cubic yards of invasive/fire prone species as a part of the CWPP for our area.

DFM Lantier met with the PG&E Vegetation Director for Marin with the Town of Tiburon to address chipping and trimming projects on the peninsula to avoid impacts to Town operations and District responses while trimming is underway. A list will be provided to the Town and District on which projects are underway throughout the summer.

The property management company at 28 Marinero Circle approved the removal of over 200 cubic yards of juniper on the Lyford Drive side of their condo units this week without District request. DFM Lantier wrote the management company, the maintenance contractor, and crews involved, an appreciation letter.

- B. Approve appointment of Django Heckler to Fire Prevention Specialist, Range 407, Step #1, \$7,025/month, effective March 1, 2020  
Discussion.

M/Miller, S/Kirchhoff to approve appointment of Django Heckler to Fire Prevention Specialist, Range 407, Step #1, \$7,025/month, effective March 1, 2020  
**Vote: All Aye**

- C. Approve appointment of Dominic Pomilia to Firefighter-Paramedic, Range 401, Step #3, \$7,746/month, effective March 1, 2020  
Discussion.

M/Kirchhoff, S/Miller to approve appointment of Dominic Pomilia to Firefighter-Paramedic, Range 401, Step #3, \$7,746/month, effective March 1, 2020  
**Vote: All Aye**

- D. Approve appointment of Firefighter/Trainee Matthew Wilson to Firefighter/Paramedic, Range 401, Step #1, \$7,025/month, effective March 1, 2020  
Discussion.

M/Kirchhoff, S/Sears to approve appointment of Firefighter/Trainee Matthew Wilson to Firefighter/Paramedic, Range 401, Step #1, \$7,025/month, effective March 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, February 12, 2020, 1800 hours.

1/9/2020

<b>Balance on Hand Operating (BofA), beginning</b>	<b>\$</b>	<b>202,440.52</b>
Revenue and voids	\$	257,467.48
Expense	\$	90,165.87

Transfers to P/R Account	\$	717,000.00
Transfers from CAMP	\$	380,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	
Transfers to CAMP	\$	
Transfer from COM	\$	

2/12/2020

<b>Balance on Hand Operating (Co. of Marin)</b>	\$	
<b>Balance on Hand Operating (BofA), ending</b>	\$	32,742.13

2/12/2020

**Balance on Hand Investment Accts**

Apparatus Reserves	\$	1,287,639.00
Facilities/Eq/PERS/OPEB Reserve	\$	2,993,623.00
General Operations Reserve	\$	2,495,184.08

Total Balance in account LAIF	\$	3,941,873.19
Total Balance in account CAMP	\$	2,834,572.89

**B. Approval of Payroll and Warrants Discussion.**

M/Kirchhoff, S/Sears to approve payroll in the amount of \$456,381.00 and warrants in the amount of \$297,200.32

**Vote:** All Aye

**C. 2019/20 Mid-Year Budget Revisions/Recommendations**

Request was made to postpone this Agenda Item for Discussion/Action until the March 11, 2020 meeting of the TFPD BOD.

**AGENDA ITEM 7 – RESOLUTIONS****A. Resolutions #2020-09, providing a banking bridge for SMEMPS during administrative and finance transition Discussion.**

M/Miller, S/Sears to adopt Resolutions #2020-09, providing a banking bridge for SMEMPS during administrative and finance transition

**Vote by roll call:**

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

No:

Absent:

**AGENDA ITEM 8 – COMMITTEE REPORTS****A. MERA – Chief Pearce**

MERA now moving forward to customer design review phase.

**B. SMEMPS – Director O'Neill**

Nothing to report.

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

Nothing to report.

**AGENDA ITEM 9 – BOARD OF DIRECTORS/BOARD COMMENTS**

Director O'Neill announced his upcoming annual O'Neill Irish Music Festival and encouraged all to attend. Directors Sears and Miller will miss the March BOD meeting and Director Sears may

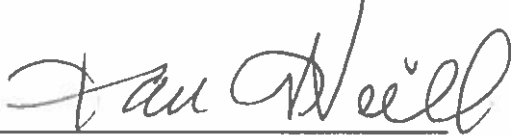
also be absent for the April meeting. Date for the annual installation event has not yet been determined.

AGENDA ITEM 10 – ADJOURNMENT

M/Kirchhoff, S/O'Neill for adjournment.

Vote: All Aye

Meeting adjourned at 1907 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

