

**TIBURON FIRE PROTECTION DISTRICT**

Board of Directors Meeting

March 11, 2020

BOD PRESENT: Cheryl Woodford, David Kirchhoff and Tom O'Neill,

PRESENT: Chief Richard Pearce and Executive Assistant Nicole Chaput

BOD ABSENT: Robert Miller and Steve Sears

**AGENDA ITEM 1 – CALL TO ORDER**

President Woodford called the meeting to order at 1835 hrs.

**AGENDA ITEM 2 – CONSENT CALENDAR**

**A. Approval of Minutes, February 12, 2020**

M/O'Neill, S/Kirchhoff to approve Minutes, February 12, 2020

**Vote:** All Aye

Absent: Sears and Miller

**AGENDA ITEM 3 – COMMUNICATIONS**

- Thank you card from a resident for TFPD C shift crew's assistance with furnace issues
- Thank you email from a resident for A shift personnel's response to a bicycle accident
- Ark article: "Belvedere officials give state-of-city address at annual town meeting", 2/5/20
- Ark piece: "O'Neill Irish Music Festival set to return to Tiburon Feb. 21-22", 2/5/20
- Ark article: "Some local voters will be asked to OK fire measures", 2/12/20
- Ark Letter to the Editor: "Career firefighter: Vote 'yes' on Measure E to support fire services", 2/19/20
- Ark article: "Phone app links cardiac incidents to nearby help", 2/26/20
- Ark piece and photo: "Tiburon fire agency taps San Rafael inspector to fill prevention position", 2/26/20
- Ark article: "A final look at offices, initiatives on March 3 ballot" (included sections of article are copies of Measure C: Marin Wildfire Prevention Authority & Measure E: Belvedere fire budget), 2/26/20

**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 February was once again very busy with many competing priorities. Much appreciation to the entire staff and Board as we work through this unprecedented level of activity to position the District for the future. The complicated process of on-boarding our new Fire Prevention Specialist Django "DJ" Heckler and FF/PMs Dominic Pomilia and Matt Wilson, effective March 1, 2020, was timely and successful.

SMEMPS continues the transition of financial services away from the City of Mill Valley. CFO Rosevear and Executive Assistant Chaput have been invaluable in support of

these important roles. Both have made significant contributions in updating SMEMPS programs. I'm confident their efforts will result in a comprehensive financial and administrative program that will provide a clear path forward for SMEMPS and benefit all agencies.

Chief Pearce attended several meetings of interest including: SMEMPS OP's, Admin, Finance, FDAC, MERA Admin and G-Board, TFPD Staff, Finance and Board meetings.

### Operations

The District responded to the following calls:

121 calls

Zone 10 – 24

Zone 11 – 36

Zone 12 – 21

Angel Island – 1

Bay Waters – 2

Others – 37

### Significant Events:

There was one significant event during the month of February

- Vehicle Accident with injuries

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

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

### 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 review and discussion of the new fire ground policies.

In-house EMT training focused on the new County policy and procedure updates.

Our medical director, Dr. Bason-Mitchell, lectured on the Coronavirus and the precautions we should take in the prehospital setting. He also discussed the implementation of our new policies and procedures.

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 all Officers and each Officer is meeting separately to discuss personal strengths and weaknesses. He also conducted a cultural survey to determine the morale of our department and will present the results in the next few weeks.

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 and Travis Terrell 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 employee Buck has successfully passed the Module 4 testing and is preparing for his final probationary exam.

Battalion Chief Hellyer and Jackson took a week long course titled Mastering Unified Command. The course was about commanding large incidents and coordinating management of these events with law enforcement.

Capt. Miller has developed leadership material for discussion and has been delivering the material to all the shifts.

Personnel with greater than 30 hours of training: FF/PM Charles Armour (36), FF/PM Scott Bahr (30), BC Tommy Hellyer (41), BC Colin Jackson (46), FF Travis Terrell (30), Eng. Ken Royal (32), FF/T Joshua Bornstein (41), LT Mark Fitzgerald (40) and Capt. Ehren Miller (32). Total hours for all personnel for February is 663.

Battalion Chief Hellyer would like to recognize our new Paramedics: Armour, Siragusa, Buck, Bahr, Bell, and May for taking on the responsibilities as EMS and CPR instructors for the District. It is a big responsibility and it will be good for their development in instruction.

### Logistics/Maintenance

Routine monthly maintenance performed.

### **Apparatus/Equipment:**

- B11 rear bumper paint scratch repaired with touch up paint by TFD personnel.
- E10 Officer side mirror glass replaced; truck batteries replaced both by TFD personnel.
- E12 A/C system serviced and repaired by A&C Radiator in San Rafael.
- M10 headlight issue fixed by Mill Valley Corp Yard.

### **Stations:**

- Station 11 upstairs men's bathroom drain clogged and backed up. One toilet was removed and the drain was snaked and cleared by TFD personnel.
- Station 11 noted to have termite activity. Terminix investigated and advised we will need to tent the station for fumigation. This will be scheduled and completed in the near future.
- Station 10 flagpole light replaced by TFD personnel.

**Prevention / Public Education**

Deputy Fire Marshal (DFM) Lantier reports fees billed totaled \$1,364.50.

**Inspections Completed:** 20 Inspections were completed in February. DFM Lantier performed 7 Fire Sprinkler/Fire final inspections and 1 VMP site inspection. DFM Lantier finalized 1 solar installation and had 4 counter consults for various Development projects. 5 Occupancies inspections were also done by DFM Lantier and an entire revamping of the Knox keys at Romberg were completed and secured.

**Plan Reviews:**

Bill Madsen and DFM Lantier performed 21 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 performed fire extinguisher training with the Reed School District Maintenance staff on Feb 19th. 15 staff members were taught to deploy a 2A 10BC fire extinguisher over live flames and how to successfully extinguish.

DFM Lantier also did the same training at The Romberg Center for 22 staff members on February 26th.

The Del Mar Hacienda Homeowners Association came to Station 11 on February 6th to discuss PG&E PSPS and begin the process of becoming a FireWise Community. 17 members of the community were in attendance.

DFM Lantier attended the monthly FPO and MCFIT meetings, as well as participated in the Belvedere Block Captain Training exercise on Feb. 13th that involved radio training of existing and new Block Captains.

- B. Approve appointment of Firefighter-Trainees Zachary Durall and Davis Pratt, Range 400, Step #1, \$3,511/mo., effective March 16, 2020  
Discussion.

M/O'Neill, S/Kirchhoff to approve appointment of Firefighter-Trainees Zachary Durall and Davis Pratt, Range 400, Step #1, \$3,511/mo., effective March 16, 2020

**Vote: All Aye**

Absent: Sears and Miller

**AGENDA ITEM 6 TREASURER'S REPORT**

**A. Finance Committee**

Directors Kirchhoff and Woodford attended the Finance Committee meeting on Wednesday, March 11, 2020, 1800 hours.

2/13/2020

<b>Balance on Hand Operating (BofA), beginning</b>	\$	32,742.13
Revenue and voids	\$	194,153.10
Expense	\$	213,965.20

Transfers to P/R Account	\$	390,000.00
Transfers from CAMP	\$	425,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	
Transfers to CAMP	\$	
Transfer from COM	\$	

3/11/2020

<b>Balance on Hand Operating (Co. of Marin)</b>	\$	
<b>Balance on Hand Operating (BofA), ending</b>	\$	47,930.03

3/11/2020

**Balance on Hand Investment Accts**

Apparatus Reserves	\$	1,287,639.00
Facilities/Eq/PERS/OPEB Reserve	\$	2,993,623.00
General Operations Reserve	\$	2,073,844.42

Total Balance in account LAIF	\$	3,941,873.19
Total Balance in account CAMP	\$	2,413,233.23

**B. Approval of Payroll and Warrants**

Discussion.

M/O'Neill, S/Kirchhoff to approve payroll in the amount of \$506,029.00 and warrants in the amount of \$227,104.35

**Vote: All Aye**

Absent: Sears and Miller

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

Corrections had been made by CFO Rosevear to the Excel spreadsheet columns only.

M/O'Neill, S/Kirchhoff to approve 2019/20 Mid-Year Budget Revisions/Recommendations

**Vote: All Aye**

Absent: Sears and Miller

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

MERA now moving forward to customer design review phase which is a crucial component heading into construction phase.

**B. SMEMPS – Director O’Neill**

SMEMPS Board met 3/10/2020 to adopt several resolutions regarding SMEMPS setting up as its own organization and creating its own bank account with CFO Rosevear serving as SMEMPS’ Interim Finance Officer until the Finance Officer/Administrative Assistant/Board Clerk position can be filled permanently.

**C. Personnel – Directors Sears and Miller (Both Directors absent)**

Nothing to report.

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

No Board comments.

**AGENDA ITEM 10 – ADJOURNMENT**

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

**Vote:** All Aye

**Absent:** Sears and Miller

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