

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

February 8, 2023

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

PRESENT: Chief Richard Pearce and Executive Assistant Nicole Chaput

ABSENT:

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:

Woodford – Present

O'Donnell – Present

Capell – Present

Jones – Present

Miller – Present

AGENDA ITEM 2 – CONSENT CALENDAR

- A. Approval of Minutes, January 11, 2023
- B. Communications
- C. Warrants and Payroll
- D. Appointment of member agency representative and alternate(s) of the Marin Emergency Radio Authority (MERA)
- E. Approve Resolution #2023-05, Allowing for Continued Remote Public Meetings under State Assembly Bill 361

M/O'Donnell, S/Jones 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 Woodford opened the floor to the public. No public comment/no public announced their presence on the telephone call.

AGENDA ITEM 4 – CHIEF'S REPORT

- A. Monthly Report – Chief Pearce

Administration

The Marin County Fire Chiefs Association (MCFCA) continues to work diligently on a solution for dispatch services. Agencies executed a letter of intent to contract for these

services with the Marin County Fire Department and our Board approved TFD's letter of intent at the January regular meeting of the Board.

The five candidates for the positions of Firefighter-Trainee have been going through the background process and the reports are filtering in with successful results. We are currently awaiting each of the candidate's pre-placement physical results. Anticipated start date is mid-March or beginning of April and will commence with a two-week in-house academy.

TFD Officers and Chief Pearce met with LCA Architects to discuss the rebuild of Station 10. This meeting was productive and more to follow in the coming weeks.

Operations

The District responded to the following calls:

192 calls

Zone 10 – 30

Zone 11 – 72

Zone 12 – 17

Angel Island – 0

Bay Waters – 1

All Other Calls – 72

Significant Events:

There were no significant events during the month of January

Out-of-County/Pre-Positioning:

There was one out-of-county/pre-positioning assignment during the month of January.

- USAR pre-position for severe weather

Training - BC Hellyer

Marin County Block Training focused on first alarm structure fire response. All shifts participated in a night drill for a first alarm and companies were assigned for different operations.

EMT training this month focused on proper documentation, burns treatment and use of Cyanokits.

In our monthly EMS training, Dr. Bason-Mitchell used a case study of a traumatic motorcycle crash and the treatment of internal injuries and long bone injuries.

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.

Mandatory Anti-Harassment Training assigned to all District personnel and Board members.

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

FF/PM Omar Bell has successfully completed the Acting Officer task book and can now work in the capacity of an Acting Officer for the District.

The Wellness committee found two yoga instructors to come to the station once a month.

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

Personnel with greater than 20 hours of training: BC Ehren Miller (25), FF/PM Chris May (30), FF/PM Matt Wilson (38), FF/Tr Dalton Locke (52), Capt. Mark Fitzgerald (32), and FF Grant Eules (25).

Total training hours for January - 362 hours.

Logistics/Maintenance - BC Miller

Routine monthly maintenance performed.

Apparatus/Equipment:

- E11 and E611 - annuals completed.
- E612 and E10 - will be scheduled next for their annuals.
- Annual ladder testing was completed on 1/31/23.
- New Engine - we are in the preliminary stages of planning the next Type 1 Engine. We are looking at all available options that meet District operational needs and requirements. The lead-time for a complete build is anticipated to be 24 to 36 months due to supply chain issues.

Stations:

- Station 10/11 - minor upgrades continue to be completed.

Prevention - FM Lantier

Permits:

FM Lantier reports \$5,289.00 billed for the month of January.

Inspections Completed:

FPS Heckler performed (4) annual inspections, (1) company re-inspections, and (6) solar/battery backup system inspections and continues to train FPS Musante.

FPS Musante performed (4) company inspections.

Plan Reviews Completed:

FM Lantier performed (4) reviews for automatic sprinkler systems, (19) development plan reviews, and (7) PV/ESS system installation and (1) VMP review this month.

Community Risk Reduction (CRR):

Staff participated in CRR Week along with the Town of Tiburon and Southern Marin Fire to address "Severe Weather Awareness". Social media messaging was coordinated through all three agencies about being prepared for severe weather.

AGENDA ITEM 5 – TREASURER'S REPORT**A. Finance Report**

President Woodford presented the Finance Report Discussion.

1/12/2023

Balance on Hand Operating (BofA), beginning	\$	30,430.33
Cash Revenue/Deposits	\$	359,337.20
Cash Expenditures	\$	(58,609.00)
Net LAIF/CAMP Transfers In/(Out)	\$	(130,000.00)
Balance on Hand Operating (BofA), ending	\$	201,158.53
Transfers to P/R Account	\$	305,000.00
Transfers from LAIF	\$	425,000.00
Transfers to LAIF	\$	
Transfers from CAMP	\$	
Transfers to CAMP	\$	250,000.00
Reserve Balances		
Committed Reserves		
Facilities	\$	2,350,000.00
Lease Payments	\$	291,000.00
Apparatus	\$	1,214,750.00
Total Committed Reserves	\$	3,885,750.00
Assigned Reserves		
Equipment	\$	360,535.00
IT	\$	69,682.00
PTO	\$	227,525.00
Total Assigned Reserves	\$	657,742.00
General Operations Reserve	\$	3,008,221.81
LAIF Ending Balance	\$	292,175.33
CAMP Ending Balance	\$	7,229,538.48
Total Investment Acct Balance	\$	7,521,713.81

Discussion.

B. Mid-Year Budget Revisions/Recommendations

Discussion.

M/O'Donnell, S/Capell to accept Mid-Year Budget Revisions/Recommendations

Executive Assistant Nicole Chaput polls the Board:

Miller – Aye

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

AGENDA ITEM 6 – COMMITTEE REPORTS

A. MERA – Chief Pearce

MERA is moving forward with all sites under contract. Current radio system is fully functioning. Anticipated completion is still spring 2024.

B. SMEMPS – Chief Pearce

No SMEMPS Board meeting on 2/1/23. Next meeting scheduled for 5/3/23. We continue to face challenges with the ambulance that has been on hold for 3 years now. Chief Pearce is working closely with multiple vendors but it is proving difficult to find ambulances/chassis

AGENDA ITEM 7 – BOARD OF COMMENTS

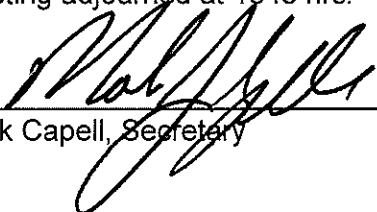
AGENDA ITEM 8 – ADJOURNMENT

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

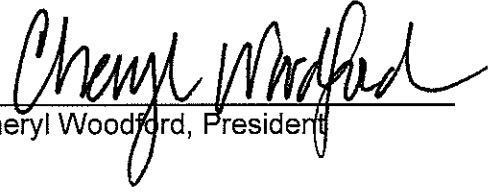
Executive Assistant Nicole Chaput polls the Board:

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

Meeting adjourned at 1848 hrs.



Mark Capell, Secretary



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

