

## **TIBURON FIRE PROTECTION DISTRICT**

Board of Directors Meeting

May 10, 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 in-person with teleconferencing option available to the public:**

Woodford – Present

O'Donnell – Present

Capell – Present

Jones – Present

Miller – Present

### **AGENDA ITEM 2 – CONSENT CALENDAR**

A. Minutes, April 5, 2023

B. Communications

C. Warrants and Payroll

D. Step Raise – Firefighter/Paramedic Matthew Wilson, Range 401, Step #4, \$8,885/month, effective May 16, 2023

E. Approval of Preliminary Budget FY 2023-24

F. Approval of Resolution #2023-11, update to fee schedule

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

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

Woodford – Aye

O'Donnell – Aye

Capell – Aye

Jones – Aye

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 Zoom teleconference call.

### **AGENDA ITEM 4 – CHIEF'S REPORT**

A. Monthly Report – Chief Pearce

**Administration**

LCA Architects has developed a final draft of a single story modern fire station at the current location. TFPD staff recommendations were incorporated throughout the various iterations. Chief Pearce is confident we will receive the requisite variances from the County and Town to make this project possible. We will work closely with LCA Architects on plan development, community outreach, contractor pre-qualification and construction management.

Staff is investigating opportunities to provide additional security at the stations in the form of video cameras. In the past, we have been the victim of theft and persons leaving hazardous items at the front door.

### **Operations**

The District responded to the following calls in April:

170 calls  
 Zone 10 – 34  
 Zone 11 – 46  
 Zone 12 – 14  
 Angel Island – 0  
 Bay Waters – 5  
 All Other Calls – 71

### **Significant Events:**

There were no significant events during the month of April.

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

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

### **Training - BC Hellyer**

Marin County Block Training focused on rope rescue emergencies.

EMT training this month focused on multi-casualty incidents.

In our monthly EMS training with Dr. Bason-Mitchell, we discussed cardiac arrest emergencies and specifically looked at future treatments.

FF/PM Nate Buck passed the Level 2 Boat Operator and will operate in that capacity now. LT Mark Newman, FF/PM Charles Armour 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 has passed his Driver/Operator test and is now a certified District Operator. FF/Tr Dalton Locke began driving and pumping District apparatus and is working towards becoming a Driver Operator.

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.

The new Trainees have been assigned shifts and are starting the firefighter, ambulance and boat deckhand task books.

Personnel with 20 hours or greater of training: LT Digory McGuire (41), LT Mark Newman (27), FF/PM Charles Armour (30), FF/PM Carlos Berlanga (22), FF/PM Dominic Pomilia (21), FF/Tr Najm Osborne (23), FF/T Cole Vasconcellos (23), Capt. Mark Fitzgerald (23), Capt. Travis Terrell and Capt. Danny Elkington (27).

Total training hours for April = 415 hours.

#### **Logistics/Maintenance - BC Miller**

Routine monthly maintenance performed.

#### **Apparatus/Equipment:**

- E12 - currently at ALCO for its annual.
- E611 - will be scheduled after E12 is complete.
- FB11 - port side fire pump drive shaft was replaced.
- New Engine - We are postponing the build of another Type 1 until the economic climate and new emissions standards are better known.
- Annual hose testing was completed.

#### **Stations:**

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

#### **Prevention - FM Lantier**

##### Permits:

Fire Marshal (FM) Lantier reports \$4,221.00 billed in April.

##### Inspections Completed:

FPS Heckler performed (24) annual WUI inspections, (1) construction-affected area inspection, (11) fire sprinkler system inspections and (3) reinspections.

FPS Musante performed (23) annual WUI inspections, (8) annual fire prevention inspections. (1) Vegetation Management Plan inspection and (4) PV/ESS inspections.

FM Lantier performed (2) Fire Sprinkler system inspections.

##### Plan Reviews Completed:

FM Lantier performed (7) reviews for automatic sprinkler systems, (18) development plan reviews, (3) PV/ESS system installation and (2) VMP reviews.

##### Community Risk Reduction:

FM Lantier attended the Belvedere Planning Commission meeting. FPS Musante attended a preparation meeting for the Belvedere June 4th Emergency Preparedness Community Day in which the Prevention Staff will be cooking hot dogs for and hosting an informational tent display. Prevention staff attended the monthly FPO meeting and discussed Li Ion battery safety. FM Lantier submitted a Lithium ion battery Safety message to go out with Reed School District students for a Summer Safety Alert due to an increase in Li battery fires. FPS Musante issued 4 dead tree letters and is following up with 4 complaints from the community.

#### **AGENDA ITEM 5 – TREASURER’S REPORT**

**A. Finance Report**

Director Capell presented the Finance Report Discussion.

4/6/2023

<b>Balance on Hand Operating (BofA), beginning</b>	\$	95,643.48
Cash Revenue/Deposits	\$	3,455,548.66
Cash Expenditures	\$	(112,020.55)
Net LAIF/CAMP Transfers In/(Out)	\$	(3,055,000.00)
<b>Balance on Hand Operating (BofA), ending</b>	\$	384,171.59
Transfers to P/R Account	\$	780,000.00
Transfers from LAIF	\$	165,000.00
Transfers to LAIF	\$	
Transfers from CAMP	\$	
Transfers to CAMP	\$	2,440,000.00
<b>Reserve Balances</b>		
Committed Reserves		
Facilities	\$	2,350,000.00
Lease Payments	\$	291,000.00
Apparatus	\$	1,214,750.00
<b>Total Committed Reserves</b>	\$	<b>3,855,750.00</b>
Assigned Reserves		
Equipment	\$	360,535.00
IT	\$	69,682.00
PTO	\$	227,525.00
<b>Total Assigned Reserves</b>	\$	<b>657,742.00</b>
<b>General Operations Reserve</b>	\$	<b>4,498,002.18</b>
LAIF Ending Balance	\$	130,072.88
CAMP Ending Balance	\$	8,881,421.30
<b>Total Investment Acct Balance</b>	\$	<b>9,011,494.18</b>

Discussion.

**AGENDA ITEM 6 – COMMITTEE REPORTS****A. MERA – Chief Pearce**

MERA continues to move forward with all sites under full construction and installation of the equipment at 7 of the 18 sites. Motorola has a new Project Manager, Rebecca Burbrink. The connectivity project between MERA and the Dispatch Centers, Fire Stations and Sirens for Community has launched. Three media releases were released announcing the Senior Homeowner Parcel Tax Exemption for the FY 2023-24 and applications are due June 30, 2023.

**B. S MEMPS – Chief Pearce**

Preliminary Budget and Member Agency distributions will be presented at the next Board meeting on May 17, 2023. Delays with the new ambulance continue but build options are being explored.

AGENDA ITEM 7 – CLOSED SESSION

- A. Public Employee Performance Evaluation - Government Code § 54957**  
 1. Title: Fire Chief

The Board adjourned to Closed Session at 1901 hours to discuss the following item:

- A. Public Employee Performance Evaluation – Government Code § 54957**  
 1. Title: Fire Chief

The Board reconvened to Open Session at 1941 hours and reported the following:

- A. Public Employee Performance Evaluation – Government Code § 54957**  
 1. Title: Fire Chief: The Personnel Committee met to evaluate the Fire Chief's performance and reported to the Board that the Closed Session will be continued at a May 22, 2023 meeting of the Board at 4:00pm at 1679 Tiburon Blvd., Tiburon, CA 94920. Nothing further to report.

AGENDA ITEM 8 – BOARD OF COMMENTS

No Board comments.

AGENDA ITEM 9 – ADJOURNMENT

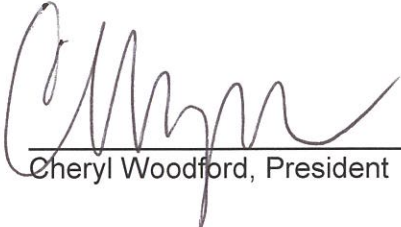
M/Miller, S/Capell to adjourn

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

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

Meeting adjourned at 1942 hrs.

  
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 Mark Capell, Secretary

  
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 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