

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

April 5, 2023

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

PRESENT: Chief Richard Pearce and Executive Assistant Nicole Chaput

ABSENT: Cheryl Woodford and Robert Miller

AGENDA ITEM 1 – CALL TO ORDER

Vice President O'Donnell called the meeting to order at 1830 hrs.

Executive Assistant Nicole Chaput conducts roll call due to meeting conducted in-person with teleconferencing option available to the public:

Woodford – Absent

O'Donnell – Present

Capell – Present

Jones – Present

Miller – Absent

AGENDA ITEM 2 – CONSENT CALENDAR

A. Minutes, March 8, 2023

B. Communications

C. Warrants and Payroll

D. Ratify appointments of Nathan "Ty" Rinaldi and Cole Vasconcellos to Firefighter-Trainee, Range 400, Step #1, \$3,834/month, effective March 20, 2023

E. Resolution #2023-09, authorizing participation in and approving the amended and restated Fire Risk Management JPA

F. Resolution #2023-10, authorizing signatories on Bank of America accounts

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

Executive Assistant Nicole Chaput polls the Board:

Woodford – Absent

O'Donnell – Aye

Capell – Aye

Jones – Aye

Miller – Absent

AGENDA ITEM 3 – PUBLIC OPEN TIME

Vice President O'Donnell opened the floor to the public. No public comment/no public announced their presence on the Zoom teleconference call.

AGENDA ITEM 4 – CHIEF'S REPORT

A. Monthly Report – Chief Pearce

Administration

The District remains very engaged in storm responses and mitigation. Our peninsula partners have been working collaboratively in our response efforts. The majority of calls

were downed trees, downed lines and water related issues. We increased staffing during the most severe periods.

Five Firefighter-Trainee completed the two-week in-house academy and were given shift assignments beginning this first week of April.

The financing with IBank for Station 10 closed on March 21, 2023 with the execution of all documents. TFD staff continues to meet with LCA Architects to discuss the various designs. Chief Pearce is pleased to report that a single story modern fire station is feasible with some cooperation from the County and Town of Tiburon. We will work closely with LCA Architects on plan development, community outreach, contractor pre-qualification and construction management.

Operations

The District responded to the following calls from 3/1/23 through 3/29/23:

186 calls

Zone 10 – 37

Zone 11 – 47

Zone 12 – 23

Angel Island – 2

Bay Waters – 1

All Other Calls – 76

Significant Events:

There were no significant events during the month of March other than the weather-related incidents.

Out-of-County/Pre-Positioning:

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

- USAR pre-position for severe weather

Training - BC Hellyer

Marin County Block Training focused on rope rescue emergencies.

EMT training this month was mandatory for Paramedics due to updated policy and procedures.

In our monthly EMS training with Dr. Bason-Mitchell, we discussed a traumatic case study as well as a new recreational drug that mimics Fentanyl and causes respiratory depression, which cannot be reversed by Narcan.

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 completed the engine boss class that is a prerequisite for Acting Officer and is close to finishing his task book to become a District Acting Officer.

Tiburon Fire hosted the USAR drill this month at the Net Depot. Capt. Mark Fitzgerald planned and instructed the drill that focused on confined space rescues.

The Wellness Committee has developed a monthly focus and this month was on hip strength and mobility to lessen knee pain. FF/PM Carlos Berlanga put together the material and delivered it to District staff.

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

This month we hosted a 2-week academy for our newly hired FF/Trainees. FF/PM Charles Armour led the academy and was assisted by others in the department.

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), and Capt. Danny Elkington (20).

Total training hours for February - 277 hours.

Logistics/Maintenance - BC Miller

Routine monthly maintenance performed.

Apparatus/Equipment:

- E10 - currently at ALCO for its annual.
- E611 - will be scheduled after E10 is complete.
- E12 - batteries replaced by TFPD personnel and starter replaced by Diego Truck Repair
- C11 - annual maintenance and oil change performed at R&S. New emission coil and spark plugs installed.
- UT11 - oil change performed by R&S
- FB11 - port side fire pump drive shaft failing and is scheduled to be replaced. Fireboat is still in-service and able to pump water with additional pump
- M10 - coolant hose failed and is being repaired by TFPD personnel
- 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.
- Annual SCBA fit testing completed
- Marin County Radio Shop in process of reprogramming apparatus high band radios

Stations:

- Stations 11/10 - Minor upgrades continue to be completed.
- Stations 11/10 - extinguishers serviced

Prevention - FM Lantier

Permits:

Fire Marshal (FM) Lantier reports \$5,686.00 billed up to March 30, 2023.

Inspections Completed:

FPS Heckler performed (35) annual inspections with FPS Musante, (4) construction-affected area inspections, (13) fire sprinkler system inspections, (1) defensible space inspection and (4) solar/battery backup system inspections.

FPS Musante performed (3) company inspections. (1) Defensible Space Assessment and (1) AFS Inspection.

Plan Reviews Completed:

FM Lantier performed (5) reviews for automatic sprinkler systems, (17) development plan reviews, (4) PV/ESS system installation and (1) VMP review.

Community Risk Reduction:

FM Lantier attended the California Conference of Arson Investigators weeklong training in San Luis Obispo. FM Lantier, FPS Heckler and FPS Musante attended the monthly FPO meeting in San Rafael. FM Lantier and FPS Heckler attended the bimonthly MCFIT meeting in Corte Madera. FM Lantier, FPS Musante and Exec. Asst. Chaput participated in the annual Read across Reed School on March 29th where they read books to K-2.

AGENDA ITEM 5 – TREASURER’S REPORT

A. Finance Report

Director Capell presented the Finance Report Discussion.

3/9/2023

Balance on Hand Operating (BofA), beginning	\$	82,217.71
Cash Revenue/Deposits	\$	374,981.59
Cash Expenditures	\$	(196,555.82)
Net LAIF/CAMP Transfers In/(Out)	\$	(165,000.00)
Balance on Hand Operating (BofA), ending	\$	95,643.48
Transfers to P/R Account	\$	585,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	
Transfers from CAMP	\$	420,000.00
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	\$	2,163,753.05
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LAIF Ending Balance	\$	292,175.33
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CAMP Ending Balance	\$	6,385,069.72
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Total Investment Acct Balance	\$	6,677,245.05
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Discussion.

AGENDA ITEM 6 – COMMITTEE REPORTS

A. MERA – Chief Pearce

MERA continues to move forward with all sites under full construction. New Executive Director is in place and is doing well. Current radio system is fully functioning. Anticipated completion is still spring 2024.

B. S MEMPS – Chief Pearce

Preliminary Budget will be presented at the next Board meeting. Delays with the new ambulance continue.

AGENDA ITEM 7 – BOARD OF COMMENTS

No Board comments.

AGENDA ITEM 8 – ADJOURNMENT

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

Executive Assistant Nicole Chaput polls the Board:

Woodford – Absent

O'Donnell – Aye

Capell – Aye

Jones – Aye

Miller – Absent

Meeting adjourned at 1851 hrs.



Mark Capell, Secretary



Emmett O'Donnell, Vice 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