

## **TIBURON FIRE PROTECTION DISTRICT**

Board of Directors Meeting

June 9, 2021

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

PRESENT: Chief Richard Pearce, Deputy Fire Marshal Michael Lantier, Finance Officer Heidi Rosevear, Executive Assistant Nicole Chaput and Shayne Jones from The Ark newspaper

ABSENT:

### **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:**

O'Neill – Present

Miller – Present

Sears – Present

Woodford – Present

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

A. Approval of Minutes, May 12, 2021

B. Recognition Resolution #2021-11, 22 years of service – Board member David Kirchhoff

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

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

O'Neill – Aye

Miller – Aye

Sears – Aye

Woodford – Aye

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

- Thank you card from Marin County Communications Center for TFPD's contribution to National Public Safety Telecommunications (Dispatch) Week
- Thank you card for B shift response for a ruptured cerebral aneurysm
- Thank you card for TFPD's assistance with an alarm sounding in the middle of the night
- Ark Biz Buzz piece: "Free Chipper Day set for May 8 at Blackie's Pasture", 5/5/21
- Ark Letter to the Editor: "Thanks to community for support after I was injured in hit-and-run accident", 5/12/21
- Ark piece: "Tiburon fire agency seeks applicants for vacancy on board of directors", 5/26/21
- Ark article: "Belvedere's proposed second-unit rules prompt public outcry", 5/26/21

### **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 – Chief Pearce

Marin County has moved into the yellow tier effective June 1 and anticipates reopening fully on June 15 with a relaxing of capacity and distancing requirements for businesses and activities. It is unclear at this point how this will affect the Governor's Executive Order N-29-20 related to public meetings; Chief Pearce anticipates there will be a hybrid option for most of the 2021 year.

The departure of Director Kirchhoff has left an opening on the Board. This vacancy was duly noticed and there has been interest from several candidates within the District and a few from outside. Candidate interviews and selection will occur later in tonight's Board meeting.

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. It is our intention to staff aggressively on Red Flag Days, pre-positioning assignments, and to support out-of-county mutual aid requests

The Prevention/CRR Bureau has made excellent progress on vegetation management inspections, home hardening consultations and development of Firewise Communities. Our first Chipper Day was a great success, netting close to 130 tons of fuels removed from the peninsula. Chipper Days will run May through September on the 2nd Saturday of each month.

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. Chief Pearce is pleased to report that a tentative agreement has been reached pending review of the MOUs by counsel and he anticipates these documents will be available for Board action at the July meeting.

The Finance Committee will review and have recommendations for Board action related to our Final Budget 2020-2021 - June revision. As discussed, several of the initiatives slated for the year were impacted by Covid that provides for funding of other long-term liabilities.

#### Operations

The District responded to the following calls:

161 calls

Zone 10 – 30

Zone 11 – 34

Zone 12 – 23

Angel Island – 0

Bay Waters – 0  
Others – 74

Significant Events:

There was one significant event during the month of May

- SFRD jurisdiction - building fire

Out-of-County/Pre-Positioning:

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

**Training - BC Hellyer**

Marin County Block Training focused on RT-130, which is mandatory review of wildland fire safety.

EMT training focused on the position of fireline EMT and Paramedic.

Our monthly EMS training with Dr. Bason-Mitchell focused on medical emergencies and the treatment of the emergencies in the wildland setting.

FF/PM Matt Wilson has passed his Module 4 testing.

FF/PMs Matt Wilson, Nate Buck and Charles Armour are currently working on becoming Level 1 boat operators and will take their tests next month.

E611 and our personnel helped with the County Wildland academy.

May was Mental Health Awareness month and personnel took online courses to increase awareness of Firefighters mental health.

FF Digory McGuire has finished his Acting Officer coursework and task book and can work in the capacity of an Acting Officer for the District.

1868 Mount Tiburon resident is remodeling their house and agreed to allow District personnel to train on the structure. Hose evolutions, ladder operations, force entry and rescue evolutions were the topics of training.

Our new FF-Trainees Ian Van Metre and Tyler Cole have completed the ambulance task books and are now District ambulance operators.

Personnel with greater than 30 hours of training: FF/PM Matt Wilson (49), FF-Tr Tyler Cole (34), FF Digory McGuire (37), FF/PM Martin Siragusa (40), FF/PM Dominic Pomilia (33), FF/PM Charles Armour (31), FF Danny Elkington (30), LT Mark Newman (55).

All TFD personnel totaled over 600 hours for the month of May.

BC Hellyer acknowledged FF/PM Matt Wilson, FF/PM Charles Armour, FF Digory McGuire and LT Dean Bonfigli assisting with the Marin County Wildland academy.

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

Routine monthly maintenance performed.

#### Apparatus/Equipment:

- E10 remains at ALCo Garage waiting for back ordered repair parts and software update for airbag/SRS system; should be completed by 5/31.
- E12 turbo airline repaired by TFD personnel.
- E611 new MERA mobile radio and portable chargers installed.
- E612 new MERA mobile radio and portable chargers installed. Auxiliary pump found to not produce pressure and diagnosed to be faulty drive gears; pump will need to be repaired or replaced once Type 1 engines have all been serviced. Main pump still works as it should. M10 rear brakes replaced at MVCY. Drivers side headlight replaced by TFD.
- UT12 found with dead battery; battery replaced by NAPA under warranty and installed by TFD. Gas monitors calibrated.
- SCBA fill station quarterly air sampling completed.
- Annual hose testing completed.

#### Stations:

- Station 11 apparatus bay doors: front 3 doors serviced by Door Pros; center front door repaired as it was bent from the spring tension being too loose. Rear doors will be serviced in June.

### **Prevention - DFM Lantier**

#### Permits:

Deputy Fire Marshal (DFM) Lantier reports \$693.00 billed for May.

#### Inspections Completed:

Fire Prevention/Community Risk Reduction Bureau staff completed 172 inspections in May. Vegetation Management inspections led the way with (75) done by FPS-Trainee Gerhardt & (89) by FPS Heckler. FPS Heckler completed (9) automatic fire sprinkler inspections and (6) PV & ESS systems inspection. DFM Lantier did (3) automatic fire sprinkler inspections with Fire District Finals.

Engine Companies are actively working on their field inspections.

#### Plan Reviews Completed:

DFM Lantier performed (3) reviews for automatic sprinkler systems, (20) reviews for construction projects, and (16) Photovoltaic/ESS battery systems in the month of May. FPS Heckler did (6) PV & ESS Systems to be installed.

Community Risk Reduction/Public Education:

DFM Lantier met with a retired Nurse Practitioner from Belvedere to see if a system could be developed for the 250 seniors living solely in Belvedere and medical information may not be disseminated to First Responders. The iPhone and Samsung phones do have this medical information on an emergency basis, so the interested party may develop her involvement in training her neighbors on how and what to add into their phones.

DFM Lantier met with Teaberry area residents interested in forming a FireWise Community and TFD received news that the Upper Sugarloaf neighbors were approved as our second FireWise Community on the Peninsula. Mateo Drive HOA is doing a huge cutting project in concert with the Town and the Prevention Bureau; they too wish to become a FireWise Community.

The May Chipper Day was a great start to the season with 124 loads from 63 addresses - 126.4 tons removed in (8) 40 yard containers! That is just shy of half of what we did all of last season so people are taking advantage of this service.

- B. Approve Step Raise – Firefighter/Paramedics Charles Armour, Omar Bell and Chris May, Range 401, Step #3, \$7,746/month, effective June 16, 2021  
 Discussion.  
 M/Sears, S/Miller to approve Step Raise – Firefighter/Paramedics Charles Armour, Omar Bell and Chris May, Range 401, Step #3, \$7,746/month, effective June 16, 2021  
 Executive Assistant Nicole Chaput polls the Board:  
 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.

5/13/2021

<b>Balance on Hand Operating (BofA), beginning</b>	\$	210,879.94
Cash Revenue/Deposits	\$	185,894.08
Cash Expenditures	\$	(174,633.49)
Net LAIF/CAMP Transfers In/(Out)	\$	(145,000.00)
<b>Balance on Hand Operating (BofA), ending</b>	<b>\$</b>	<b>77,140.53</b>
Transfers to P/R Account	\$	470,000.00
Transfers from LAIF	\$	325,000.00
Transfers to LAIF	\$	

Transfers from CAMP	\$	
Transfers to CAMP	\$	
<b>Reserve Balances</b>		
Committed Reserves		
Facilities	\$	1,700,000.00
Apparatus	\$	1,105,249.00
PERS UAL	\$	949,194.00
<b>Total Committed Reserves</b>	<b>\$</b>	<b>3,754,443.00</b>
Assigned Reserves		
Equipment	\$	197,335.00
IT	\$	18,021.00
Leasehold	\$	10,951.00
PTO	\$	161,912.00
<b>Total Assigned Reserves</b>	<b>\$</b>	<b>388,219.00</b>
<b>General Operations Reserve</b>	<b>\$</b>	<b>3,594,034.23</b>
LAIF Ending Balance	\$	7,536,509.26
CAMP Ending Balance	\$	200,186.97
<b>Total Investment Acct Balance</b>	<b>\$</b>	<b>7,736,696.23</b>
Discussion.		

- B. Approval of Warrants and Payroll**  
M/Miller, S/Sears to approve payroll in the amount of \$465,593.00 and warrants in the amount of \$1,387,511.01.  
Executive Assistant Nicole Chaput polls the Board:  
O'Neill – Aye  
Miller – Aye  
Sears – Aye  
Woodford – Aye
- C. Approve Final Budget Revisions F/Y 2020-21**  
Discussion.  
M/Sears, S/Miller to approve Final Budget Revisions F/Y 2020-21  
**Executive Assistant Nicole Chaput polls the Board:**  
O'Neill – Aye  
Miller – Aye  
Sears – Aye  
Woodford – Aye

**AGENDA ITEM 7 – PUBLIC BUDGET HEARING AND FINAL BUDGET F/Y 2021-22**

- A. Approve Resolution #2021-08, Special Tax will not be levied for F/Y 2021-22**  
Discussion.  
M/Sears, S/Woodford to approve Resolution #2021-08, Special Tax will not be levied for F/Y 2021-22  
**Executive Assistant Nicole Chaput polls the Board:**  
O'Neill – Aye  
Miller – Aye  
Sears – Aye  
Woodford – Aye

**B. Approve Resolution #2021-09, Appropriations of Tax Proceeds**

Discussion.

M/Sears, S/Woodford to approve Resolution #2021-09, Appropriations of Tax Proceeds

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

O'Neill – Aye

Miller – Aye

Sears – Aye

Woodford – Aye

**C. Approve Resolution #2021-10, Final Budget F/Y 2021-22**

Discussion. Incorporated within the Final Budget is the June revision of the 2020-21 Budget. Due to the impacts of the Covid-19 pandemic, some of the budgeted spending was unable to occur: the Board agreed that available funds would be used to augment the CEPPT account to the greatest benefit of the District.

M/Miller, S/Woodford to approve Resolution #2021-10, Final Budget F/Y 2021-22 with available funds to be used to augment the CEPPT account.

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

O'Neill – Aye

Miller – Aye

Sears – Aye

Woodford – Aye

**AGENDA ITEM 8 – COMMITTEE REPORTS****A. MERA – Chief Pearce**

MERA reps administered a 140-test Acceptance Test Plan with Motorola staff and all tests were successfully passed upon completion of the 3-day testing process. System Staging process to be completed at end of June and equipment will be shipped to Marin in anticipation of installations later this year. Motorola is entering into a contract with new Engineering Subcontractor design firm Arcadis and MERA expects to have an updated plan addressing design needs as well as a schedule of deliverables highlighting several priority items by late June. With the kickoff of the redevelopment of the construction schedule, AECOM and Motorola will develop an updated total project schedule. Issues with MERA member agencies' installation process for mobile and portable radios have been corrected. All Type 3 fire engines are completed and 150 portable radios have been distributed.

**B. S MEMPS – Director O'Neill**

Nothing to report.

**AGENDA ITEM 9 – BOARD OF DIRECTORS****A. Board Member Selection Process**

## 1. Candidate Interviews

Board interviewed applicants.

## 2. Member Appointment

Discussion.

M/Sears, S/Miller to appoint Emmett O'Donnell to the Tiburon Fire Protection District Board of Directors, effective July 14, 2021.

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

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

**B. Appointment of Officers**

Discussion. Following normal ascension format, officers for remainder of 2021 are as follows:

President – O'Neill  
Vice President – Miller  
Secretary – Sears

M/Sears, S/Woodford to accept appointment of officers in ascension format

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

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

**C. Board Comments**

O'Neill

AGENDA ITEM 10 – ADJOURNMENT

M/Miller, S/Sears for adjournment.

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

O'Neill – Aye  
Miller – Aye  
Sears – Aye  
Woodford – Aye  
Meeting adjourned at 1941 hrs.

  
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Steve Sears, Secretary

  
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Tom O'Neill, 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

