

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

November 9, 2016

PRESENT: President David Kirchhoff, Directors Robert Miller and Tom O'Neill

ALSO PRESENT: Chief Richard Pearce, Executive Assistant Nicole Chaput, Battalion Chief Kelly Bradley and Fire Marshal Jessica Power

ABSENT: Directors Margot Plant and Steve Sears

AGENDA ITEM 1- CALL TO ORDER

Meeting called to order at 1833

AGENDA ITEM 2 – CONSENT CALENDAR

A. Approval of Minutes, October 12, 2016

M/Miller, S/O'Neill to approve the minutes

Vote: All Aye

AGENDA ITEM 3 – COMMUNICATIONS

Chief Pearce acknowledged the following communications:

- Ark article on the wildland fire on Heathcliff
- Ark piece on Director O'Neill named Citizen of the Year
- Chief's Letter to the Editor – thank you to the community regarding the 75th Anniversary Diamond Jubilee celebrations
- Resident thank you letter for help with issues caused by recent storm
- Thank you for assistance on a medical call
- Appreciation note from resident crews assisted with cat rescue
- Email from Marin County Fire Chief Jason Weber passing along praise from an acquaintance in regards to Fire Marshal Power's customer service on a local construction project
- Thank you drawings for the Community Risk Reduction Bureau who visited local preschools in October for Fire Prevention Week

AGENDA ITEM 4 – PUBLIC OPEN TIME

President Kirchhoff opened the floor to the public. No comments.

AGENDA ITEM 5 – CHIEF'S REPORT

A. Monthly Report

Following Board direction from the October meeting, staff commenced reviewing several options in regards to the overhead, supervision, management, command and control for the District. The Professional Firefighters' Association has embraced this opportunity and Chief Pearce is confident a thorough series of evaluations and recommendations will incorporate the best interest of the constituents and operations of the District.

The Chief remains very engaged in District operations, S MEMPS, FDAC, FAIRA, FASIS and MERA. Additionally, he was requested to testify before the Little Hoover Commission related to Special Districts.

The 1999 Engine sold to the Mayacamas Volunteer Fire Department in Sonoma County for \$85,000.00. The District is continuing to prepare the 2006 Fireboat for sale.

Chief Pearce attended several meetings of interest including: TFPD Staff and Finance meetings; S MEMPS Admin. meeting; MERA Board meeting; FDAC Conference and Legislative Committee meeting; MCFCA meeting; Cal Chiefs Conference.

Operations

The District responded to the following calls:

141 Calls

Zone 10 – 36

Zone 11 – 43

Zone 12 – 21

Angel Island – 2

Bay Waters – 0

Others – 39

Significant Events:

There was 1 significant event during the month of October

- Cardiac Arrest/Bridge Suicide

Out-of-County:

There were no out-of-county events during the month of October

Training

October began Hazardous Materials, Block 7 with an emphasis on Company-level operations:

- Emergency Response Guide - Identifying Hazardous Materials
- Containing Leaking Hazardous Materials
- Gross Decontamination
- Portable Decontamination Showers

This block will culminate with Battalion Drills in November.

EMT for October is Environmental with a review of the Duo-Dote injections for use in an exposure-to-toxins event.

Firefighter/Trainee Travis Terrell taught a chainsaw-falling class for A Shift personnel. TFPD reinstated Wednesday night drills with Ladders and Vent-Enter-Isolate-Search (VEIS) drills.

Personnel with 30 hours or more: Ayers (30.5) and Elkington (30.5)

Logistics

- Routine maintenance performed
- **E-12 (99E)** Sold to the Myacamas Volunteer Fire Department in Sonoma County for \$85,000.00
- **E-611 (05 W/L-E)** Replaced cabin and air filters after the fire season
- **OES 329** Small fuel leak detected. Looking for in-house repairs. Will keep all advised on outcome
- **M-10 (10M)** Electrical reprogram by manufacturer for an electrical issue; resolved
- **U-12 (10U)** Installed a new battery
- **Station 11** Painting the front of Station 11 in progress
- Additional Items:
 - Battalion Chief Bradley has secured a contract to have the lot that Station 10 sits on surveyed. This has never been done and recorded with the County of Marin.
 - Station 11 painting is in progress and will transpire on days that weather permits.
 - Bids have been submitted for the rear parking lot to be slurry sealed at Station 11 and to have the Station 10 parking lot sealed. Bids will be reviewed.
 - Battalion Chief Bradley spoke with the Town of Tiburon and they are willing to supply paint and striping stencils for the parking lots at both stations at minimal or no cost.

Prevention / Public Education

Fire Marshal Power reports fees billed for the month totaled \$2,536.50.

Bureau Activities: Great Shakeout Drill; Fire Prevention Week activities (7 Kindergarten tours and 4 Pre-K visits)

F/M Power participated in the following meetings/activities of interest to the District: Coordinated dead tree removal on Town of Tiburon Open Space; NorCal Fire Prevention Officers General Membership and Board meetings; Contra Costa Fire District interview panel; Winter Weather Briefing meeting

Community Risk Reduction Officer Rick Spaelti participated in the following meetings/activities of interest to the District: St. Hilary Earthquake and Evacuation Drill; CERT class instructor; MCFPO meeting; (2) tent inspections; (4) vegetation consults

AGENDA ITEM 6 PUBLIC HEARING - ORDINANCE #128**A. Adoption of Ordinance #128**

President Kirchhoff opened the floor to the public. No public present/no comments.

Fire Marshal Power addressed additional Board member concerns regarding responsibilities, working with constituents, communication and improving customer service overall.

President Kirchhoff closed public open time.

M/Miller, S/O'Neill to adopt Ordinance #128, an Ordinance of the Tiburon Fire Protection District adopting the California Fire Code, International Fire Code, and Appendix A of the 2015 International Wildland-Urban Interface Code prescribing regulations governing conditions hazardous to life and property from fire or explosion; providing for the issuance of permits for hazardous uses or operations; and establishing a Community Risk Reduction Bureau and Fire Prevention Division and providing Officers therefore and defining their powers and duties

Vote by roll call:

Ayes: Kirchhoff, O'Neill, Miller

Noes: None

Absent: Sears, Plant

AGENDA ITEM 7 TREASURER'S REPORT

A. Finance Committee

President Kirchhoff and Director O'Neill attended the Finance Committee meeting on Wednesday, November 9, 2016, 1800.

10/13/2016

Balance on Hand Operating (BofA), beginning	\$	219,481.72
Revenue and voids	\$	248,801.16
Expenses	\$	271,748.23
Transfers to P/R Account	\$	410,000.00
Transfers from LAIF	\$	420,000.00
Transfers to LAIF	\$	
Transfer from COM	\$	

11/09/2016

Balance on Hand Operating (Co. of Marin)	\$	0.00
Balance on Hand Operating (BofA), ending	\$	206,534.65

11/09/2016

Balance on Hand Investment Accts		
Apparatus Reserve	\$	1,322,331.00
Facilities/Eq/Misc Reserve	\$	2,281,791.00
General Operations Reserve	\$	(453,706.50)
Total Balance in account LAIF	\$	3,150,415.50

Discussion.

B. Approval of Warrants and Payroll

M/O'Neill, S/Miller to approve payroll in the amount of \$428,950.00 and warrants in the amount of \$267,808.29

Vote: All Aye

AGENDA ITEM 8 – COMMITTEE REPORTS

C. MERA – Chief Pearce

MERA is near final negotiations with the vendor on the Next Generation Systems. The goal is to have a contract in place that minimizes change work orders and conflicts that may arise in the process. Key concerns are coverage, volunteer paging and station alerting.

D. SMEMPS – Director O'Neill

Meeting postponed. Reschedule date TBD.

E. Personnel – President Kirchhoff and Director O'Neill

As mentioned in Chief Pearce's monthly report, staff has been working towards gathering ideas regarding overhead changes to present to the Personnel Committee; anticipate response to the committee before the next regular Board meeting. Annual evaluation for Chief Pearce is due.

AGENDA ITEM 9 – BOARD COMMENTS

Battalion Chief Kelly Bradley's upcoming retirement discussed.

AGENDA ITEM 10 – ADJOURNMENT

M/O'Neill, S/Miller for adjournment

Vote: All Aye

Meeting adjourned at 1855



Robert Miller, Secretary



Tom O'Neill, Vice President

ACRONYM GLOSSARY:

BoA – Bank of America
BOD – Board of Directors
COM – County of Marin
FAIRA – Fire Agencies Insurance Risk Authority
FASIS – Fire Agencies Self Insurance System
FDAC – Fire Districts Association of California
JPA – Joint Powers Authority
LAIF – Local Agency Investment Fund
MCFCA – Marin County Fire Chiefs Association
MCFPO – Marin County Fire Prevention Officers
MERA – Marin Emergency Medical Authority
MOU – Memorandum of Understanding
P/R – Payroll
SMEMPS – Southern Marin Emergency Medical Paramedic System
TFPD – Tiburon Fire Protection District