

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

March 8, 2023

BOD PRESENT: Cheryl Woodford, Mark Capell and Robert Miller

PRESENT: Chief Richard Pearce and Executive Assistant Nicole Chaput

ABSENT: Emmett O'Donnell and 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:

Woodford – Present

O'Donnell – Absent

Capell – Present

Jones – Absent

Miller – Present

AGENDA ITEM 2 – CONSENT CALENDAR

A. Minutes, February 8, 2023

B. Communications

C. Warrants and Payroll

D. Appointment of Conner Branco, Gavin Dow, Michael Gillespie, Najm Osborne, and David Yannelli-Toca to Firefighter-Trainee, Range 400, Step #1, \$3,834/month, effective March 20, 2023

E. Step Raise – Fire Prevention Specialist Django Heckler, Range 408, Step #4, \$8,885/month, effective March 1, 2023

F. Step Raise – Firefighter/Paramedic Martin Siragusa, Range 401, Step #4, \$8,885/month, effective March 1, 2023

G. Step Raise – Captain Mark Fitzgerald, Range 404, Step #3, \$11,337/month, effective March 16, 2023

H. LCA Architects Agreement

I. Resolution #2023-08, relinquishing seat on FAIRA Board of Directors

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

Executive Assistant Nicole Chaput polls the Board:

Woodford – Aye

O'Donnell – Absent

Capell – Aye

Jones – Absent

Miller – 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**

Calls for service increased during the January and February months due to weather-related incidents. The majority of calls were downed trees, downed lines and water related issues. Stations had increased staffing during the most severe periods.

Five Firefighter-Trainee candidates have completed the background and physical assessment requirements and will commence a two-week in-house academy on March 20, 2023 prior to shift assignments in April.

TFD staff met with LCA Architects to discuss the rebuild of Station 10 at the beginning of February and the meeting was very productive, focusing on form, function and opportunities for cost savings. A Phase II Agreement with LCA, as well as IBank Leases and Resolution, will be presented to the Board for approval later in the meeting under Agenda Item 6A.

Operations

The District responded to the following calls:

160 calls

Zone 10 – 31

Zone 11 – 38

Zone 12 – 17

Angel Island – 3

Bay Waters – 1

All Other Calls – 70

Significant Events:

There were no significant events during the month of February

Out-of-County/Pre-Positioning:

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

Training - BC Hellyer

Marin County Block Training focused on water rescue emergencies.

EMT training this month focused on pediatric and OB emergencies.

In our monthly EMS training with Dr. Bason-Mitchell, we discussed syncope emergencies.

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

FF/PM Chris May and Lt. Digory McGuire were able to take the necessary coursework to become instructors. Both the District and the fire service need quality instructors and they will make excellent instructors.

The Marin Training Officers brought in an instructor to teach conflict resolution in the firehouse. Lt. Mark Newman was able to find the instructor and helped plan the course. The course covered a very important topic and was well received.

The Wellness committee has developed a monthly focus and this month was on grip strength. FF/PM Charles Armour put together the material and delivered it to the District.

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

Personnel with 20 hours or greater of training: Lt. Digory McGuire (27), Lt. Mark Newman (20), FF/PM Chris May (33), FF/PM Matt Wilson (20), FF/Tr Dalton Locke (50), Capt. Dan Elkington (20), and FF Grant Eules (40).

Total training hours for February - 277 hours.

Logistics/Maintenance - BC Miller

Routine monthly maintenance performed.

Apparatus/Equipment:

- E11 and E611 have completed their annuals.
- E10 has been sent out to ALCO for its annual.
- E611 will be scheduled after E10 is complete.
- 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 issues.
- Bauer completed warranty work on the SCBA compressor.

Stations:

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

Prevention - FM Lantier

Permits:

Fire Marshal (FM) Lantier reports \$5,986.00 billed for the month of February.

Inspections Completed:

FPS Heckler performed (7) annual inspections, (1) company re-inspections, (18) fire sprinkler system inspections and (5) solar/battery backup system inspections.

FPS Musante performed (2) company inspections and (1) PV-ESS Inspection.

Plan Reviews Completed:

FM Lantier performed (3) reviews for automatic sprinkler systems, (24) development plan reviews, and (4) PV/ESS system installation.

Community Risk Reduction:

FPS Heckler and FPS Musante attended the annual California Fire Prevention Officers Institute (CFPI) Training seminar this year and completed OSFM Fire Inspector 2A and 2B certification. This is half of the required series for them to become Level 2 Fire Inspectors from State Fire Training.

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

Director Capell presented the Finance Report Discussion.

2/9/2023

Balance on Hand Operating (BofA), beginning	\$	201,158.53
Cash Revenue/Deposits	\$	64,207.53
Cash Expenditures	\$	(183,148.35)
Net LAIF/CAMP Transfers In/(Out)	\$	
Balance on Hand Operating (BofA), ending	\$	82,217.71
Transfers to P/R Account	\$	450,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	
Transfers from CAMP	\$	450,000.00
Transfers to CAMP	\$	
Reserve Balances		
Committed Reserves		
Facilities	\$	2,350,000.00
Lease Payments	\$	291,000.00
Apparatus	\$	1,214,750.00
Total Committed Reserves	\$	3,855,750.00
Assigned Reserves		
Equipment	\$	360,535.00
IT	\$	69,682.00
PTO	\$	227,525.00
Total Assigned Reserves	\$	657,742.00
General Operations Reserve	\$	2,583,753.05
LAIF Ending Balance	\$	292,175.33
CAMP Ending Balance	\$	6,805,069.72
Total Investment Acct Balance	\$	7,097,245.05
Discussion.		

AGENDA ITEM 6 – RESOLUTIONS**A. Resolution #2023-07, IBank Site Lease and Financing Lease for Station 10**

Discussion.

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

Executive Assistant Nicole Chaput polls the Board:

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

AGENDA ITEM 7 – COMMITTEE REPORTS

A. MERA – Chief Pearce

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

B. S MEMPS – Director Miller/Chief Pearce

Nothing to report.

AGENDA ITEM 8 – BOARD OF COMMENTS

No Board comments.

AGENDA ITEM 9 – ADJOURNMENT

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

Executive Assistant Nicole Chaput polls the Board:

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

Meeting adjourned at 1905 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

