

## TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

March 8, 2017

**PRESENT:** Directors Steve Sears, David Kirchhoff and Margot Plant

**ALSO PRESENT:** Chief Richard Pearce, Executive Assistant Nicole Chaput, Battalion Chief Mike Ayers, Firefighter/Paramedic Mark Fitzgerald, Firefighter Grant Eules and Matthew Hose of The Ark newspaper

**ABSENT:** President Tom O'Neill and Director Robert Miller

### AGENDA ITEM 1- CALL TO ORDER

Meeting called to order at 1833 hours

### AGENDA ITEM 2 – CONSENT CALENDAR

#### **A. Approval of Minutes, February 8, 2017**

M/Kirchhoff, S/Plant to approve the minutes

**Vote:** All Aye

**Absent:** O'Neill, Miller

### AGENDA ITEM 3 – COMMUNICATIONS

Chief Pearce acknowledged the following communications:

- Ark newspaper piece on Bay Vista structure fire (Mutual Aid – MVFD)
- Letter from MVFD Battalion Chief Scott Barnes commending the TFPD personnel on a job well done on the Bay Vista structure fire
- Email thank you from the Romberg Center to CRR Officer Spaelti and the on-duty crew for fire extinguisher training
- Thank you note from a resident for years of assistance
- Thank you phone call from a resident for removing an acacia tree obstructing traffic on Lyford Drive
- Ark piece on President O'Neill's Third Annual Irish Music Festival

### AGENDA ITEM 5 – PUBLIC OPEN TIME

Director Sears opened the floor to the public. Battalion Chief Mike Ayers announced his official retirement date of April 25, 2017 after 31 years of service with the District.

### AGENDA ITEM 6 – CHIEF'S REPORT

#### **A. Monthly Report**

The District is evaluating the impacts of recent legislation related to Additional Dwelling Units (ADUs) and Junior Additional Dwelling Units (JADUs). Three pieces of legislation were presented to, and signed by, the Governor. There was some ambiguity identified in the legislation and we are evaluating how to best serve our constituents in these efforts while we await further clarification from the State Fire Marshal's office. The Bureau is in a good position, partnering with the City of Belvedere, the Town of Tiburon and constituents, to be consistent with the code without being overbearing with regard to implementation.

The selection process continues for Firefighter Trainee. TFPD will be looking at five candidates to go through the process. The District will once again be participating in a joint Academy with Marin County Fire Department which will commence on April 3, 2017. Chief Pearce anticipates having several recommendations for the next Board meeting.

Work continues on the management and overhead proposal received from the Association.

The MERA Governing Board has recommended that the Marin County Board of Supervisors approve the contract with Motorola Systems, Inc. for Next Generation Project implementation. This is a major milestone and represents a tremendous amount of time and effort in support of the new radio system.

SMEMPS continues progress on the implementation of the strategic initiatives related to the SMEMPS JPA, Bylaws and Plan of Operations. A transition was made from Wittman Enterprises to Novato Fire District for billing services. The Administrative Chiefs and Operations Chiefs are working closely on the deployment of SMEMPS resources and the replacement of apparatus and equipment.

Chief Pearce attended several meetings of interest including: TFPD Staff, Finance and Personnel meetings; SMEMPS Administrative meeting; MERA Governing Board, Executive Board and Finance meetings; FDAC Conference and Legislative Committee.

### **Operations**

The District responded to the following calls:

146 Calls

Zone 10 – 29

Zone 11 – 50

Zone 12 – 23

Angel Island – 1

Bay Waters – 0

Others – 43

### **Significant Events:**

There were two significant events during the month of February

- Building fire (SMFD – Mutual Aid)
- Cardiac arrest

### **Out-of-County:**

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

### **Training**

February was the completion of Block 1, which culminated in a series of evaluation drills, conducted at Station 9. The drills were a series of tasks run “rodeo-style” with each participant on air, wearing SCBA. Crews were timed and observed and debriefed afterwards.

- Forward lay from hydrant
  - Make the hydrant

- Supply standpipe
  - Engineer supplies using LDH
- Deploy Sac-Metro pack
  - Enter tower and proceed to third floor, deploy pack in stairwell
- Perform a vent-enter-isolate-search evolution
  - Ladder second floor and simulate venting window
  - Clear glass, sound floor, enter and isolate room, perform search
  - Remove victim down ladder
- Perform vertical ventilation on a non-walkable roof
  - Work from roof ladder

Dean Bonfigli was assistant instructor for a SFT Driver-Operator 1A and 1B class; class was attended by Firefighter/Tr Terrell, Firefighter/Paramedic Cox, Firefighter Elkington and Firefighter/Tr McGuire. Firefighter Ehren Miller completed Company Officer 2A.

Personnel in excess of 30 hours training: Cox (103), McGuire (101), Elkington (100), Terrell (95), Bonfigli (91), E Miller 52, Neve 39 and Fitzgerald 33.5.

#### Logistics

- Routine maintenance performed
- **E-11:** C Shift: Eules, Fitzgerald and Valentino replaced pump gauges
- **FB-11:** Captain Jackson repaired broken fender cable. BC Ardigo rerouted the shore power cord to facilitate ferry dock change
- **M-10:** County Radio replaced radio head
- **R-11:** major service completed by Diego Trucking; battery issue also resolved
- **E-10:** remains at Golden State Fire Apparatus for pump transmission and tank work; OES-329 currently in-service at Station 10
- Allstar Fire Equipment completed annual testing of District SCBA

#### Prevention / Public Education

Fire Marshal Power reports fees billed for the month totaled \$2,207.00.

F/M Power participated in the following meetings/activities of interest to the District: business inspection training with CRRO Spaelti and B-shift personnel; NorCal Fire Prevention Officers Board and General Membership meetings; Town of Tiburon/Southern Marin Fire Protection District meeting regarding building review.

Community Risk Reduction Officer (CRRO) Rick Spaelti participated in the following meetings/activities of interest to the District: Romberg Center Fire Extinguisher training; Youth Fire Setter Interview training with Novato Fire District.

- B. Review of candidates for LAFCO Special District Member election**  
Annual election for regular Special District Members. Chief Pearce hopes to invite the candidates to come and speak before the Board to share views prior to the election.

Discussion.

### AGENDA ITEM 7 TREASURER'S REPORT

#### **A. Finance Committee**

Directors Sears and Kirchhoff attended the Finance Committee meeting on Wednesday, March 8, 2017, 1800 hours.

2/9/2017

|  |    |            |
|--|----|------------|
| <b>Balance on Hand Operating (BofA), beginning</b> | \$ | 180,265.91 |
| Revenue and voids                                  | \$ | 206,908.96 |
| Expenses   | \$ | 305,587.56 |

|                          |    |            |
|--------------------------|----|------------|
| Transfers to P/R Account | \$ | 298,000.00 |
| Transfers from LAIF      | \$ | 375,000.00 |
| Transfers to LAIF        | \$ |            |
| Transfer from COM        | \$ |            |

3/8/2017

|   |    |            |
|---|----|------------|
| <b>Balance on Hand Operating (Co. of Marin)</b> | \$ | 0.00       |
| <b>Balance on Hand Operating (BofA), ending</b> | \$ | 158,587.31 |

3/8/2017

|   |        |                  |
|---|--------|------------------|
| <b>Balance on Hand Investment Accts</b> |        |                  |
| Apparatus Reserve                       | \$     | 1,322,331.00     |
| Facilities/Eq/Misc Reserve              | \$     | 2,281,791.00     |
| General Operations Reserve              | \$     | 1,502,466.62     |
| <br>Total Balance in account LAIF       | <br>\$ | <br>5,106,588.62 |

Discussion.

**B. Approval of Warrants and Payroll**

M/Kirchhoff, S/Plant to approve payroll in the amount of \$405,525.00 and warrants in the amount of \$270,212.29

**Vote:** All Aye

Absent: O'Neill, Miller

**AGENDA ITEM 8 – RESOLUTIONS**

- A. Resolution #2017-11, authorization to access State and Federal level summary criminal history information for employment

The District is required to apply with the Department of Justice in order to acquire our own Live Scan account which would enable TPDFD to have prospective employees and volunteers go through a Federal and State fingerprinting system during the hiring process.

Discussion.

M/Kirchhoff, S/Plant to approve Resolution #2017-11, authorization to access State and Federal level summary criminal history information for employment

Director Kirchhoff polled the Board

**Vote by roll call:**

Ayes: Sears, Plant, Kirchhoff

Noes: None

Absent: O'Neill, Miller

**AGENDA ITEM 9 – COMMITTEE REPORTS**

**A. MERA – Chief Pearce**

MERA held an Executive Committee meeting today with regard to implementation of Next Generation System. Budget numbers are in for next year and the project is moving forward. Feedback on proposal and contract have been positive. MERA anticipates improving coverage, especially here on the peninsula. New technology is a major improvement.

**B. SMEMPS – Chief Pearce (in President O'Neill absence)**

SMEMPS is spending time on the initiatives with regards to the strategic planning process. They are taking a look at the deployment model, apparatus purchasing and replacement of the rescue vehicle.

**C. Personnel – Directors Sears and Miller (Director Miller absent)**

Chief Pearce will have recommendations at the next Board meeting regarding the Firefighter/Trainees and updates regarding discussions about the management piece moving forward. He'd like to meet with the Personnel and Staffing Committees prior to the April 12<sup>th</sup> meeting.

**AGENDA ITEM 10 – BOARD OF DIRECTORS**

No comments.

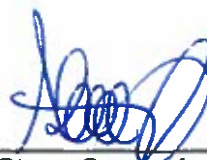
**AGENDA ITEM 11 – ADJOURNMENT**

M/Kirchhoff, S/Plant for adjournment

**Vote:** All Aye

Absent: O'Neill, Miller

Meeting adjourned at 1849 hours



Steve Sears, Acting President



David Kirchhoff, Acting Secretary

ACRONYM GLOSSARY:

BoA – Bank of America  
BOD – Board of Directors  
BOS – Board of Supervisors  
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/Agreement  
LAFCO – Local Agency Formation Commission  
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