

## **TIBURON FIRE PROTECTION DISTRICT**

Board of Directors Meeting

December 9, 2020

BOD PRESENT: President Cheryl Woodford, Directors Steve Sears and David Kirchhoff

PRESENT: Chief Richard Pearce, Executive Assistant Nicole Chaput and Hannah Weikel from The Ark newspaper

ABSENT: Directors Tom O'Neill and Robert Miller

### **AGENDA ITEM 1 – CALL TO ORDER**

President Woodford called the meeting to order at 1832 hrs.

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

Woodford – Present

Kirchhoff – Present

Miller – Absent

Sears – Present

O'Neill – Absent

### **AGENDA ITEM 2 – CONSENT CALENDAR**

#### **A. Approval of Minutes, November 11, 2020**

M/Kirchhoff, S/Sears to approve Consent Calendar Items

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

Woodford – Aye

Kirchhoff – Aye

Miller – Absent

Sears – Aye

O'Neill – Absent

### **AGENDA ITEM 3 – COMMUNICATIONS**

- Ark article: "Disaster council talks COVID-19 pandemic and wildfire season on peninsula", 11/4/20
- Ark announcement: "Downtown fire station collecting Toys for Tots donations through Dec. 16", 11/18/20

### **AGENDA ITEM 4 – 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 5 – CHIEF'S REPORT**

#### **A. Monthly Report**

Chief Pearce is pleased to report that the District has maintained its coveted ISO Class 1 rating; this is a remarkable achievement for a small district and speaks volumes to the

commitment of our personnel to our many valuable programs. The Covid 19 virus has certainly changed our day-to-day operations and heightened our awareness of workforce security in all aspects. We have established a new in-house Covid testing program with an outside vendor that launched in December, as required for emergency and support personnel. We are currently monitoring several personnel for potential exposures to ensure force protection efforts.

2020 has been a remarkable year and Chief Pearce fears that not much will change in the coming months. We will continue to monitor developments as they present themselves to better position the District moving forward. Despite the many challenges presented through the year, our team has remained vigilant, positive and supportive. Much appreciation to everyone for his or her unwavering commitment.

### **Operations**

The District responded to the following calls:

131 calls

Zone 10 – 24

Zone 11 – 29

Zone 12 – 26

Angel Island – 0

Bay Waters – 2

Others – 50

### **Significant Events:**

There were no significant events during the month of November

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

There were no out-of-county/pre-positioning assignments during the month of November

### **Training**

Marin County Block Training focused on HAZMAT incidents. .

In-house EMT training focused on recertifying for CPR. The department has new instructors with FF/PMs Chris May, Omar Bell, Nate Buck, Charles Armour, Matt Wilson, Martin Siragusa and Dominic Pomilia. LT/PM Mark Fitzgerald facilitated the process and oversaw the new instructors' first classes taught.

Our medical director monthly training also focused on cardiac emergencies and treatment for cardiac arrest.

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. Their tests are in the coming weeks.

Boat Operations training has focused on Level 1 operations for LT Mark Newman, FF/PM Pomilia and FF/PM Buck. Capt. Rod Stewart took two separate crews out on the bay for a full week course that covered all boat operations.

Eng/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.

Personnel with greater than 20 hours of training: FF/PM Chris May (22), FF/PM Dominic Pomilia (44), FF Grant Eules (60), Capt. Rod Stewart (77), LT Mark Fitzgerald (88), FF Digory McGuire (43), LT Mark Newman (60), FF/PM Omar Bell (24), FF/PM Charles Armour (32), FF/PM Omar Bell (29), FF/PM Nate Buck (60), FF Patrick Gallagher (25), FF/Tr Ryan Mock (30), FF/PM Matt Wilson (60), LT Dean Bonfigli (32), Deputy Fire Marshal Mike Lantier (23) and FF/PM Charles Armour (20). Total hours of training hours for November = 801.

Battalion Chief Hellyer would like to recognize Capt. Rod Stewart for taking two weeks of his time to assist in teaching the large Boat Operator class to the new boat operators at TFD.

I would also like to recognize LT Mark Fitzgerald for leading our new medics and getting them trained to be District CPR instructors.

### **Logistics/Maintenance**

Routine monthly maintenance performed.

### **Apparatus/Equipment:**

E611 pump transfer valve replaced by TFD personnel. Old one would not reliably shift the pump from volume to pressure.

E612 had an air leak that found and fixed by TFD personnel.

Fireboat Tiburon had a condition where the starboard transmission would not move out of the forward gear until the transmission was cool. This only happened once and could not be reproduced. Moose Boats contacted and we were advised to keep an eye on that transmission as it may have a worn valve body. We are monitoring it.

P11 (Tahoe) batteries and A/C belt replaced by TFD personnel.

C11 (Expedition) went to R&S for an oil change and SMOG check.

### **Stations:**

Station 11 center apparatus bay door had a bolt connection fail at the motor arm. TFD personnel replaced the bolt and fixed the door.

Station 11 air compressor oil change was completed and the new compressor is working nicely.

Station 11 worn out SCBA compressor high-pressure hoses were replaced by Bauer.

Station 11 Plymovent for E11 stopped working. TFD personnel diagnosed and repaired the issue. Bad battery in a Bluetooth sending unit and sensor out of calibration.

Station 11 is scheduled to be tented and fumigated for dry wood termites December 15-17, 2020. We have a contract through Terminix so this will not cost the District any additional fees. We have been advised that we can expect this issue every 15-20 years.

### **Prevention / Public Education**

Deputy Fire Marshal (DFM) Lantier reports \$681.00 billed for November.

### **Inspections Completed:**

The Wildland Urban Interface (WUI) inspections required by the CFC are completed for the year. This was 934 parcels completed with 197 noted corrections or 21% of the entire program.

- B. Approve Step Raise – Firefighter/Paramedics Charles Armour, Omar Bell and Chris May, Range 401, Step #2, \$7,377/month, effective December 16, 2020  
Discussion.

M/Kirchhoff, S/Sears to approve Step Raise – Firefighter/Paramedics Charles Armour, Omar Bell and Chris May, Range 401, Step #2, \$7,377/month, effective December 16, 2020

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

Woodford – Aye

Kirchhoff – Aye

Miller – Absent

Sears – Aye

O'Neill – Absent

AGENDA ITEM 6 TREASURER'S REPORT

- A. Finance Report  
Director Kirchhoff presented the Finance Report  
Discussion.

12/9/2020

**Balance on Hand Operating (BofA), beginning** \$ 184,229.04

Cash Revenue/Deposits \$ 292,733.51

Cash Expenditures \$ (136,598.26)

Net LAIF/CAMP Transfers In/(Out) \$ (30,000.00)

**Balance on Hand Operating (BofA), ending** \$ 310,364.29

Transfers to P/R Account \$ 230,000.00

Transfers from LAIF \$ 200,000.00

Transfers to LAIF \$

Transfers from CAMP \$

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** \$ **(449,233.08)**

LAIF Ending Balance	\$	3,582,683.90
CAMP Ending Balance	\$	200,099.02
<b>Total Investment Acct Balance</b>	<b>\$</b>	<b>3,782,782.92</b>

Discussion.

**B. Approval of Warrants and Payroll**

M/Kirchhoff, S/Sears to approve payroll in the amount of \$625,129.00 and warrants in the amount of \$265,996.74

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

Woodford – Aye

Kirchhoff – Aye

Miller – Absent

Sears – Aye

O'Neill – Absent

**C. Acceptance of CAFR/Audit Submission**

M/Sears, S/Kirchhoff to approve acceptance of CAFR/Audit Submission

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

Woodford – Aye

Kirchhoff – Aye

Miller – Absent

Sears – Aye

O'Neill – Absent

**AGENDA ITEM 7 – COMMITTEE REPORTS**

**A. MERA – Chief Pearce**

MERA met today and discussed budget changes, long-term planning with regard to construction and timeline adjustments that have taken place. System still moving forward.

**B. SME MPS – Director O'Neill (absent)/Chief Pearce**

Nothing to report.

**AGENDA ITEM 8 – BOARD COMMENTS**

**A. Election of Officers 2021**

Discussion.

Officers:

President – Kirchhoff

Vice President – O'Neill

Secretary - Miller

M/Sears, S/Kirchhoff to approve election of Officers 2021

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

Woodford – Aye

Kirchhoff – Aye

Miller – Absent

Sears – Aye

O'Neill – Absent

**B. Committee Assignments**

Discussion.

Committees:

Finance – Kirchhoff & Woodford

Personnel – Miller & Sears

M/Kirchhoff, S/Sears to approve committee assignments

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

Woodford – Aye

Kirchhoff – Aye

Miller – Absent

Sears – Aye

O’Neill – Absent

AGENDA ITEM 9 – ADJOURNMENT

M/Sears, S/Kirchhoff for adjournment.

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

Woodford – Aye

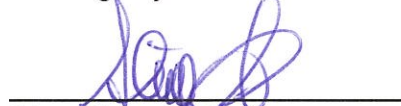
Kirchhoff – Aye

Miller – Absent

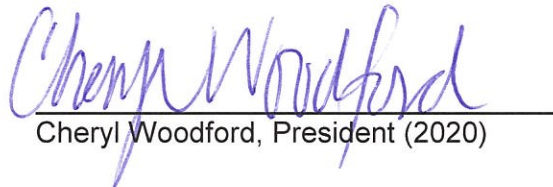
Sears – Aye

O’Neill – Absent

Meeting adjourned at 1900 hrs.



Steve Sears, Director



Cheryl Woodford, President (2020)

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