

**TIBURON FIRE PROTECTION DISTRICT**

Board of Directors Meeting

April 14, 2021

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

PRESENT: Chief Richard Pearce and Executive Assistant Nicole Chaput

ABSENT: David Kirchhoff

**AGENDA ITEM 1 – CALL TO ORDER**

Vice President O'Neill called the meeting to order at 1832 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, March 10, 2021**

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

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

Kirchhoff – Absent

O'Neill – Aye

Miller – Aye

Sears – Aye

Woodford – Aye

**AGENDA ITEM 3 – COMMUNICATIONS**

- Thank you card from a resident who was assisted by TFPD personnel on a medical call
- Thank you card for Executive Assistant Chaput from the Background Investigator for the "support and great communication" during the recruitment/background investigation process
- Ark article: "Report: Widening roads is linchpin to safe evacuations", 3/10/21
- Ark Go-Getter piece: "Tiburon native is promoted to local fire captain", 3/17/21
- Ark article and photo: "Tiburon fire district planning to rebuild Paradise Drive's Station 10", 3/17/21
- Ark article: "Teens cited for arson after brush fire by tennis courts", 3/31/21

**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**

There has been tremendous success on the vaccination front in the county as Marin leads the state in the percentage of those vaccinated. Our members continued to support the MCHH&S Point of Distribution (POD) through March 31st as it transitions to the program rollouts of major healthcare providers such as Kaiser, Marin Health, and Sutter Health along with CVS, Walgreen and Rite-Aid. It is anticipated that everyone wanting to be vaccinated will be completed prior to June 1, 2021. This was a very large lift for the community and Chief Pearce is pleased our members reliably supported these efforts with great enthusiasm.

We have four new Firefighter-Trainees that completed the recruit academy and have been assigned to the various shifts. One of these new Firefighter-Trainees has now been picked up by Cal Fire and Chief Pearce wishes him well in his fire service career. Following the promotions of Mark Fitzgerald and Travis Terrell, there were a few shift changes required for staffing levels. As we prepare for what is sure to be another robust fire season, we are well positioned and staffed.

The Prevention/CRR Bureau has been very busy with inspections and preparation for the upcoming, and very popular, Chipper Days beginning in May and running through September (2nd Saturday of the month). Chief Pearce is confident DFM Lantier and his team will crush last year's record of 375 tons of hazardous yard debris removed from the peninsula.

LCA architects submitted our preliminary site plans to a cost estimator for evaluation and recommendations. Chief Pearce is in receipt of the Grand Summary Cost Estimate as of the date of this report and am pleasantly surprised by the significantly lower number than originally anticipated. This provides greater insight into our funding needs and options.

The Association and Management Groups have requested to open negotiations for our next MOU, which was extended last year due to Covid and the many associated uncertainties. The Personnel Committee will meet with the representatives of each group and have additional information at the meeting.

#### **Operations**

The District responded to the following calls:

169 calls

Zone 10 – 23

Zone 11 – 48

Zone 12 – 18

Angel Island – 1

Bay Waters – 3

Others – 76

Significant Events:

There was one significant event during the month of March.  
3/16 - Mar West Street - outside rubbish, trash or waste fire

Out-of-County/Pre-Positioning:

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

Training - BC Hellyer

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

EMT training focused on cardiac arrhythmias.

Our monthly EMS training with Dr. Bason-Mitchell focused on cardiac emergencies.

FF/PM Martin Siragusa has passed his Module 5/Final testing and is now off probation.

FF/PMs Matt Wilson, Nate Buck and Charles Armour are currently working on Level 1 boat operator.

The Captain's exam went very well, as all of our candidates passed. It was obvious that a lot of hard work was put into studying and gaining knowledge of the Fire District.

All employees completed the mandatory Anti-Harassment training.

FF/PM Dominic Pomilia successfully passed the Module 3 written and manipulative exams.

Tiburon Fire hosted the Driver/Operator 1B class, with Lt. Dean Bonfigli and FF Digory McGuire as the instructors. The course was a weeklong and we had 7 personnel in the class.

Our new Firefighter-Trainees started April 15 and participated in a 3-week in-house academy. FF Digory McGuire was lead instructor Week 1, FF Elkington was lead instructor Week 2 and Deputy Fire Marshal Mike Lantier coordinated Week 3.

Personnel with greater than 30 hours of training: FF/PM Matt Wilson (49), FF/PM Omar Bell (70), FF/T Tyler Cole (43), Capt./PM Mark Fitzgerald (42), FF/T Ian Van Metre (43), FF/PM Chris May (82), FF/PM Martin Siragusa (40), FF/PM Dominic Pomilia (37), FF/PM Charles Armour (38), FF/T Becker (43), FF Danny Elkington (58), Lt. Dean Bonfigli (55) and FF/T Kevin Taylor (43).

All TFD personnel totaled over 900 training hours for the month of March. A very busy month!

Battalion Chief Hellyer would like to acknowledge FF Danny Elkington, FF Digory McGuire and DFM Mike Lantier for leading our in-house academy. I would also like to thank FF McGuire and Lt. Bonfigli for instructing the Driver Operator class. This class was attended by multiple Marin agencies.

### **Logistics/Maintenance - BC Jackson**

Routine monthly maintenance performed.

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

B11 (2019 Tahoe) had new, stronger off-road tires installed. We kept getting flat tires with the Michelin tires on it, and they were special order police pursuit tires, which were hard to locate.

Fireboat Tiburon had a fuel pressure issue diagnosed and resolved by Cummins.

All fire engines were annual pump tested (minus E611, which was tested by ALCO Garage after the pump was repaired in Feb.) by TFD personnel.

E612 had its annual service completed by ALCO Garage. Significant deferred repairs were recognized and addressed including several safety issues. The cost was greater than anticipated but required and E612 is now in top condition.

Santa Rosa Fire Equipment serviced District extinguishers

#### **Stations:**

Station 11 apparatus bay overhead heater igniter replaced (all four have now been replaced) by TFD personnel.

Station 10 sewer pump had a failed pump float that was repaired by Forrester Pump.

### **Prevention - DFM Lantier**

#### **Permits:**

Deputy Fire Marshal (DFM) Lantier reports \$746.00 billed for March.

#### **Inspections Completed:**

Fire Prevention/Community Risk Reduction Bureau staff completed 109 inspections in March. Vegetation Management inspections are beginning again with (27) done by FPS-Trainee Gerhardt & (54) by FPS Heckler. FPS Heckler completed the inspection of (1) Daycare, (4) re-inspections of apartments to complete that program for the year, as well as finalizing (4) automatic fire sprinkler inspections, (11) PV & ESS systems inspections and (1) Fire District Final. DFM Lantier did (2) Fire District Final inspections. FPS-T Gerhardt did (2) PV & ESS inspections.

#### **Plan Reviews Completed:**

DFM Lantier performed (3) reviews for automatic sprinkler systems, (30) reviews for construction projects, and (6) Photovoltaic/ESS battery systems in the month of March.

Community Risk Reduction/Public Education:

Mailers went out March 1st for all WUI inspection requests and we saw a large interest 2 months ahead of schedule, which FPS-T Gerhardt has handled expertly. Bureau staff also spent 4 days with the (4) new Firefighter-Trainee recruits to introduce them to what we do in the Bureau, which included reading to The Little School & Belvedere Hawthorne Nursery School, as well as virtual station tour with Reed School's remote K-2nd grade.

- B.** Ratify appointment of Davis Pratt to Firefighter-Trainee, Range 400, Step #1, \$3,511/month, effective March 16, 2021  
Discussion.  
M/Sears, S/Miller to ratify appointment of Davis Pratt to Firefighter-Trainee, Range 400, Step #1, \$3,511/month, effective March 16, 2021  
Executive Assistant Nicole Chaput polls the Board:  
Kirchhoff – Absent  
O'Neill – Aye  
Miller – Aye  
Sears – Aye  
Woodford – Aye
- C.** Ratify Step Raise – Firefighter/Paramedic Martin Siragusa, Range 401, Step #2, \$7,377/month, effective April 1, 2021  
Discussion.  
M/Woodford, S/Sears to ratify Step Raise – Firefighter/Paramedic Martin Siragusa, Range 401, Step #2, \$7,377/month, effective April 1, 2021  
Executive Assistant Nicole Chaput polls the Board:  
Kirchhoff – Absent  
O'Neill – Aye  
Miller – Aye  
Sears – Aye  
Woodford – Aye
- D.** Ratify effective date of approved appointment of Mark Fitzgerald to Captain from effective April 1, 2021 to effective March 16, 2021  
Discussion.  
M/Woodford, S/Sears to ratify effective date of approved appointment of Mark Fitzgerald to Captain from effective April 1, 2021 to effective March 16, 2021  
Executive Assistant Nicole Chaput polls the Board:  
Kirchhoff – Absent  
O'Neill – Aye  
Miller – Aye  
Sears – Aye  
Woodford – Aye
- E.** Approve appointment of Firefighter Travis Terrell to Lieutenant, Range 403, Step #1, \$8,541/month, effective March 16, 2021  
Discussion.

M/Woodford, S/Sears to ratify appointment of Firefighter Travis Terrell to Lieutenant, Range 403, Step #1, \$8,541/month, effective March 16, 2021

Executive Assistant Nicole Chaput polls the Board:

Kirchhoff – Absent

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.

3/11/2021

<b>Balance on Hand Operating (BofA), beginning</b>	\$	147,456.96
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Cash Revenue/Deposits	\$	353,053.68
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Cash Expenditures	\$	(109,841.27)
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Net LAIF/CAMP Transfers In/(Out)	\$	(311,000.00)
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<b>Balance on Hand Operating (BofA), ending</b>	\$	79,669.37
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Transfers to P/R Account	\$	541,000.00
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Transfers from LAIF	\$	230,000.00
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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 UAL	\$	1,733,483.00
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<b>Total Committed Reserves</b>	<b>\$</b>	<b>3,784,866.00</b>
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###### Assigned Reserves

Equipment	\$	234,249.00
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IT	\$	20,689.00
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Leasehold	\$	9,614.00
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PTO	\$	161,912.00
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<b>Total Assigned Reserves</b>	<b>\$</b>	<b>426,464.00</b>
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<b>General Operations Reserve</b>	<b>\$</b>	<b>1,543,609.08</b>
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LAIF Ending Balance	\$	5,554,770.34
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CAMP Ending Balance	\$	200,168.74
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<b>Total Investment Acct Balance</b>	<b>\$</b>	<b>5,754,939.08</b>
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Discussion.

**B. Approval of Warrants and Payroll**

M/Miller, S/Sears to approve payroll in the amount of \$542,689.00 and warrants in the amount of \$379,785.64.

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

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

AGENDA ITEM 7 – COMMITTEE REPORTS

**A. MERA – Chief Pearce**

Status of MERA Bid Packages: #1 awarded; #1A released for public bid and award scheduled for the Governing Board on 4/28/21; #2 pending public release. Technical requirements for Fire Station Alerting and Dispatch Center Connectivity has been sent to involved agencies in order to provide guidance in anticipation of alerting and dispatch equipment needs later in the project. MERA released a newsletter publication in early March 2021. The deadline for the annual Measure A tax exemption application for qualifying low-income senior homeowners is June 1, 2021. MERA initiated an outreach campaign, working with local media beginning in early March to notify the public and will continue the campaign through May of 2021.

**B. SMEMPS – Director O’Neill**

Nothing to report.

AGENDA ITEM 8 – CLOSED SESSION

The Board adjourned to Closed Session at 1854 hours to discuss the following items:

- A.** Conference with Personnel Committee pursuant to California Government Code Section 54957.6

The Board reconvened to Open Session at 1952 hours and reported the following:

- A.** Conference with Personnel Committee pursuant to California Government Code Section 54957.6: Board provided direction to the Personnel Committee

AGENDA ITEM 9 – BOARD COMMENTS

No comments.

AGENDA ITEM 9 – ADJOURNMENT

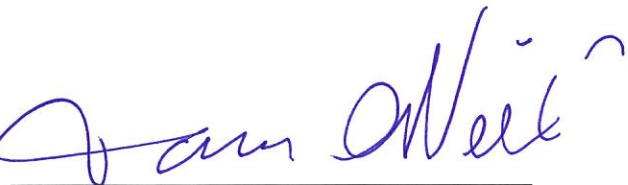
M/Woodford, S/Miller for adjournment.

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

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

Meeting adjourned at 1954 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