

## **TIBURON FIRE PROTECTION DISTRICT**

Board of Directors Meeting

January 13, 2021

BOD PRESENT: Tom O'Neill, Robert Miller, Steve Sears and Cheryl Woodford

PRESENT: Chief Richard Pearce, Deputy Fire Marshal Michael Lantier, Executive Assistant Nicole Chaput and Hannah Weikel from The Ark newspaper

ABSENT: David Kirchhoff

### **AGENDA ITEM 1 – CALL TO ORDER**

Vice President O'Neill called the meeting to order at 1831 hrs.

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

Kirchhoff – Absent

O'Neill – Present

Miller – Present

Sears – Present

Woodford – Present

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

#### **A. Approval of Minutes, December 9, 2020**

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

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

Kirchhoff – Absent

O'Neill – Present

Miller – Present

Sears – Present

Woodford – Present

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

- Thank you note to B shift for their "professional and caring" assistance on a medical call
- Ark article and photo: "Belvedere teen arrested in DUI hit-run after crash into garage", 12/9/20
- Ark Go-Getter piece: "Fire district recognized for financial reporting", 12/16/20
- Ark article: "Tiburon fire district doubles frequency of its in-house coronavirus testing", 12/16/20
- Ark photo and caption: "Teaming up for tots", 12/23/20

### **AGENDA ITEM 4 – PUBLIC OPEN TIME**

Vice President O'Neill 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 made it through 2020 and he is very proud of the entire staff who have continued to excel in this most challenging environment. The large majority of staff have received the first round of Covid-19 vaccinations and we continue to maintain a heightened sense of awareness toward workforce health and safety through limiting exposures and continued testing.

The Verizon site at Station 11 has been decommissioned and is in the process of being removed from the premises; much appreciation to DFM Lantier for his stewardship of this project. We are currently looking at opportunities for expanded training facilities and props on the reclaimed site. The pandemic has generally slowed progress on many of our plans related to facility enhancements and replacement. Finally, we will be conducting a deployment analysis of responses and staffing for the District.

**Operations**

The District responded to the following calls:

153 calls

Zone 10 – 26

Zone 11 – 49

Zone 12 – 24

Angel Island – 0

Bay Waters – 0

Others – 54

**Significant Events:**

There was one significant event during the month of December

- Vehicle into carport/another vehicle

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

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

**Training**

Marin County Block Training focused on Officer Development.

Our medical director, Dr. Bason-Mitchell, explained the science behind the Covid-19 vaccination and how it is crucial that we are vaccinated to resume our normal lives. Our in-house EMT training focused on signs, symptoms and treatment of respiratory emergencies.

FF/PMs Chris May, Charles Armour and Omar Bell all passed their final probationary testing and are now officially off probation. They all did very well and have a bright future here at Tiburon Fire.

FF/PMs Matt Wilson and FF Patrick Gallagher passed the Module 3 written and manipulative test.

Level 1 boat training continues with FF/PM Nate Buck, FF/PM Dom Pomilia and LT Mark Newman. We continue to develop our water rescue training and all three shifts participated in training for a person in the water.

Officer training and preparation for the Captains exam is, and will be, a focus until the test occurs in March.

A CA State Fire Driver/Operator course was planned for December, but was cancelled due to the Covid surge in the county.

Personnel with greater than 20 hours of training: LT Mark Newman (44), FF/PM Chris May (43), LT/PM Mark Fitzgerald (47), FF/PM Omar Bell (29), FF Danny Elkington (20), FF/PM Matt Wilson (23) and FF/Tr Mock (26). December total training hours = 420. 2020 total training hours = 7,504.

Battalion Chief Hellyer would like to recognize all TFD employees for persevering through this truly unprecedented year and finding a way to keep training/developing as professionals and for remaining positive.

### **Logistics/Maintenance**

Routine monthly maintenance performed.

### **Apparatus/Equipment:**

- B11 (2019 Tahoe) had an oil change service completed by R&S service. TFD personnel noted a screw in the right rear tire so R&S repaired the tire.
- U11 (2014 F-150) had an oil change service completed by R&S service. Vehicle also found with a no-start condition; diagnosed with a bad battery. Battery purchased from R&S and installed by TFD personnel.
- E10 engine turbo hose found bad and replaced by TFD personnel. Rear pneumatic ladder clamp also repaired.
- E11 exhaust pipe tip was bent while conducting driver training. Tip removed and straightened by TFD personnel. Emergency master switch found to be faulty and was replaced by TFD personnel with parts purchased from Golden State.
- Fireboat Tiburon was found not to be charging at the dock. TFD personnel discovered a faulty outlet on the dock and replaced it. Starboard engine had a stalling issue that was discovered to be a clogged fuel filter; TFD personnel replaced the fuel filter and the condition has not returned.

### **Stations:**

- Station 11 tented and fumigated for termites.

### **Prevention Permits:**

Deputy Fire Marshal (DFM) Lantier reports \$1,323.00 billed for December.

### **Inspections Completed:**

All of the R-2 Occupancies (multi-family dwellings/apartments) inspected in the month of December. 26 of the 44 apartments (59%) had at least 1 item in need of correction, necessitating January reinspections.

FPS Heckler is redesigning the Vegetation Management Inspection Program for 2021, which will expand to a yearlong approach. FPS-Trainee Gerhardt is making the updates to 2021 information found on the website and performing Records Retention updates to our property files.

**Plan Reviews Completed:**

DFM Lantier performed (6) Reviews for Automatic Sprinkler systems, (28) review for Construction projects, and (31) Photovoltaic/ESS Battery systems in the month of December.

**Community Risk Reduction/Public Education:**

Community Risk Reduction (CRR) week is January 18-24, 2021 and the goal of CRR is to build healthy, safe and resilient communities in order to reduce the occurrence and impact of emergency events for both members of the community and emergency responders. CRR Week is a great opportunity to help raise awareness among members of the District about the value of CRR in our commitment to making the community safer, which also translates into firefighter safety as well.

Schools/Day Care inspections will begin in January as the school year is still in flux with students in attendance. Restaurants and Assemblies will also resume inspections in January to keep them prepared for the anticipated resumption of business as COVID-19 numbers lessen.

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**2020: TFPD Year-End Summary**

The District responded to 1,633 calls in 2020

Zone 10 – 313

Zone 11 – 483

Zone 12 – 236

Angel Island – 11

Bay Waters – 21

Others – 569

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

**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

**SEPTEMBER** – E611 and crew deployed to the North Complex Fires, which includes the Bear Fire, impacting Plumas/Yuba/Butte counties; New crew sent to staff E611 deployed to the North Complex Fires, which includes the Bear Fire, impacting Plumas/Yuba/Butte counties; E12 and crew deployment to the Glass Fire in Napa/Sonoma counties

**OCTOBER** – (2) In-county pre-positioning assignments for Red Flag Warning days

**Fireboat Responses:**

Fireboat Tiburon had 39 responses including medical aids, USCG assists, rescues and vessel assists in multiple zones

**Significant Events:**

24 significant events including, but not limited to, cardiac arrests, traumatic injuries, fires and vehicle collisions

**Fire Losses:**

There were 2 fire incidents that resulted in losses in 2020

Incidents: building fire (\$500) & outside gas or vapor combustion explosion (\$40)

Sum of 2020 Content and Property Loss: \$540.00

- B. Form 700, Statement of Economic Interest and AB 1825 Sexual Harassment Prevention Training for BOD  
Discussion.

- C. Ratify appointment of Ryan Mock to Firefighter-Trainee, Range 400, Step #1, \$3,511/month, effective January 1, 2021  
Discussion.

M/Sears, S/Miller to ratify appointment of Ryan Mock to Firefighter-Trainee, Range 400, Step #1, \$3,511/month, effective January 1, 2021

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

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

AGENDA ITEM 6 TREASURER'S REPORT

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

1/13/2021

<b>Balance on Hand Operating (BofA), beginning</b>	\$	310,364.29
Cash Revenue/Deposits	\$	3,779,320.06
Cash Expenditures	\$	(57,806.05)
Net LAIF/CAMP Transfers In/(Out)	\$	(3,925,000.00)
<b>Balance on Hand Operating (BofA), ending</b>	\$	106,878.30

Transfers to P/R Account	\$	950,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	2,975,000.00
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
<b>Total Committed Reserves</b>	<b>\$</b>	<b>3,685,627.00</b>
Assigned Reserves		
Equipment	\$	234,249.00
IT	\$	20,689.00
Leasehold	\$	9,614.00
PTO	\$	281,837.00
<b>Total Assigned Reserves</b>	<b>\$</b>	<b>546,389.00</b>
<b>General Operations Reserve</b>	<b>\$</b>	<b>2,525,787.49</b>
LAIF Ending Balance	\$	6,557,683.90
CAMP Ending Balance	\$	200,119.59
<b>Total Investment Acct Balance</b>	<b>\$</b>	<b>6,757,803.49</b>

Discussion.

**B. Approval of Warrants and Payroll**

M/Sears, S/Miller to approve payroll in the amount of \$487,559.00 and warrants in the amount of \$321,379.45

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

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

**C. 2020/21 Mid-Year Budget Revisions/Recommendations**

Discussion.

M/Miller, S/Sears to approve 2020/21 Mid-Year Budget Revisions/Recommendations

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

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

AGENDA ITEM 7 – RESOLUTIONS

- A.** Resolution #2021-01, Proclamation of Community Risk Reduction Week, January 18<sup>th</sup>-24<sup>th</sup>, 2021  
Deputy Fire Marshal gave background information and read aloud Resolution #2021-01.

M/Miller, S/Sears to approve Resolution #2021-01, Proclamation of Community Risk Reduction Week, January 18<sup>th</sup>-24<sup>th</sup>, 2021

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

Kirchhoff – Absent

O'Neill – Present

Miller – Present

Sears – Present

Woodford – Present

- B.** Resolution #2021-02 through #2021-05, Recognition Awards Discussion.

M/Miller, S/Sears to approve Resolution #2021-02 through #2021-05, Recognition Awards

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

Kirchhoff – Absent

O'Neill – Present

Miller – Present

Sears – Present

Woodford – Present

AGENDA ITEM 8 – COMMITTEE REPORTS

- A. MERA** – Chief Pearce

Mobile radio installation and portable radio distribution for member agencies scheduled for February 2021. Construction Bid Packages are moving forward. MERA's Next Gen System Training Committee formed to familiarize members with the upgraded system's interface and functionality. An updated Construction Schedule and updated Cost Estimate have been prepared and MERA staff has conducted a Field Survey gathering accurate inventory data of all member agency's MERA equipment and radios. Based upon updated calculations, the Governing Board approved a series of recommendations including an increase to the Construction Budget and adjustments to the Equipment Budget in preparation for the beginning of the construction phase of the project.

- B. S MEMPS** – Director O'Neill

Nothing to report. Board meeting next month.

AGENDA ITEM 8 – BOARD COMMENTS

Director Miller commented that the superlatives used in the Chief's communications relating to the accomplishments of the firefighters over this past year are entirely appropriate concerning all the work done in the hardest of times. Director Woodford and Sears concurred. Director O'Neill thanked Director Miller for highlighting this topic.

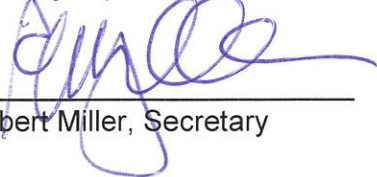
AGENDA ITEM 9 – ADJOURNMENT

M/Sears, S/Miller for adjournment.

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

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

Meeting adjourned at 1910 hrs.



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Robert Miller, Secretary



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David Kirchhoff, 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