

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

January 10, 2024

BOD PRESENT: Mark Capell, Robert Miller and Cheryl Woodford

PRESENT: Chief Richard Pearce, BC Steve Ardigo, BC/FM Michael Lantier, Captain Travis Terrell and Executive Assistant Nicole Chaput

ABSENT: Rick Jones and Emmett O'Donnell

AGENDA ITEM 1 – CALL TO ORDER

President Capell called the meeting to order at 1830 hrs.

AGENDA ITEM 2 – CONSENT CALENDAR

- A. Approval of Minutes, December 13, 2023
- B. Communications
- C. Resolutions #2024-01 through #2024-03, years of service acknowledgements
- D. Resolution #2024-04, Proclamation of Community Risk Reduction Week, January 15-21, 2024

M/Woodford, S/Miller to approve Consent Calendar Items

Executive Assistant Chaput polled the Board:

Capell – Aye

Jones – Absent

O'Donnell – Absent

Miller – Aye

Woodford – Aye

AGENDA ITEM 3 – PUBLIC OPEN TIME

President Capell opened the floor to the public. No public present.

AGENDA ITEM 4 – CHIEF'S REPORT

- A. Monthly Report – Chief Pearce

Administration

A document was developed and presented to Pierce and International providing acceptable resolution to the continuing problems that we are experiencing with our Type 3 engine.

Our Firefighter/Trainee selection process was open through December 29, 2023. This has been a very successful recruiting tool for the District and a tremendous opportunity for the participants. We have 10 full time employees through all ranks that have come from this program, which also continues our diversity and outreach efforts to the community.

The draft language proposed by the Board has been forwarded to the Association and Management Groups for consideration and response, responses will be discussed later in the Board meeting.

This year our toy drive was very successful and successfully complemented the San Rafael "Santa Cop" efforts in the underserved communities.

We anticipate receiving our new SMEMPS ambulance any day. This vehicle was originally slated for replacement 3 years ago. Compliments to the amazing work of our personnel keeping the current ambulance in a state of operational readiness.

We are watching the development of the State Budget and the anticipated \$68 Billion deficit and how it may impact the District.

Operations - Chief Ardigo

The District responded to the following calls in December:

195 calls

Zone 10 – 23

Zone 11 – 70

Zone 12 – 23

Angel Island – 0

Bay Waters – 1

All Other Calls – 78

Significant Events:

There were no significant events during the month of December.

Out-of-County/Pre-Positioning:

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

Training - Chief Hellyer

Marin County Block Training focused on multi-company first alarm response at night. Night drills are mandatory annual training and this year we focused on a dock fire simulation.

Our monthly EMS training with Dr. Bason-Mitchell focused on cardiac arrest emergencies.

In house EMS training focused on infections including Sepsis, which can be very serious. We focused on how to diagnose and recognize prevalent signs and symptoms.

Planning continues for a large-scale active shooter scenario on the Angel Island Ferry. Multiple agencies, including Tiburon PD, will be involved and Capt. Dan Elkington is the lead for the drill.

FF Gary Travis and FF/PM Carlos Berlanga have officially passed probation and have an excellent foundation to becoming active, high quality TFD team members.

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 and FF/PM Carlos Berlanga have entered the Boat Operator program and started the District task book.

FF/Tr Dalton Locke has finished his internship with high praise for Ross Valley Fire. He will take his national registry and become our newest FF/PM. Locke has worked for over 2 years to get his paramedic license.

FF/Trainees Gavin Dow, Najm Osborne, Connor Branco and Cole Vasconcellos have completed the Module 2 testing and are scheduled to change shifts in the beginning of January.

The Acting Officers have an annual project of completing assigned pre-plans of target hazards in our District. FF/PM Matt Wilson, Omar Bell and Chris May have completed this assignment and the pre-plans will be placed in our CAD for reference should there be an incident at one of these locations.

Personnel with 20 hours or greater of training: BC Ardigo (24), FF/PM Chris May (111), FF/PM Omar Bell (57) and Capt. Mark Fitzgerald (46).

Total training hours for December = 348 hours.

Logistics/Maintenance - Chief Miller

- Routine monthly maintenance performed.

Apparatus/Equipment

- The Type 3 for Angel Island is currently at ALCO.
- E-611 is still with Pierce and being evaluated.
- We are continuing to explore 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 - HVAC completed for Station 11.

Prevention - Chief Lantier

Training: FM Lantier attended a California Insurance Association webinar entitled "Understanding California's Fire Insurance Crisis" where topics were discussed regarding the lack of insurance coverage in the state of California due to wildfires.

Permits:

Fire Marshal (FM) Lantier reports \$9,717.00 paid in December.

Inspections Completed:

FPS Heckler performed (1) company inspection, (10) annual FP inspections, (10) fire sprinkler inspections, (8) PV/ESS System inspections, and (1) re-inspection.

FPS Musante performed (11) company inspections, (3) annual WUI inspections, and (4) fire sprinkler inspections.

FM Lantier performed (1) fire sprinkler inspection.

Plan Reviews Completed:

FM Lantier performed (6) review for automatic sprinkler systems, (22) development plan reviews, and (6) PV/ESS system installation reviews. FPS Heckler did (2) development plan reviews.

Community Risk Reduction:

The Prevention staff attended the annual Safety Risk management meeting at Reed Union School District with stakeholders from all aspects of the community. The District Superintendent had the master RUSD Safety Plan reviewed and site inspections were completed at all (4) RUSD properties.

All FP staff also attended the 2023 FPO annual planning meeting for year-end review of goals and outlining of 2024 goals that are required by the Marin Fire Chiefs Association.

Public Education:

December was the holiday light inspection safety messaging from NFFPA both on TFD's Next Door and Instagram.

- B. Draft of personnel policy update
Discussion.
- C. Station 10 update
Discussion.
- D. Form 700, Statement of Economic Interests, SB 1343 Anti-Harassment Training and AB 1234 Ethics Training for BOD
Discussion.

AGENDA ITEM 5 – TREASURER’S REPORT

A. Payroll and Warrants

M/Miller, S/Woodford to approve Payroll and Warrants

Executive Assistant Chaput polled the Board:

Capell – Aye

Jones – Absent

O'Donnell – Absent

Miller – Aye

Woodford – Aye

B. Finance Report

Director Woodford presented the Finance Report
Discussion.

12/14/2023

Balance on Hand Operating (BofA), beginning	\$	30,624.32
Cash Revenue/Deposits	\$	4,590,958.67

Cash Expenditures	\$	339,524.14
Net LAIF/CAMP Transfers In/(Out)	\$	<u>(4,345,000.00)</u>
Balance on Hand Operating (BofA), ending	\$	616,107.13

Transfers to P/R Account	\$	940,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	
Transfers from CAMP	\$	450,000.00
Transfers to CAMP	\$	3,855,000.00

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 \$ 3,229,276.55

LAIF Ending Balance	\$	132,431.96
CAMP Ending Balance	\$	<u>8,723,065.59</u>
Total Investment Acct Balance	\$	8,855,497.55

Discussion.

- C. Acceptance of ACFR/Audit Submission
M/Woodford, S/Capell to accept ACFR/Audit Submission
Executive Assistant Chaput polled the Board:
Capell – Aye
Jones – Absent
O'Donnell – Absent
Miller – Aye
Woodford – Aye

AGENDA ITEM 6 – COMMITTEE REPORTS

- A. **MERA** – Chief Pearce
MERA construction completion on all of the sites expected by the end of the year. MERA is reviewing governing documents after all changes that have occurred.
- B. **SMEMPS** – Chief Pearce
Reviewing all S MEMPS' governing documents after SMFD/MVFD consolidation occurred in order to memorialize all changes where necessary. Next meeting will be in May.

AGENDA ITEM 7 – BOARD OF DIRECTORS

A. Committee Assignments 2024

M/Woodford, S/Miller to approve committee assignments as follows:

Finance Committee – Woodford, O'Donnell

SMEMPS – Miller

Personnel Committee – Capell, Jones

Executive Assistant Chaput polled the Board:

Capell – Aye

Jones – Absent

O'Donnell – Absent

Miller – Aye

Woodford – Aye

AGENDA ITEM 8 – ADJOURNMENT

M/Woodford, S/Capell to adjourn

Executive Assistant Chaput polled the Board:

Capell – Aye

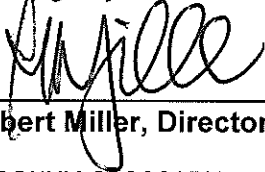
Jones – Absent

O'Donnell – Absent

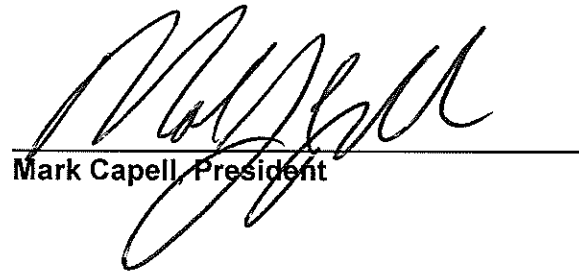
Miller – Aye

Woodford – Aye

Meeting adjourned at 1859 hrs.



Robert Miller, Director



Mark Capell, 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

