

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

August 9, 2023

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

PRESENT: Chief Richard Pearce, Battalion Chief Steve Ardigo, Captain Mark Fitzgerald (at 1859 hrs), Fire Marshal Michael Lantier, Finance Officer Heidi Rosevear and Executive Assistant Nicole Chaput

ABSENT: Richard Jones (present via teleconference for listening purposes only)

AGENDA ITEM 1 – CALL TO ORDER

President Woodford called the meeting to order at 1830 hrs.

AGENDA ITEM 2 – PRESENTATIONS

- A. Chief Pearce – recipient of the Office of State Fire Marshal with Fire Chief Certification – The Capstone of the California Fire Service Career Ladder
OFS Assistant Chief Wendy Collins presented Chief Pearce with his certificate and collar brass. Unbeknownst to Chief Pearce in advance, on-duty and majority of all off-duty TFPD staff members showed their support by coming to the presentation.
- B. Finance Officer Rosevear – recipient of the 2022 Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting
Chief Pearce presented Finance Officer with the GFOA certificate.

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

Woodford – Present

O'Donnell – Present

Capell – Present

Jones – Absent

Miller – Present

AGENDA ITEM 3 – CONSENT CALENDAR

- A. Approval of Minutes, July 12, 2023
- B. Communications
- C. Warrants and Payroll
- D. Approve responses to 2022-2023 Marin County Civil Grand Jury Report: *Build More ADUs – An Rx for Increasing Marin's Housing Supply*

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

Executive Assistant Chaput polled the Board:

Woodford – Aye

O'Donnell – Aye

Capell – Aye

Jones – Absent

Miller – Aye

AGENDA ITEM 4 – 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 5 – CHIEF’S REPORT**A. Monthly Report – Chief Pearce****Administration**

Progress continues on the Station 10 project; we are currently reviewing the 1898 deed with the County Department of Public Works realty department related to the easement that affects the property line along Paradise Drive. While fascinating reading, a key point identifies the property reverts to the property owner if not utilized for the roadway. An opinion of probable construction cost has been received from LCA architects. Chief Pearce has reviewed with our team and Director Jones for his expertise and it is recommended to schedule another meeting with LCA to identify cost saving opportunities by selecting a contractor early to assist in the design build process. It was the consensus to participate in the Town Design Review process to receive additional input from the community. Chief Pearce has reached out to our nearby neighbors, who were all pleased with the design and footprint and he hopes to have more information on the property line issues soon.

Conditions have remained mild so far for our fire season. Personnel continue training in all response specialties. A private home on Straits View was donated for destructive training where personnel can practice all aspects of structural firefighting, search and rescue, collapse, and shoring skills

The Prevention/Community Risk Reduction Bureau has been very engaged with inspections and assisting constituents to mitigate potential hazards. Our fourth Chipper Day of the season will be held on Saturday, August 12th at Blackie’s Pasture. The District has once again partnered with the Town and City for the “National Night Out” community event. This year the new venue at Zelinsky Park was utilized with great success.

Operations

The District responded to the following calls in July:

182 calls
 Zone 10 – 25
 Zone 11 – 54
 Zone 12 – 19
 Angel Island – 5
 Bay Waters – 2
 All Other Calls – 77

Significant Events:

There were no significant events during the month of July.

Out-of-County/Pre-Positioning:

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

Training - BC Hellyer

Marin County Block Training focused on the upcoming wildland season and all operations personnel were assigned the mandatory RT130 class that reviews all things wildland.

EMT training this month focused on traumatic emergencies and practiced our skills with our new traction splint for femur fractures.

Our monthly EMS training with Dr. Bason-Mitchell focused on 3 bad traumatic cases and how they were dealt with from pre-hospital through the hospital.

The training officers got together and are planning a countywide HAZMAT drill and a Driver/Operator 1B class in which Lieutenants Bonfigli and McGuire are the lead instructors.

All line personnel completed the mandatory RT 130 class on Target Solutions, which included review of operations and safety considerations for working on a wildland fire incident.

FF/PM Chris May has completed his Level 1 Boat Operator. LT Mark Newman and FF/PM Charles Armour are close to completion and continue to put in the necessary hours.

FF/Trs Dow, Branco, Vasconcellos, Rinaldi and Osborne have successfully completed the module 1 written and hands on test on the topic rapid intervention in the case of a firefighter entrapment or emergency.

Retired TFD Battalion Chief Ed Lynch has given us access to his house for destructive training. It is perfect timing for trainee module tests.

FF/Tr Dalton Locke successfully completed the didactic portion of paramedic school and immediately started his clinical rotations at the hospital.

LT Newman and I are in the process of enrolling our line personnel in a program that will enable the District to accrue money for every training hour.

LT McGuire provided Moose boat operations instruction to a group from Alameda Fire. They are set to receive a new Moose boat and requested we help some of their personnel with operational instruction on our Moose boat.

Personnel with 20 hours or greater of training: LT Digory McGuire (29), FF/PM Charles Armour (40), FF/PM Carlos Berlanga (23), FF/PM Nate Buck (20), FF Gary Travis (37), FF/Tr Gavin Dow (20), and FF/Tr Connor Branco (23).

Total training hours for July = 342 hours.

Logistics/Maintenance - BC Miller

Routine monthly maintenance performed.

Apparatus/Equipment:

- E11 was taken to Golden State for repairs.
- M10/E611 received new 5-gas monitors to ensure firefighter safety in imminent life threatening situations.

Stations:

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

Prevention - FM Lantier

Permits:

Fire Marshal (FM) Lantier reports \$5,325.00 billed in July.

Inspections Completed:

FPS Heckler performed (44) annual WUI inspections, (2) defensible space inspections, (8) re-inspections, (12) fire sprinkler system inspections, and (1) PV-ESS system inspection.

FPS Musante performed (79) annual WUI inspections, (1) company inspections and (1) re-inspection.

Plan Reviews Completed:

FM Lantier performed (4) reviews for automatic sprinkler systems, (17) development plan reviews, (4) PV/ESS system installation reviews and (5) plan review for Vegetation Management Plans. FPS Heckler did (1) PV/ESS plan review.

Community Risk Reduction:

In the month of July, there were 11 parcel properties identified with dead trees for removal to mitigate fire/fall hazards. These areas include Norman Way, Paradise Dr, Virginia Dr, Rock Hill Rd, Porto Marino Dr, Greenwood Beach Rd, Tamalpais, and Silverado Drive.

AGENDA ITEM 6 – TREASURER’S REPORT

A. Finance Report

Director Capell presented the Finance Report Discussion.

7/13/2023

Balance on Hand Operating (BofA), beginning	\$	470,295.57
Cash Revenue/Deposits	\$	241,165.09
Cash Expenditures	\$	(289,813.84)
Net LAIF/CAMP Transfers In/(Out)	\$	(270,000.00)
Balance on Hand Operating (BofA), ending	\$	151,646.82
Transfers to P/R Account	\$	635,000.00
Transfers from LAIF	\$	

Transfers to LAIF	\$	
Transfers from CAMP	\$	365,000.00
Transfers to CAMP	\$	
Reserve Balances		
Committed Reserves		
Facilities	\$	3,650,000.00
Lease Payments	\$	270,000.00
Apparatus	\$	<u>1,556,471.00</u>
Total Committed Reserves	\$	5,476,471.00
Assigned Reserves		
Equipment	\$	149,750.00
IT	\$	
PTO	\$	<u></u>
Total Assigned Reserves	\$	149,750.00
General Operations Reserve	\$	1,916,781.01
LAIF Ending Balance	\$	130,072.88
CAMP Ending Balance	\$	<u>7,412,929.13</u>
Total Investment Acct Balance	\$	7,543,002.01
Discussion.		

AGENDA ITEM 7 – COMMITTEE REPORTS

A. MERA – Chief Pearce

MERA currently has a lot of construction going on with 6-7 sites underway and there are completed sites with Motorola equipment installed now as well.

B. SMEMPS – Chief Pearce

Next meeting of the SMEMPS BOD will be the first Wednesday of September to adopt the FY 2023-24 Final Budget. Alternate Director Capell will attend in Director Miller's absence. MVFD consolidated with SMFD.

AGENDA ITEM 8 – CLOSED SESSION

A. Public Employee - Government Code § 54957

1. Title: Deputy Chief – Management and Association groups

Chief Pearce had to unexpectedly depart due to an emergency.

The Board adjourned to Closed Session at 1859 hours to discuss the following item:

A. Public Employee – Government Code § 54957

1. Title: Deputy Chief – Management and Association groups

The Board reconvened to Open Session at 2008 hours and reported the following:

A. Public Employee – Government Code § 54957

1. Title: Deputy Chief – Management and Association groups: The Board considered options discussed with the Management and Association groups' representatives and will report directly to Chief Pearce.

AGENDA ITEM 9 – BOARD OF COMMENTS

No comments from the Board.

AGENDA ITEM 10 – ADJOURNMENT

M/Capell, S/O'Donnell to adjourn

Executive Assistant Chaput polled the Board:

Woodford – Aye

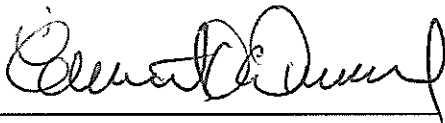
O'Donnell – Aye

Capell – Aye

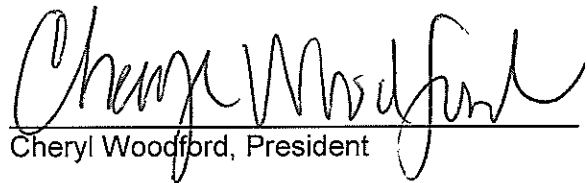
Jones – Absent

Miller – Aye

Meeting adjourned at 2009 hrs.



Emmett O'Donnell, Vice President



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~~ **NOW FRMS** – Fire Risk Management Services

FDAC – Fire Districts Association of California

JPA – Joint Powers Authority/Agreement

LAFCO – Local Agency Formation Commission

LAIF – Local Agency Investment Fund

MCFCFA – 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