

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

March 10, 2021

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

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

ABSENT:

AGENDA ITEM 1 – CALL TO ORDER

President Kirchhoff called the meeting to order at 1830 hrs.

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

Kirchhoff – Present

O'Neill – Present

Miller – Present

Sears – Present

Woodford – Present

AGENDA ITEM 2 – CONSENT CALENDAR

A. Approval of Minutes, February 10, 2021

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

Executive Assistant Nicole Chaput polls the Board:

Kirchhoff – Aye

O'Neill – Aye

Miller – Aye

Sears – Aye

Woodford – Aye

AGENDA ITEM 3 – COMMUNICATIONS

- Ark article: "Southern Marin Fire among agencies to launch new emergency evacuation tool", 2/3/21
- Ark article: "Fire at Strawberry apartment complex causes estimated \$400,00 in damage", 2/10/21
- Ark article: "Tiburon native, fire Capt. Rod Stewart, set to retire after 35 years of service", 2/24/21

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

There continues to be tremendous participation from our members in support of the MCHH&S Point of Distribution (POD) with the ultimate goal of getting as many vaccinations in as many people as soon as possible. We continue to look toward opportunities of 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 have received preliminary site plans and drawings for the new Station 10 from LCA architects. These were submitted to a cost estimator for evaluation and recommendations on funding horizons. This will provide greater insight into our funding needs and options.

A selection process took place for the position of Fire Captain in anticipation of the retirement of Captain Rod Stewart later this month. Additionally, we have five individuals who have undergone background investigations for Firefighter-Trainee positions with an anticipated start date of 3/15/2021 pending Board approval later in this meeting.

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:

151 calls

Zone 10 – 25

Zone 11 – 44

Zone 12 – 14

Angel Island – 0

Bay Waters – 0

Others – 68

Significant Events:

There were no significant events during the month of February

Out-of-County/Pre-Positioning:

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

Training - BC Hellyer

Marin County Block Training is focusing on single-family structure fires using modern firefighting tactics.

EMT training focused on EMS helicopter operations.

Our monthly EMS training with Dr. Bason-Mitchell focused on traumatic emergencies and when it is appropriate to use helicopters for transportation of serious patients.

FF/PM's Matt Wilson has successfully passed his driver/operator test and completed his task book. FF/PM Wilson is not officially a District driver.

FF/PM Matt Wilson and Charles Armour are currently working on Level 1 boat operator.

The department has been steadily training and preparing for the upcoming Captains promotional exam. We have a pool of qualified candidates: FF Travis Terrell, FF Danny Elkington, LT Dean Bonfigli, LT/PM Mark Fitzgerald, LT Mark Newman and FF Eules participating in the test process on Friday, March 5, 2021.

FF/PM Siragusa is preparing for his final module probationary testing to pass probation.

All agency personnel assigned the mandatory Anti-Harassment training.

Personnel with greater than 25 hours of training: FF/PM Matt Wilson (26), FF/PM Omar Bell (27), FF/Tr Ryan Mock (35), LT/PM Mark Fitzgerald (34), LT Mark Newman (30), FF/PM Chris May (26), FF/PM Martin Siragusa (39) and FF Grant Eules (27)

Battalion Chief Hellyer would like to acknowledge FF Danny Elkington, FF/PMs Charles Armour, Omar Bell and, of course, Exec. Asst. Nicole Chaput for putting work into the Health and Wellness program and helping to organize our annual physicals this year.

Logistics/Maintenance - BC Jackson

Routine monthly maintenance performed.

Apparatus/Equipment:

- E10 had a small air leak that was diagnosed by TFD personnel and repaired by Diego Trucks.
- E611 went to Alameda County Garage for annual service and to have warranty repairs completed for Check Engine Light condition. While there, it was noted that the pump main shaft seal was leaking. Seal was replaced under warranty by Darley and pump tested prior to its return.
- Fire Boat port throttle sensor connection repaired by Moose.
- NFPA required ladder testing completed by Fail Safe Ladder Testing.
- SCBA compressor fill valve seal replaced by TFD personnel.

Stations:

- Station 11 Conference Room toilet flush valve replaced by TFD personnel.
- Garage door sensor failed at Station 10 causing the door not to stay closed. Sensor replaced by ACE garage door.

Prevention - DFM Lantier**Permits:**

Deputy Fire Marshal (DFM) Lantier reports \$2,385.00 billed for February.

Inspections Completed:

Fire Prevention Bureau (FPB) staff completed 27 inspections in February. Vegetation Management inspections are beginning again with (18) done by FPS-Trainee Gerhardt. FPS Heckler completed (3) apartment re-inspections and should complete the remaining in early March, as well as finalizing (5) automatic fire sprinkler inspections. Staff performed an annual Company inspection at The China Cabin while assisting the Landmarks Society with a flagpole halyard dilemma.

Plan Reviews Completed:

DFM Lantier performed (2) reviews for automatic sprinkler systems, (17) reviews for construction projects, and (24) Photovoltaic/ESS battery systems in the month of February.

Community Risk Reduction/Public Education:

Mailers went out March 1st for all WUI inspection requests. Safety Super Heroes scheduled for Reed School on May 5th.

FPS-Tr Gerhardt has been assigned to a weekly (on Tuesdays) joint field inspection program with a Tiburon Public Works Inspector to continually evaluate vegetation encroaching into the roadways within Town limits. Both inspectors provide a face-to-face consultation for compliance or leave documentation of what needs to be corrected. Thus far, they are getting immediate action from constituents. FPS-Tr Gerhardt is also working in Belvedere on Thursdays with the same program parameters.

Staff has been participating in the Tiburon General Plan 2040 process, which now requires more detailed Evacuation and Disaster Preparedness details. A March 30th online public meeting is scheduled to provide public comments and suggestions.

- B. Station 10 Rebuild – Update Discussion.
- C. LAFCo Shared Services Workshop 4/29/2021
- D. Approve appointment of Captain, Range 404, Step #1, \$9,416/month, effective April 1, 2021 Discussion.
M/Sears, S/Miller to approve appointment of Lieutenant/Paramedic Mark Fitzgerald to Captain, Range 404, Step #1, \$9,416/month, effective April 1, 2021
Executive Assistant Nicole Chaput polls the Board:
Kirchhoff – Aye
O’Neill – Aye
Miller – Aye

Sears – Aye
Woodford – Aye

- E. Approve appointment of Russell Albano, Nicholas Becker, Tyler Cole, Kevin Taylor and Ian Van Metre to Firefighter-Trainee, Range 400, Step #1, \$3,511/month, effective March 15, 2021

Discussion.

M/Miller, S/Sears to approve appointment of Russell Albano, Nicholas Becker, Tyler Cole, Kevin Taylor and Ian Van Metre to Firefighter-Trainee, Range 400, Step #1, \$3,511/month, effective March 15, 2021

Executive Assistant Nicole Chaput polls the Board:

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

AGENDA ITEM 6 TREASURER'S REPORT

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

2/11/2021

Balance on Hand Operating (BofA), beginning	\$	15,991.34
Cash Revenue/Deposits	\$	556,791.17
Cash Expenditures	\$	(210,325.55)
Net LAIF/CAMP Transfers In/(Out)	\$	(215,000.00)
Balance on Hand Operating (BofA), ending	\$	147,456.96

Transfers to P/R Account	\$	865,000.00
Transfers from LAIF	\$	650,000.00
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
Total Committed Reserves	\$	3,784,866.00
Assigned Reserves		
Equipment	\$	234,249.00
IT	\$	20,689.00
Leasehold	\$	9,614.00
PTO	\$	161,912.00
Total Assigned Reserves	\$	426,464.00

General Operations Reserve	\$	1,773,594.87
LAIF Ending Balance	\$	5,784,770.34
CAMP Ending Balance	\$	200,154.53
Total Investment Acct Balance	\$	5,984,924.87

Discussion.

B. Approval of Warrants and Payroll

M/Sears, S/O'Neill to approve payroll in the amount of \$543,101.00 and warrants in the amount of \$318,723.06.

Executive Assistant Nicole Chaput polls the Board:

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

AGENDA ITEM 7 – COMMITTEE REPORTS

A. MERA – Chief Pearce

MERA Bid Package #1 awarded and construction will begin in 30-60 days. Another Bid Package is currently out for bid and Board will vote on awarding this package at the April meeting.

B. SMEMPS – Director O'Neill

At the February SMEMPS Board meeting, a Board member commented on the presence of and the quality of TFPD staff working at the MCHH&S Point of Distribution (POD).

AGENDA ITEM 8 – BOARD COMMENTS

No comments.

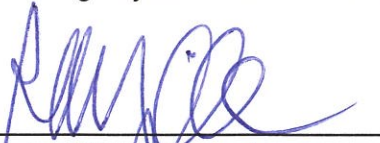
AGENDA ITEM 9 – ADJOURNMENT

M/Miller, S/Sears for adjournment.

Executive Assistant Nicole Chaput polls the Board:

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

Meeting adjourned at 1901 hrs.



Robert Miller, Secretary



Tom O'Neill, Vice 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

