

## **TIBURON FIRE PROTECTION DISTRICT**

Board of Directors Meeting

November 8, 2023

BOD PRESENT: Cheryl Woodford, Emmett O'Donnell, Mark Capell, Rick 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.

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

- A. Approval of Minutes, October 11, 2023
- B. Communications

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

**Executive Assistant Chaput polled 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 present.

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

- A. Monthly Report – Chief Pearce

#### **Administration**

Progress on Station 10 continues. The Town of Tiburon has agreed to waive the project fees associated with the project. The Quitclaim of the R/W easement vacation prepared by the Surveyor, and supported by the County of Marin, was submitted and payment is scheduled for approval under Agenda Item 5A.

Delays in the R/W easement vacation from the County of Marin and design review documents dependent on the same have pressed our schedule out further than expected. Once resolved, we will proceed on the prequalification of contractors in anticipation of a design/build relationship of the contractor and LCA. This process may yield additional cost savings on the project. We are in discussions on the possibility to phase this project, starting with essential retaining walls and landscaping needs.

As requested by the Personnel Committee, updates for a TFPD personnel policy have been made and a draft will be presented later in the meeting.

Anticipated movement with our current Firefighter-Trainees will open up vacancies in the trainee position. We will be opening the application process mid-November through mid-December.

### **Operations**

The District responded to the following calls in October:

206 calls

Zone 10 – 33

Zone 11 – 59

Zone 12 – 19

Angel Island – 3

Bay Waters – 3

All Other Calls – 89

### **Significant Events:**

There were no significant events during the month of October.

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

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

- Pre-positioning 10/28-10/29 – Red Flag Warning for wind event

### **Training - Chief Hellyer**

Marin County Block Training focused on Confined space rescues and the drill was held at the Net Depot. Thanks to Capt. Mark Fitzgerald who coordinated the training for all three shifts.

Our monthly EMS training with Dr. Bason-Mitchell focused on rare case studies from the previous month.

In house EMS training consisted of EMT skills catch-up, as they are all recertifying at the end of the year.

The training officers planned a countywide HAZMAT drill and brought experts in from the Lawrence Livermore Lab to discuss HAZMAT emergencies. All three shifts attended the drill in San Rafael utilizing the county coverage matrix.

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.

Fireboat Tiburon participated in the security detail for fleet week.

FF/Tr Dalton Locke has started his paramedic internship this month on M18 (Ross Valley). He has also completed his Module 3 written and didactic tests prior to him leaving for his internship.

FF/PM Carlos Berlanga and FF Gary Travis are going through final probationary testing (Module 5). They have both passed the written portion and the skills and evolutions are ongoing. They both have one month left in their probation.

Personnel with 20 hours or greater of training: LT Digory McGuire (22), FF/PM Matt Wilson (46), FF/PM Omar Bell (52), FF/PM Charles Armour (31) FF/Tr Conner Branco (21), and Capt. Mark Fitzgerald (44).

Total training hours for October = 336 hours.

### **Logistics/Maintenance - Chief Miller**

#### **Apparatus/Equipment**

- Routine monthly maintenance performed.
- We are in the process of acquiring a Type 3 engine for use on Angel Island.
- We are exploring the possibility of leasing staff vehicles from Enterprise Fleet Mgmt. to assist in cost saving and minimize logistical and administrative impacts.

#### **Stations:**

- Station 11/10 - Routine monthly maintenance performed.

### **Prevention - Chief Lantier**

Training: Fire Prevention Staff attended an informative presentation by SMFD staff on Open Gov software at SMFD Headquarters. The program presents a far better approach to Fire Prevention specific needs and the permit process from start to finish which the current ERS platform does not provide.

FPS Heckler attended the CCAI Fire investigation conference in San Luis Obispo to maintain his qualifications for NFPA 921.

#### **Permits:**

Fire Marshal (FM) Lantier reports \$9,718 billed in October.

#### **Inspections Completed:**

FPS Heckler performed (10) company inspections, (14) annual WUI inspections, (6) fire sprinkler inspections, (5) PV/ESS System inspections, and (4) re-inspections.

FPS Musante performed (71) annual WUI inspections, (1) defensible space inspection, and (1) PV-ESS inspection.

FM Lantier performed (1) fire sprinkler inspection.

#### **Plan Reviews Completed:**

FM Lantier performed (2) review for automatic sprinkler systems and (1) fire alarm system review, (26) development plan reviews, and (10) PV/ESS system installation reviews. FPS Heckler did (2) development plan reviews.

#### **Community Risk Reduction:**

In the month of October there were 6 parcels identified with dead trees documented for removal to mitigate fire/fall hazards. Some parcels have multiple dead trees located on the property.

Dead trees identified on the following streets: Paradise Dr, Tiburon Blvd, Hacienda, Spanish Trail, Oak Harbor, Mar West.

Public Education:

Fire Prevention month was conducted over the course of 2 weeks. We hosted 100 Reed School & 28 St. Hilary Kindergartners at Station 11 while reinforcing the "Stay Low and Go" campaign, "What's on a Fire Engine" theme, as well as "Can you squirt the cone?" It was a huge hit with the children, teachers and parents. Engine Companies also assisted Fire Prevention staff at (5) pre-school visits.

**B. Approve receipt of surplus Cal OES Type 3 engine**

Discussion.

M/Miller, S/O'Donnell to approve receipt of surplus Cal OES Type 3 engine

**Executive Assistant Chaput polled the Board:**

Woodford – Aye

O'Donnell – Aye

Capell – Aye

Jones – Aye

Miller – Aye

**C. Draft of personnel policy update**

Discussion. Board members had additional changes to bring back to the Association and Management groups for review. This draft policy remains subject to the meet and confer process.

AGENDA ITEM 5 – TREASURER'S REPORT

**A. Payroll and Warrants**

M/O'Donnell, S/Jones to approve Payroll and Warrants

**Executive Assistant Chaput polled the Board:**

Woodford – Aye

O'Donnell – Aye

Capell – Aye

Jones – Aye

Miller – Aye

**B. Finance Report**

Director Capell presented the Finance Report

Discussion.

10/12/2023

<b>Balance on Hand Operating (BofA), beginning</b>	\$	132,860.75
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Cash Revenue/Deposits	\$	56,152.93
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Cash Expenditures	\$	(170,365.79)
Net LAIF/CAMP Transfers In/(Out)	\$	70,000.00
<b>Balance on Hand Operating (BofA), ending</b>	\$	<b>88,647.89</b>

Transfers to P/R Account	\$	380,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	
Transfers from CAMP	\$	450,000.00
Transfers to CAMP	\$	

**Reserve Balances**

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>310,746.20</b>
LAIF Ending Balance	\$	132,431.96
CAMP Ending Balance	\$	5,804,535.24
<b>Total Investment Acct Balance</b>	<b>\$</b>	<b>5,936,967.20</b>
Discussion.		

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

MERA construction on all of the sites should be completed by the end of the year. Connectivity on the microwave system and fire station alerting has started.

**B. S MEMPS – Chief Pearce**

International ambulance (Medic 10) scheduled for delivery in December.

**AGENDA ITEM 7 – BOARD OF COMMENTS**

Discussion on apparatus updates concerning electric vehicle requirements in the coming years. Director Miller inquired about next steps to the recruitment process. Director Jones once again asked Chief Pearce about current employee morale. Board members suggested a gathering for the Board and staff.

**AGENDA ITEM 8 – ADJOURNMENT**

M/Miller, S/Capell to adjourn

**Executive Assistant Chaput polled the Board:**

Woodford – Aye

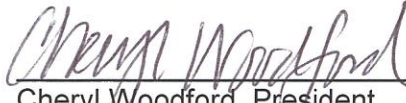
O'Donnell – Aye

Capell – Aye

Jones – Aye

Miller – Aye

Meeting adjourned at 1909 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~~ **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