

## **TIBURON FIRE PROTECTION DISTRICT**

Board of Directors Meeting  
February 14, 2024

BOD PRESENT: Mark Capell, Rick Jones and Robert Miller

PRESENT: Chief Richard Pearce, BC/FM Michael Lantier, Captain  
Daniel Elkington, Lieutenant Dean Bonfigli and Administrative Officer  
Nicole Chaput

ABSENT: Emmett O'Donnell and Cheryl Woodford

### **AGENDA ITEM 1 – CALL TO ORDER**

President Capell called the meeting to order at 1831 hrs.

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

- A. Approval of Minutes, January 10, 2024
- B. Communications

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

**Administrative Officer Chaput polled the Board:**

Capell – Aye

Jones – Aye

O'Donnell – Absent

Miller – Aye

Woodford – Absent

### **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**

As you know, a series of strong storms have rolled through California with high winds and heavy rain resulting in many responses. We up staffed in anticipation of the events and supported pre-positioning efforts by the County and State. Congratulations to the entire staff for their effective response and early identification and mitigation of potential hazards.

I hope to have a recommendation from Pierce and International that provides an acceptable resolution to the continuing problems that have been experienced with our Type 3 engine prior to the Board meeting.

We are putting four candidates from the recent Firefighter/Trainee selection process through background investigation followed by pre-employment physical capacity testing. This has been a very successful recruiting tool for the District and a tremendous

opportunity for the participants. We anticipate having recommendations for the April Board meeting.

We anticipate receiving our new S MEMPS 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.

California counties, cities and special districts are watching the development of the State Budget and the Governor's proposal to retain excess Education Revenue Augmentation Fund (ERAF) for the schools, which would result in an additional \$500K shift for ERAF. Since the implementation of Proposition 1A, we believe this action to be unconstitutional.

### **Operations - Chief Ardigo**

The District responded to the following calls in January:

211 calls

Zone 10 – 32

Zone 11 – 59

Zone 12 – 28

Angel Island – 0

Bay Waters – 3

All Other Calls – 89

### **Significant Events:**

There were no significant events during the month of January.

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

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

### **Training - Chief Hellyer**

Marin County Block Training focused on multi-company first alarm response at night. Night drills are mandatory annual training and in January, we conducted a battalion drill at Edna McGuire School. The drill focused on commercial structure firefighting and defensive operational strategy.

Our monthly EMS training with Dr. Bason-Mitchell focused on toxicology.

In-house EMS training focused on getting the required EMT skills in order to recertify.

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.

LT Mark Newman and 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/PM Dalton Locke is now on shift and about to start his 5 call. During the process his paramedic mentor will make sure he is ready to act alone in the position.

FF/Trainees Gavin Dow, Najm Osborne, Connor Branco and Cole Vasconcellos have completed the Module 2 testing and have started on new shifts.

PG&E sent a representative to give all shifts safety training around gas and electric incidents. This is an annual training.

Personnel with 20 hours or greater of training: Capt. Travis Terrell (22), Lt. Mark Newman (31), FF/PM Chris May (48), FF/PM Omar Bell (86) and Capt. Mark Fitzgerald (34).

Total training hours for January = 406 hours.

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

#### **Apparatus/Equipment**

- Routine monthly maintenance completed.
- The Type 3 for Angel Island is currently at ALCO and will be sent for paint next.
- E-611 is still with Pierce and being evaluated.
- We have decided to purchase two new hybrid Ford Maverick pickups to replace the two prevention vehicles.
- We are going to start the process of building a new Command vehicle.
- Stations:
- Station 11/10 - routine maintenance completed.

### **Prevention - Chief Lantier**

#### **Training:**

FP Staff is doing a series of PV/ESS trainings every Tuesday.

#### **Permits:**

Fire Marshal (FM) Lantier reports \$6,042.00 paid in January.

#### **Inspections Completed:**

FPS Heckler performed (1) annual FP inspections, (14) fire sprinkler inspections, (5) PV/ESS System inspections, and (9) re-inspections.

FPS Musante performed (14) Annual Inspections, (4) company inspections, (3) annual WUI inspections, and (1) PV/ESS inspection.

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

FM Lantier performed (3) reviews for automatic sprinkler systems, (12) development plan reviews, and (2) PV/ESS system installation reviews. FPS Heckler did (2) development plan reviews and (1) Commercial AFS Review.

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

FM Lantier is sitting on the Marin County Fire Chiefs Association subgroup to review the next generation of Records Management Systems for the entire county.

FM Lantier and FPS Heckler attended the MCFIT bi-monthly meeting on 1/23/24.

- B. Station 10 update  
Discussion.

- C. Declare Surplus Equipment  
Discussion.

M/Jones, S/Miller to declare surplus equipment  
**Administrative Officer Chaput polled the Board:**  
 Capell – Aye  
 Jones – Aye  
 O'Donnell – Absent  
 Miller – Aye  
 Woodford – Absent

AGENDA ITEM 5 – TREASURER’S REPORT

- A. Payroll and Warrants

M/Miller, S/Jones to approve Payroll and Warrants  
**Administrative Officer Chaput polled the Board:**  
 Capell – Aye  
 Jones – Aye  
 O'Donnell – Absent  
 Miller – Aye  
 Woodford – Absent

- B. Finance Report

Director Jones presented the Finance Report  
 Discussion.

1/11/2024

Balance on Hand Operating (BofA), beginning	\$	616,107.13
Cash Revenue/Deposits	\$	376,756.18
Cash Expenditures	\$	(211, 597.06)
Net LAIF/CAMP Transfers In/(Out)	\$	<u>(600,000.00)</u>
Balance on Hand Operating (BofA), ending	\$	181,266.25
Transfers to P/R Account	\$	1,000,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	
Transfers from CAMP	\$	525,000.00
Transfers to CAMP	\$	
Change in prior scheduled transfers	\$	(125,000.00)
 Reserve Balances		
Committed Reserves		
Facilities	\$	3,650,000.00
Lease Payments	\$	270,000.00

Apparatus	\$ 1,556,471.00
Total Committed Reserves	\$ 5,476,471.00
Assigned Reserves	
Equipment	\$ 149,750.00
IT	\$
PTO	\$
Total Assigned Reserves	\$ 149,750.00
General Operations Reserve	\$ 2,872,139.63
LAIF Ending Balance	\$ 133,762.39
CAMP Ending Balance	\$ 8,364,598.24
Total Investment Acct Balance	\$ 8,498,360.63
Discussion.	

**C. Mid-Year Budget Revisions/Recommendations**

M/Jones, S/Miller to accept mid-year budget revisions (no recommendations at this time)

**Administrative Officer Chaput polled the Board:**

Capell – Aye

Jones – Aye

O'Donnell – Absent

Miller – Aye

Woodford – Absent

**AGENDA ITEM 6 – COMMITTEE REPORTS**

**A. MERA – Chief Pearce**

MERA is almost done with all construction on all sites and Motorola is in the process of loading up equipment on remaining sites. Roll out still anticipated to be September/October with transition to the new system and system acceptance at the end of the year or January 2025. Next pieces are training and implementation of new system.

**B. SMEMPS – Chief Pearce**

Next meeting will be in May. Everything is going well with just a slight bit of feedback on some of the billing components, which is nature of the business. Level of service consistently complimented. Reviewing all SMEMPS' governing documents after SMFD/MVFD consolidation occurred in order to memorialize all changes where necessary and consider changes to the operations plan in order to address

**AGENDA ITEM 7 – BOARD OF DIRECTORS**

Jones stated he was appreciative of his meeting with Chief Hellyer and Captain Terrell, which he felt was very informative. This meeting only leads Jones to believe in the importance of more exposure between the staff and Board members. Miller and Capell agreed.

**AGENDA ITEM 8 – ADJOURNMENT**

M/Miller, S/Jones to adjourn

**Administrative Officer Chaput polled the Board:**

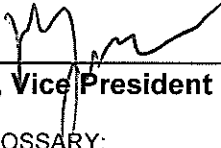
Capell – Aye

Jones – Aye

O'Donnell – Absent

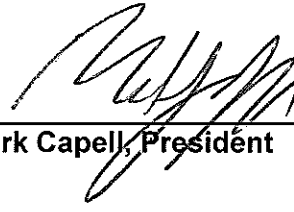
Miller – Aye  
Woodford – Absent

Meeting adjourned at 1859 hrs.



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**Rick Jones, Vice President**



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**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