

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

November 11, 2020

BOD PRESENT: President Cheryl Woodford, Directors Tom O'Neill, Steve Sears, David Kirchhoff and Robert Miller

PRESENT: Chief Richard Pearce, Executive Assistant Nicole Chaput and Belvedere Council Member James Campbell

ABSENT:

AGENDA ITEM 1 – CALL TO ORDER

President Woodford called the meeting to order at 1833 hrs.

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

Woodford – Present

Kirchhoff – Present

Miller – Present

Sears – Present

O'Neill – Present

AGENDA ITEM 2 – BOARD OF DIRECTORS

A. Oath of Office – Miller and Sears

Chief Pearce administered the Oath of Office to Directors Miller and Sears

AGENDA ITEM 3 – CONSENT CALENDAR

A. Approval of Minutes, October 14, 2020

M/O'Neill, S/Sears to approve Consent Calendar Items

Executive Assistant Nicole Chaput polls the Board:

Woodford – Aye

Kirchhoff – Aye

Miller – Aye

Sears – Aye

O'Neill – Aye

AGENDA ITEM 4 – COMMUNICATIONS

- Thank you note for multiple calls to same residence to assist with a malfunctioning smoke detector and to thank First Responders for all that they are doing to keep people safe from wildland fires
- Ark article: "Crews quickly put out small grass fire on Ridge Road", 10/21/20

AGENDA ITEM 5 – PUBLIC OPEN TIME

President Woodford opened the floor to the public. No public comment/no public announced their presence on the telephone call.

AGENDA ITEM 6 – CHIEF'S REPORT**A. Monthly Report**

It is beginning to feel as though we may be transitioning from an unprecedented fire season. The District participated in staffing 65 days of strike team and pre-positioning assignments in support of fires across the state commencing with the August lightning storms and compounded by several Red Flag days that followed. We generated a considerable amount of overtime for these assignments and for Red Flag staffing, most of which to be reimbursed.

Despite the many challenges put forth during the year, our team has remained vigilant to the mission, vision and goals of the District. I am confident we will get through this and be stronger as 2021 fast approaches.

The next Board meeting will once again be held telephonically on November 11th. Executive Assistant Chaput will provide the call-in information and procedures to better facilitate the meeting.

Operations

The District responded to the following calls:

147 calls
 Zone 10 – 32
 Zone 11 – 34
 Zone 12 – 22
 Angel Island – 1
 Bay Waters – 0
 Others – 58

Significant Events:

There was one significant event during the month of September

- 10/12 - Fire - Straits View

Out-of-County/Pre-Positioning:

There were two in-county pre-positioning assignments during the month of October

Training

Marin County Block Training focused on HAZMAT or Hazardous materials incidents.

In-house EMT training focused on OB/GYN emergencies.

Our medical director monthly training also focused on OB/GYN emergencies and complications of childbirth.

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

Shifts are supporting FF/PMs Omar Bell, Charles Armour and Chris May in studying/training for their final probationary testing.

Dominic Pomilia passed his Module 2 probationary testing and is doing very well as a lateral FF/PM.

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

Engineer/PM Ken Royal, who was a college swimmer, is evaluating our Rescue Swimmers' swim strokes. 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.

Personnel with greater than 20 hours of training: FF/PM Chris May (28), FF/PM Dominic Pomilia (35), FF Travis Terrell (30), Capt. Ehren Miller (28), Lt. Mark Fitzgerald (52), FF Danny Elkington (31), Lt. Mark Newman (29), FF/Tr Davis Pratt (35), FF/PM Charles Armour (32), FF/PM Omar Bell (29), FF/PM Nate Buck (22), FF Patrick Gallagher (35), FF/Tr Ryan Mock (30), and FF/Tr Zac Durall (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 Capt. Rod Stewart who is dedicated to teaching and training the newer FFs.

Logistics/Maintenance

Routine monthly maintenance performed.

Apparatus/Equipment:

- E11 Coolant leak discovered and repaired by TFD personnel.
- E12 continued to have intermittent hard starting condition; it was taken to Diego's Truck Repair and found to have a rotted fuel line allowing the fuel system to lose its prime over a period of days. Fuel line repaired and E12 back in service.
- E611 faulty pump panel light repaired by TFD personnel.
- E612 left rear turn indicator LED light was non-operational. Light removed and connections cleaned and light now works, as it should. TFD personnel completed this.
- U12 (Ford Explorer) had a check engine light (MIL) on for emission control associated with the capless fuel fill system. TFD personnel serviced the capless fill system and MVCY was able to reset the MIL. TFD personnel then took U12 to R&S for a SMOG check, which it passed.
- Quarterly SCBA air quality check completed by TFD.
- 5 gas monitors calibrated by TFD personnel.

Stations:

- Station 11 wheelchair lift found non-operational; awaiting vendor to make repairs.
- Station 11 shop area upgrade completed.

Prevention / Public Education

Deputy Fire Marshal (DFM) Lantier reports \$1,360.00 billed for October.

Inspections Completed:

231 inspections completed in October.

FPS Heckler performed (121) WUI Inspections with (5) Re-inspections for compliance and (3) Defensible Space inspections. FPS Heckler also did (2) Fire system inspections.

DFM Lantier did (4) Fire District Final Inspections and (3) Fire sprinkler system inspections.

Fire Prevention Trainee Jessee Gerhardt performed (81) Vegetation Management Inspections and (1) Defensible Space Inspection with (11) reinspections for compliance.

Plan Reviews Completed:

DFM Lantier performed (26) plan reviews for Design Review and/or Building Permit work. (15) plans reviews done for Solar Voltaic systems with Battery Back-up systems. (1) plan review performed for a fire sprinkler system.

Community Risk Reduction/Public Education:

Fire Prevention Week postponed until the spring semester as Reed Schools returned to partial classroom attendance during this week. It will be combined with our 2021 Safety Superheroes presentation.

AGENDA ITEM 7 TREASURER'S REPORT

A. Finance Report

President Woodford presented the Finance Report Discussion.

11/11/2020

Balance on Hand Operating (BofA), beginning	\$	102,882.10
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Cash Revenue/Deposits	\$	188,750.53
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Cash Expenditures	\$	(102,403.59)
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Net LAIF/CAMP Transfers In/(Out)	\$	(5,000.00)
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Balance on Hand Operating (BofA), ending	\$	188,229.04
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Transfers to P/R Account	\$	630,000.00
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Transfers from LAIF	\$	625,000.00
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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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Total Committed Reserves	\$	3,685,627.00
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Assigned Reserves

Equipment	\$	234,249.00
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IT	\$	20,689.00
Leasehold	\$	9,614.00
PTO	\$	<u>281,837.00</u>
Total Assigned Reserves	\$	546.389.00
General Operations Reserve	\$	(249,255.35)
LAIF Ending Balance	\$	3,782,683.90
CAMP Ending Balance	\$	200,076.75
Total Investment Acct Balance	\$	3,982,760.65
Discussion.		

B. Approval of Warrants and Payroll

M/Kirchhoff, S/Miller to approve payroll in the amount of \$639,458.00 and warrants in the amount of \$285,655.16

Executive Assistant Nicole Chaput polls the Board:

Woodford – Aye

Kirchhoff – Aye

Miller – Aye

Sears – Aye

O’Neill – Aye

AGENDA ITEM 8 – COMMITTEE REPORTS AND ASSIGNMENTS

A. MERA – Chief Pearce

MERA approaching the Customer Design Review phase of the project as well as working on the leases for the new construction sites.

B. SMEMPS – Director O’Neill/Chief Pearce

O’Neill had nothing new to report. Chief Pearce stated that SMEMPS was currently completing the annual audit.

Committee assignments will be appointed at the December 9, 2020 BOD meeting.

AGENDA ITEM 9 – BOARD COMMENTS

O’Neill commented that he thought the Board ought to send an appreciative message for their extremely special service in this particularly difficult year. Miller and Woodford concurred and Chief Pearce asked for patience as we near the end of fire season and look to extending a note of gratitude at the end of the year.

AGENDA ITEM 10 – ADJOURNMENT

M/Kirchhoff, S/Sears for adjournment.

Executive Assistant Nicole Chaput polls the Board:

Woodford – Aye

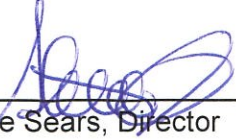
Kirchhoff – Aye

Miller – Aye

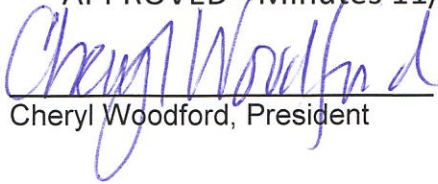
Sears – Aye

O’Neill – Aye

Meeting adjourned at 1855 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