

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

April 8, 2020

BOD PRESENT: Cheryl Woodford, Tom O'Neill, Robert Miller and Steve Sears

PRESENT: Chief Richard Pearce and Executive Assistant Nicole Chaput

BOD ABSENT: David Kirchhoff

AGENDA ITEM 1 – CALL TO ORDER

President Woodford called the meeting to order at 1834 hrs.

Secretary O'Neill conducts roll call due to meeting being conducted via teleconferencing:

Kirchhoff – Absent

Miller – Present

Sears – Present

O'Neill – Present

Woodford – Present

AGENDA ITEM 2 – CONSENT CALENDAR

A. Approval of Minutes, March 11, 2020

M/Miller, S/O'Neill to approve Minutes, March 11, 2020

Director O'Neill polls the Board:

Sears – Aye

Miller – Aye

O'Neill – Aye

Woodford – Aye

Absent: Kirchhoff

AGENDA ITEM 3 – COMMUNICATIONS

- Birth announcement thanking TFPD for helping during pregnancy
- Letter notifying TFPD as recipient of \$250 grant from the Thomas and Joanne Peterson Family Fund of the Marin Community Foundation (MCF) for general operating support.
- Ark article: "Belvedere poised to install evacuation decals this spring", 3/4/20
- Thank you letter, along with dozens of handmade cards, from The Marin Correspondence Society, in partnership with Dominican University Alumni, thanking the firefighters for all that they do

AGENDA ITEM 4 – PUBLIC OPEN TIME

President Woodford announced Public Open Time. No public comment/no public present on call.

AGENDA ITEM 5 – CHIEF'S REPORT

A. Monthly Report

Chief Pearce states that he wishes he could say that everything is business as usual but, unfortunately, that would be a stretch. He has been very pleased with the entire staff and their willingness to look at endless alternatives to ensure we continue to provide the

greatest level of service to our constituents during this trying time. The administrative staff is mostly working remotely and the field crews are implementing new procedures to limit potential exposures both at home and on-duty. As mentioned previously, our major focus has been force protection, with the understanding that one exposure could sideline an entire shift for up to 14 days. While we have been very fortunate to this end, we are developing contingency plans for staffing and our response matrix should the situation escalate. Securing Personal Protective Equipment (PPE) continues to be an issue that could become a problem if this event persists.

The community, as a whole, continues to take a rather relaxed approach to the stay at home order and call volume has remained relatively light. We have been collaborating with Marin County HHS, EMS, MCFCA, local government and our police and fire partners in addressing and preparing for a variety of real and potential situations. Countywide, the Covid-19 numbers remain low, to date there have been 5 deaths attributed to the virus and approximately 6% of all symptomatic patients tested have the Covid-19 virus.

The Covid-19 virus and the response by Federal, State and Local authorities will have repercussions for years to come.

Operations

The District responded to the following calls:

133 calls

Zone 10 – 34

Zone 11 – 29

Zone 12 – 22

Angel Island – 1

Bay Waters – 0

Others – 47

Significant Events:

There were no significant event during the month of March

Out-of-County/Pre-Positioning:

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

Training

Marin County Block Training is focusing on Firefighter safety and survival. We did not do much training on this topic as we are now focused on COVID-19.

In-house EMT training focused on the Coronavirus..

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.

Our new Firefighter/Trainees were put through a one week training academy and tested to be third person Firefighters.

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 FF Travis Terrell for providing instruction and course material for the rescue swimmers.

Probationary employees May, Armour, Bell, Wilson, Gallagher, Mock and Siragusa successfully passed the Module 3 test.

Probationary employee Buck has successfully passed the final Module 5 test and has successfully passed his probation. Congratulations to FF/PM Nate Buck for all his hard work, he will be a very productive employee for TFD.

Personnel with greater than 30 hours of training: FF/PM Charles Armour (31), FF/PM Dominic Pomilia (32), BC Colin Jackson (37), BC Ardigo (52), FF/T Zach Durall (37), FF/T Davis Pratt (33), FF/T Patrick Gallagher (61), LT Mark Fitzgerald (40) and FF Mark Newman (30). Total hours for all personnel for March is 711.

Battalion Chief Hellyer would like to recognize all our officers and driver/operators for continuing to train even while we are in the midst of this pandemic.

Logistics/Maintenance

Routine monthly maintenance performed.

Apparatus/Equipment:

- E10 annual pump test completed by TFD personnel.
- E12 annual pump test completed by TFD personnel.
- E612 annual pump test completed; rear amber light replaced by TFD personnel.
- FB Tiburon portable trash/dewatering pump found to be unserviceable due to corrosion of the pump housing, a new one is on order. Annual haul out postponed due to COVID-19 and Moose Boats being closed.
- P11 wiper blades replaced by TFD personnel.
- U11 Streamlight repaired by replacing rechargeable batteries, completed by TFD personnel.
- Gas monitors calibrated by TFD personnel.

Stations:

- Station 11 air compressor timer replaced; dishwasher water pump cleaned and returned to service; conference room curtain hanging system replaced; conference room furnace gas valve replaced, all completed by TFD personnel.
- Maintenance requiring outside vendors being deferred due to COVID-19.

Prevention / Public Education

Deputy Fire Marshal (DFM) Lantier reports fees billed totaled \$950.50.

Inspections Completed:

7 field inspections were completed in March due to COVID-19. DFM Lantier performed 7 Fire Sprinkler/Fire final inspections with FPS Heckler learning the procedures of each. Currently, FPS Heckler is completing Lexipol training and Emergency Reporting proficiencies while working remotely. More site specific prep work will be assigned to

FPS Heckler to anticipate the launch of the Vegetation Management field inspection program in May.

Plan Reviews Completed:

DFM Lantier performed 22 plan reviews for Design Review and/or Building Permit work. There were 3 Fire Systems and 1 misc. review completed by DFM Lantier as well. All plan reviews are being done via the remote office capabilities.

Community Risk Reduction/Public Education:

The Fire Prevention Interns from SRJC are currently suspended from class and our work until the Shelter in Place is lifted. DFM Lantier had a Zoom meeting with them on March 30th to check on their well-being and see what could be done to complete their necessary paperwork. All have shown interest in continuing in the summer and/or fall as FP Interns.

DFM Lantier attended the monthly FPO meeting via Zoom on March 18th. 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.

DFM Lantier, FPS Heckler and Exec. Asst. Chaput all attended a Zoom meeting on March 25th with the Town of Tiburon Building Staff and Southern Marin Fire Prevention Staff to begin a policy and procedure for field construction inspections to become reinstated sometime in April despite the extension of Shelter in Place. This will be a weekly working meeting.

We were awarded the NCCC team starting April 19th, but that program was suspended nationally by the Americorps in early March. If the Shelter in Place is extended into May, we would have an option to have the team come for an amended period to do Defensible Space work in the District in a shared project with Marinwood Community Services District. This is yet to be determined by NCCC and we will await an update.

Social Media - TFD has been adding more community spirit items on Facebook and Nextdoor with very little engagement by our constituents. All COVID 19 media is seen nightly on all local and national TV outlets. This is also a continued program and all ideas are welcomed for content.

- B. Ratify appointment of Firefighter-Trainee Patrick Gallagher to Firefighter, Range 401, Step #1, \$7,025/mo., effective April 1, 2020
Discussion.

M/Sears, S/Miller to ratify appointment of Firefighter-Trainee Patrick Gallagher to Firefighter, Range 401, Step #1, \$7,025/mo., effective April 1, 2020

Director O'Neill polls the Board:

Miller – Aye

Sears – Aye

O'Neill – Aye

Woodford – Aye

Absent: Kirchhoff

- C. Ratify Step Raise, Firefighter/Paramedic Nate Buck, Range 401, Step #2, \$7,377/mo., effective April 1, 2020
Discussion.

M/Sears, S/Miller to ratify Step Raise, Firefighter/Paramedic Nate Buck, Range 401, Step #2, \$7,377/mo., effective April 1, 2020

Director O'Neill polls the Board:

Miller – Aye
Sears – Aye
O'Neill – Aye
Woodford – Aye
Absent: Kirchhoff

AGENDA ITEM 6 TREASURER'S REPORT

- A. Finance Report
No Board comments.

3/12/2020

Balance on Hand Operating (BofA), beginning	\$	47,930.03
Revenue and voids	\$	181,134.93
Expense	\$	91,502.66

Transfers to P/R Account	\$	355,000.00
Transfers from CAMP	\$	250,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	
Transfers to CAMP	\$	
Transfer from COM	\$	

4/8/2020

Balance on Hand Operating (Co. of Marin)	\$	
Balance on Hand Operating (BofA), ending	\$	32,562.30

4/8/2020

Balance on Hand Investment Accts	
Apparatus Reserves	\$ 1,287,639.00
Facilities/Eq/PERS/OPEB Reserve	\$ 2,993,623.00
General Operations Reserve	\$ 1,826,759.23
Total Balance in account LAIF	\$ 3,941,873.19
Total Balance in account CAMP	\$ 2,166,148.04

- B. Approval of Payroll and Warrants
Discussion.

M/O'Neill, S/Miller to approve payroll in the amount of \$493,321.00 and warrants in the amount of \$282,560.88

Director O'Neill polls the Board:

Miller – Aye
Sears – Aye
O'Neill – Aye
Woodford – Aye
Absent: Kirchhoff

AGENDA ITEM 8 – COMMITTEE REPORTS

A. MERA – Chief Pearce

MERA will be finalizing the Customer Design Review (CDR) with Motorola and moving on to the construction phase which is a bit of a challenge during the Coronavirus pandemic and the Shelter in Place orders.

B. S MEMPS – Director O'Neill

S MEMPS is setting up as its own organization and creating its own accounts while TFPD serves as intermediary with CFO Rosevear serving as S MEMPS' Interim Finance Officer until the Finance Officer/Administrative Assistant/Board Clerk position can be filled permanently.

AGENDA ITEM 9 – BOARD OF DIRECTORS/BOARD COMMENTS

No Board comments.

AGENDA ITEM 10 – ADJOURNMENT

M/Miller, S/Sears for adjournment.


Director O'Neill polls the Board:

Miller – Aye
Sears – Aye
O'Neill – Aye
Woodford – Aye
Absent: Kirchhoff

Meeting adjourned at 1849 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

