

## **TIBURON FIRE PROTECTION DISTRICT**

Board of Directors Meeting

June 14, 2023

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

PRESENT: Chief Richard Pearce, Battalion Chief Steven Ardigo 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. Approval of Minutes, May 10, 2023

B. Approval of Minutes, May 22, 2023

C. Communications

D. Warrants and Payroll

E. Approval of declared surplus items

F. Approval of Resolution #2023-15, Time Value Investments

Agenda Item 2F, Resolution #2023-15, Time Value Investments removed from the Consent Calendar. The Finance Committee reported to the Board that they felt confident with the current CAMP investment and saw no need to make a change at this time.

M/Miller, S/Capell to approve Consent Calendar Items with Agenda Item 2F removed.

**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**

While the District is the lead agency on the Station 10 project, we will provide a courtesy review of the project by the Tiburon Design Review Board. LCA Architects work to this point will be combined and utilized for this presentation. We continue to work with the Title Company, the County of Marin and Surveyor to adjudicate a discrepancy on the property line adjacent to Paradise Drive. Once resolved, the District team 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 in May:

200 calls

Zone 10 – 29

Zone 11 – 63

Zone 12 – 25

Angel Island – 1

Bay Waters – 1

All Other Calls – 81

**Significant Events:**

There were no significant events during the month of May.

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

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

**Training - BC Hellyer**

Marin County Block Training focused on preparation for the wildland season and shifts reviewed the Angel Island plan.

EMT training this month focused on cardiac emergencies.

In our monthly EMS training with Dr. Bason-Mitchell, we discussed medical emergency myths.

The Battalion Chiefs attended the mandatory strike team refresher class hosted by the state.

FF/PM Wilson attended a HAZMAT class as part of the Marin County HAZMAT team.

All line personnel assigned a cancer awareness class on Target Solutions.

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.

Tiburon hosted a fire simulation class and 4 of our staff members sat in and are becoming simulation builders for the District.

May was mental health month and each shift had a safety stand down day where we all checked in with each other and made sure we were all taking care of ourselves.

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

FF/Trainees are preparing for the Module 1 test and are progressing in their task books.

LT Newman completed all the requirements to become a state certified instructor.

Personnel with 20 hours or greater of training: LT Mark Newman (55), FF/PM Charles Armour (30), FF/PM Carlos Berlanga (22), FF/PM Dominic Pomilia (20).

Total training hours for May = 209 hours.

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

Routine monthly maintenance performed.

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

- E12 - currently at ALCO for its annual. Supply chain continues to be an issue for parts which have prolonged repairs
- E611 - at ALCO for repairs

#### **Stations:**

- Station 11/10 - minor upgrades and repairs continue to be performed.

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

##### Permits:

Fire Marshal (FM) Lantier reports \$7,209.00 billed in May.

##### Inspections Completed:

FPS Heckler performed (138) annual WUI inspections, (3) construction related inspections, (12) fire sprinkler system inspections, (7) company inspections, (6) PV-ESS system inspections and (1) Defensible Space inspection.

FPS Musante performed (92) annual WUI inspections, (7) company inspections and (1) annual FP inspection.

##### Plan Reviews Completed:

FM Lantier performed (4) reviews for automatic sprinkler systems, (27) development plan reviews, (9) PV/ESS system installation reviews and (1) VMP review. FPS Musante did his first VMP plan review.

Community Risk Reduction:

Fire Prevention staff and C shift crews participated in Reed Safety Day at Reed School on May 24 where 100 kindergarten students went through 5 stations: TFD (safety trailer and engine tour), Tiburon PD (bike safety & patrol car) and Public Works (stop signs, traffic signals and equipment). FM Lantier met with TPC staff for the Annual Challenger Tennis Tournament in September. FM Lantier presented to the Belvedere-Tiburon Joint Disaster Council (BTJDAC) on Fire Severity Hazard mapping from Cal Fire. FPS Musante issued 9 dead tree letters to seven residential properties, one to the Town of Tiburon, and one to Caltrans. Caltrans has scheduled vegetation roadway work on Hwy 131/Tiburon Blvd. for the week of July 10<sup>th</sup>.

AGENDA ITEM 5 – TREASURER’S REPORT

**A. Finance Report**

Director Capell presented the Finance Report Discussion.

5/11/2023

**Balance on Hand Operating (BofA), beginning** \$ 384,171.59

Cash Revenue/Deposits	\$	643,575.58
Cash Expenditures	\$	(219,183.57)
Net LAIF/CAMP Transfers In/(Out)	\$	(775,000.00)
<b>Balance on Hand Operating (BofA), ending</b>	<b>\$</b>	<b>33,563.60</b>

Transfers to P/R Account	\$	1,630,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	
Transfers from CAMP	\$	1,220,000.00
Transfers to CAMP	\$	365,000.00

**Reserve Balances**

<b>Committed Reserves</b>		
Facilities	\$	2,350,000.00
Lease Payments	\$	291,000.00
Apparatus	\$	1,214,750.00
<b>Total Committed Reserves</b>	<b>\$</b>	<b>3,855,750.00</b>
<b>Assigned Reserves</b>		
Equipment	\$	360,535.00
IT	\$	69,682.00
PTO	\$	227,525.00
<b>Total Assigned Reserves</b>	<b>\$</b>	<b>657,742.00</b>

**General Operations Reserve** \$ 3,679,554.40

LAIF Ending Balance	\$	130,072.88
CAMP Ending Balance	\$	<u>8,062,973.52</u>
<b>Total Investment Acct Balance</b>	\$	<b>8,193,046.40</b>

Discussion.

AGENDA ITEM 6 – PUBLIC BUDGET HEARING AND FINAL BUDGET F/Y 2023-24

- A. Approve Resolution #2023-12, that the Special Tax will be levied for F/Y 2023-24  
Discussion.

M/Capell, S/O'Donnell to approve Resolution #2023-12, that the Special Tax will be levied for F/Y 2023-24

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

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

- B. Approve Resolution #2023-13, for Appropriation of Tax Proceeds  
Discussion.

M/Miller, S/O'Donnell to approve Resolution #2023-13, for Appropriation of Tax Proceeds

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

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

- C. Approve Resolution #2023-14, Annual Budget F/Y 2023-24  
Discussion.

M/O'Donnell, S/Miller to approve Resolution #2023-14, Annual Budget F/Y 2023-24

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

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

AGENDA ITEM 7 – COMMITTEE REPORTS

**A. MERA – Chief Pearce**

MERA continues to move forward with activity on all sites and MERA is moving up the implementation date.

**B. S MEMPS – Chief Pearce**

Anticipated delivery date of the new ambulance continue is now end of September. We are looking at remounting one of our old ambulances as well in order to update. S MEMPS had a robust year with approved disbursements.

AGENDA ITEM 8 – 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 1931 hours and reported the following:

**A. Public Employee Performance Evaluation – Government Code § 54957**

1. Title: Fire Chief: The Board provided direction to the Personnel Committee.

AGENDA ITEM 9 – BOARD OF COMMENTS

No Board comments.

AGENDA ITEM 10 – ADJOURNMENT

M/Jones, S/Capell to adjourn

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

Woodford – Aye

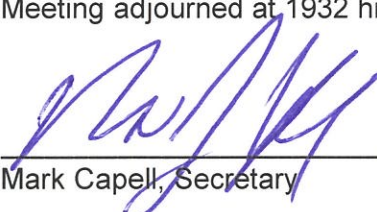
O'Donnell – Aye

Capell – Aye

Jones – Aye

Miller – Aye

Meeting adjourned at 1932 hrs.

  
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Mark Capell, Secretary

  
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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

