

**TIBURON FIRE PROTECTION DISTRICT**

Board of Directors Meeting

January 11, 2023

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

PRESENT: Chief Richard Pearce and Executive Assistant Nicole Chaput

ABSENT: Richard Jones

**AGENDA ITEM 1 – CALL TO ORDER**

President Woodford called the meeting to order at 1830 hrs.

**Executive Assistant Nicole Chaput conducts roll call due to meeting conducted via teleconferencing:**

Miller – Present

Woodford – Present

O'Donnell – Present

Capell – Present

Jones – Absent

**AGENDA ITEM 2 – BOARD OF DIRECTORS**

- A. Oath of Office – Woodford  
Chief Pearce administered the Oath of Office.

- B. Committee Assignments  
Discussion. Committee Assignments for 2023 are as follows:  
SMEMPS – Miller  
Finance – Woodford and Capell  
Personnel – O'Donnell and Jones

M/O'Donnell, S/Capell to accept committee assignments as discussed.

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

Miller – Aye

Woodford – Aye

O'Donnell – Aye

Capell – Aye

Jones – Absent

**AGENDA ITEM 3 – CONSENT CALENDAR**

- A. Approval of Minutes, December 14, 2022  
B. Communications  
C. Warrants and Payroll  
D. Ratify appointment of Fire Prevention Specialist Trainee Gary Musante to Fire prevention Specialist, Range 407, Step #2, \$8,056/month, effective January 1, 2023  
E. Approval of Resolution #2023-01 through #2023-03, years of service acknowledgements

- F. Approval of Resolution #2023-04, Proclamation of Community Risk Reduction Week, January 16-22, 2023
- G. Approve Resolution #2023-05, Allowing for Continued Remote Public Meetings under State Assembly Bill 361

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

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

Miller – Aye

Woodford – Aye

O'Donnell – Aye

Capell – Aye

Jones – Absent

#### AGENDA ITEM 4 – PUBLIC OPEN TIME

President Woodford opened the floor to the public. No public comment/no public announced their presence on the telephone call.

#### AGENDA ITEM 5 – CHIEF'S REPORT

##### **A. Monthly Report and 2022 Year-End Summary – Chief Pearce**

##### **Administration**

We are presently preparing for several storm events over the next two weeks. It is anticipated that the region will receive more than ten inches of rain with flooding, high winds, downed trees and landslides. We have been working with our partner agencies to identify hazards, notify residents to mitigate any loss of life or property and reduce hazards.

Covid and RSV, and new additions to the family, have caused some staffing challenges, which have not affected operational readiness. While Covid and RSV are persistent, most of the cases affecting staff, families and community are mild.

The Marin County Fire Chiefs Association (MCFCA) has been working diligently on potential solutions for dispatch services. Agencies have executed a letter of intent to contract for these services with the Marin County Fire Department. The consensus is that the Marin County Fire Department is best positioned to contract for these services and has an inherent responsibility to provide the infrastructure and facilities for these services for the benefit of the county, cities, towns and special districts as part of the 9-1-1 communications.

We have conducted a selection process for Firefighter/Trainee and have five candidates in background and medical. This program has been very successful for the District in augmenting staffing, recruitment and retention. Our recent promotions of Battalion Chief, Captain and Lieutenant have all matriculated through this program. Chief Pearce anticipates having recommendations at the next Board meeting.

The IBank Board approved our financing for Station 10 on December 21, 2022. The packet was forwarded to the loan servicing division for preparation of documents. Upon receipt and review, these will be agendized for Board approval.

##### **Operations**

The District responded to the following calls:

240 calls (Nov. = 199)

Zone 10 – 44

Zone 11 – 69

Zone 12 – 28  
Angel Island – 0  
Bay Waters – 4  
All Other Calls – 95

Significant Events:

There was one significant event during the month of December

- Incident at TPD on 12/12/22

Out-of-County/Pre-Positioning:

There were no out-of-county/pre-positioning assignments during the month of December.

**Training - BC Hellyer**

Marin County Block Training focused on proper techniques of vertical ventilation. This is one of the more dangerous things we do and there was a near miss on the storage unit fire in late November.

EMT training this month was mandatory annual blood borne pathogen refresher.

In our monthly EMS training with Dr. Bason-Mitchell, he discussed signs and symptoms of cardiac emergencies and how to treat them.

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.

FF/PMs Charles Armour and Chris May, FF Gary Travis and FF Grant Eules as the instructor participated in the large boat class. This is a requirement for becoming a District Boat Operator.

FF/PM Carlos Berlanga and FF/Tr Dalton Locke have begun driving and pumping District apparatus and working towards becoming Driver Operators.

FF Gary Travis has passed the Module 4 test and the Driver/Operator test and is now a District Driver/Operator.

The Wellness Committee found two yoga instructors to come to the station 6 times a month. Each shift should be able to participate two times per month, barring emergency calls and/or training.

FF/Tr Dalton Locke is in Paramedic school this month with the support of the District.

FF/PM Carlos Berlanga has completed and passed his Module 3 testing and continues to excel in probation.

Personnel with greater than 30 hours of training: FF Gary Travis (49), FF/PM Chris May (42), FF/PM Charles Armour (45), FF/Tr Dalton Locke (36), and FF Grant Euless (39).

Total training hours for December – 271

Total training hours for 2022 – 5,824

**Logistics/Maintenance - BC Miller**

Routine monthly maintenance performed.

**Apparatus/Equipment:**

- E11/E10 - New vehicle computer code readers ordered to better diagnose and fix problems in-house.
- Utility Vehicles - Plans for future utility vehicles have been put on hold until pricing and mission align.
- New Engine - We are in the preliminary stages of planning the next Type 1 Engine. The lead-time for a complete build is anticipated to be 18 to 24 months due to supply issues.

**Stations:**

- Station 11 - Issues have been identified with our HVAC system. We will develop a plan for future replacement when prudent.

**Prevention - FM Lantier**

Permits:

Fire Marshal (FM) Lantier reports \$5,872.00 billed for the month of December.

Inspections Completed:

FPS Heckler performed (3) annual inspections, (5) company inspections, (3) solar/battery backup system inspections and (124) vegetation management inspections. FPS-T Musante performed (197) vegetation management inspections this month. FM Lantier performed (1) PV/ESS inspection, (2) Annual Inspections and (1) Fire District Final to continue to train FPS-Tr Musante in the field.

Plan Reviews Completed:

FM Lantier performed (4) reviews for automatic sprinkler systems, (22) development plan reviews, and (6) PV/ESS system installation reviews this month.

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**2022: TFPD Year-End Summary**

The District responded to 2,208 calls in 2022 (2021 = 2,127)

Zone 10 – 342

Zone 11 – 637

Zone 12 – 240

Angel Island – 16  
 Bay Waters – 31  
 Others – 942

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

**AUGUST** – Six Rivers National Forest Fire

**SEPTEMBER** – Mountain Fire; Mosquito Fire

**Fireboat Responses:**

Fireboat Tiburon had 49 responses including medical aids, USCG assists, rescues and vessel assists in multiple zones

**Significant Events:**

16 significant events including, but not limited to, cardiac arrests, traumatic injuries, fires, storms and vehicle collisions

**Fire Losses:**

There were no significant fire losses in 2022

- B. Form 700, Statement of Economic Interests SB 1343 Anti-Harassment Training and AB 1234 Ethics Training for BOD Discussion.

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

- A. Finance Report  
 Director Capell presented the Finance Report Discussion.

12/14/2022

<b>Balance on Hand Operating (BofA), beginning</b>	\$	1,901.80
Cash Revenue/Deposits	\$	4,600,509.58
Cash Expenditures	\$	(46,981.05)
Net LAIF/CAMP Transfers In/(Out)	\$	(4,525,000.00)
<b>Balance on Hand Operating (BofA), ending</b>	<b>\$</b>	<b>30,430.33</b>
Transfers to P/R Account	\$	650,000.00
Transfers from LAIF	\$	30,000.00
Transfers to LAIF	\$	
Transfers from CAMP	\$	315,000.00
Transfers to CAMP	\$	4,210,000.00

**Reserve Balances**

Committed Reserves	
Facilities	\$ 2,350,000.00
Apparatus	\$ 1,600,077.00
PERS UAL	\$
<b>Total Committed Reserves</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>\$ 448,493.00</b>
<b>General Operations Reserve</b>	<b>\$ 3,265,569.70</b>
LAIF Ending Balance	\$ 711,727.85
CAMP Ending Balance	\$ 6,952,411.85
<b>Total Investment Acct Balance</b>	<b>\$ 7,664,139.70</b>

Discussion.

**B. Acceptance of ACFR/Audit Submission**

Discussion.

M/Miller, S/O'Donnell to accept ACFR/Audit Submission

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

Miller – Aye

Woodford – Aye

O'Donnell – Aye

Capell – Aye

Jones – Absent

**AGENDA ITEM 7 – COMMITTEE REPORTS****A. MERA – Chief Pearce**

MERA is moving forward, has moved into the final construction agreement, and is still anticipated completion in the spring of 2024.

**B. SMEMPS – Chief Pearce**

SMEMPS Board meeting anticipated for 2/1/2023. Challenges we continue to face is the ambulance that has been on hold for 3 years now. Chief Pearce is working closely with multiple vendors in hopes we can get the necessary chassis needed for the build in a timely manner.

**AGENDA ITEM 8 – BOARD OF COMMENTS****AGENDA ITEM 9 – ADJOURNMENT**

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

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

Miller – Aye

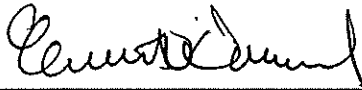
Woodford – Aye

O'Donnell – Aye

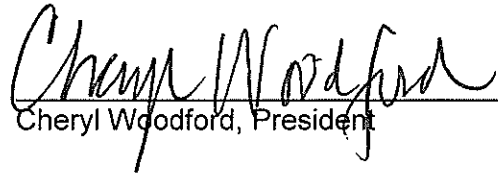
Capell – Aye

Jones – Absent

Meeting adjourned at 1900 hrs.



Emmett O'Donnell, Vice President

  
Cheryl Woodford, 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

