

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

May 12, 2021

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

PRESENT: Chief Richard Pearce, Battalion Chief Hellyer, Executive Assistant Nicole Chaput and Shayne Jones from The Ark newspaper

ABSENT: President 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, April 14, 2021

M/Sears, S/Miller 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

Battalion Chief Hellyer presented the Communications while Chief Pearce stepped out of the meeting.

- Thank you card from former Firefighter-Trainee Nicholas Becker thanking the District for the opportunities and experiences he had being a part of the TFPD Trainee program
- Thank you note for the Tiburon Volunteer Fire Department for their annual donation to the Alisa Ann Ruch Burn Foundation
- Thank you card and individual thank you letters for C shift personnel for their assistance on a non-injury fall
- Ark article: "Southern Marin fire aims to hire more diverse workforce", 4/7/21
- Ark Go-Getter piece: "Free Chipper Day set for May 8 at Blackie's Pasture", 4/28/21

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 – Battalion Chief Hellyer presented the Chief's Report until Chief Pearce returned to the meeting at 1837 hours and Battalion Chief Hellyer exited the meeting.

The Governor has declared a drought on the heels of an unusually dry winter and several years of below average rainfall. In preparation for what is sure to be another robust fire season, we are ensuring operational readiness of our personnel, apparatus and equipment toward wildland firefighting.

The Prevention/CRR Bureau has been focusing on mitigation efforts in vegetation management inspections, home hardening consultations and development of Firewise Communities, while preparing for the beginning of Chipper Days, which will run May through September on the 2nd Saturday of each month.

SMEMPS is conducting a deployment study on the number of ambulances in the system. This has been proposed as a one-year study to identify benefits and impacts to service delivery and agencies.

As discussed last month, LCA architects submitted our preliminary site plans to a cost estimator for evaluation and recommendations. Since that time there has been exponential growth related to construction materials. We will be monitoring this trend and will have additional information and recommendations for the Board moving forward.

The Association and Management Groups have met with the Board Personnel Committee regarding our next MOU, which was extended last year due to Covid and the many associated uncertainties. I am confident this will be a productive process and will provide additional information and necessary documents for Board action as they become available.

Operations

The District responded to the following calls:

156 calls
 Zone 10 – 31
 Zone 11 – 39
 Zone 12 – 16
 Angel Island – 0
 Bay Waters – 2
 Others – 68

Significant Events:

There were no significant events during the month of April.

Out-of-County/Pre-Positioning:

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

Training - BC Hellyer

Marin County Block Training is focusing on Wildland fire tactics and strategies.

EMT training focused on medical assessments.

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

FF/PM Dominic Pomilia has passed his Module 4 test.

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

The hose on all engines was tested this month.

LT. Newman facilitated all line personnel through annual SCBA fit testing.

FF/Trainee's Van Metre, Taylor and Cole were given task books and passed the test to become 3rd person qualified on the fire engine.

Personnel with greater than 30 hours of training: FF Digory McGuire (49), FF/PM Omar Bell (40), FF/T Tyler Cole (42), Capt./PM Mark Fitzgerald (59), FF/T Ian Van Metre (45), Capt. Ehren Miller (30), FF/PM Charles Armour (40), FF Danny Elkington (33), Lt. Dean Bonfigli (34) and FF/T Kevin Taylor (39).

All TFD personnel totaled 670 training hours for the month of April.

Logistics/Maintenance - BC Jackson

Routine monthly maintenance performed.

Apparatus/Equipment:

- Most of the apparatus and rack hose tested per annual requirements. All will be completed by the end of May.
- E10 is still at the ALCO garage. Additional issues discovered and needed immediate attention.
- E611 had some intake fittings replaced in house by TFD personnel.
- P11 vehicle was taken in for airbag recall work.
- SCBA fit testing completed.
- The new forcible entry prop has been placed in service.

Stations:

- The sewer pump at St.10 needed a service technician to come out again for the same issue that occurred in March.

Prevention - DFM Lantier

Permits:

Deputy Fire Marshal (DFM) Lantier reports \$1,403.00 billed for April.

Inspections Completed:

Fire Prevention/Community Risk Reduction Bureau staff completed 66 inspections in April. Vegetation Management inspections led the way with (20) done by FPS-Trainee Gerhardt & (34) by FPS Heckler. FPS Heckler completed (7) automatic fire sprinkler inspections and (1) PV & ESS systems inspection. DFM Lantier did (2) automatic fire sprinkler inspections. FPS-T Gerhardt did (2) PV & ESS inspections.

Plan Reviews Completed:

DFM Lantier performed (5) reviews for automatic sprinkler systems, (32) reviews for construction projects, and (13) Photovoltaic/ESS battery systems in the month of April. FPS Heckler did (1) review for a construction project and (5) PV & ESS Systems to be installed. FPS-T Gerhardt also given his first PV & ESS system review for installation.

Community Risk Reduction/Public Education:

DFM Lantier attended the Belvedere-Tiburon Joint Disaster Advisory Council (BTJDAC) meeting and continued to promote Community Risk Reduction (CRR) as one of the goals for this Advisory Council. DFM Lantier has liaised with the Police Chiefs from Belvedere and Tiburon on the Zone Haven evacuation software rollout and final zoning expected by the end of May. DFM Lantier attended the Tiburon General Plan 2040 Downtown Zoom Symposium on April 27th to see how the downtown proposals may affect the District.

B. Declare Surplus Equipment

Discussion.

M/Miller, S/Sears to declare surplus equipment

Executive Assistant Nicole Chaput polls the Board:

Kirchhoff – Absent

O'Neill – Aye

Miller – Aye

Sears – Aye

Woodford – Aye

C. Approve Step Raise – Firefighter/Paramedic Nate Buck, Range 401, Step #3, \$7,746/month, effective May 16, 2021

Discussion.

M/Sears, S/Woodford to approve Step Raise – Firefighter/Paramedic Nate Buck, Range 401, Step #3, \$7,746/month, effective May 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.

4/15/2021

Balance on Hand Operating (BofA), beginning	\$	79,669.37
Cash Revenue/Deposits	\$	3,332,753.75
Cash Expenditures	\$	(211,543.18)
Net LAIF/CAMP Transfers In/(Out)	\$	(2,990,000.00)
Balance on Hand Operating (BofA), ending	\$	210,879.94

Transfers to P/R Account	\$	690,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	2,300,000.00
Transfers from CAMP	\$	
Transfers to CAMP	\$	

Reserve Balances

Committed Reserves		
Facilities	\$	1,100,000.00
Apparatus	\$	951,383.00
PERS UAL	\$	<u>1,733,483.00</u>
Total Committed Reserves	\$	3,784,866.00
Assigned Reserves		
Equipment	\$	234,249.00
IT	\$	20,689.00
Leasehold	\$	9,614.00
PTO	\$	<u>161,912.00</u>
Total Assigned Reserves	\$	426,464.00
General Operations Reserve	\$	3,850,357.07
LAIF Ending Balance	\$	7,861,509.26
CAMP Ending Balance	\$	<u>200,177.81</u>
Total Investment Acct Balance	\$	8,061,687.07

Discussion.

B. Approval of Warrants and Payroll

M/Sears, S/Miller to approve payroll in the amount of \$489,933.00 and warrants in the amount of \$362,611.07.

Executive Assistant Nicole Chaput polls the Board:

Kirchhoff – Absent

O'Neill – Aye

Miller – Aye

Sears – Aye

Woodford – Aye

C. Approve Preliminary Budget F/Y 2021-22

M/Sears, S/Woodford to approve Preliminary Budget F/Y 2021-22

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. S MEMPS – Director O'Neill

S MEMPS held its Board meeting on May 5, 2021.

AGENDA ITEM 9 – BOARD COMMENTS

No comments.

AGENDA ITEM 9 – ADJOURNMENT

M/Miller, S/Woodford 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

