

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

December 14, 2022

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

PRESENT: Chief Richard Pearce and Executive Assistant Nicole Chaput

ABSENT: Cheryl Woodford

AGENDA ITEM 1 – CALL TO ORDER

President Miller called the meeting to order at 1830 hrs.

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

Miller – Present

Woodford – Absent

O'Donnell – Present

Capell – Present

Jones – Present

AGENDA ITEM 2 – BOARD OF DIRECTORS

A. Oath of Office – Directors O'Donnell, Capell and Jones

Chief Pearce administered the Oath of Office to the above Directors.

AGENDA ITEM 3 – CONSENT CALENDAR

A. Approval of Minutes, November 9, 2022

B. Communications

C. Warrants and Payroll

D. Approve Letter of Intent with Marin County Fire Department for Dispatch Services

E. Ratify appointment of Firefighter Digory McGuire to Lieutenant, Range 403, Step #1, \$9,608/month, effective December 1, 2022

F. Approve Resolution #2022-21, Allowing for Continued Remote Public Meetings under State Assembly Bill 361

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

Executive Assistant Nicole Chaput polls the Board:

Miller – Aye

Woodford – Absent

O'Donnell – Aye

Capell – Aye

Jones – Aye

AGENDA ITEM 4 – PUBLIC OPEN TIME

President Miller 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 – Chief Pearce**

RSV has joined Covid to menace the staff, families and community. We have had several cases amongst the staff; fortunately, most are mild and have not affected operational readiness.

Following receipt from the Marin County Sheriff's Office (MCSO) intent to terminate its Professional Services Agreements for Mobile Data Computer Maintenance and Fire Communications services, effective June 30, 2023. The Marin County Fire Chiefs Association (MCFCA) have been working diligently on potential solutions. 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. Our goal is to establish a stand-alone consolidated fire dispatch utilizing existing resources and facilities at the Marin County Emergency Operations Facility (EOF). Executing a letter of intent to contract for these services with Marin County Fire Department is the first step toward this goal.

Battalion Chief Colin Jackson retired November 30th. This movement has resulted in the following promotions: Ehren Miller- Battalion Chief, Travis Terrell- Captain, Digory McGuire-Lieutenant. We are very fortunate to be able to fill these important positions in house. Chief Pearce is very pleased with the depth and breadth of knowledge exhibited by our personnel in pursuit of these positions. A selection process continues for FF/Trainee with interviews of the top 30 candidates over the next week. Chief Pearce anticipates having recommendations after the first of the year.

We have been providing additional information to IBank related to financing Station 10. Our application was finally accepted and we anticipate IBank Board action on December 21, 2022.

Operations

The District responded to the following calls:

199 calls

Zone 10 – 31

Zone 11 – 60

Zone 12 – 21

Angel Island – 0

Bay Waters – 2

All Other Calls – 85

Significant Events:

There were no significant events during the month of November:

Out-of-County/Pre-Positioning:

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

Training - BC Hellyer

Marin County Block Training focused on Hazard Materials Response (HAZMAT) and all shifts attended a hands-on scenario of a CO leak in the Larkspur movie theater. The drill was multiple companies from throughout the County and there were 4 sessions per day

on each shift. The drill also focused on activating the multi-casualty incident (MCI) plan and involved County EMS agency, the hospitals and dispatch.

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.

All Lieutenant candidates passed the Lieutenant exam and worked very hard up to the test. Battalion Chief Hellyer would like to recognize Lt. Mark Newman who put together all the simulations and Capt. Mark Fitzgerald for assisting in facilitating the simulations on exam day.

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/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 20 hours of training: FF Gary Travis (27), FF/PM Chris May (20), FF/PM Carlos Berlanga (21), Capt. Travis Terrell (27), FF/Tr Dalton Locke (72), and FF/PM Matt Wilson (22)

Total training hours for November - 294 hours.

Logistics/Maintenance - BC Miller

Routine monthly maintenance performed.

Apparatus/Equipment:

- E11 - Bell bolt needs replacing; bell placed back on E11 and parts ordered
- E611 - Rear tail light installed by TFD employees.
- M10 - Issues with Oxygen valve, suction control and climate control. Replacement module ordered from Horton and TFD personnel replaced the module in-house. Climate control continues to experience issues after the module was replaced. Staff looking into additional fixes.
- UT12 - Annual service performed. Crankshaft seal found to have a leak; repair estimate being sought. Passenger airbag indicator light is on with no reset; repair estimate being sought.

Stations:

- Station 11 - Irrigation and landscaping being completed by TFD

Prevention - FM Lantier

Permits:

Fire Marshal (FM) Lantier reports \$4,383.00 billed for the month of November.

Inspections Completed:

FPS Heckler performed (2) annual inspections, (5) company inspections, (5) fire sprinkler system inspections, (4) solar/battery backup system inspections and (1) vegetation management inspections. FPS-Tr Musante performed (2) annual fire inspections and (44) vegetation management inspections this month. FM Lantier performed (1) PV/ESS inspection to train FPS-Tr Musante in the field.

Plan Reviews Completed:

FM Lantier performed (4) reviews for automatic sprinkler systems, (13) development plan reviews, (6) PV/ESS system installation reviews and (3) Vegetation Management Plan reviews this month.

Code Adoption:

FM Lantier attended both the Belvedere and Tiburon City Council Meetings where both councils ratified the Ordinance #131 unanimously. County of Marin ratification is by consent on December 13th. A filing letter will then be sent from Chief Pearce to the California Building Standards Commission and Housing and Community Development for completion of this process.

AGENDA ITEM 6 – TREASURER’S REPORT

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

11/10/2022

Balance on Hand Operating (BofA), beginning	\$	21,931.43
Cash Revenue/Deposits	\$	377,348.72
Cash Expenditures	\$	(152,378.35)
Net LAIF/CAMP Transfers In/(Out)	\$	(245,000.00)
Balance on Hand Operating (BofA), ending	\$	1,901.80
Transfers to P/R Account	\$	550,000.00
Transfers from LAIF	\$	305,000.00
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	\$	
Total Committed Reserves	\$	3,950,077.00
Assigned Reserves		
Equipment	\$	88,270.00
IT	\$	72,981.00

Leasehold	\$	
PTO	\$	287,242.00
Total Assigned Reserves	\$	448,493.00
General Operations Reserve	\$	(666,898.01)
LAIF Ending Balance	\$	691,439.85
CAMP Ending Balance	\$	3,040,232.14
Total Investment Acct Balance	\$	3,731,671.99
Discussion.		

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

MERA voted today to execute final bid packages with all sites under construction after the first of the new year. The contract with Motorola was extended to perform additional construction management.

B. SMEMPS – President Miller

Looking at different avenues of funding coming from partnership between the state and the federal government.

AGENDA ITEM 8 – BOARD OF DIRECTORS**A. Election of Officers 2023**

Discussion.

Officers:

President – Woodford

Vice President – O'Donnell

Secretary – Capell

M/O'Donnell, S/Capell for election of Officers 2023 in ascension format

Executive Assistant Nicole Chaput polls the Board:

Miller – Aye

Woodford – Absent

O'Donnell – Aye

Capell – Aye

Jones – Aye

AGENDA ITEM 9 – ADJOURNMENT

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

Executive Assistant Nicole Chaput polls the Board:

Miller – Aye

Woodford – Absent

O'Donnell – Absent (logged off the conference call at 1854 hrs)

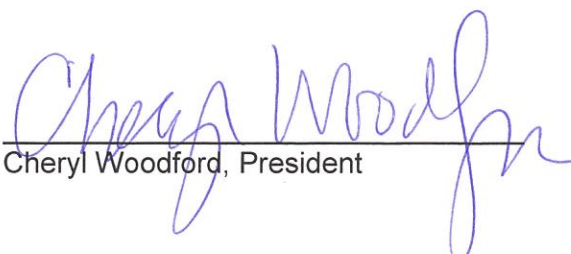
Capell – Aye

Jones – Aye

Meeting adjourned at 1855 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
SMEPMS – Southern Marin Emergency Medical Paramedic System
TFPD – Tiburon Fire Protection District
TVFD – Tiburon Volunteer Fire Department
WUI – Wildland Urban Interface