

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

July 14, 2021

BOD PRESENT: Tom O'Neill, Steve Sears, Cheryl Woodford and Emmett O'Donnell

PRESENT: Chief Richard Pearce and Executive Assistant Nicole Chaput

ABSENT: Robert Miller

AGENDA ITEM 1 – CALL TO ORDER

President O'Neill called the meeting to order at 1830 hrs.

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

O'Neill – Present

Miller – Absent

Sears – Present

Woodford – Present

AGENDA ITEM 2 – BOARD OF DIRECTORS

A. Oath of Office – Emmett O'Donnell

Chief Pearce administered the Oath of Office to Director O'Donnell.

AGENDA ITEM 3 – CONSENT CALENDAR

A. Approval of Minutes, June 9, 2021

B. Approve Resolution #2021-12, SB 1205 regarding the inspections of certain occupancies required to receive annual inspections

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

Executive Assistant Nicole Chaput polls the Board:

O'Neill – Aye

Miller – Absent

Sears – Aye

Woodford – Aye

O'Donnell – Abstain

AGENDA ITEM 4 – COMMUNICATIONS

- Commendation letter for TFPD Firefighter/Paramedic Nate Buck from MVFD Eng/PM Jeff Fesler for his "dedication to the water rescue program for both Marin County and at a local resource level" and his "high degree of professionalism"
- Letter and donation to TFPD from the Thomas and Joanne Peterson Family Fund, care of the Marin Community Foundation
- Ark piece: "Prepare for fire season with chipper days, curbside pickup", 6/9/21
- Ark article: "Fire district board projects balanced \$9.59-mil budget", 6/9/21
- Ark photo and caption: "Fire on Barn Road", 6/23/21
- Ark Go-getters piece: "Tiburon Fire Protection District recognized for financial reporting", 6/30/21

- Ark article: "Cause of Barn Road attic fire still under investigation", 6/30/21

AGENDA ITEM 5 – PUBLIC OPEN TIME

President O'Neill opened the floor to the public. No public comment/no public announced their presence on the telephone call.

AGENDA ITEM 6 – CHIEF'S REPORT

A. Monthly Report – Chief Pearce

On June 21, 2021, there was a two-alarm structure fire in a multi-family dwelling located at 2 Barn Road in Belvedere. Crews, led by Battalion Chief Colin Jackson, mounted an aggressive, safety-conscious fire attack on a stubborn fire in challenging conditions that, ultimately, limited the spread and salvaged many of the personal belongings of the three displaced families. The seamless response was efficient, effective and impressive.

E-611, our wildland engine, is once again out-of-service. We have had continual problems with this engine since new. We have delivered it to the manufacturer's representative for resolution or replacement. This has been very discouraging as it's a remarkable apparatus unfortunately; with these issues, it's unsafe for emergency operations. This may take some time but will not affect our operational readiness.

The District has partnered with the Town and City with a new evacuation tool called ZoneHaven. This GIS based platform provides users with practical, timely and geographically accurate information for use by constituents and emergency managers. The roll out of this program will commence with "Know Your Zone".

Prevention/CRR Bureau has made excellent progress on vegetation management inspections, home hardening consultations and development of Firewise Communities. Our next Chipper Day will be July 10th and will run through September 11th on the 2nd Saturday of each month.

The Association and Management Group MOUs have been completed and reviewed by counsel, ratified by the groups and will be available for Board action at the July meeting.

Finally, congratulations to CFO Rosevear for once again being recognized for her preparation and presentation of the Comprehensive Annual Financial Report that was awarded the coveted Certificate of Achievement from the Government Finance Officers Association (GFOA). This program was established in 1945 to encourage the spirit of transparency and full disclosure in government accounting practices. This is the ninth time that Heidi/the District have received the award.

Operations

The District responded to the following calls:

157 calls

Zone 10 – 17

Zone 11 – 35

Zone 12 – 15
Angel Island – 1
Bay Waters – 3
Others – 86

Significant Events:

There were two significant events during the month of June

- MVFD jurisdiction - building fire (Coronet Ave.)
- MCFD jurisdiction - grass fire (Hwy 101)

Out-of-County/Pre-Positioning:

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

Training - BC Hellyer

Marin County Block Training focused on wildland fire safety and deployment.

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

Our monthly EMS training with Dr. Bason-Mitchell focused on big challenging medical cases that occurred in Marin County in the prehospital setting.

FF-Trainees Ian Van Metre and Tyler Cole are preparing for the Module 1 testing for July.

LT Dean Bonfigli coordinated the update on our pump trailer and will be responsible for teaching our personnel how to use the trailer. This is good timing as the trailer dramatically reduces the amount of water we use during pump training.

E611 and our personnel helped with the County Wildland academy.

There was a structure fire at 2 Barn Rd and all shifts were able to see the building construction after the fire and discuss the possible origin of the fire.

Capt. Fitzgerald has finished his Acting Battalion task book and can work in the capacity of an Acting Battalion Chief for the District.

The Marin County Training Chiefs brought in a professional speaker, who was involved in the tragic Charleston furniture warehouse fire that killed 9 firefighters. The presentation was on Zoom and was well attended by all County agencies.

Our new FF-Trainees Ian Van Metre and Tyler Cole participated in the Marin Wildland Academy where they were able to train in live fire conditions.

Personnel with greater than 30 hours of training: FF/PM Matt Wilson (55), FF-Tr Tyler Cole (43), FF/PM Martin Siragusa (32), Capt. Mark Fitzgerald (79), FF/PM Omar Bell (56), FF-Tr Ian Van Metre (34).

All TFD personnel totaled over 524 hours for the month of June.

I would like to acknowledge FF/PM Martin Siragusa, LT Travis Terrell and Capt. Mark Fitzgerald for assisting with the Marin County Wildland Academy.

Logistics/Maintenance - BC Jackson

Routine monthly maintenance performed.

Apparatus/Equipment:

- E10 driver mirror found cracked. TFD Personnel replaced with a good used part we had in stock
- E11 serviced by ALCO
- E12 driver's side front side code 3 light replaced by TFD Personnel
- Fire Boat annual haul out completed by KKMI
- M10 oil change and 1 tire replaced by MVCY
- E611 engine management system failed into "fail-Safe Mode" again and the engine will be out of service until the manufacturer can come up with a permanent fix

Stations:

- Station 10 doors serviced by Door Pros
- One SCBA repaired in house
- Apparatus bay toilet repaired by TFD personnel

Prevention - DFM Lantier

Permits:

Deputy Fire Marshal (DFM) Lantier reports no fees billed for the month of June.

Inspections Completed:

Fire Prevention/Community Risk Reduction Bureau staff completed 165 inspections in June. Vegetation Management inspections led the way with (53) done by FPS-Trainee Gerhardt & (60) by FPS Heckler. FPS Heckler completed (3) automatic fire sprinkler inspections, (9) PV/ESS systems inspections, (1) Re-inspection and (3) Annual FP inspections. FPS-T Gerhardt did (4) Annual FP inspections, with (1) Fire District Final and (1) PV/ESS inspection. DFM Lantier did (2) automatic fire sprinkler inspections. Engine Companies have almost completed their field inspections.

Plan Reviews Completed:

DFM Lantier performed (4) reviews for automatic sprinkler systems, (14) reviews for construction projects, and (10) Photovoltaic/ESS battery systems in the month of June.

Community Risk Reduction/Public Education:

DFM Lantier reported to the Belvedere-Tiburon Joint Disaster Advisory Council for the Zone Haven platform rolling out with welcomed response to this focus on evacuation preparedness.

Upper Sugarloaf Drive is our 2nd FireWise community with their approval occurring in May and DFM Lantier is working to have (2) FireWise signs posted in their area. Upper Sugarloaf Board members report that several other HOAs have contacted them to begin this process.

The June Chipper Day was huge with 119 loads from 62 addresses - 172.8 tons removed in (6) 40 yard containers and (1) 20 yard dumpster. In our first events, we have almost met the entire last year's tonnage and we expect a big turnout for July 10th!

DFM Lantier is also working closely with MMWD for a Fire Flow Improvement project to the Ridge Road/Hill Haven area. This project will break ground as early as fall of this year with significant improvements to fire flow in this area.

- B. Approve MOUs with Employment and Management Associations**
 Discussion.
 M/Sears, S/O'Donnell to approve MOUs with Employment and Management Associations
 Executive Assistant Nicole Chaput polls the Board:
 O'Neill – Aye
 Miller – Absent
 Sears – Aye
 Woodford – Aye
 O'Donnell – Aye
- C. Ratify appointment of Michael Lantier to Fire Marshal, Range 410, Step #1, \$10,901/month, effective July 16, 2021**
 Discussion.
 M/O'Donnell, S/Sears to ratify appointment of Michael Lantier to Fire Marshal, Range 410, Step #1, \$10,901/month, effective July 16, 2021
 Executive Assistant Nicole Chaput polls the Board:
 O'Neill – Aye
 Miller – Absent
 Sears – Aye
 Woodford – Aye
 O'Donnell – Aye
- D. Ratify Step Raise – Lieutenant Mark Newman, Range 403, Step #2, \$9,697/month, effective July 1, 2021**
 Discussion.
 M/Sears, S/O'Donnell to approve Step Raise – Lieutenant Mark Newman, Range 403, Step #2, \$9,697/month, effective July 1, 2021
 Discussion.

Executive Assistant Nicole Chaput polls the Board:

O'Neill – Aye

Miller – Absent

Sears – Aye

Woodford – Aye

O'Donnell – Aye

AGENDA ITEM 6 – TREASURER'S REPORT

A. Finance Report

Director Sears presented the Finance Report Discussion.

6/10/2021

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| Balance on Hand Operating (BofA), beginning | \$ | 77,140.53 |
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| Cash Revenue/Deposits | \$ | 425,767.12 |
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|-------------------|----|-------------|
| Cash Expenditures | \$ | (52,047.13) |
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| Net LAIF/CAMP Transfers In/(Out) | \$ | (325,000.00) |
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| Balance on Hand Operating (BofA), ending | \$ | 125,860.52 |
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| Transfers to P/R Account | \$ | 1,475,000.00 |
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| Transfers from LAIF | \$ | 1,150,000.00 |
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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

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|------------|----|--------------|
| Facilities | \$ | 1,700,000.00 |
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| Apparatus | \$ | 1,105,249.00 |
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| PERS UAL | \$ | 949,194.00 |
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|---------------------------------|-----------|---------------------|
| Total Committed Reserves | \$ | 3,754,443.00 |
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Assigned Reserves

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|-----------|----|------------|
| Equipment | \$ | 197,335.00 |
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| IT | \$ | 18,021.00 |
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| Leasehold | \$ | 10,951.00 |
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| PTO | \$ | 161,912.00 |
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|--------------------------------|-----------|-------------------|
| Total Assigned Reserves | \$ | 388,219.00 |
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|-----------------------------------|-----------|---------------------|
| General Operations Reserve | \$ | 2,444,042.50 |
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| LAIF Ending Balance | \$ | 6,386,509.26 |
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| CAMP Ending Balance | \$ | 200,195.24 |
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|--------------------------------------|-----------|---------------------|
| Total Investment Acct Balance | \$ | 6,586,704.50 |
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Discussion.

B. Approval of Warrants and Payroll

M/O'Donnell, S/Sears to approve payroll in the amount of \$482,126.00 and warrants in the amount of \$321,925.70.

Executive Assistant Nicole Chaput polls the Board:

O'Neill – Aye

Miller – Absent

Sears – Aye

Woodford – Aye

O'Donnell – Aye

- C. Recognition of Finance Officer Rosevear as recipient of the 2020 Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence In Financial Reporting
Discussion.

AGENDA ITEM 8 – COMMITTEE REPORTS

A. MERA – Chief Pearce

Motorola entered into a contract with new Engineering Subcontractor to complete the System Staging process of building and testing entire system. Portables and mobile radios were purchased with the Assistance to Firefighters Grant to augment the system, without expense to MERA, and Chief Pearce is proud to report that the system is beginning construction; projection for completion is 2023.

B. S MEMPS – Director O'Neill

Next S MEMPS Board meeting will be held in the beginning of August.

AGENDA ITEM 9 – BOARD COMMENTS

No comments.

AGENDA ITEM 10 – ADJOURNMENT

M/O'Donnell, S/Sears for adjournment.

Executive Assistant Nicole Chaput polls the Board:

O'Neill – Aye

Miller – Absent

Sears – Aye


Woodford – Aye

O'Donnell – Aye

Meeting adjourned at 1903 hrs.



Steve Sears, Secretary



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