

## Unapproved Minutes

### **BOARD OF DIRECTORS REGULAR MEETING**

**Wednesday, April 26, 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, Fleming, Hilliard, Perazzo, St. John and Willis

**Absent:** Director Waldeck

**In Attendance:** Fire Chief Tubbs, Battalion Chief M. Barnes, Mill Valley Fire Battalion Chief S. Barnes, Fire Marshal Hilliard, Administrative Services Manager Kim, Finance Manager Schiffmann, Captains Casalnuovo, Gloeckner & McHugh, Firefighters Falcetti-Young, Pope, Treat and Vitalie and Association President ENG/PM Golden, Keene Simonds, LAFCO, Kelsey Gloeckner, Captain Gloeckner's son and Summer, Captain Gloeckner's fiancé

**Agenda Adjustments:** Chief Tubbs requested three agenda adjustments as follows:

- 1.) A request to add a presentation item, before agenda item A. Correspondence, to acknowledge the letters of commendation to Captain Gloeckner, Engineer Vitalie and Engineer Vollmer listed on the April 26, 2017, agenda and also included in the April Board Meeting Packet.
- 2.) A request to add a second presentation item, directly following the commendation letter presentation, from Keene Simonds from LAFCO. There is an agenda item on the April 26, 2017, agenda for the LAFCO Central Marin Wastewater Report and the presentation by Mr. Simonds will enhance the understanding of the wastewater report.
- 3.) A request to move agenda item D-6: New Business, Mobile Tablet Presentation by Battalion Chief Matt Barnes to directly after the LAFCO presentation from Keene Simonds.

A motion was made approve the three agenda adjustments, to occur prior to agenda item A. Correspondence, as requested by Chief Tubbs.

**M/S: St. John / Chun; absent: Waldeck; all eyes**

**Approval of Minutes:** March 22, 2017

A motion was made to approve the minutes of the regular Board meeting on March 22, 2017, as presented.

**M/S: Chun / St. John; absent: Waldeck; abstain: Fleming; all eyes**

#### **Commendation Letters Presentation**

Chief Tubbs addressed the meeting stating that this month was an excellent month for commendations. The Board and I would like to acknowledge Captain Cary Gloeckner, Engineer Tony Vitalie and Engineer Adam Vollmer. All three received letters of commendation. The District is bursting with pride and the letters serve to reinforce what the Board and I already know, the District employs highly qualified, knowledgeable, dedicated staff who care about the community and provide excellent customer service. The District is fortunate and the Board and I thank you all staff who received commendation letter for your service and professionalism.

Chief Tubbs read aloud the commendation letter to Engineer Tony Vitalie from Mill Valley Fire Battalion Chief Scott Barnes commending Engineer Vitalie for his proficiency not just as a Fire Engineer but his nautical skills as well during two water-related emergencies.

Engineer Vitalie thanked the Board and Fire Chief and stated, this is a team effort. I can't do my job well without a great crew. This acknowledgement is for the whole crew.

Chief Tubbs read aloud the commendation letter to Captain Gloeckner from Mill Valley Fire Battalion Chief Mike St. John commending Cary for his professionalism during a difficult Haz Mat call. After reading the letter, Chief Tubbs joked, *wait there's more* and then read aloud a second letter from BC St. John on behalf of the Marin County Hazardous Materials Response Team acknowledging Captain Gloeckner for doing a great job building the new Team Leader Hazardous Materials Response binders. It was a significant project and Cary delivered the binders within a few week.

Captain Gloeckner thanked Chief Tubbs and the Board for the acknowledgment and also said he and his crew work as a team. I am getting better at my job thanks to my crew. Captain Gloeckner introduced his son, Keene and fiancé, Summer, commenting, that his family is helping him do better and to be better than ever before.

Engineer Adam Vollmer was not in attendance at the meeting. Chief Tubbs read aloud the commendation letter to Engineer Vollmer from Mill Valley Fire Battalion Chief Mike St. John commending Adam for his creativity and hoard work designing a challenging yet safe training. Chief Tubbs thanked Engineer Vollmer for doing an excellent job.

All letters of commendation for District employees are placed in the staff member's personnel file.

Director Chun thanked BC Scott Barnes for taking the time to write the commendation letters stating, it is great to hear when the SMFD does well.

President Hilliard stated on behalf of the Board, thank you to Captain Gloeckner, Engineer Vitalie and Engineer Vollmer for doing a great job and representing the District with excellence.

**LAFCO Presentation by Keene Simonds** - Chief Tubbs introduced Keene Simonds from LAFCO

Mr. Simonds shared a little more about himself, stating he has been with Marin LAFCO for three years. He thanked Chief Tubbs for helping to pass Senate Bill 1266 and for getting the information out there. He also thanked Finance Manager Alyssa Schiffmann saying, she was *instrumental* in helping to keep the lights on at LAFCO.

Mr. Simonds provided some history about LAFCO and said there is an ever evolving purpose for LAFCO.

The Local Agency Formation Commission was created by the California Legislature in 1963 to discourage urban sprawl and encourage the orderly formation and development of local government agencies. There is a LAFCO in each county in California. Marin LAFCO is a seven-member Commission comprised of two city council members (chosen by the Council of Mayors), two county supervisor members (chosen by the Board of Supervisors), two special district members (chosen by Independent Special District election), and one public member (chosen by the members of the Commission).

Marin LAFCO currently oversees 65 local government and their duties include:

- To review and approve or disapprove proposals for changes in the boundaries or organization of cities and special districts in the county (including annexations to or detachments from cities and districts, incorporation of cities, formation of districts, and the dissolution, consolidation or merger of special districts), applications for activation of special district latent powers, and applications to provide service outside of a city or district boundary;
- To establish and periodically update the sphere of influence or planned service area boundary for each city and special district;
- To initiate and assist in studies of existing local government agencies with the goal of improving the efficiency and reducing the costs of providing urban services; and
- To provide assistance to other governmental agencies and the public concerning changes in local government organization and boundaries.

Mr. Simonds again thanked FM Schiffmann, stating that for most of our existence, LAFCO was run like a Marin County *department* and we also used the County's finance system. Then in 2013, the County told LAFCO that we could no longer use the County's financial system. LAFCO is run by a bunch of engineers and we didn't know anything about finances. Alyssa set-up LAFCO's financial system using QuickBooks. She helped LAFCO develop a sound financial

system. She literally helped to keep the lights on at LAFCO so thank you, Alyssa. Thank you to the SMFD Board for this allowing our partnership.

#### **D-6: New Business, Presentation: Mobile Tablets by Battalion Chief Matt Barnes**

Battalion Chief Matt Barnes provided an electronic Mobile Data Command (MDC) presentation to the Board. The presentation compared PC based and iOS based MDCs and detailed their functionality.

Currently, the SMFD MDCs are ruggedized, military-grade units. The Marin County Sheriff decided to use the same type of unit for their new MDCs. The District opposes using a PC based MDC for several reasons including the PC based unit costs too much, have connectivity issues and very low functionality. The iOS based unit are 1/3 of the price of the PC unit and far superior functionality. The mapping for PC units is rudimentary with less detail than an outdated Garmin.

Novato Fire is testing the Sheriff-endorsed PC based MDC and the feedback from Novato Fire after test, is the GPS is unreliable, the map is slow to load and the Incident detail not all-inclusive. The system is clunky. SMFD wants a MDC that can provide real-time call information, mapping that includes the ability to view and select different routes, preplan information, premise information and Critical Notification calls to the premises. SMFD want a MDC to have the latest technology, with reference material available and the ability to do daily activities using a digital form. The iOS based MDCs can do this and the PC based units cannot. The iOS based units can reduce the District's carbon footprint. Currently, SMFD staff use paper forms for many daily activities. The iPad will allow electronic form submission for daily tasks, reducing the need for paper.

Chief Barnes demonstrated the MDC functionality and mapping on both platforms. The PC based unit was not very detailed but the iPad version had swipe-screen navigation, very detailed map, an ability to begin preplanning enroute to incident using iPad interface and much more functionality. All activities are time-stamped. Time-stamping is important to have when writing the incident report after the incident.

The District strives to provide staff with the best technology to get the best response. The MDC *Vision* is to integrate all District-provided devices, phones and iPad with CAD. Information will flow from device to device seamlessly.

Chief Tubbs added that communication is essential and going forward, the District needs to keep up with technology in an organized approach. It is important to create a solid foundation to build upon. Chief Tubbs also recognized BC Barnes for his work stating that Matt has spent countless personal hours researching and developing the MDC *vision*. His thoughtfulness and dedication will not just benefit the District, but lead others toward better product with better efficiency on the forefront of new technology.

The District waited to purchase new MDC units. It was important to fully understand the issues and capabilities of both operating systems. SMFD need to make sure the iPad and PC can integrate and we are not simply researching the iPad but instead we are considering all aspects of MDC use.

Other agencies purchased the PC units are now unhappy with the decision. The Sheriff pushed the PC based MDC and since the Marin County Sheriff runs dispatch and CAD for the District and many other Marin agencies, their recommendation had weight.

Director Fleming asked for more details about the endorsement from Marin County Sheriff and wanted to know if there was anything the SMFD Board could do to help like write a letter. Chief Tubbs said that the MC Sherriff is considering allowing the District to integrate iOS MDCs into CAD and SMFD would like to develop a partnership with the Sheriff.

The Board thanked BC Barnes for his research and MDC presentation.

#### **B. Staff Reports:**

##### **1. Fire Chief Report: Fire Chief Chris Tubbs**

In addition to the written report in the May Board meeting packet, Chief Tubbs had a few additional items to report.

- Ryan Boykin was appointed to co-chair the Wildland Urban Interface Committee. This is a feather in our cap because as a member of this committee, Ryan can influence the decision-making policy and building codes

in California.

Fire Marshal Hilliard added it is an honor for Ryan to have been chosen. He is very interested in this area and we are very proud of him.

- ▶ Novato Fire is in a lawsuit with Mr. Brown. I am meeting with the Novato Fire Chief and will get more information about the lawsuit.
2. Operations & Training: Battalion Chief Matt Barnes  
Battalion Chief Barnes was not present at the Board meeting but provided a detailed section report in the April Board Meeting Packet.
  3. Administration & Logistics: Battalion Chief Kai Pasquale  
There was no logistics report included in the April Board Meeting Packet as BC Pasquale is on vacation.
  4. Prevention: Fire Marshal Fred Hilliard provided a written report to the Board and detailed the report for the Board.
    - ▶ Senate Bill 1069 was passed in September 2016 and now property owners can build an "accessory unit" without requiring fire sprinklers if the unit is less than 1,200 square feet. Statistics prove that fire sprinklers decrease deaths in homes when the home has fire sprinklers installed. Prevention Officers are focused on best ways to save lives and believe that residential fire sprinklers should be required in every home. Prevention Officers do not agree with SB 1069.
    - ▶ Mathew Turner was launch this past weekend. It is an educational vessel and will take kids out into the Bay and ocean to learn about marine life. The Prevention Division was very involved with the launch event. It was a historic event.
    - ▶ Wildfire Protection Committee will reconvene next month. FM Hilliard told of when he served on the committee and during his time, the committee recommended adding a gasket requirement to the WUI building code. It is a proud moment to see their idea and recommendation added to the building code to improve safety for all citizens.

FM Hilliard supports the iPad. Prevention uses forms daily and it would be beneficial to have more premises information when we are out in the field.

5. Finance: Finance Manager Alyssa Schiffmann reported the following:

2016/17 Budget Highlights:

- ▶ As of April 13, 2017, the budget is at 71% of 77% of the total budget
- ▶ The 2016/17 Budget needs to be revised but will wait until 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:
  - Grant money 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.
  - Rehiring Engineer Chance.
  - The actual strike team revenues anticipated to-date.
  - Increased GGNRA contract from \$322,592 to \$345,000 per year for the next three years.
  - Addition of the CERT Program reimbursement from the County of Marin for \$22,500.
- ▶ Engineer Mark Tracey's disability retirement is final and he has reimbursed his advance retirement payments of \$50,648 to the District as of March 20, 2017.
- ▶ CERT Program: As of April 13, we have received the funds from the County of Marin for \$22,500 for the period of 1/1/17 to 6/30/17 for the CERT Program. We have opted to track the program within QuickBooks and provide the Board with a monthly progress report of funds remaining (included in this month's board packet), rather than set up a separate bank account. We opted to not use a separate bank account for the following reasons:
  - Program activity can be tracked easily in QuickBooks, and since some CERT expenses will be on combined SMFD bills, using a separate bank account would be unnecessarily labor intensive;

- The type of governmental bank account required for us to set up would have high fees relative to anticipated exclusive CERT-only activity;
- Using SMFD's main operating fund, we can process Maggie Lang's invoices via payroll and use her preferred direct deposit payment method.
- To-date, out of county overtime consists of 7,237 hours (approximately \$386K in costs), out of 18,146 total overtime hours.
- SMFD's OPEB Trust balance as of 1/31/17 is \$2,420,478, reflecting an increase of \$24,705 in January.

6. Association – Association President ENG/PM Jason Golden reported the following:

Association Events

- › The Burn Relay is May 24<sup>th</sup> starting at STA 1 at 8am for breakfast. The Association is making a \$2,000 donation
- › Creekside Fridays – Two Dates, June 16<sup>th</sup> & August 11<sup>th</sup>
- › Fill the Boot was last Sunday. Thank you Director Perazzo for attending. It was a slow start but the day finished well. Thank you to FF Travis Fox for organizing the event.
- › The Northbay Guns & Hoses annual Benefit Hockey Game was also last weekend. It is a benefit for Retired BC Bob Briare's grandson who has leukemia. The event raised almost \$15,000 for Derek Briare. Thank you to FF Tom Moran for organizing the event.

Behavioral Health

- › 5 staff member attended a Peer Coach Fitness Class. It was a week-long training emphasizing peer support for fitness and injury prevention and to improve workouts

AB 1116

- › A group of firefighters went to the State Capital to ask for support for Assembly Bill 1116. Confidentiality is a big issue in the fire service and firefighters don't want others to know they are having issues. They are reluctant to say anything so establishing 100% confidentiality will allow more people will feel comfortable addressing any issue.
- › There is a Sunset clause on AFG and Safer Grants and we're asking lawmakers to remove the Sunset clause. Hopefully, it will pass.

Engineer Joe Frazier had a baby girl and Captain Gloeckner got engaged.

**C. Committee Reports:**

1. **SMEMPS** – The committee did not meet.  
Chief Tubbs reported that S MEMPS is working on the rescue truck replacement. The specs and budget will be presented at the May S MEMPS Board meeting.
2. **Shared Services** – The Committee met but on Director Perazzo attended  
Chief Tubbs reported that he met with Mill Valley City Manager Jim McCaan to talk about the Fire Chief / Deputy Chief issue. There was a high level of interest from the City Manager and City Council on the staffing model. Over past year, the District has been building a relationship with Mill Valley Fire and focused a lot of effort on creating trust.  
The SMFD Board will received an invitation to participate in the annual Mill Valley Evacuation Drill. This will be the first year that SMFD has participated.
3. **Finance** – Director Hilliard reported the following:  
Postponed the Preliminary Budget for FY 2017/2018 this month to gather more information. The Preliminary Budget for FY 2017/2018 needs to be adopted by the end of June and the FY 2017/2018 budget needs to be adopted by October 1, 2017.
4. **Personnel** – Director St. John reported the following:  
The Committee met and discussed the BC MOU, Admin and Fire Chief agreements. We are trying to set up a meeting with Chief Tubbs to discuss the order of negotiations and who would be doing what.

5. **Communication** – Director Fleming reported the following:  
The Committee is developing a social media postcard for every household in the District. The focus of the postcard is to *take action* such as Like SMFD of Facebook. The postcard will be evaluated for effectiveness. The goal is to develop better communication with the community.
6. **Building Committee** – Director Perazzo reported the following:  
The Committee met to discuss two topics, STA 9 cell contract update and STA 4 tree removal. BC Pasquale provided specific recommendation for updates to the cell contract including raising the fee, changing the day/time to access the cell equipment and adding an exit clause.  
  
Four trees need to be removed at STA 4 because the root are causing damage to the fire station and walkway around the building. Neighbors around STA 4 were concerned about removing *heritage* trees. The trees at issues are not *heritage*, they are native.  
  
SMFD will create a flyer to distribute in the neighborhood addressing the tree concerns of the neighbors.
7. **MERA** - The committee did not meet.

**D. New Business**

1. Resolution 16.17.08 Adopting Board Policy Manual 2017.1  
The Board commented that Board Policy Manual 2017.1 was a really good document  
A motion was made to approve Resolution 16.17.08 Adopting Board Policy Manual 2017.1 as presented and adopt Board Policy Manual 2017.1. **M/S: St. John / Willis; absent: Waldeck; all ayes**
2. Resolution 16.17.09 Designation of Agents for Cal OES  
A motion was made to approve Resolution 16.17. 09 Designation of Agents for Cal OES as presented. **M/S: St. John / Willis; absent: Waldeck; all ayes**
3. Board Director Requirements AB 1234 Ethics Training and NEW AB 1661 Sexual Harassment  
ASM Kim detailed AB 1234 and the new AB 1661 requirement.
5. LAFCO Central Marin Wastewater Report  
If you have a comment, sent them to them to ASM Kim and she will work with Chief Tubbs on a response.
6. Presentation: Mobile Tablets by Battalion Chief Matt Barnes – Completed earlier in the meeting.

Closed Session: (1 item) - Out of Session at 9:10 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: 9:30 pm - No action was taken.

**E. Poll the Board**

**Director Chun:** Thank you to staff for the Board packet. It's very extensive. Hearing about the commendations brings a great deal of pride to the Board. We worry about the firefighters and recognize their value to the District.

**Director St. John:** It is great to see hear about Cary so often. Please share my appreciation for the work by BC

**Director Willis:** Thank you to staff for everything. I attended the Mathew Turner launch. It was good to see Chief Tubbs in his Class A uniform. I enjoyed the FDAC training. There were good classes but the interaction with District staff was better. I liked getting to know each other better.

**Director Fleming:** I echo everyone's comments and appreciate staff for putting everything together. It's good to be back. I apologize for missing meetings.

**Director Hilliard:** Thank you to staff. Thank you to Alyssa for helping LAFCO. I had a great time at the firefighter this past weekend. I will do it again. FDAC was great. We got together with Novato Fire.

**Adjourned:** 9:35 pm