

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

September 9, 2020

BOD PRESENT: Cheryl Woodford, David Kirchhoff, Tom O'Neill (joined the meeting late), Robert Miller and Steve Sears

PRESENT: Chief Richard Pearce and Executive Assistant Nicole Chaput

BOD ABSENT:

AGENDA ITEM 1 – CALL TO ORDER

President Woodford called the meeting to order at 1832 hrs.

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

Woodford – Present
Kirchhoff – Present
Miller – Present
Sears – Present
O'Neill – Absent for roll call

AGENDA ITEM 2 – CONSENT CALENDAR

A. Approval of Minutes, August 12, 2020

Vice President Kirchhoff asked that the Minutes be amended to reflect Director O'Neill's absence during roll call. O'Neill joined the meeting late.

M/Kirchhoff, S/Sears to approve Minutes, August 12, 2020 with above amendment.

Executive Assistant Nicole Chaput polled the Board:

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

AGENDA ITEM 3 – COMMUNICATIONS

- Thank you note from the Marin County Communications Dispatch team for a donation made to them by the TFPD Association.
- Thank you card for A shift for their assistance on a medical call
- Ark article: "Local fire crews are deployed as blazes explode across NorCal", 8/26/20

AGENDA ITEM 4 – PUBLIC OPEN TIME

President Woodford announced Public Open Time. No public comment/no public announced their presence on the telephone call at this point in the meeting.

AGENDA ITEM 5 – CHIEF'S REPORT

A. Monthly Report

There has been a significant drawdown of firefighting resources across the state in support of the many fires related to the lightning storms of August and Red Flag days

that have followed. We have generated a considerable amount of overtime for strike team responses and red flag staffing and up staffing for various protests in and around the peninsula.

The documents associated with our ISO review will be submitted for our 5-year review of the District, this is a very thorough process and requires a tremendous amount of effort in documenting our personnel, training, apparatus, water system and communications to name a few. Chief Pearce is confident we will be able to maintain our coveted Class 1 rating.

This has been a very challenging time for the District, its members and the community. Chief Pearce remains very proud and appreciative of the way everyone has stepped up to the challenge and kept morale high, while remaining committed to the mission of the District.

The next Board meeting will once again be held telephonically on October 14th. Executive Assistant Chaput will provide the call-in information and procedures to better facilitate the meeting.

Operations

The District responded to the following calls:

149 calls

Zone 10 – 33

Zone 11 – 57

Zone 12 – 20

Angel Island – 2

Bay Waters – 2

Others – 35

Significant Events:

There were no significant events during the month of August

Out-of-County/Pre-Positioning:

There were two out-of-county/pre-positioning assignment during the month of August

- E611 and crew pre-positioning assignment with deployment to the Woodward Fire at Point Reyes National Seashore
- E612 and crew deployment to the Woodward Fire at Point Reyes National Seashore

Training

Marin County Block Training focused on Auto Extrication.

In-house EMT training was about Wildland/Wilderness Trauma situations.

Our medical director monthly training also focused on cardiac events and related it to Covid.

FF/PM Wilson and FF Gallagher continue to focus on driver/operator training.

Boat Operations training has focused on Level 1 operations for LT Mark Newman, FF/PM Pomilia and FF/PM Buck. Both have started their task books for Level 1 operations.

Rescue Swimmer training tested our swimmers in the annual 500 M swim test; they all passed in under 12 minutes. FF/PM Armour and FF/Tr Durall both took the open water swim course and C shift took Fireboat Tiburon to the class to assist in instruction.

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. Engine 611 and crew continue to do good work on the Woodward Fire in Pt. Reyes.

Personnel with greater than 20 hours of training: FF/PM May (22), FF/PM Siragusa (22), FF McGuire (26), Capt. Stewart (20), Lt. M. Newman (32), FF Elkington (26), FF/PM Wilson (26), FF/PM Armour (23), FF Terrell (21), FF/Tr Durall (27) and FF/Tr Pratt (20).

BC 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 Capt. Stewart who has dedicated his time to improving our Boat Operator testing.

Logistics/Maintenance

Routine monthly maintenance performed.

Apparatus/Equipment:

- E11, 6 new batteries installed by Diego Trucks
- M10, 4 new tires and an oil change completed by Mill Valley Corp Yard
- P11, oil change completed by R&S Service
- Angel Island Ambulance outfitted and moved to Angel Island
- Gas monitors calibrated

Stations:

- Station 11 extractor/washer failed and a new unit has been ordered. Installation date TBD
- Station 11 shop area cabinets and tool kit replacement ordered. Will help with organization, usability and tool accountability

Prevention / Public Education

Deputy Fire Marshal (DFM) Lantier reports \$3,743.50 billed for August.

Inspections Completed:

126 inspections were completed in August.

Intern Jessee Gerhardt did (32) WUI Surveys, FPS Heckler performed (88) WUI Inspections and DFM Lantier did (1) Fire District Final Inspection, (2) Fire sprinkler inspections, (1) Vegetation Management inquiry and (2) Re-inspections.

Plan Reviews Completed:

DFM Lantier performed (16) plan reviews for Design Review and/or Building Permit work. (21) plans reviews were done for Solar Voltaic systems with Battery Back-up systems. (10) plan reviews were performed for fire sprinkler systems.

Community Risk Reduction/Public Education:

The fourth Chipper/Vegetation Removal Event of the year at Blackie's Pasture was another success on August 8, 2020. We saw 171 vehicle trips over 8 hours which reached 87 addresses within (13) SMFD's area in Tiburon and (74) from our District. Of the 171 loads, (39) loads were 2 or more from a single address which is 39% of the total. (21) were 3 or more loads from a single address (12% of total). (19) loads were 4 or more from a single address (5% of total). We filled (7) 40-yard dumpsters that equated to 280 cubic yards/119,000 lbs. or 59.5 tons removed.

To date, the Chipper Days and Caltrans Hwy 131 removal account for 444,300 lbs. removed from the peninsula. With our last Chipper Day set for September 12, 2020, and numerous dead trees removed, we will most definitely exceed 500,000 lbs.

Discussion of above report.

Director O'Neill has joined the meeting.

- B. Cal Fire Firefighter Property (FFP) Program and Federal Excess Personal Property (FEPP) Program Agreements**
Discussion.

M/Miller, S/Sears to authorize Chief Pearce to enter into Cal Fire Firefighter Property (FFP) Program and Federal Excess Personal Property (FEPP) Program Agreements
Executive Assistant Nicole Chaput polled the Board:

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

- C. Approve Step Raise for Battalion Chiefs Hellyer and Jackson, Range 405, Step #4, \$12,618/month, effective September 16, 2020**
Discussion.

M/Kirchhoff, S/Sears to approve Step Raise for Battalion Chiefs Hellyer and Jackson, Range 405, Step #4, \$12,618/month, effective September 16, 2020

Executive Assistant Nicole Chaput polled the Board:

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

- D. Approve appointment of Jessee Gerhardt to Fire Prevention Specialist Trainee, Range 400, Step #1, \$3,511/month, effective October 1, 2020**
Discussion.

M/Kirchhoff, S/O'Neill to approve appointment of Jessee Gerhardt to Fire Prevention Specialist Trainee, Range 400, Step #1, \$3,511/month, effective October 1, 2020
Executive Assistant Nicole Chaput polled the Board:

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

AGENDA ITEM 6 TREASURER'S REPORT

A. Finance Report

Vice President Kirchhoff presented the Finance Report Discussion.

8/13/2020

Balance on Hand Operating (BofA), beginning	\$	188,221.81
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Cash Revenue/Deposits	\$	205,017.63
Cash Expenditures	\$	(136,641.64)
Net LAIF/CAMP Transfers In/(Out)	\$	(140,000.00)
Balance on Hand Operating (BofA), ending	\$	116,597.80

Transfers to P/R Account	\$	910,000.00
Transfers from LAIF	\$	400,000.00
Transfers to LAIF	\$	
Transfers from CAMP	\$	370,000.00
Transfers to CAMP	\$	

Reserve Balances

Committed Reserves		
Facilities	\$	1,100,000.00
Apparatus	\$	951,383.00
PERS retirement	\$	846,500.00
OPEB	\$	787,744.00
Total Committed Reserves	\$	3,685,627.00
Assigned Reserves		
Equipment	\$	234,249.00
IT	\$	20,689.00
Leasehold	\$	9,614.00
PTO	\$	281,837.00
Total Assigned Reserves	\$	546,389.00
General Operations Reserve	\$	939,522.36
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LAIF Ending Balance	\$	4,971,538.60
CAMP Ending Balance	\$	199,999.76
Total Investment Acct Balance	\$	5,171,538.36

B. Approval of Payroll and Warrants

M/Miller, S/O'Neill to approve payroll in the amount of \$573,923.00 and warrants in the amount of \$241,200.56

Executive Assistant Nicole Chaput polled the Board:

Woodford – Aye

Kirchhoff – Aye

Miller – Aye

Sears – Aye

O'Neill – Aye

AGENDA ITEM 7 – RESOLUTIONS

- A. Resolution #2020-15, authorizing application for Cal Fire Firefighter Property (FFP) Program Discussion.**

M/Kirchhoff, S/Sears to approve Resolution #2020-15, authorizing application for Cal Fire Firefighter Property (FFP) Program

Executive Assistant Nicole Chaput polled the Board:

Woodford – Aye

Kirchhoff – Aye

Miller – Aye

Sears – Aye

O'Neill – Aye

- B. Resolution #2020-16, authorizing application for Cal Fire Federal Excess Personal Property (FEPP) Program Discussion.**

M/Miller, S/O'Neill to approve Resolution #2020-16, authorizing application for Cal Fire Federal Excess Personal Property (FEPP) Program

Executive Assistant Nicole Chaput polled the Board:

Woodford – Aye

Kirchhoff – Aye

Miller – Aye

Sears – Aye

O'Neill – Aye

AGENDA ITEM 8 – COMMITTEE REPORTS

- A. MERA – Chief Pearce**

MERA Next Gen Project is moving forward with AECOM and is currently reviewing the Motorola Customer Design Review (CDR), which will then go before the MERA Board at the October meeting. New Implementation Manager is coordinating the installation of the radios. Reinstitution of the Operations Group will manage getting the new system up and operational in 2023.

- B. SMEMPS – Director O'Neill**

Chief Pearce anticipates two new ambulances, one of which will be TFPD's, by mid-year next year. CFO Rosevear and EA Chaput are keeping SMEMPS moving forward and

CFO Rosevear is currently coordinating the S MEMPS audit. Lots of good happening but Chief Pearce notes lots of stress generated as well.

AGENDA ITEM 9 – BOARD OF DIRECTORS/BOARD COMMENTS

No Board comments.

AGENDA ITEM 10 – ADJOURNMENT

M/Kirchhoff, S/Miller for adjournment.

Executive Assistant Nicole Chaput polled the Board:

Woodford – Aye

Kirchhoff – Aye

Miller – Aye

Sears – Aye

O'Neill – Aye

Meeting adjourned at 1907 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

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

S MEMPS – Southern Marin Emergency Medical Paramedic System

TFPD – Tiburon Fire Protection District

TVFD – Tiburon Volunteer Fire Department