

**TIBURON FIRE PROTECTION DISTRICT**

Board of Directors Meeting

February 10, 2021

BOD PRESENT: David Kirchhoff, Robert Miller, Steve Sears and Cheryl Woodford

PRESENT: Chief Richard Pearce and Executive Assistant Nicole Chaput

ABSENT: Tom O'Neill

**AGENDA ITEM 1 – CALL TO ORDER**

President Kirchhoff called the meeting to order at 1831 hrs.

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

Kirchhoff – Present

O'Neill – Absent

Miller – Absent for roll call; joined meeting at 1833 hrs.

Sears – Present

Woodford – Present

**AGENDA ITEM 2 – CONSENT CALENDAR**

**A.** Approval of Minutes, January 13, 2021

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

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

Kirchhoff – Aye

O'Neill – Absent

Miller – Aye

Sears – Aye

Woodford – Aye

**AGENDA ITEM 3 – COMMUNICATIONS**

- Resident thank you to A shift for their "kindness, thoughtfulness and professionalism" on a medical call for their spouse
- Email from a Mill Valley resident thanking TFPD for their participation on a birthday card project for her father who is a retired fire chief in MO.
- Ark article: "FDA warns that COVID-19 test used by Marin, Tiburon fire agency gives false negative results", 1/13/21
- Ark article: "Judge denies reduction of charges in boating death", 1/13/21
- Ark article: "First responders, health workers mostly vaccinated; educators, 65-and-up next", 1/20/21

**AGENDA ITEM 4 – PUBLIC OPEN TIME**

President Kirchhoff 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**

The large majority of staff have received both the first and second round of Covid-19 vaccinations and have enjoyed 100% participation in this important program. There has been great participation from our members in support of the MCHH&S Point of Distribution (POD) and we continue to look toward establishing either a mobile or a stand-alone POD as vaccine stock becomes more available. These are very large operations and require tremendous logistical support to maintain.

We are currently reprioritizing several projects as the pandemic has generally slowed progress on many of our plans related to facility enhancements and replacement. A selection process will be held for Fire Captain in anticipation of the retirement of Captain Rod Stewart in March. Additionally, we have four individuals in background investigations for Firefighter-Trainee.

At this point, we anticipate the next Board meeting will once again be held telephonically. Executive Assistant Chaput will provide the call-in information and procedures to better facilitate the meeting.

**Operations**

The District responded to the following calls:

172 calls

Zone 10 – 31

Zone 11 – 45

Zone 12 – 21

Angel Island – 0

Bay Waters – 1

Others – 74

**Significant Events:**

There were no significant events during the month of January

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

There was one out-of-county/pre-positioning assignment during the month of January

- 1/26/21-1/29/21 - Santa Cruz County - deployment of FF/PM Buck as part of a pre-positioning team assigned to potential mudslides in burn scar area

**Training**

Marin County Block Training focused on commercial structure fires.

In-house EMT training focused on altered mental status symptoms and what medical conditions are associated. This is the most common EMS call and we focused on

diagnosing and treating these medical conditions. We were also assigned a mandatory course on infection control and reporting, completed by all line personnel.

Our Medical Director monthly training focused on Stroke and treatment of.

FF/PM Wilson and FF Gallagher continue to focus on driver/operator training and both passed the Module 3 test.

All shifts took a tour of the Marin Headlands area due to an increase in incidents out there and our medic unit responding to more out-of-zone calls.

Boat Operations training has focused on Level 1 operations for Lt. Mark Newman, FF/PM Pomilia and FF/PM Buck. FF/PM Pomilia is now signed off as a District Level 1 Operator and can now operate the boat in day and calm conditions.

All personnel changing shifts were evaluated and goals were discussed for the 2021 year.

Candidates testing for the Captains exam are studying and training for the position. Training is focused on tactics and strategies for emergency response.

Personnel with greater than 20 hours of training: FF/PM May (32), FF/PM Pomilia (24), Capt. Miller (26), Lt. Fitzgerald (30) FF/PM Bell (31), FF Terrell (23), FF/Tr Durall (22), FF/Tr Mock (20), FF/PM Wilson (33), Lt. Bonfigli (35). Total training hours for January = 443.

Battalion Chief Hellyer would like to recognize the current officers for facilitating training for our probationary employees as well as those folks studying for the Captains exam.

### **Logistics/Maintenance**

Routine monthly maintenance performed.

#### **Apparatus/Equipment:**

- M10 had 3 batteries and the passenger side front tire replaced at the Mill Valley Corp Yard (SMEMPS). TFD personnel replaced the passenger side-loading light bulb.
- E11 had an air and a coolant leak fixed by Diego Truck.
- E12 was found with a rough running condition and was diagnosed by Diego Truck to have a bad #3 injector; injector replaced by Diego. Vent saw repaired by TFD personnel.
- E611 went to Alameda County (ALCO) Garage for annual service, check engine light on, and transmission reprogramming. Those items were all reported to be completed but the pump mechanical seal was found to be leaking; repair will be completed by ALCO and TFD is working on warranty reimbursement from Darley Pumps.

- U12 had an oil change completed by R&S.
- Fireboat has an ongoing, intermittent throttle response issue on the starboard motor; Moose and Cummins are investigating problem.
- All SCBA air packs annual service completed by All-Star.

Stations:

- Station 11 emergency generator had a time clock failure that caused a constant run condition. Peterson Power diagnosed the problem and temporarily bypassed the clock. A new part has been ordered and will be installed by Peterson when it arrives.

Prevention

Permits:

Deputy Fire Marshal (DFM) Lantier reports \$1,153.00 billed for January.

Inspections:

Staff performed 26 re-inspections this past month on apartments. 6 properties still have violations for correction. FPS Heckler initiated the first 2 vegetation inspections of the calendar year and performed 2 fire sprinkler system commissioning inspections.

Plan Reviews:

DFM Lantier performed (8) reviews for automatic sprinkler systems, (10) reviews for construction projects, and (17) Photovoltaic/ESS battery systems in the month of January.

Community Risk Reduction/Public Education:

FPS-Trainee Gerhardt has developed Wildland Urban Inspection (WUI) postcards with a QR code for reference to WUI compliance guidelines on our website and requesting that constituents email us for inspection scheduling for 2021. This is the first time we are asking the public to use a QR code to gain information from our website.

Staff is evaluating our Public Education programs for 2021 and if COVID will affect them this calendar year.

DFM Lantier introduced the Community Risk Reduction (CRR) model to the Quarterly Belvedere Tiburon Joint Disaster Advisory Council. This will assist in the development of prioritized projects as we move forward as a group under the CRR guidelines.

**B. LAFCo Special District Member Nominations**

No interest expressed or nominations presented by any of the Board members 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>	\$	106,878.30
Cash Revenue/Deposits	\$	75,257.61
Cash Expenditures	\$	(131,144.57)
Net LAIF/CAMP Transfers In/(Out)	\$	(35,000.00)
<b>Balance on Hand Operating (BofA), ending</b>	\$	15,991.34

Transfers to P/R Account	\$	165,000.00
Transfers from LAIF	\$	130,000.00
Transfers to LAIF	\$	
Transfers from CAMP	\$	
Transfers to CAMP	\$	

**Reserve Balances**

Committed Reserves		
Facilities	\$	1,100,000.00
Apparatus	\$	951,383.00
PERS UAL	\$	1,733,483.00
<b>Total Committed Reserves</b>	<b>\$</b>	<b>3,784,866.00</b>
Assigned Reserves		
Equipment	\$	234,249.00
IT	\$	20,689.00
Leasehold	\$	9,614.00
PTO	\$	161,912.00
<b>Total Assigned Reserves</b>	<b>\$</b>	<b>426,464.00</b>
<b>General Operations Reserve</b>	<b>\$</b>	<b>2,423,580.23</b>
LAIF Ending Balance	\$	6,434,770.34
CAMP Ending Balance	\$	200,139.89
<b>Total Investment Acct Balance</b>	<b>\$</b>	<b>6,634,770.23</b>
Discussion.		

**B. Approval of Warrants and Payroll**

M/Sears, S/Miller to approve payroll in the amount of \$424,230.00 and warrants in the amount of \$402,515.80.

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

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

**AGENDA ITEM 7 – RESOLUTIONS**

- A. Resolution #2021-06, Cal OES Designation of Applicant's Agent Resolution for Non-State Agencies**

Discussion.

M/Sears, S/Miller to approve Resolution #2021-06, Cal OES Designation of Applicant's Agent Resolution for Non-State Agencies

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

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

- B. Resolution #2021-07, County of Marin Memorandum of Agreement Pertaining to Assistance Provided to Respond to the Covid-19 Pandemic**  
 Discussion.

M/Miller, S/Sears to approve Resolution #2021-07, County of Marin Memorandum of Agreement Pertaining to Assistance Provided to Respond to the Covid-19 Pandemic

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

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

#### AGENDA ITEM 8 – COMMITTEE REPORTS

**A. MERA – Chief Pearce**

MERA received Construction Bid Packages for Bid Package #1; the Governing Board will be considering bid award at 2/24/21 meeting. Bid Package 1A released with bid award tentatively scheduled for the 4/28/21 meeting. In January, MERA staff briefed member agencies and their staffs on items that included MERA reorganization to support Next Gen implementation and The Assistance to Firefighters Grant, which will provide tri-band radios to Marin Fire Agencies beginning in March 2021. Project timelines also provided for dispatch equipment installations, remaining field user equipment, Fire Station Alerting and change over to Next Gen System. Briefing included upcoming technology requirements for fire stations and dispatch centers as well as some of the enhanced capabilities of the Next Gen radios and mutual aid capabilities.

**B. S MEMPS – Director O'Neill (absent). Chief Pearce presented the report.**

Meeting last week. Distribution going out to member agencies soon. Recent change to the deployment model includes removing an ambulance on a trial basis and identifying any benefits and/or setbacks that occur during this trial.

#### AGENDA ITEM 8 – BOARD COMMENTS

No comments.

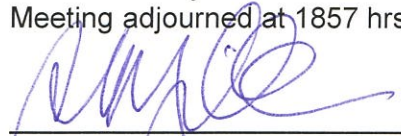
#### AGENDA ITEM 9 – ADJOURNMENT

M/Sears, S/Miller for adjournment.

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


Kirchhoff – Aye  
 O'Neill – Absent

Miller – Aye  
Sears – Aye  
Woodford – Aye  
Meeting adjourned at 1857 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

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