TIBURON FIRE PROTECTION DISTRICT
Board of Directors Meeting
May 13, 2020

BOD PRESENT: Cheryl Woodford, David Kirchoff, Robert Miller and Steve Sears
PRESENT: Chief Richard Pearce and Executive Assistant Nicole Chaput
BOD ABSENT: Tom O'Neill

AGENDA ITEM 1 – CALL TO ORDER
President Woodford called the meeting to order at 1834 hrs.

Executive Assistant Nicole Chaput conducts roll call due to meeting being conducted via teleconferencing:
Woodford – Aye
Kirchoff – Aye
Miller – Aye
Sears – Aye
Absent: O'Neill

AGENDA ITEM 2 – CONSENT CALENDAR
A. Approval of Minutes, April 8, 2020

M/Miller, S/Sears to approve Minutes, April 8, 2020
Executive Assistant Nicole Chaput polls the Board:
Sears – Aye
Miller – Aye
Kirchoff – Aye
Woodford – Aye
Absent: O'Neill

AGENDA ITEM 3 – COMMUNICATIONS
- Thank you cards, letters and handmade notes thanking firefighters for being on the job and helping during the pandemic
- Ark article: "National community service team postpones planned local wildfire-prevention work", 4/15/20
- Ark article: "Tiburon fire to require application for fire-prevention yard work", 4/29/20

AGENDA ITEM 4 – PUBLIC OPEN TIME
President Woodford announced Public Open Time. No public comment/no public announced their presence on the call.

AGENDA ITEM 5 – CHIEF'S REPORT
A. Monthly Report
We have been very fortunate to have had minimal impacts due to the pandemic. We continue contingency planning to maintain operational readiness for staffing and services should the situation escalate. The Shelter in Place order caused many issues for our constituents and staff. Chief Pearce is very proud and appreciative of the way
everyone has stepped up to the challenge and kept morale high, while recognizing the potential long-term impacts to the District.

The community, as a whole, is getting very restless and are ready for reopening the economy. Call volume has remained relatively light providing excellent training opportunities for our staff members. Countywide, the Covid-19 numbers remain low, to date there have been 14 deaths attributed to the virus and approximately 6% of all symptomatic patients tested have the Covid-19 virus.

Local governments across the State are beginning to see the financial implications of the shutdown. Those who rely heavily on sales tax are struggling to balance services and financial obligations. The Covid-19 virus and the response by Federal, State and Local authorities will have repercussions for years to come. We will be monitoring the developments closely and will have recommendations for Board consideration at future meetings.

**Operations**
The District responded to the following calls:
90 calls
Zone 10 – 18
Zone 11 – 29
Zone 12 – 8
Angel Island – 1
Bay Waters – 1
Others – 33

**Significant Events:**
There were no significant events during the month of April

**Out-of-County/Pre-Positioning:**
There were no out-of-county/pre-positioning assignment during the month of April

**Training**
Marin County Block Training has been put on hold due to the Covid-19 pandemic.

In-house EMT training focused on Valley Fever awareness.

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, all passed the Module 3 probationary testing.

Our new Firefighter/Trainees have been oriented to the fire apparatus and stations and passed their third person testing.

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.
Officer training has been a focus for the Lieutenant Exam in early June. The candidates are Travis Terrell, Danny Elkington, Mark Newman, Digory McGuire, Ken Royal and Grant Euless.

The Crews have started focusing on wildland training. They have been driving fire roads and reviewing wildland tactics and strategies.

Personnel with greater than 30 hours of training: FF/PM Charles Armour (30), FF/PM Omar Bell (33), FF/T Zach Durall (35), FF Digory McGuire (38), Capt. Rod Stewart (34) and FF Mark Newman (34). Total hours for all personnel for April is 501.

Battalion Chief Hellyer would like to recognize all our officers for keeping the training going and our driver/operators for continuing to train, learn and pass the probationary tests.

Logistics/Maintenance
Routine monthly maintenance performed.

Apparatus/Equipment:
Station 11 air compressor pump was replaced by District personnel. Special thanks to Sanitary District #5 for the use of their davit truck. New pump weighs 480 pounds
B11 tire repair by Brandon Tire (screw in the tread)
E10 flashlight found broken and repaired by District personnel with parts in-house
E12 portable generator found out of service. District personnel diagnosed a bad spark plug and repaired generator putting it back in service
Fire Boat went to Moose Boats for haul out and repaint
Hose testing

Prevention / Public Education
Deputy Fire Marshal (DFM) Lantier reports no fees billed for April due to Coronavirus restrictions.

Inspections Completed:
2 field inspections were completed in April due to COVID-19.

Plan Reviews Completed:
DFM Lantier performed 11 plan reviews for Design Review and/or Building Permit work. All plan reviews are being done via the remote office capabilities.

Community Risk Reduction/Public Education:
Currently, FPS Heckler is completing the Knox Box data entry into Emergency Reporting while working remotely. Over 130 WUI Inspection Notices were sent out on April 28th for the 1st of 8 zones for inspections commencing June 1. The notices give these properties over 30 days to comply, with defensible space requirements.

The monthly MCFIT meeting was cancelled, but DFM Lantier sent out online training options for all MCFIT members to pursue during this time of Social Distancing.

We were awarded the NCCC team but due to COVID-19 were then asked if we could still support their return even if for only 1 month which we acknowledged with a most certainly.
B. 2019-20 Marin County Civil Grand Jury Report
   "Follow-Up Report on Web Transparency of Agency Compensation Practices"
   Discussion.

C. 2020 BOD Election Timeline
   Discussion.

D. Declare Surplus Equipment
   Discussion.

   M/Kirchhoff, S/Sears to declare surplus equipment
   Executive Assistant Nicole Chaput polls the Board:
   Woodford – Aye
   Kirchhoff – Aye
   Miller – Aye
   Sears – Aye
   Absent: O’Neill

E. Ratify Step Raise, Firefighter Digory McGuire, Range 401, Step #4, $8,136/mo.,
   effective May 1, 2020
   Discussion.

   M/Kirchhoff, S/Sears to ratify Step Raise, Firefighter Digory McGuire, Range 401, Step
   #4, $8,136/mo., effective May 1, 2020
   Executive Assistant Nicole Chaput polls the Board:
   Woodford – Aye
   Kirchhoff – Aye
   Miller – Aye
   Sears – Aye
   Absent: O’Neill

AGENDA ITEM 6 FINANCE REPORT
A. Finance Report
   No Board comments.

   4/9/2020

   Balance on Hand Operating (BofA), beginning $ 32,562.30
   Revenue and voids $ 2,767,714.11
   Expense $ 105,333.78

   Transfers to P/R Account $ 770,000.00
   Transfers from CAMP $ 200,000.00
   Transfers from LAIF $ 2,000,000.00
   Transfers to CAMP $ 200,000.00
   Transfer from COM $ 5/13/2020
Balance on Hand Operating (Co. of Marin) $0
Balance on Hand Operating (BofA), ending $124,942.63

5/13/2020

Balance on Hand Investment Accts
Apparatus Reserves $1,287,639.00
Facilities/Ep/PERS/OPEB Reserve $2,993,623.00
General Operations Reserve $3,648,231.81

Total Balance in account LAIF $5,961,723.20
Total Balance in account CAMP $1,967,770.61

B. Approval of Payroll and Warrants

M/Kirchhoff, S/Miller to approve payroll in the amount of $482,254.00 and warrants in the amount of $251,385.43

Executive Assistant Nicole Chaput polls the Board:
Woodford – Aye
Kirchhoff – Aye
Miller – Aye
Sears – Aye
Absent: O’Neill

C. Approve Preliminary Budget F/Y 2020-21

Discussion.

M/Miller, S/Sears to approve Preliminary Budget F/Y 2020-21

Executive Assistant Nicole Chaput polls the Board:
Woodford – Aye
Kirchhoff – Aye
Miller – Aye
Sears – Aye
Absent: O’Neill

AGENDA ITEM 8 – COMMITTEE REPORTS

A. MERA – Chief Pearce
MERA met electronically today to discuss Next Gen System with a focus on the Senior Exemption timeline. Deirdre McCrohan did a nice piece in the Ark. MERA continues to make progress moving ahead.

B. SMEMPS – Chief Pearce (O’Neill Absent)
The SMEMPS transition to its own organization has been extremely time consuming for Finance Officer Heidi Rosevear but the process towards a long term solution continues to move forward.

C. PERSONNEL – Chief Pearce
1. Approve 1-year extension to 2017-2020 Memorandum of Understanding
Our current Memorandum of Understanding (MOU) with the Association and Management Groups were set to expire June 30, 2020. The Covid-19 pandemic has introduced much uncertainty into the economy that has been recognized
throughout the entire organization. Chief Pearce received letters from both the Association and Management groups to suspend negotiations in consideration of a 1-year extension of the 2017-2020 MOU. This will provide time to evaluate the actual and potential impacts to the District prior to entering negotiations next spring. Chief Pearce very much appreciates the Association and Management teams for their forethought and goodwill to the District.

Discussion.

M/Sears, S/Miller to approve 1-year extension to 2017-2020 Memorandum of Understanding

Executive Assistant Nicole Chaput polls the Board:
Woodford – Aye
Kirchhoff – Aye
Miller – Aye
Sears – Aye
Absent: O'Neill

2. Vacation Accrual Waiver due to Covid-19 Pandemic
A temporary, twelve-month waiver of the two-year vacation accrual cap, as stated in the MOU, for all employees who exceed the maximum vacation accrual due to vacation plans cancelled due to the pandemic.

Discussion.

M/Miller, S/Sears to approve Vacation Accrual Waiver due to Covid-19 Pandemic

Executive Assistant Nicole Chaput polls the Board:
Woodford – Aye
Kirchhoff – Aye
Miller – Aye
Sears – Aye
Absent: O'Neill

AGENDA ITEM 9 – BOARD OF DIRECTORS/BOARD COMMENTS
No Board comments.

AGENDA ITEM 10 – ADJOURNMENT
M/Miller, S/Sears for adjournment.

Executive Assistant Nicole Chaput polls the Board:
Woodford – Aye
Kirchhoff – Aye
Miller – Aye
Sears – Aye
Absent: O'Neill

Meeting adjourned at 1926 hrs.
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
SMEEPS – Southern Marin Emergency Medical Paramedic System
TFPD – Tiburon Fire Protection District
TVFD – Tiburon Volunteer Fire Department