

**TIBURON FIRE PROTECTION DISTRICT**

Board of Directors Meeting

October 14, 2020

**BOD PRESENT:** 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:** Cheryl Woodford

**AGENDA ITEM 1 – CALL TO ORDER**

Vice President Kirchhoff called the meeting to order at 1831 hrs.

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

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

**AGENDA ITEM 2 – CONSENT CALENDAR**

**A. Approval of Minutes, September 9, 2020**

M/Miller, S/Sears to approve Minutes, September 9, 2020

**Executive Assistant Nicole Chaput polls the Board:**

Kirchhoff – Aye  
 Miller – Aye  
 Sears – Aye  
 O'Neill – Absent for Agenda Item 2A vote  
 Woodford – Absent

**AGENDA ITEM 3 – COMMUNICATIONS**

- Thank you note for B shift crew for their assistance on a medical call for an infant
- Multiple thank you notes and cards from the community thanking the First Responders for all that they are doing to keep people safe from wildland fires
- Letter from Novato Fire Protection District Battalion Chief Kyle Dague thanking Lt. Fitzgerald, FF/PM Bell, FF Gallagher & FF/Tr Mock for their "great attitude and work ethic" as "valuable members" of the Task Force assigned to the Woodward Fire August 15<sup>th</sup> through September 2<sup>nd</sup>. Special acknowledgment to Lt. Fitzgerald for his "engagement", strong work ethic", and "skills and knowledge"
- Ark article: "Firefighters are deployed to battle Northern Complex Fire", 9/16/20
- Ark article: "Man faces fifth DUI charge after alleged hit-and-run in Tiburon", 9/23/20
- The Santa Rosa Press Democrat article and photos of TFPD FF Elkington and FF/Tr Durall combating the Glass Fire

Director O'Neill joined the meeting.

**AGENDA ITEM 4 – PUBLIC OPEN TIME**

Vice President Kirchoff 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**

All of our crews have returned safely from the many assignments across the state. The District participated in an unprecedented 53 days so far in the devastating fires that began with the August lightning storms and compounded by several Red Flag days that followed. There remains a significant drawdown of firefighting resources and we have generated a considerable amount of overtime for strike team responses and Red Flag staffing.

This year 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 and kept morale high while remaining committed to the mission of the District. We will get through this and be stronger on the other side of whatever 2020 actually proves to be.

**Operations**

The District responded to the following calls:

131 calls

Zone 10 – 21

Zone 11 – 36

Zone 12 – 20

Angel Island – 2

Bay Waters – 0

Others – 52

**Significant Events:**

There was one significant event during the month of September

- 9/5 - Building Fire (SMFD jurisdiction)

**Out-of-County/Pre-Positioning:**

There were three out-of-county/pre-positioning deployments/assignments during the month of September

- 9/6 - E611 and crew deployed to the North Complex Fires, which includes the Bear Fire, impacting Plumas/Yuba/Butte counties
- 9/21 - New crew sent to staff E611 deployed to the North Complex Fires, which includes the Bear Fire, impacting Plumas/Yuba/Butte counties
- 9/29 - E12 and crew deployment to the Glass Fire in Napa/Sonoma counties

**Training**

Marin County Block Training focused on Auto Extrication. All shifts were able to go to the Sims metal facility to perform auto extrication techniques on multiple vehicles.

In-house EMT training focused on how to use our new mechanical CPR device called The Lucas Device. This device will assist with high quality compressions on cardiac arrests and will be in service Oct. 1, 2020.

Our medical director monthly training also focused on Pediatric emergencies.

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

There was a countywide focus on Firefighter/First Responder behavioral health in these unprecedented times.

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

Our Rescue Swimmers' swim strokes are being evaluated by Eng./PM Ken Royal, who was a college swimmer. Each Swimmer is getting personal instruction on how to swim effectively.

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 continues their deployment in Butte County on the North Complex Fire. The engine has been out since 9/6.

Personnel with greater than 20 hours of training: FF/PM Chris May (24), FF/PM Dominic Pomilia (21), FF Digory McGuire (26), Capt. Ehren Miller (23), Lt. Mark Fitzgerald (44), FF Danny Elkington (20), Lt. Dean Bonfigli (22), and FF/PM Charles Armour (20).

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 Eng/PM Ken Royal who has dedicated his time to improving our swimmers swim technique.

#### Logistics/Maintenance

Routine monthly maintenance performed.

#### Apparatus/Equipment:

- E10 Windshield was broken by a helmet; new windshield installed by Marin Auto Body
- E12 had a "no start" condition diagnosed and repaired at Station 11 by Diego's Trucking who determined no fuel found in the fuel filter. E12 also went to Diego's Trucking for its annual service. While there, "no start" condition showed again; the fuel pump was replaced, solving the issue
- P11 had new tires installed by R&S

- A11 (Angel Island ambulance) equipment inventory continues to be put in service and should be complete by mid-October

**Stations:**

- Station 11 new extractor/washer arrived and was installed
- Station 11 living quarters washer failed and was replaced with a new unit from Home Depot; installed by TFD
- Station 11 shop area cabinets and tool kit replacement arrived and are being installed and organized

**Prevention / Public Education**

Deputy Fire Marshal (DFM) Lantier reports \$1,012.00 billed for September.

**Inspections Completed:**

162 inspections were completed in September.

FPS Heckler performed (135) WUI inspections with (18) re-inspections for compliance and (3) Defensible Space inspections.

DFM Lantier did (3) Fire District Final inspections and (3) fire sprinkler system inspections.

Fire Prevention Trainee Jessee Gerhardt started work on October 1st and is expected to assist in completing the WUI inspections/Defensible Space requests for the year.

**Plan Reviews Completed:**

DFM Lantier performed (19) plan reviews for Design Review and/or Building Permit work. (30) plans reviews were done for Solar Voltaic systems with Battery Back-up systems. (6) plan reviews were performed for fire sprinkler systems.

**Community Risk Reduction/Public Education:**

The last Chipper/Vegetation Removal Event of the year at Blackie's Pasture was the biggest event to date. On September 12, 2020, 206 vehicle trips arrived over 8 hours, which reached 88 addresses within (13) SMFD's area in Tiburon and (74) from our District. Of the 206 loads, (45) loads were 2 or more from a single address which is 22% of the total. (25) were 3 or more loads from a single address (12% of total). (15) loads were 4 or more from a single address (7% of total).

We filled (14) 40-yard dumpsters that equated to 560 cubic yards/182,000 lbs., or 91 tons removed in a single event. This doubled the August event.

2020 Chipper Days and Cal Trans Hwy-131 removal account for 626,300 lbs. removed from the peninsula.

**AGENDA ITEM 6 FINANCE REPORT**

**A. Finance Report**

Director Sears presented the Finance Report Discussion.

9/10/2020

<b>Balance on Hand Operating (BofA), beginning</b>	\$	116,597.80
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Cash Revenue/Deposits	\$	165,550.33
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Cash Expenditures	\$	(59,266.03)
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Net LAIF/CAMP Transfers In/(Out)	\$	(120,000.00)
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<b>Balance on Hand Operating (BofA), ending</b>	\$	102,882.10
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Transfers to P/R Account	\$	695,000.00
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Transfers from LAIF	\$	575,000.00
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Transfers to LAIF	\$	
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Transfers from CAMP	\$	
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Transfers to CAMP	\$	
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**Reserve Balances****Committed Reserves**

Facilities	\$	1,100,000.00
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Apparatus	\$	951,383.00
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PERS retirement	\$	846,500.00
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OPEB	\$	787,744.00
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<b>Total Committed Reserves</b>	\$	<b>3,685,627.00</b>
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**Assigned Reserves**

Equipment	\$	234,249.00
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IT	\$	20,689.00
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Leasehold	\$	9,614.00
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PTO	\$	281,837.00
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<b>Total Assigned Reserves</b>	\$	<b>546,389.00</b>
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<b>General Operations Reserve</b>	\$	<b>364,567.30</b>
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LAIF Ending Balance	\$	4,396,538.60
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CAMP Ending Balance	\$	200,044.70
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<b>Total Investment Acct Balance</b>	\$	<b>4,596,538.30</b>
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**B. Approval of Payroll and Warrants**

M/O'Neill, S/Sears to approve payroll in the amount of \$559,640.00 and warrants in the amount of \$229,791.29

**Executive Assistant Nicole Chaput polls the Board:**

Kirchhoff – Aye

Miller – Aye

Sears – Aye

O'Neill – Aye

Woodford – Absent

**C. Recognition of Finance Officer Rosevear as recipient of the 2019 GFOA-CAFR Award**  
 The Board commends FO Rosevear as recipient of the 8<sup>th</sup> consecutive GFOA-CAFR award and recognizes that it is awarded to approximately 1% of agencies nationally.

AGENDA ITEM 7 – COMMITTEE REPORTS**A. MERA – Chief Pearce**

MERA and Motorola have been working through documents that will guide the implementation of the Next Gen system and they are nearing completion of the Customer Design Review (CDR) and, once completed, the Governing Board will be asked to approve the CDR package. The next phase of the project will be Site Construction: release of bid packages for all sites, awarding of bids and then site construction.

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

New CPR machines are in service on the medic units.

AGENDA ITEM 8 – BOARD OF DIRECTORS/BOARD COMMENTS

Chief Pearce and Board members congratulated incumbents Sears and Miller and their new 4-year terms appointed to the TFPD Board of Directors.

AGENDA ITEM 9 – ADJOURNMENT

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

**Executive Assistant Nicole Chaput polls the Board:**

Kirchhoff – Aye

Miller – Aye

Sears – Aye

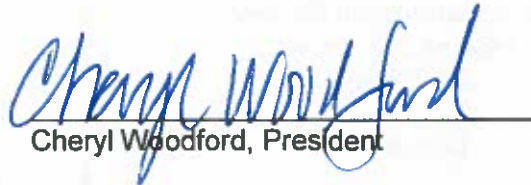
O'Neill – Aye

Woodford – Absent

Meeting adjourned at 1911 hrs.



Steve Sears, Director



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