

**TIBURON FIRE PROTECTION DISTRICT**

Board of Directors Meeting

September 14, 2022

BOD PRESENT: Robert Miller, Cheryl Woodford, Emmett O'Donnell, Mark Capell and Richard Jones

PRESENT: Chief Richard Pearce, Executive Assistant Nicole Chaput and resident, John Hamilton

ABSENT:

**AGENDA ITEM 1 – CALL TO ORDER**

President Miller called the meeting to order at 1830 hrs. Director Woodford joined the meeting at 1831 hrs.

**Executive Assistant Nicole Chaput conducts roll call due to hybrid meeting conducted via teleconferencing as well as in-person:**

Miller – Present

Woodford – Present

O'Donnell – Present

Capell – Present

Jones – Present

**AGENDA ITEM 2 – CONSENT CALENDAR**

A. Approval of Minutes, August 10, 2022

B. Communications

C. Warrants and Payroll

D. Approve appointment of Gary Musante to Fire Prevention Specialist-Trainee, Range 400, Step 31, \$3,834/month, effective October 1, 2022

E. Resolution #2022-18, Allowing for Continued Remote Public Meetings Under State Assembly Bill 361

M/Capell, S/Woodford to approve Consent Calendar Items

**Executive Assistant Nicole Chaput polls the Board:**

Miller – Aye

Woodford – Aye

O'Donnell – Aye

Capell – Aye

Jones – Aye

**AGENDA ITEM 3 – PUBLIC OPEN TIME**

President Miller opened the floor to the public. No public comment.

**AGENDA ITEM 4 – CHIEF'S REPORT**

A. Monthly Report – Chief Pearce

**Administration**

We continue to monitor developments of the latest public health crisis "Monkeypox" and any potential impacts to the first responder community. The Covid vaccine mandates have been lifted for first responders, we have seen a number of cases amongst our members and families, fortunately, and symptoms have been mild and short lived.

Our final "Chipper Day " of the year was at Blackie's Pasture on September 10<sup>th</sup>. This venue generates more activity from the community in our higher risk areas. The District has participated in several out of county assignments as we enter the peak of fire season.

The funding application for Station 10 has been submitted to IBank and is currently under evaluation and verification. Construction estimates are being reviewed as well as potential supply chain issues that may affect the construction timeline.

Finally, we are working on a community disaster preparedness event on October 16th in conjunction with the Town of Tiburon and City of Belvedere. We will have more information as we get closer to the event.

### **Operations**

The District responded to the following calls:

182 calls  
 Zone 10 – 27  
 Zone 11 – 71  
 Zone 12 – 17  
 Angel Island – 1  
 Bay Waters – 3  
 Others – 63

### **Significant Events:**

There were three significant events during the month of July.

- Motor Vehicle Accident - Paradise Drive
- Road Freight/Transport Vehicle Fire - Bellevue Avenue
- Building Fire - Locust Avenue (MVFD jurisdiction)

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

One out-of-county/pre-positioning assignments during the month of August:

- Six Rivers National Forest Incident - E611 and crew deployed August 10th-24th

### **Training - BC Hellyer**

Marin County Block Training is focusing on Unified Response to Violent Incidents (URVI) hosted by Marin County Sheriffs.

EMT training this month also focused on special case studies and the challenges of treating these patients.

In our monthly EMS training with Dr. Bason-Mitchell, we discussed Monkey Pox and how little is known about it currently.

FF/PM Nate Buck is close to becoming a Level 2 Boat Operator. Lt Mark Newman and FF/PM Chris May are close to completion of the Level 1 Boat Operator program and continue to put in the necessary hours for completion.

All shifts have focused on officer training as Firefighter/Paramedics Charles Armour, Matt Wilson, Omar Bell and Chris May have entered the Acting Officer (AO) program and are preparing for the Lieutenant exam.

FF/PM Carlos Berlanga, FF Gary Travis and FF/Tr Dalton Locke have begun driving and pumping District apparatus and working towards becoming Driver Operators. FF/PM Berlanga had the opportunity to go out-of-county on a Strike Team where he got great experience in driving and pumping the Type 3 engine.

FF/Tr Dalton Locke will start Paramedic school this month with the support of the District.

Shifts went over the Corinthian Island plan with the Southern Marin Fire District. Corinthian Island is a very complicated response for emergencies due narrow access roads.

Personnel with greater than 20 hours of training: FF Gary Travis (20), FF/PM Dominic Pomilia (21) and FF/Tr Dalton Locke (20).

Total training hours for August is 179 hours.

#### **Logistics/Maintenance - BC Jackson**

Routine monthly maintenance performed.

#### **Apparatus/Equipment:**

- C11 (Expedition) Smog check completed at North Bay Smog.
- E12 Oil change service completed by Diego Truck Repair.
- E611 went out-of-county for a 14-day assignment and it was reported to have performed well. The accessory drive belt tensioner failed and was replaced by the incident fleet mechanic with a part purchased by TFD.
- Fireboat Tiburon had a spot of corrosion under the paintwork that was repaired by TFD personnel and the LDH discharge valve replacement arrived and was installed.
- M10 had the brakes replaced by the Mill Valley Corp Yard.
- UT12 (Silverado 2500) Smog check completed by North Bay Smog.
- Upgrades to UT11 (Ford F150) for out-of-county response were started, a Smog check was completed by North Bay Smog and alignment completed by Malugani Tire.
- The generators at both Station 10 and Station 11 had their annual service completed by Peterson Power Systems.

#### **Stations:**

- Station 11 center front garage door springs were replaced by Door Pros. A remote control circuit board also failed and was replaced with a used one in good condition purchased from a vendor in Texas (the doors are aging and parts are hard to find). The failed one was repaired locally and now is a spare, available when needed.
- Station 11 irrigation system was found to be inoperable due to root impingement at the rear of the parking lot. The system was capped off and a new system will be designed and installed by TFD personnel.

- Station 10 upstairs bedroom air conditioning units were properly plumbed through the exterior walls, instead of through open windows, allowing for use that is more efficient.

**Prevention - FM Lantier**

Permits:

Fire Marshal (FM) Lantier reports \$6,883.50 billed for the month of August.

Inspections Completed:

FPS Heckler performed (7) company inspections, (12) fire sprinkler system inspections, (8) solar/battery backup system inspections and (66) vegetation management inspections. He also did (10) re-inspections and (2) plan reviews for development.

Plan Reviews Completed:

FM Lantier performed (1) Fire District final inspection, (2) fire sprinkler inspections, (1) solar/back-up battery inspection. He completed (5) reviews for automatic sprinkler systems, (26) development plan reviews, (1) VMP review and (8) PV/ESS system installation reviews.

Community Risk Reduction/Public Education:

The fourth Chipper Day at Blackie's Pasture was a steady run all day. We served 78 addresses for 117 loads with (18) being 2 or more loads. (5) addresses were 3 or more loads and (2) were 6 or more loads. We grossed (5) 40 yard dumpsters which translates to over 21,600 pounds or 10.8 tons.

Staff assisted in National Night Out at TPD on August 2, 2022 with C11, B9, P11, E11 and Admin Chaput participating in community education programs.

**AGENDA ITEM 5 – TREASURER'S REPORT**

**A. Finance Report**

Director Capell presented the Finance Report.  
Discussion.

8/11/2022

<b>Balance on Hand Operating (BofA), beginning</b>	\$	293,708.83
Cash Revenue/Deposits	\$	411,935.96
Cash Expenditures	\$	(130,273.48)
Net LAIF/CAMP Transfers In/(Out)	\$	(455,000.00)
<b>Balance on Hand Operating (BofA), ending</b>	\$	120,371.31
Transfers to P/R Account	\$	1,095,000.00
Transfers from LAIF	\$	640,000.00
Transfers to LAIF	\$	
Transfers from CAMP	\$	
Transfers to CAMP	\$	

**Reserve Balances**

Committed Reserves

Facilities	\$	2,350,000.00
Apparatus	\$	1,600,077.00
PERS UAL	\$	
<b>Total Committed Reserves</b>	<b>\$</b>	<b>3,950,077.00</b>
Assigned Reserves		
Equipment	\$	88,270.00
IT	\$	72,981.00
Leasehold	\$	
PTO	\$	287,242.00
<b>Total Assigned Reserves</b>	<b>\$</b>	<b>448,493.00</b>
<b>General Operations Reserve</b>	<b>\$</b>	<b>145,780.51</b>
LAIF Ending Balance	\$	1,528,377.31
CAMP Ending Balance	\$	3,015,973.20
<b>Total Investment Acct Balance</b>	<b>\$</b>	<b>4,544,350.51</b>
Discussion.		

**AGENDA ITEM 6 – PUBLIC HEARING – CONDUCT FIRST READING (IN TITLE ONLY) OF ORDINANCE #131**

An Ordinance of the Tiburon Fire Protection District adopting and modifying the California Fire Code and Appendix A of the International Wildland-Urban Interface Code with amendments supported by local findings, 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 defining the powers and duties of the Tiburon Fire Protection District Officers.

Fire Marshal Michael Lantier gave a brief synopsis of Ordinance #131 and answered Board member questions.

M/O'Donnell, S/Jones to introduce First Reading of Ordinance #131 and set Public Hearing for the November 9, 2022 regular meeting of the TFPD Board for the 2<sup>nd</sup> reading and adoption of Ordinance #131.

President Miller opened the floor to the public. No comment.

**Executive Assistant Nicole Chaput polls the Board:**

Miller – Aye  
Woodford – Aye  
O'Donnell – Aye  
Capell – Aye  
Jones – Aye

**AGENDA ITEM 7 – COMMITTEE REPORTS**

**A. MERA – Chief Pearce**

MERA moving forward with the final bid package out in October, which will complete all the sites. Motorola is currently working on some installations as we get through the supply chain issues caused by Covid.

**B. SMEMPS – Chief Pearce**

SMEMPS had an agreement with TFD to transition financial services from the City of Mill Valley and establish its stand-alone finance department. TFD Finance Officer Rosevear acted in this dual role to complete this project on an interim basis. S MEMPS has become a robust entity that requires much time and effort toward compliance and reporting of many programs. A new financial services company has been identified and a new agreement has been established and approved by the S MEMPS BOD. This new company will work with Finance Officer Rosevear to ensure a smooth transition. The Board praised TFD for their continued efforts. The S MEMPS Final Budget was approved for FY 2022-23.

AGENDA ITEM 8 – BOARD OF DIRECTORS COMMENTS

No comments.

AGENDA ITEM 9 – ADJOURNMENT

M/Capell, S/O'Donnell for adjournment.

**Executive Assistant Nicole Chaput polls the Board:**

Miller – Aye

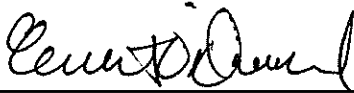
Woodford – Aye

O'Donnell – Aye

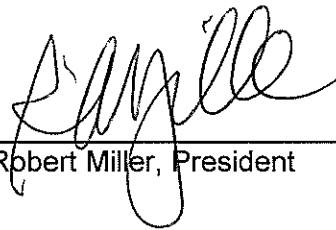
Capell – Aye

Jones – Aye

Meeting adjourned at 1900 hrs.



Emmett O'Donnell, Secretary



Robert Miller, 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

