

## **TIBURON FIRE PROTECTION DISTRICT**

Board of Directors Meeting

September 18, 2023

BOD PRESENT: Cheryl Woodford, Emmett O'Donnell, Robert Miller and Rick Jones

PRESENT: Chief Richard Pearce and Executive Assistant Nicole Chaput

ABSENT: Mark Capell

### **AGENDA ITEM 1 – CALL TO ORDER**

President Woodford called the meeting to order at 1730 hrs.

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

- A. Approval of Minutes, August 9, 2023
- B. Communications
- C. Warrants and Payroll
- D. Ratify appointment of Firefighter-Trainee Dalton Locke, Range 400, Step #1, \$3,949/month, effective August 30, 2023.
- E. Approve TFPD Board President letter to Marin County Board of Supervisors regarding fees for dispatch services
- F. Approve Resolution #2023-15, SB 1205 regarding the inspections of certain occupancies required to receive annual inspections

Vice President O'Donnell requested that Warrants and Payroll be taken off the Consent Calendar and placed as an Item under Treasurer's Report on future Agendas.

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

#### **Executive Assistant Chaput polled the Board:**

Woodford – Aye

O'Donnell – Aye

Capell – Absent

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**

Progress continues on the Station 10 project; we recently had a meeting with the County, Title Company and Surveyor on adjudicating the lot issue at Station 10 for the new project. The Surveyor prepared the necessary documentation in support of a Quit Claim of the R/W easement, which the County of Marin has supported. It was the consensus to participate in the Town Design Review process to receive additional input

from the community. Chief Pearce reached out to our nearby neighbors, who were all pleased with the design and footprint. A rendering of the proposed structure is being prepared by LCA Architects for the design review process to eliminate the need for story poles, which are not feasible for an active fire station.

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 once the lot line issue is resolved.

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

Marin County Fire Agencies are partnering with Golden State Women in the Fire Service to host the first annual HERo Girls Fire Camp the weekend of October 7th-8th, 2023. This free, two-day camp, instructed by Golden State Women in the Fire Service, volunteers, and the women throughout Marin County fire agencies. The camp encourages and empowers the campers to learn skills associated with the fire service, such as emergency medical services, extrication, ventilation, ladders, hose lays, and other essential skills. Held at Novato Fire District's Fire Station 62, campers, ages 14-18, will get to learn from other females in the fire service and have the chance to prove to themselves that they, too, can become a firefighter.

The District has had a long-standing relationship with the Knox Company where businesses and residents can place their keys in a Knox Box for easy access for first responders. The District will be updating with newer technology and equipment to further safeguard this important program.

The Prevention/Community Risk Reduction Bureau has been very engaged with inspections and assisting constituents to mitigate potential hazards. Our final Chipper Day of the season was held on Saturday, September 9th, at Blackie's Pasture with great success. We will be conducting our annual Fire Prevention Week visits with the local preschools and kindergarten children starting the first week of October. The District will once again collaborate with the Tiburon Police Department for the October 14th "Get Ready to Go 94920" community event at Zelinsky Park.

### **Operations**

The District responded to the following calls in August:

191 calls

Zone 10 – 24

Zone 11 – 43

Zone 12 – 25

Angel Island – 3

Bay Waters – 2

All Other Calls – 94

Significant Events:

There were no significant events during the month of August.

Out-of-County/Pre-Positioning:

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

**Training - Chief Hellyer**

Marin County Block Training is focused on emergency HAZMAT response. This month will be an engine company review of HAZMAT response and next month there will be a countywide drill.

EMT training this month focused on catch up for EMT sign offs for recertification.

Our monthly EMS training with Dr. Bason-Mitchell focused on 2 rattlesnake bite cases that happened in Marin within a week. He also covered abdominal emergencies.

The training officers planned a countywide HAZMAT drill and are bringing experts in from the Lawrence Livermore Lab to discuss HAZMAT emergencies. The drill is planned for next month for all three shifts.

Driver/Operator 1B class is planned for the week of December 4th and Lieutenants Bonfigli and McGuire are the lead instructors.

LT Mark Newman, FF/PM Charles Armour are close to completion of Level 1 Boat Operator and continue to put in the necessary hours. FF Gary Travis has entered the Boat Operator program and started the District task book.

Capt. Fitzgerald attended a maritime active threat class that involved all water assets in the Bay Area.

FF/Tr Dalton Locke successfully completed the clinical rotations at the hospital. He will start his paramedic internship starting next month on M18 (Ross Valley). He will also complete his module 3 written and didactic tests prior to him leaving for his internship.

LT Newman, Exec. Asst. Nicole Chaput and I have successfully entered a program where we will receive financial compensation for every training hour logged.

Personnel with 20 hours or greater of training: LT Digory McGuire (35), FF/PM Charles Armour (40), FF/PM Carlos Berlanga (23), FF/PM Matt Wilson (21), FF Gary Travis (21), FF/Tr Cole Vasconcellos (34), and Capt. Mark Fitzgerald (21).

Total training hours for August = 366 hours.

**Logistics/Maintenance - Chief Miller**

Routine monthly maintenance performed.

Apparatus/Equipment:

- E11 was taken to Golden State for repairs and has recently returned.

- E612 was taken to Golden State for its annual maintenance.
- Fireboat Tiburon completed its annual maintenance.

Stations:

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

**Prevention - Chief/FM Lantier**

Training: FPS Musante completed Fire Investigation 1B in Petaluma in August. FPD Heckler and FM Lantier took a Statutes and Regulations Class put on by OSFM in San Rafael.

Permits:

Fire Marshal (FM) Lantier reports \$8,860.00 billed in August.

Inspections Completed:

FPS Heckler performed (29) annual Occupancy inspections, (54) annual WUI inspections, (6) Fire sprinkler inspections, (7) PV/ESS System inspections, and (6) re-inspections. FM Lantier did the annual OSFM mandated inspection of the Tiburon Police Holding cell (1 occupancy).

FPS Musante performed (62) annual WUI inspections, (6) defensible space inspections, (1) annual Occupancy inspection and (1) PV/ESS System inspection.

Plan Reviews Completed:

FM Lantier performed (3) reviews for automatic sprinkler systems, (31) development plan reviews, (7) PV/ESS system installation reviews and (4) plan review for Vegetation Management Plans. FPS Heckler did (2) PV/ESS plan reviews. FPS Musante did (1) PV/ESS plan review.

Community Risk Reduction:

In the month of August, there were 8 parcel properties identified with dead trees for removal to mitigate fire/fall hazards. These areas include Paradise Dr, Palmer, Virginia, Geldert, Pelican Point Rd, & Tiburon Blvd.

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

**A. Finance Report**

Director Jones presented the Finance Report Discussion.

8/10/2023

<b>Balance on Hand Operating (BofA), beginning</b>	\$	151,646.82
Cash Revenue/Deposits	\$	195,080.47
Cash Expenditures	\$	(198,688.25)
Net LAIF/CAMP Transfers In/(Out)	\$	(115,000.00)
<b>Balance on Hand Operating (BofA), ending</b>	\$	33,039.04

Transfers to P/R Account      \$      850,000.00

Transfers from LAIF	\$	
Transfers to LAIF	\$	
Transfers from CAMP	\$	735,000.00
Transfers to CAMP	\$	
<b>Reserve Balances</b>		
Committed Reserves		
Facilities	\$	3,650,000.00
Lease Payments	\$	270,000.00
Apparatus	\$	1,556,471.00
<b>Total Committed Reserves</b>	<b>\$</b>	<b>5,476,471.00</b>
Assigned Reserves		
Equipment	\$	149,750.00
IT	\$	
PTO	\$	
<b>Total Assigned Reserves</b>	<b>\$</b>	<b>149,750.00</b>
<b>General Operations Reserve</b>	<b>\$</b>	<b>1,215,986.23</b>
LAIF Ending Balance	\$	131,248.61
CAMP Ending Balance	\$	6,710,958.62
<b>Total Investment Acct Balance</b>	<b>\$</b>	<b>6,842,207.23</b>

Discussion.

**AGENDA ITEM 6 – COMMITTEE REPORTS**

- A. MERA – Chief Pearce**  
MERA construction on all of the sites is almost finished and should be completed by the end of November. Motorola is now installing equipment at many of the sites.
- B. SMEMPS – Chief Pearce**  
SMEMPS BOD adopted the FY 2023-24 Final Budget. Director Capell attended the meeting. International ambulance is now scheduled for delivery mid-November. Looking at multiple ambulance vendors.
- C. PERSONNEL COMMITTEE – Vice President O'Donnell**  
Committee met with Chief Pearce last week. Process plan for succession planning will start in 2024. A sentence change to the policy will be made and might come before the Board in November.

**AGENDA ITEM 7 – BOARD OF COMMENTS**

Chief Pearce stated two-day parking lot paving project beginning tomorrow.

**AGENDA ITEM 8 – ADJOURNMENT**

M/O'Donnell, S/Jones to adjourn

**Executive Assistant Chaput polled the Board:**

Woodford – Aye

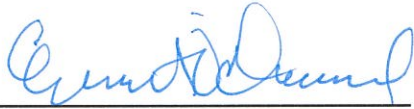
O'Donnell – Aye

Capell – Absent

Jones – Aye

Miller – Aye

Meeting adjourned at 1747 hrs.



Emmett O'Donnell, Vice President



---

Rick Jones, Director

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  
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