

**TIBURON FIRE PROTECTION DISTRICT**

Board of Directors Meeting

May 13, 2020

BOD PRESENT: Cheryl Woodford, David Kirchhoff, 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  
Kirchhoff – 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  
Kirchhoff – 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 Eules.

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

<b>Balance on Hand Operating (BofA), beginning</b>	\$	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	\$	
Transfers to LAIF	\$	2,000,000.00
Transfers to CAMP	\$	
Transfer from COM	\$	

5/13/2020

<b>Balance on Hand Operating (Co. of Marin)</b>	\$	
<b>Balance on Hand Operating (BofA), ending</b>	\$	124,942.63

5/13/2020

**Balance on Hand Investment Accts**

Apparatus Reserves	\$	1,287,639.00
Facilities/Eq/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.



David Kirchhoff, Vice President



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

