

## TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

November 10, 2021

BOD PRESENT: Tom O'Neill, Robert Miller, Cheryl Woodford, Emmett O'Donnell and Mark Capell

PRESENT: Chief Richard Pearce and Executive Assistant Nicole Chaput

ABSENT:

### AGENDA ITEM 1 – CALL TO ORDER

President O'Neill called the meeting to order at 1833 hrs.

### AGENDA ITEM 2 – BOARD OF DIRECTORS

- A. Oath of Office – Mark Capell  
Chief Pearce administered the Oath of Office to Director Capell.

### AGENDA ITEM 3 – CONSENT CALENDAR

- A. October 13, 2021 Minutes
- B. Communications
- C. Warrants and Payroll
- D. Ratify Step Raise – Firefighter/Paramedic Nate Buck, Range 401, Step #4, \$8,543/month, effective October 1, 2021

M/Miller, S/O'Donnell to approve Consent Calendar Items

**Vote:** All Aye

Absent:

### AGENDA ITEM 4 – PUBLIC OPEN TIME

President O'Neill opened the floor to the public. No public present.

### AGENDA ITEM 5 – CHIEF'S REPORT

- A. Monthly Report – Chief Pearce  
The mask mandates are being relaxed as infection rates minimize and vaccine rates rise. The Board will be meeting in person for our November meeting.

The transition this year from fire season to winter was swift, as a significant storm rolled through the area on October 24<sup>th</sup> bringing high winds and significant rainfall in a short period. Everyone did a great job responding to 71 calls for service from early morning hours of the 24<sup>th</sup> into evening hours of the 25<sup>th</sup>.

We have preliminary design and site plans on the replacement of Fire Station 10. Due to building and construction cost estimates, we paused these efforts temporarily to monitor these trends to the greatest advantage of the District. As this continues, Chief Pearce would like to identify the various funding options available to the District for this project and has reached out to Sperry Capital for a proposal on these potential options.

**Operations**

The District responded to the following calls:

259 calls

Zone 10 – 51

Zone 11 – 72

Zone 12 – 30

Angel Island – 3

Bay Waters – 5

Others – 98

**Significant Events:**

There were no significant events during the month of October other than the 10/24 storm

**Out-of-County/Pre-Positioning:**

No out-of-county/pre-positioning assignments during the month of October

**Training - BC Hellyer**

Marin County Block Training is focusing on HAZMAT or hazardous materials response. The HAZMAT team for all Marin agencies conducted the drill. We will prepare our training for the upcoming drill.

EMT training focused on pediatric emergencies.

Our monthly EMS training with Dr. Bason-Mitchell focused on drug overdose signs and symptoms and how to treat.

All the new trainees are going through the EMS/ambulance task books. The goal is to get all the trainees qualified as ambulance drivers.

All personnel are learning the new scheduling program Vector Scheduling.

FF/PM Nate Buck, Dominic Pomilia and Matt Wilson have started level 2 boat operations.

Personnel with greater than 20 hours of training: FF/PM Charles Armour (57), FF/PM Omar Bell (41), FF/PM Nate Buck (32), FF/PM Chris May (27), FF/T Gary Travis (36), FF/T Dalton Locke (31), FF/PM Ian Van Metre (48), Lt Mark Newman (68) and FF Grant Euless (36), Capt. Mark Fitzgerald (26), FF/PM Matt Wilson (48) and BC Steve Ardigo (25).

Total hours of training for October is 636.

**Logistics/Maintenance - BC Jackson**

Routine monthly maintenance performed.

**Apparatus/Equipment:**

- E611 had a part replaced by Riverview International here at Station 11. Engine continues to perform as expected.
- New flashlights installed in E10.

- E11 had a minor coolant leak repaired by TFD personnel.
- E12 had a new flashlight installed and 2 old E10 lights moved to it as an upgrade. TFD personnel replaced the clean-up line ball valve.
- UT12 had a new flashlight installed.
- Fireboat Tiburon had a Cummins Tech come and assist TFD personnel with diagnosing the ongoing engine stall condition. Through more advanced troubleshooting techniques, metal shavings found lodged in a fuel line elbow and the boat is scheduled to have the problem fixed during the annual haul-out in November.
- Gas monitor calibrated in-house.

**Stations:**

- Station 11 upstairs dryer was very noisy while in operation. TFD personnel were able to diagnose a bad drum support bearing. The part was ordered and will be replaced upon arrival.

**Prevention - FM Lantier**

Permits:

Fire Marshal (FM) Lantier reports \$1,963.00 billed for the month of October.

Inspections Completed:

Fire Prevention/Community Risk Reduction Bureau staff completed 155 inspections in October. Vegetation Management inspections led the way with (92) done by FPS-T Gerhardt & (27) by FPS Heckler. FP staff inspected (11) Fire Sprinklers system installations, (5) Engine Company follow-up inspections, (6) PV inspections, (4) Defensible Space evaluations with 10 reinspections.

Plan Reviews Completed:

FM Lantier performed (4) reviews for automatic sprinkler systems with (1) done by FPS Heckler. FM Lantier also did (20) reviews for construction projects, and (9) Photovoltaic/ESS battery systems in the month of October.

Community Risk Reduction/Public Education:

Staff completed the 930 Wildland Urban Interface parcels in the District this month. Apartment inspections began in October and will take staff through Thanksgiving to complete.

**AGENDA ITEM 6 – TREASURER’S REPORT**

**A. Finance Report**

Director O'Donnell presented the Finance Report Discussion.

10/14/2021

|  |           |                  |
|--|-----------|------------------|
| <b>Balance on Hand Operating (BofA), beginning</b> | <b>\$</b> | <b>96,818.90</b> |
| Cash Revenue/Deposits                              | \$        | 140,827.95       |
| Cash Expenditures                                  | \$        | (85,578.21)      |
| Net LAIF/CAMP Transfers In/(Out)                   | \$        | (165,000.00)     |

|   |           |                     |
|---|-----------|---------------------|
| <b>Balance on Hand Operating (BofA), ending</b> | \$        | (12,931.36)         |
| Transfers to P/R Account                        | \$        | 685,000.00          |
| Transfers from LAIF                             | \$        | 520,000.00          |
| Transfers to LAIF                               | \$        |                     |
| Transfers from CAMP                             | \$        |                     |
| Transfers to CAMP                               | \$        |                     |
| <b>Reserve Balances</b>                         |           |                     |
| Committed Reserves                              |           |                     |
| Facilities                                      | \$        | 1,700,000.00        |
| Apparatus                                       | \$        | 1,105,249.00        |
| PERS UAL  | \$        | 949,194.00          |
| <b>Total Committed Reserves</b>                 | <b>\$</b> | <b>3,754,443.00</b> |
| Assigned Reserves                               |           |                     |
| Equipment                                       | \$        | 197,335.00          |
| IT  | \$        | 18,021.00           |
| Leasehold                                       | \$        | 10,951.00           |
| PTO   | \$        | 161,912.00          |
| <b>Total Assigned Reserves</b>                  | <b>\$</b> | <b>388,219.00</b>   |
| <b>General Operations Reserve</b>               | <b>\$</b> | <b>89,960.38</b>    |
| LAIF Ending Balance                             | \$        | 4,032,392.68        |
| CAMP Ending Balance                             | \$        | 200,229.70          |
| <b>Total Investment Acct Balance</b>            | <b>\$</b> | <b>4,232,622.38</b> |

Discussion.

#### AGENDA ITEM 7 – COMMITTEE REPORTS

**A. MERA** – Chief Pearce

MERA construction on two projects is nearing completion. Three more projects will be sent out for bids. Funding is being evaluated but looks to be in good shape and projected roll out is 2023.

**B. S MEMPS** – Director O’Neill

Finance Officer Rosevear is finishing the audit and next meeting should be February 2022.

#### AGENDA ITEM 8 – BOARD COMMENTS

New Director, Mark Capell, reiterated that he is excited and pleased to be a part of the Board.

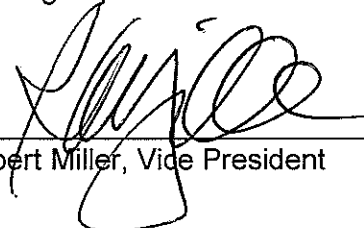
#### AGENDA ITEM 9 – ADJOURNMENT


M/O’Donnell, S/Miller for adjournment.

**Vote:** All Aye

Absent:

Meeting adjourned at 1857 hrs.

  
Robert Miller, Vice President

  
Tom O’Neill, President

ACRONYM GLOSSARY:

BoA – Bank of America  
BOD – Board of Directors  
BOS – Board of Supervisors  
CAMP – California Asset Management Program  
CEPPT – California Employers Pension Prefunding Trust  
CERBT – California Employee Retiree Benefit Trust  
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  
MCFCA – 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  
PV – Photovoltaic  
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  
WUI – Wildland Urban Interface

