

## **TIBURON FIRE PROTECTION DISTRICT**

Board of Directors Meeting

September 8, 2021

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

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

ABSENT:

### **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 – Present

Sears – Present

Woodford – Present

O'Donnell - Present

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

**A.** Approval of Minutes, August 11, 2021

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

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

O'Neill – Aye

Miller – Aye

Sears – Aye

Woodford – Aye

O'Donnell – Aye

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

- Ark article: "As pandemic drags on. Local boards consider their options for hybrid meetings", 8/11/21
- Ark article: "Tiburon Police host National Night Out", 8/11/21
- Ark article: "No major injuries in car fire that spread to Mira Flores Lane home", 8/11/21
- Ark piece: "Town, fire agency's free Chipper Day is Aug. 14 at Blackie's Pasture", 8/11/21
- Ark article: "Local crews deployed to help fight Dixie blaze", 8/25/21
- Ark article: "Coronavirus Pandemic: Reed schools keeping outdoor-masking rule", 8/25/21

### **AGENDA ITEM 4 – 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 5 – CHIEF'S REPORT

##### A. Monthly Report – Chief Pearce Administration:

The District has been very involved in supporting and fighting the major fires across the state. Our personnel have been amazing in support of these many requests while keeping the District safe.

We are implementing new Covid testing procedures for our personnel; the latest surge has identified a few opportunities to better protect the first responders as well as our constituents. The mask mandate is once again imposed throughout Marin County; we have closed the station and will continue telephonic meetings for the duration of this event or until Governor's Orders state otherwise.

We have five Firefighter-Trainees that have started their two-week training academy. Upon successful completion, the trainees will be assigned to the various shifts to augment staffing and eliminate cross staffing of apparatus at Station 10. This position has proven very advantageous for the District and the trainees. Chief Pearce will ask the Board to ratify these appointments later in the meeting.

We appear close to resolution of issues with E611, our Type 3 Wildland Engine. Our concerns have been addressed to the highest levels at Pierce and International. The engine remains out-of-service but I am optimistic that we will finally resolve these issues.

We continue working toward identifying a suitable location to establish a training facility that is conveniently located in the District that allows for the safe and monitored execution of multiple medical, rescue and fire evolutions.

Prevention/CRR Bureau has made excellent progress on vegetation management inspections, home hardening consultations and development of Firewise Communities. TFPD's inspection program has been well received by our constituents as evidenced by high compliance to our recommendations. Final Chipper Day will be September 11<sup>th</sup>.

Chief Pearce announced his vacation from September 10<sup>th</sup>-18<sup>th</sup>.

##### Operations:

The District responded to the following calls:

178 calls

Zone 10 – 30

Zone 11 – 49

Zone 12 – 24

Angel Island – 0

Bay Waters – 1

Others – 74

Significant Events:

There were two significant events during the month of August

- MCFD jurisdiction vehicle/vegetation fire - Mt. Tam
- Vehicle/Structure/Vegetation fire - Mira Flores Ln.

Out-of-County/Pre-Positioning:

Out-of-county/pre-positioning assignments during the month of August

- Dixie Fire
- Cache Fire
- Caldor Fire

Training - BC Hellyer

Marin County Block Training focused on rope rescue skills and new equipment purchased by Southern Marin Fire District and placed on R9.

EMT training focused on leg injuries and how to use our traction splints.

Our monthly EMS training with Dr. Bason-Mitchell focused on the serious case study of multiple shootings in the County. Dr. Basin-Mitchell reviewed treating GSW's.

FF/PMs Dominic Pomilia and Matt Wilson have successfully passed Module 5 final testing and have completed their probations. Both are excellent hires and will benefit the District for many years to come.

All District apparatus received new MERA radios and all shifts were tasked with learning them.

FF/PM Nate Buck is preparing for the Level 1 boat exam.

The Trainee 2-week academy started Aug 30<sup>th</sup>. FF Digory McGuire is the lead instructor for week 1 and FF Danny Elkington is the lead instructor for week 2. It is a team effort as the on-duty shift and personnel off-duty are assisting.

Personnel with greater than 20 hours of training: FF/PM Dominic Pomilia (20), Fire Marshal Mike Lantier (33), FF/PM Ian Van Metre (20).

August was a meaningful month of training, but the hours were less due to companies being out-of-county on the fires.

BC Hellyer would like to acknowledge FF Digory McGuire and FF Danny Elkington for taking on the trainee academy amongst all we have going on with the big fires in the state.

Logistics/Maintenance - BC Jackson

Routine monthly maintenance performed.

Apparatus/Equipment:

- E611 remains at Riverview International/Golden State Fire Apparatus for ongoing troubleshooting and repair.
- E612 had a failure of the power steering box while on the Dixie Fire. Ground support mechanic was able to locate a replacement and repair, returning E612 to service.
- Fireboat suffered a recurring stall condition of the starboard engine that has been diagnosed as being caused by sediment in the fuel tank. Fuel filters will be changed to address the issue. Batteries were replaced.
- U12 had an oil change service completed at R&S.
- C11 had an oil change service, 4 tires/alignment and tire pressure sensors replaced. Parking brake adjustment completed.
- Gas monitors calibrated.

Stations:

- Initial meeting with architects at Station 11 for upgrades to the station.

Prevention - FM LantierPermits:

Fire Marshal (FM) Lantier reports \$2,031.00 billed for the month of August.

Inspections Completed:

Fire Prevention/Community Risk Reduction Bureau staff completed 187 inspections in August. Vegetation Management inspections led the way with (70) done by FPS Heckler & (58) by FPS Trainee Gerhardt. The Bureau also utilized FF-T Tyler Cole while on light duty to do (29) Vegetation Management inspections. FPS Heckler completed (3) automatic fire sprinkler inspections, (10) PV/ESS systems inspections, and (9) re-inspections. FPS-T Gerhardt did (3) annual fire inspections, (1) fire sprinkler system inspection and (1) re-inspection. FM Lantier did (1) automatic fire sprinkler inspection and (1) Fire District final inspection on The Caprice Restaurant.

Plan Reviews Completed:

FM Lantier performed (6) reviews for automatic sprinkler systems, (31) reviews for construction projects, and (12) Photovoltaic/ESS battery systems in the month of August.

Community Risk Reduction/Public Education:

The August Chipper Day was successful with (6) 40-yard dumpsters filled with 119 loads from 41 addresses. Total calculated weight of the event was 60 tons. Of these 41 addresses that were involved this month, 21 of them were multiple loads dropped off which tells us that people are clearing excess fuels from their properties.

- B.** Ratify Step Raise for Firefighter/Paramedic Matt Wilson, Range 401, Step #2, \$7,746/month, effective September 1, 2021

M/Sears, S/Miller to ratify Step Raise for Firefighter/Paramedic Matt Wilson, Range 401, Step #2, \$7,746/month, effective September 1, 2021

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

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

- C.** Ratify Step Raise for Fire Prevention Specialist Django Heckler, Range 407, Step #2, \$7,746/month, effective September 1, 2021

M/Woodford, S/Sears to ratify Step Raise for Fire Prevention Specialist Django Heckler, Range 407, Step #2, \$7,746/month, effective September 1, 2021

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

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

- D.** Ratify appointment of Firefighter-Trainee Ian Van Metre to Firefighter/Paramedic, Range 401, Step #1, \$7,376/month, effective August 16, 2021

M/Sears, S/O'Donnell to ratify appointment of Firefighter-Trainee Ian Van Metre to Firefighter/Paramedic, Range 401, Step #1, \$7,376/month, effective August 16, 2021

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

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

- E.** Ratify appointment of Carlos Evans-Berlanga, Charles Hall, Dalton Locke, Jerimiah Mahan, and Gary Travis to Firefighter-Trainee, Range 400, Step #1, \$3,686/month, effective August 30, 2021

M/Miller, S/O'Neill to ratify appointment of Carlos Evans-Berlanga, Charles Hall, Dalton Locke, Jerimiah Mahan, and Gary Travis to Firefighter-Trainee, Range 400, Step #1, \$3,686/month, effective August 30, 2021

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

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

AGENDA ITEM 6 – TREASURER’S REPORT**A. Finance Report**

Director Woodford presented the Finance Report Discussion.

8/12/2021

**Balance on Hand Operating (BofA), beginning** \$ 216,639.35

Cash Revenue/Deposits \$ 129,211.75

Cash Expenditures \$ (213,727.36)

Net LAIF/CAMP Transfers In/(Out) \$ (10,000.00)

**Balance on Hand Operating (BofA), ending** \$ 122,123.74

Transfers to P/R Account \$ 1,010,000.00

Transfers from LAIF \$ 1,000,000.00

Transfers to LAIF \$

Transfers from CAMP \$

Transfers to CAMP \$

**Reserve Balances**

## Committed Reserves

Facilities \$ 1,700,000.00

Apparatus \$ 1,105,249.00

PERS UAL \$ 949,194.00

**Total Committed Reserves** \$ **3,754,443.00**

## Assigned Reserves

Equipment \$ 197,335.00

IT \$ 18,021.00

Leasehold \$ 10,951.00

PTO \$ 161,912.00

**Total Assigned Reserves** \$ **388,219.00**

**General Operations Reserve** \$ **884,934.53**

LAIF Ending Balance \$ 4,827,392.68

CAMP Ending Balance \$ 200,203.85

**Total Investment Acct Balance** \$ **5,027,596.53**

Discussion.

**B. Approval of Warrants and Payroll**

M/Miller, S/O'Donnell to approve payroll in the amount of \$567,614.00 and warrants in the amount of \$372,865.29.

Executive Assistant Nicole Chaput polls the Board:

O'Neill – Aye

Miller – Aye

Sears – Aye

Woodford – Aye

O'Donnell – Aye

C. 2021 GASB 75 Valuation Summary Discussion.

AGENDA ITEM 7 – COMMITTEE REPORTS

- A. **MERA** – Chief Pearce  
MERA is making progress and continues to move forward.
- B. **SMEMPS** – Director O'Neill  
Nothing new to report.

AGENDA ITEM 8 – BOARD COMMENTS

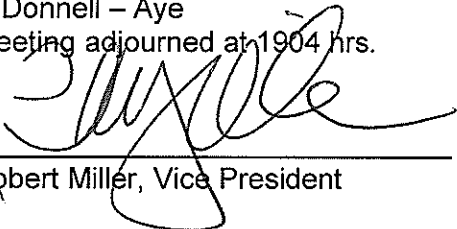
Board Secretary Steve Sears announced his resignation. All present expressed their gratitude for Steve's many years of dedication

AGENDA ITEM 9 – ADJOURNMENT

M/Miller, S/Sears for adjournment.


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

- O'Neill – Aye
  - Miller – Aye
  - Sears – Aye
  - Woodford – Aye
  - O'Donnell – Aye
- Meeting adjourned at 1904 hrs.



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Robert Miller, Vice President



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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
- MCFCFA – 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

