

Approved Minutes**BOARD OF DIRECTORS MEETING****Wednesday, March 22, 2017****7:00 p.m.****Headquarters Fire Station #9 – 308 Reed Boulevard, Mill Valley**

Phone: (415) 388-8182 Fax: (415) 388-8181

Call to Order: 7:00 p.m.**Pledge of Allegiance****Present:** Directors Chun, Hilliard, Perazzo, St. John, Waldeck and Willis (Director St. John left the meeting at 8:12 pm)**Absent:** Director Fleming**In Attendance:** Fire Chief Tubbs, Administrative Services Manager Kim, Finance Manager Schiffmann, Fire Inspector Boykin, Firefighter / PM Golden, Association President and Jim Kaspar, Homestead Valley resident**Agenda Adjustments:** There was one agenda adjustment.

A request was made to move agenda item D-3: New Business, Presentation by Kary Witt of the Golden Gate Security Coalition to after agenda item A: Correspondence

M/S: St. John / Chun; absent: Fleming; all ayes**Approval of Minutes:** February 22, 2016

A motion was made to approve the minutes of the regular Board meeting on February 22, 2016, as presented.

M/S: Perazzo / Willis; absent: Fleming; all ayes**A. Correspondence**

1. Thank you letter to Firefighters Danny Gemma, Ryan Meier, Brett Stone and Drew Clason from the Technical Collaboration Team at Wikimedia Foundation for fire station tour and fire equipment demonstration.
2. Marin Independent Journal Newspaper article dated 3/2/2017, Golden Gate Bridge suicide prevention net.
3. Marin Independent Journal Newspaper article dated 2/21/2017, Marin County Open Data portal.
4. Congratulations letter to Battalion Chief Matt Barnes for Chief Fire Officer Re-designation.

The Board commented on the correspondence stating these are really nice thank you letters in the packet. The Board is always very proud of when the District and staff receive letters like these. Thank you for providing excellent public service to the community. All SMFD staff mentioned in the letter were recognized and a copy of the letter was added to their personnel file.

D. New Business, Item 3. Presentation by Kary Witt from the Golden Gate Security Coalition

Kary Witt has been the Golden Gate Bridge Manager for the past 18 years. He has been employed with the Golden Gate Bridge District for 27 years. Mr. Witt is leaving the Golden Gate Bridge District in a few week.

Mr. Witt addressed the Board stating that the Golden Gate Bridge Security Coalition has been working with SMFD staff for several years and District staff are excellent to work with. They tackle issues and work well together with GG Bridge staff. One recent example is that the new lane changing barrier created an issue because automobiles cannot make U-turns on the Golden Gate Bridge anymore. This fact directly affected incident response so the GG Bridge staff worked with SMFD to discuss the issue and then, identified successful solutions.

Mr. Witt provided a presentation entitled *Golden Gate Bridge Security*

The Board had questions about the suicide barrier. Mr. Witt described the suicide barrier which will hang 20-feet below the GG Bridge. He also discussed some of the anticipated issues that will affect first responders. Mr. Witt also said that training for suicide net rescues are going to be held at STA 9 using the training tower. All staff who will be responding to GG Bridge suicide net rescues, across all agencies, will train at STA 9.

Chief Tubbs and Board President Hilliard presented a Mr. Witt with a plaque engraved with *In Appreciation for your 27 Years of Strong Leadership and Partnership with the Southern Marin Fire District*. Chief Tubbs thanked Mr. Witt for his dedication and years of service to the citizens of Marin and especially the residents of the Fire District.

B. Staff Reports:

1. Fire Chief Report: Fire Chief Chris Tubbs

In addition to the written report in the April Board meeting packet, Chief Tubbs had a couple of additional items to report.

- I received commendation letters from Mill Valley Fire BC Scott Barnes & Captain Casalnuovo praising Engineer Tony Vitalie's performance over a two-day period of storm-related activity. We will be awarding Engineer Vitalie a letter of Commendation as well.
- I received a commendation letter from Mill Valley BC Mike St. John praising Captain Gloeckner's work and contributions to the Regional Hazardous Materials Team. We will be awarding Captain Gloeckner a letter of commendation as well.

I am very proud of the letters the District receives for SMFD staff.

- At the February Board meeting, I reported that Battalion Chief Matt Barnes received the 2016 Vanguard Award from Target Solutions. Here is some additional information about the award.

Target Solutions is a Training & Learning Management System (LMS) which has become the Gold Standard for LMS systems for the American Fire Service. With hundreds of Fire Departments utilizing the system for tracking training hours, training content delivery and assuring compliance with NFPA, OSHA, ISO and State Fire guidelines and recommendations.

The Vanguard Award is designed recognize an individual in the Fire Service that not only produces outstanding training and is dedicated to finding innovative ways to provide cutting edge firefighter training, but invests time in helping other fire agencies exploit the platforms capabilities and content delivery models as well as assist them in meeting the needs of their organizations.

Chief Barnes has worked to bring every Fire Agency in Marin County in alignment and working off the same platform for better collaboration and standardization of content delivery.

Chief Barnes has also assisted agencies throughout the Bay Area, State and a few Western States, in developing and standardizing their LMS platforms, as well as instructing them on how to utilize the platform to the highest level.

- The County Board of Supervisors approved the election date change requested by the District. The next Board elections are scheduled for November 2018.
- Our EMS CQI (Continuous Quality Improvement) Specialist- Heather Price-Fair reported that SMFD personnel, along with our partners from Mill Valley and Tiburon Fire were instrumental in two cardiac patients who were fully resuscitated.
- Less than 48-hours later, crews responded to a similar cardiac event involving an 81-year old
- Chief Tubbs met with Chiefs Welch, Pearce and Weber to discuss the potential of shared costs or accept some level of contribution towards the District's purchase of a new ladder truck. Discussions are in the early stages but there was conceptual agreement that the ladder truck has value to our partners and providing some level of contribution or funding make economic sense for each partner agency. We are exploring options and costs and will report any recommendations to the Board.
- Chief Welch and I met with Mill Valley City Manager Jim McCann. The meeting and conversation were encouraging. The BC Shared Services Agreement is a success and Jim would like to explore what next steps might make sense for both agencies. Chief Welch and I will provide recommendations at the next meeting. Additionally, Mill Valley is about to begin their deployment analysis. Additional details will be provided at the next Shared Services Committee meeting.
- Work is completed on Board Policy Manual 2017.1. This was a comprehensive overhaul. As part of our process, we researched several other Board Manuals that were identified as comprehensive and of value to the process. The Board Manual is in the final stages of a review and it should be on the March Board meeting agenda for final Board consideration and adoption.

Fire Chief Report: Fire Chief Chris Tubbs (continued)

- › I am excited to share with the Board that I have been accepted into the Naval Post Graduate School I Center for Homeland Defense and Security's Master's Program. This program is recognized as one of the most arduous and respected Master's Programs in the United States. It is a very competitive environment and I am honored to be selected and to represent our community and organization. I will graduate with a Master of Arts in Security Studies. The Board is aware that I have a Master of Science from Grand Canyon University.

2. Operations & Training: Battalion Chief Matt Barnes

The March 2017 Operations and Training report submitted by BC Barnes was not included in the March Board meeting packet and was emailed to the Board. The Board was also provided a printed copy at the meeting.

The Board asked why Chief Barnes' report says *Nothing to report*. Chief Tubbs said that the Board asked BC Barnes to modify his report and if there was nothing new to report, to state that in his report.

3. Logistics: Battalion Chief Kai Pasquale

The March 2017 Logistics report submitted by BC Pasquale was not included in the March Board meeting packet and was emailed to the Board. The Board was also provided a printed copy at the meeting.

4. Prevention: Deputy Fire Marshal Fred Hilliard

Fire Marshal Hilliard was not in attendance at the meeting but Fire Inspector Ryan Boykin was available to answer any questions from the Board. Inspector Boykin read aloud the March 2017 Prevention report.

- › Grant proposals for the PG&E vegetation management were open for a total of \$100k. This is the third year of PG&E funding vegetation clearing from any power line or gas pipe. In addition to our grant submittal, TCSD submitted several grant proposals for the PG&E grant for projects in Tam Valley area that are within our jurisdiction. Total grant funding from PG&E is 100k +/-, and will be managed through FireSafe Marin.
- › Fire Inspector Ryan Boykin investigated a fire that occurred on March 10th located at 104 Stanford Way in Sausalito. The fire was located in between the walls in the laundry room. The fire's cause is unknown due to two possible ignition sources at the origin of the fire.
- › Last week Ryan Boykin attended CFPI (California Fire Prevention Institute). This event brings Fire Prevention Officers from all over the country together to discuss the changes to the industry that have occurred over the last year. He attended courses involving Fire Alarm Systems, The California Building Code, and Wildland Urban Interface.

The Board commented that it was a job well done announcing on social media to change smoke detectors batteries. It was good public outreach.

5. Finance: Finance Manager Alyssa Schiffmann

Finance Manager Schiffmann reported the following:

- › The District completed negotiations with the GGNRA for a 3-year contract. The District now receives an additional \$22,000 per year from the GGNRA.
- › The 2015/2016 Audit is complete. There is a summary of the finding of the audit included in the Board meeting packet for review. It was a good audit and there were no recommendations this year.
- › As of February 16th, the 2016/2017 is at 58% of 62% of the total budget.
- › In January, the District purchased a Type 3 engine and are expecting delivery in February of 2018.
- › Engineer Chance was able to repay the \$40,000 in advance retirement payments to the District, using the WC insurance money that was awarded to him retroactively this month. This outcome was better than anticipated and everyone is very happy with the resolution of this matter.

- We anticipate revising the 2016/17 Budget, but will make the revision once the Battalion Chief MOU is finalized. In addition to factoring in the impact of the BC MOU changes, we will also be updating the budget to reflect the impacts of:
 - 1.) Grants received from the Federal Emergency Management Agency (FEMA) and the Urban Area Security Initiative (UASI), for fitness equipment (\$64,604) and a rescue watercraft (\$4,389), respectively.
 - 2.) Rehiring Engineer Chance.
- To date, staff has accrued a total of 15,925 overtime hours and out of that total 7,141 are Out of County overtime hours or approximately \$380,500 in costs.
- Other Post-Employment Benefits (OPEB) Trust: The SMFD OPEB Trust balance as of 12/31/16 is \$2,396,267, reflecting an increase of \$47,014 in November-December 2016.

The Board noted that the 2015/2016 audit was good and there were no recommendations this year. It was a clean audit with subtle improvements within the audit. The Board understands that it is District finances are their fiduciary responsibility so this is good news for everyone.

6. Association Report: Association President Jason Golden

Association President Jason Golden reported the following:

- On February 25th, Engineers Joe Frazier, Pete Falk and Firefighter Nick Young led a joint Dive Training with the Sonoma County Sheriff's Dive Team. During the training, District members put the Sonoma team through a rigorous underwater confidence course. It was a successful joint training provided by dedicated SMFD staff not only for the advancement the District dive program but for other fire agencies as well.
- Captain Paterson and Engineers Coleman, Fox, Hanson and Vollmer and Engineer/Paramedics Missio and O'Reilly participated in the County-wide Volunteer Academy instructing volunteers in the disciplines of VEIS, Vertical Ventilation, the Denver Drill, and SCBA confidence course.
- Captain Cary Gloeckner continues to work with community members ensuring the success of the Firewise program. The Tamalpais Grant is winding down but work continues to occur and is ongoing to remove Eucalyptus trees in the area between Chamberlain and Erica on Shoreline Highway. To date, 200 trees have been selectively removed improving the area. Work is expected to wrap up around mid-April 2017.

Jim Kasper has been instrumental in the success of this project. He has worked diligently with Cal Trans and various contractors. Captain Gloeckner's role has been to provide input when needed. In addition, has he has completed 450 hazard evaluations during the project.

In November 2016, Station 4 C shift worked with a tree contractor to remove overhead & lateral brush and limbs for safety. The clipping yielded nearly 200 yards of chipped material that was eventually put back in the recycle stream in West Marin.

The Forest Way Eucalyptus project was completed in January 2017, resulting in the removal of 15 Eucalyptus trees. This project was funded by a PG&E grant managed by Jim Kasper.

There were seven proposals submitted for consideration for vegetation management projects in the Tam Valley area. The proposals were submitted to FireSafe Marin for review and possible funding from the 2017 PG&E Grant funds.

- Chief Pasquale and Station 4 staff are investigating the need to remove four Redwood trees at the fire station. The trees are causing damage to the concrete around the building. A tree company has surveyed the area and stated that the roots from the four Redwoods are causing the upheaval in the concrete.
- Engineer Tahoe Boaz discovered a leak on the roof at Station 4 around the Captain's office window during a routine maintenance check. Because Engineer Boaz discovered the leak early and made the necessary repairs, the District saved money in future repairs.

Association Report (continued)

- On April 22nd, Engineers Tom Moran and Ben Powers will be playing in the Guns and Hoses Benefit Hockey game. This year, proceeds from the hockey game will be benefit Retired SMFD Battalion Chief Bob Briare's grandson Derek Briare who was diagnosed with Leukemia. The event will be held at Snoopy's Ice Arena in Santa Rosa from 4 to 8 pm. Tickets are \$10 and can be bought through Tom Moran who is organizing the event. The Association donated \$1,000 to the benefit in honor of Bob.
- Fill the Boot is on April 23rd from 0900-1500 on Bridgeway in Sausalito along the waterfront. Engineer Travis Fox will be leading this event. Please contact him with any questions.
- On May 23rd, we will be participating in the annual Burn Relay to benefit the Alissa Ann Rausch Burn Foundation. Station 1 is a stop on the route. The Association will again donate \$2,000 to the Burn Foundation.
- Captain Gloeckner attended the National Fire Academy to study Commercial and Residential Fire Suppression and Alarm Systems. He gained a lot of valuable information from the courses that he will use to train with his crew on high life hazard occupancies. He's looking to use what he's learned and implementing it further with the new pre-plan program on the new iPads. Captain Gloeckner would like to thank the District for supporting his efforts at the National Fire Academy.
- From March 5th-9th, I attended the IAFF Legislative Conference in Washington D.C. along with two other delegates from Local 1775. While in D.C., we met with Congressman Jared Huffman to lobby for reauthorization of the SAFER and FIRE grants which provide \$650 million in grants. These grants have a Sunset Clause that is set to expire on January 2, 2018, and if they are not reauthorized, the grants will be eliminated. We also lobbied for the exemptions of premiums paid on employer-provided healthcare from federal taxation. The House Republican plan released last month capped the tax at 90% of the value of the average health plan. If enacted, this policy would result in thousands of dollars of new taxes for firefighters and other workers with employer-provided healthcare. The goal was to educate Congress on the negative impact of capping the exclusion will mean for firefighters. We have since learned that the capping was officially removed from the Bill as it went forward for a vote from the House Ways and Means Committee. This is a huge win and an additional small victory was realized when a provision in the Bill delays the Cadillac Tax until 2025.

C. Committee Reports:

- 1. Southern Marin Emergency Medical Paramedic System (SMEMPS)** - Chief Tubbs reported the following: The Marin County Fire Chiefs are working on three initiatives.
 - 1.) Replacement of Rescue 9
 - 2.) Strategic Plan initiatives to update/created SMEMPS governing documents, JPAs, Bylaws and implement new financial management policies using Government Finance Officers Association (GFOA) accounting standards
 - 3.) Deployment Analysis – Retired SMFD Chief Fire Jim Irving is helping with deployment analysis
- 2. Shared Services Committee** – The committee did not meet.
- 3. Finance Committee** – Director Hilliard reported the following:

The Finance Committee received the Matrix Prevention Fee Study report. The report is raw data and will require further deliberation. SMFD does not currently charge for company inspections.
- 4. Personnel Committee** - Director Willis reported the following:

The Personnel Committee met and will provide a report to the Board during Closed Session.
- 5. Communications Committee** – Director Waldeck reported the following:

The Communications Committee met and are working on community postcard mailer to advertise the District's social media like Facebook, Twitter, and Nextdoor. The District now has an Instagram account.

Jim Kasper made a comment about Nextdoor suggesting that agencies get together to discuss the best uses for Nextdoor. Many community agencies are facing the same questions about what are the best uses for Nextdoor and how agencies could join together to form common uses for Nextdoor.

6. Building Committee – Director Perazzo reported the following:

The Building Committee had a meeting scheduled but the meeting was canceled due to illness. The Committee is reviewing the cell site contracts to prepare for the next meeting.

7. MERA Committee – Director Willis reported the following:

MERA did not meet today. MERA posted their contract with Motorola on the MERA website. Chief Tubbs will forward a link to the Board for their review. Two vendors bid for the MERA project but then one vendor withdrew, leaving Motorola as the sole vendor.

D. New Business

1. TCSD Grant Update – Presentation by Jim Kasper

Board President Hilliard introduced Jim Kasper and thanked Mr. Kasper for his continued support to the District.

Mr. Kasper provided a handout entitled *TCSD Firewise 2015 Grant Status Report* dated 3/22/17 to the Board and discussed the report in further detail.

- ▶ The Firewise Grant runs from 9/1/2015 through 8/31/2017
- ▶ The next chipper days will be in May 2017
- ▶ Round #2 of Risk Assessments will begin in June 2017
- ▶ The report had several *Before* and *After* pictures of the vegetation management work completed with grant funds. The photos really told the story.
- ▶ Traffic control day is often needed for the vegetation management projects near Shoreline Highway which costs \$3,000 per day and is a large cost.
- ▶ The Firewise Grant runs out this year and the community and District should start thinking about applying for additional grant funding. There are other PG&E grants available. When the community gets involved it is easier to gain grant funding.

2. The Matrix Group Presentation of the Final Analysis of the Fire Prevention Study by Courtney Ramos and Daniel Garcia of Matrix

President Hilliard introduced Courtney Ramos from the Matrix Group. Ms. Ramos provided an electronic presentation for the Board entitled *User Fee Study Result Overview*. The presentation detailed the final analysis of the Prevention Fee Study. Ms. Ramos began the presentation with background information on the Matrix Group and key distinctions of the information collected during the study. The final analysis offered several recommendations to the District on both where the District's current prevention fees need to be lowered and increased.

The Board had a few questions which were successfully answered by Ms. Ramos.

3. Presentation by Kary Witt of the Golden Gate Security Coalition

The presentation was provided earlier in the meeting.

Closed Session: (1 item) Out of Session at 9:07 pm

1.) Conference with Labor Negotiator pursuant to Government Code Section 54957.6

Agency negotiator: SMFD Personnel Committee

Employee Organization: Southern Marin Chief Officers Association, IAFF Local 1775

Open Session: Back in Session at 9:55 pm. Direction was given to staff.

F. Poll the Board

Director Chun: Great job to Jason with behavioral health. Congratulation to Chief Tubbs for continuing his education. Thank you to staff and Alyssa for keeping the finances straight.

Director Willis: Thank you to staff. It is so nice to hear about the staff that were mentioned at the meeting tonight because I hired some of them. It was a decision I made a long time ago that is still paying it forward. The Bridge District presentation was fabulous. How well SMFD is interacting with other agencies is great. This was an exceptional meeting.

Director Waldeck: I had 65% understanding of the information in tonight's meeting so I am getting better! I will take some Communication Committee meeting notes at the next meeting so I can provide a better report to the Board. I will not be at the April Board meeting because I will be in Morocco.

Director Perazzo: I am really pleased with new lapel pins and encourage the Board and staff to give them to District partners. The Association should add the lapel pin to their store for purchase. They should not just be for the Board. I look forward to getting my District ID. There are new polo shirts that the Board and staff can purchase. If anyone wants one, please contact me and I'll order it.

Director Hilliard: The interaction on the Communication Committee is helping to get the staff and Board aligned to the mission and vision of SMFD communications. Congratulation to Chief Tubbs on his acceptance into the Master's program. The District has come up in excellence with your guidance. Thank you for the good audit. The firefighters are invested. What they do is above and beyond excellent service. Thank you.

Adjourned: 10:02 pm