

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

July 8, 2020

BOD PRESENT: David Kirchhoff, Tom O'Neill, Robert Miller and Steve Sears

PRESENT: Chief Richard Pearce and Executive Assistant Nicole Chaput

BOD ABSENT: Cheryl Woodford

AGENDA ITEM 1 – CALL TO ORDER

Vice President Kirchhoff called the meeting to order at 1832 hrs.

Executive Assistant Nicole Chaput conducts roll call due to meeting being conducted via teleconferencing:

Kirchhoff – Present
Miller – Present
Sears – Present
O'Neill – Present
Woodford – Absent

AGENDA ITEM 2 – CONSENT CALENDAR

A. Approval of Minutes, June 10, 2020

M/Sears, S/O'Neill to approve Minutes, June 10, 2020

Executive Assistant Nicole Chaput polls the Board:

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

AGENDA ITEM 3 – COMMUNICATIONS

- Thank you note and drawing from a 3-year old resident for “keeping her safe”
- Ark article: “Report: Local public agency websites must increase transparency of employee pay data”, 6/10/20

AGENDA ITEM 4 – PUBLIC OPEN TIME

Vice President Kirchhoff announced Public Open Time. No public comment/no public announced their presence on the telephone call.

AGENDA ITEM 5 – CHIEF'S REPORT

A. Monthly Report

As anticipated, the relaxing of the shelter in place order has resulted in increased Covid cases; the largest number coming from San Quentin State Penitentiary. As businesses continue to gradually reopen, we will be working closely with the Town/City and Chamber of Commerce to assist wherever possible.

The financial implications of the shut down and civil unrest associated with rioting, looting and arson have challenged agencies across the state and country. We continue to work closely with our local government stakeholders in identifying threats to the community. Through planning, preparation and prevention, we will mitigate these threats to the best of our ability.

The community, as a whole, remains supportive. Call volume is returning to normal and, as we prepare for wildland season, responses to the large fires we have recently battled will be even more challenging in the Covid environment. Countywide, the Covid-19 numbers remain low, to date there have been 18 deaths attributed to the virus and approximately 4% of all symptomatic patients tested have the Covid-19 virus. We are learning that the overall mortality rate is much lower than anticipated.

Chief Pearce remains very proud and appreciative of the way everyone has stepped up to the challenge and kept morale high, while recognizing the potential long-term ramifications to the District.

Chief Pearce would like to acknowledge the many contributions to the District by Lieutenant Michael Tompkins and wishes him a happy and healthy retirement.

Operations

The District responded to the following calls:

148 calls

Zone 10 – 31

Zone 11 – 36

Zone 12 – 26

Angel Island – 0

Bay Waters – 2

Others – 53

Significant Events:

There were no significant events during the month of June

Out-of-County/Pre-Positioning:

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

Training

Marin County Block Training, like everything else in the world, has transitioned to online Zoom training. The topics vary every week and a different agency is responsible to deliver the material to all three shifts. Lieutenant Bonfigli just taught the class to all fire agencies about confined space rescue.

In-house EMT training continues to focus on Covid-19. Testing has been more accessible and some of our personnel have been trained on giving the Covid tests.

Our medical director, Dr. Bason-Mitchell, went to New York to assist with the Covid 19 pandemic surge. His lecture was based on the latest information on the virus and specifically how the virus is causing strokes in some patients.

Chris May has successfully passed the final driver/operator testing and is now a qualified District driver. Martin Siragusa, Patrick Gallagher and Omar Bell are all close to being tested for their driver/operator. All are doing very well and continue to exceed expectations.

Lt. Bonfigli and FF McGuire helped to instruct a 1 week Driver Operator 1A course for multiple agencies in the county. FF/Tr Durall and FF/PM Pomilia attended the course.

Boat Operations training has focused on Level 1 operations for Lt. M. Newman and FF/PM Buck. Both have started their task books for Level 1 operations. Rescue swimmer training focused on techniques using our rescue boards from the engines.

The Lieutenant candidates Travis Terrell, Danny Elkington, Mark Newman, Digory McGuire, Ken Royal and Grant Eules all represented The District very well during the test earlier in the month. They all worked very hard and TFD is set up well with high-quality fire service leaders of the future.

Wildland training is a primary focus right now as the fire season is upon us. Crews have been driving fire roads, practicing progressive hose lays and reviewing wildland tactics and strategies. We are preparing for the differences Covid 19 will have on campaign fires and how we, as an agency, will have to be more self-sufficient for food and shelter.

Personnel with greater than 30 hours of training: FF/PM Dominic Pomilia (45), FF/PM Chris May (34), FF Digory McGuire (48), Lt. Dean Bonfigli (46), Lt. Mark Newman (39), FF Danny Elkington (33), Lt. Mark Fitzgerald (33), FF/PM Matt Wilson (35) and FF/Tr Ryan Mock (30). Total hours for all personnel for June is 660.

Battalion Chief Hellyer would like to recognize all of TFD for keeping the training going through these uncertain times. Our probationary employees continue to work hard and are dedicated to learning and improving. Special recognition to Lt. Dean Bonfigli for teaching 2 countywide courses this month. Also, FF Digory McGuire for assisting Lt Bonfigli in the Driver course. FF McGuire has extensive knowledge of fire engines and will be an excellent instructor in this area. And lastly, Lt. Mark Fitzgerald who helped create the plan for the fire simulations for Lieutenant Exam and also facilitated it on test day.

Logistics/Maintenance

Routine monthly maintenance performed.

Apparatus/Equipment:

- E10 - forward facing red emergency LED light replaced by TFD personnel
- E11 - pump water leak diagnosed and repaired by TFD Personnel
- E12 - box light found broken, new light and charger installed by TFD personnel
- E611- went to Golden State and International to address warning lights for low oil pressure; a wiring harness and turbo pressure sensor were replaced and E611 was returned

- U12 had an oil change service completed by R&S

Stations:

- New LED light fixture installed in the SCBA Room at Station 11

Prevention / Public Education

Deputy Fire Marshal (DFM) Lantier reports \$990.00 billed for June.

Inspections Completed:

(2) field inspections of fire sprinkler systems were completed in June due to COVID-19. (1) field inspections were performed for Fire District Final approval. Reed School had a re-inspection and Water's Edge Hotel was inspected and will put us at 100% of SB 1205 required inspections. It was a big month for WUI/Defensible Space inspections, with DFM Lantier participating in several and FPS Django Heckler recording 79 inspections.

Plan Reviews Completed:

DFM Lantier performed (10) plan reviews for Design Review and/or Building Permit work. (14) plans reviews were done for Solar Voltaic systems with Battery Back-up. (2) plan reviews were performed for fire sprinkler systems.

Community Risk Reduction/Public Education:

The second Chipper/Vegetation Removal Event of the year at Blackie's Pasture was a great success on June 13th. We set a single day record on 208 vehicle trips over 8 hours which surpassed the May Event by 18%. We reached 84 addresses (up 21% from May) with (4) from Belvedere, (9) SMFD area in Tiburon and (71) from our District. Of the 208 loads, (53) loads were 2 or more from a single address which is 63% of the total. (22) were 3 or more loads from a single address (26% of total). (13) loads were 4 or more from a single address (15% of total). We filled (4) 20-yard dumpsters and (6) 40-yard dumpsters that equates to 320 cubic yards/112,000 lbs or 56 tons removed. This double the tonnage from May, so people are working very hard to take advantage of this great opportunity and we are excited for the July 11th event.

DFM Lantier has brought back one Fire Prevention Intern, Jesse Gerhardt, from the spring semester to perform scheduling duties for the remaining WUI addresses, assist in field inspections, data input and general office help.

B. Grand Jury Report - Responses Discussion.

M/Miller, S/Sears to approve the responses to the 2019-2020 Marin County Civil Grand Jury Report: "Follow-Up Report on Web Transparency of Agency Compensation Practices"

Executive Assistant Nicole Chaput polls the Board:

Kirchhoff – Aye

Miller – Aye

Sears – Aye

O'Neill – Aye
Woodford – Absent

C. 2020 Biennial Notice – Conflict of Interest Code
Discussion.

M/O'Neill, S/Miller to approve the 2020 Biennial Notice – Conflict of Interest Code
Executive Assistant Nicole Chaput polls the Board:
Kirchhoff – Aye
Miller – Aye
Sears – Aye
O'Neill – Aye
Woodford – Absent

D. Ratify Verizon Interim Agreement
Discussion.

M/Sears, S/O'Neill to ratify the Verizon Interim Agreement
Executive Assistant Nicole Chaput polls the Board:
Kirchhoff – Aye
Miller – Aye
Sears – Aye
O'Neill – Aye
Woodford – Absent

E. Annual Board Compensation
Discussion.

M/Miller, S/Sears to approve the increase to annual Board compensation
Executive Assistant Nicole Chaput polls the Board:
Kirchhoff – Aye
Miller – Aye
Sears – Aye
O'Neill – Aye
Woodford – Absent

F. Ratify Step Raise – Firefighter/PM Dominic Pomilia, Range 401, Step #4, \$8,136/mo.,
effective June 16, 2020

M/Miller, S/Sears to ratify Step Raise – Firefighter/PM Dominic Pomilia, Range 401, Step
#4, \$8,136/mo., effective June 16, 2020
Executive Assistant Nicole Chaput polls the Board:
Kirchhoff – Aye
Miller – Aye
Sears – Aye
O'Neill – Aye
Woodford – Absent

G. Approve Step Raise – Captain Dave Newman, Range 404, Step #3, \$10,382/mo.,
effective July 1, 2020

M/O'Neill, S/Sears to approve Step Raise – Captain Dave Newman, Range 404, Step #3, \$10, 382/mo., effective July 1, 2020

Executive Assistant Nicole Chaput polls the Board:

Kirchhoff – Aye

Miller – Aye

Sears – Aye

O'Neill – Aye

Woodford – Absent

- H. Approve Step Raise – Firefighter Travis Terrell, Range 401, Step #4, \$8,136/mo., effective July 1, 2020

M/Miller, S/Sears to approve Step Raise – Firefighter Travis Terrell, Range 401, Step #4, \$8,136/mo., effective July 1, 2020

Executive Assistant Nicole Chaput polls the Board:

Kirchhoff – Aye

Miller – Aye

Sears – Aye

O'Neill – Aye

Woodford – Absent

AGENDA ITEM 6 FINANCE REPORT

A. Finance Report

Vice President Kirchhoff presented the Finance Report Discussion.

6/11/2020

Balance on Hand Operating (BofA), beginning	\$	(82,262.90)
Revenue and voids	\$	492,334.43
Expense	\$	424,317.40

Transfers to P/R Account	\$	1,040,000.00
Transfers from CAMP	\$	860,000.00
Transfers from LAIF	\$	200,000.00
Transfers to LAIF	\$	
Transfers to CAMP	\$	
Transfer from COM	\$	

7/8/2020

Balance on Hand Operating (Co. of Marin)	\$	
Balance on Hand Operating (BofA), ending	\$	165,754.13

7/8/2020

Balance on Hand Investment Accts	
Apparatus Reserves	\$ 951,383.00
Facilities/Eq/PERS/OPEB Reserve	\$ 3,280,633.00

General Operations Reserve	\$ 2,189,306.85
Total Balance in account LAIF	\$ 5,151,723.20
Total Balance in account CAMP	\$ 1,269,599.65

B. Approval of Payroll and Warrants

M/Sears, S/O'Neill to approve payroll in the amount of \$490,646.00 and warrants in the amount of \$923,962.19

Executive Assistant Nicole Chaput polls the Board:

Kirchhoff – Aye

Miller – Aye

Sears – Aye

O'Neill – Aye

Woodford – Absent

AGENDA ITEM 7 – RESOLUTIONS

- A. Approve amended Resolution #2020-14, requesting County of Marin to conduct consolidated elections and election services**

Discussion.

M/Sears, S/Miller to approve amended Resolution #2020-14, requesting County of Marin to conduct consolidated elections and election services to reflect corrected date in the body of the resolution

Executive Assistant Nicole Chaput polls the Board:

Kirchhoff – Aye

Miller – Aye

Sears – Aye

O'Neill – Aye

Woodford – Absent

AGENDA ITEM 8 – COMMITTEE REPORTS

- A. MERA – Chief Pearce**

Implementation of the Next Gen Project is moving away from County of Marin and is now in contract with AECOM, a high end construction management company, to replace county staff and mitigate future potential Contract Change Orders. Custom Design Review is next step in implementation. MCFD Deputy Chief Mark Brown received a Federal Assistance to Firefighters Grant for Marin County Fire agencies to be applied to radio upgrades at no additional cost to MERA.

- B. SMEMPS – Director O'Neill/Chief Pearce**

SMEMPS is financially independent but will be meeting again soon in order to discuss the next steps on interim finance piece as well as the Final Budget F/Y 2020-21. Covid-19 has caused some additional expenses that should eventually be reimbursed.

AGENDA ITEM 9 – BOARD OF DIRECTORS/BOARD COMMENTS

Director Miller inquired about Chief Pearce's 360 and whether or not it should continue to be postponed and Chief Pearce confirmed continued postponement. Director Sears asked that Chief Pearce make public the reasoning behind deciding to terminate the Verizon contract due

to safety and health concerns related to firefighters. O'Neill concurred with Sears that a letter or clarifications should be made with the Ark. Kirchhoff suggested that Chief Pearce contact reporter Hannah Weikel of the Ark to request that she do a simple reporting with regards to the District's position on the Verizon subject.

AGENDA ITEM 10 – ADJOURNMENT

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

Executive Assistant Nicole Chaput polls the Board:

Kirchhoff – Aye

Miller – Aye

Sears – Aye

O'Neill – Aye

Woodford – Absent

Meeting adjourned at 1919 hrs.



Steve Sears, Director



David Kirchhoff, Vice 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

MCFCFA – 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