

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

March 13, 2024

BOD PRESENT: Mark Capell, Rick Jones, Robert Miller and Cheryl Woodford

PRESENT: Chief Richard Pearce, BC/FM Michael Lantier, BC Ehren Miller and Administrative Officer Nicole Chaput

ABSENT: 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, February 14, 2024
- B. Communications
- C. Re-appointment of Conner Branco, Gavin Dow, and Najm Osborne to Firefighter-Trainee, Range 400, Step #1, \$3,949/month, effective March 20, 2024
- D. Appointment of Adam Bloomer, Justin Frazier, Brent Hughes, and William Scharninghausen to Firefighter-Trainee, Range 400, Step #1, \$3,949/

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

Administrative Officer Chaput polled the Board:

Capell – Aye

Jones – Aye

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

Chief Pearce is confident everyone is ready for spring. This has been a remarkably wet winter punctuated with a series of strong storms with high winds and heavy rain resulting in many responses. We upstaffed as appropriate in anticipation of the events and to support pre-positioning efforts by the County and State. Once again, thanks to the entire staff for filling these assignments, their effective response, early identification and mitigation of potential hazards.

Recommendation for the appointment of four Firefighter/Trainees will be included in the Board packet. These candidates have completed the background and pre-employment physical capacity testing. A two-week in-house academy will commence on April 1, 2024 followed by shift assignments.

Chief Pearce directed our facilities team to investigate and make recommendations on resolving issues at Station 11, particularly in the men's restroom and shower facilities. This 30-year old station is in need of some updating and he anticipates a significant remodel of this area is warranted.

We have received our new S MEMPS ambulance, which is being outfitted before being placed into service. This vehicle was originally slated for replacement 3 years ago. Chief Pearce appreciates everyone's patience and the amazing work of our personnel to keep the current ambulance in a state of operational readiness.

California counties, cities and special districts are watching the development of the State Budget and how to fill the budget deficit; much will be gleaned with the Governor's May revision.

Belvedere's Measure C, which allocates funds for Fire and EMS services from TFPD passed with a 76% approval.

Operations - Chief Ardigo

The District responded to the following calls in February:

191 calls

Zone 10 – 33

Zone 11 – 50

Zone 12 – 24

Angel Island – 2

Bay Waters – 4

All Other Calls – 78

Significant Events:

There were no significant events during the month of February.

Out-of-County/Pre-Positioning:

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

Training - Chief Hellyer

Marin County Block Training focused on mass casualty incidents (MCIs) specific to an active shooter event. We are having our annual MCI drill this month and are focusing on an incident on the bay ferries, specifically the Angel Island ferry.

Our monthly EMS training with Dr. Bason-Mitchell focused on a traumatic case review where a vehicle drove off the road down a cliff and had a difficult extrication.

In-house EMS training focused on patients with altered mental status (AMS).

A large-scale active shooter scenario on the Angel Island Ferry was conducted Tuesday, 3/12/24. Multiple agencies were involved and Capt. Dan Elkington was 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/PM Locke is also working on becoming a District driver/operator and is near completion of his task book. He is preparing for the final test.

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

We purchased some new RAD devices used to detect radiation and put them in service. Each shift familiarizes themselves with its operation.

Planning has begun for the new Trainee academy starting April 1 and FF/PM Charles Armor is the lead once again.

Personnel with 20 hours or greater of training: Capt. Daniel Elkingtonl (67), Lt. Digory McGuire (22), FF/PM Chris May (67), and FF/PM Omar Bell (67).

Total training hours for February = 380 hours.

Logistics/Maintenance - Chief Miller

Apparatus/Equipment

- Routine monthly maintenance completed.
- The Type 3 for Angel Island is almost completed at ALCO and will be sent for paint next.
- E-611 is in the process of being surplussed and a new E-611 build is at the beginning phases.
- We have decided to purchase two new hybrid Ford Maverick pickups to replace the two prevention vehicles and should arrive in April.
- We have started the process of building a new Command vehicle and will be completed in April or May.

Stations:

- Station 11/10 - routine maintenance completed.

Prevention - Chief Lantier

Training: FP Staff is taking a Residential Sprinkler Installers Online course in preparation for a property owner exemption installation of a NFPA 13D system at 107 Acacia Ave. The property owner is required to take the same course in order to install the system designed by a C-16 Contractor.

FPS Musante is inspecting all Knox Boxes in our District for proper keys and to validate the vendor's correct list. This is required by TFD policy.

Permits:

Fire Marshal (FM) Lantier reports \$7,632.00 billed in February.

Inspections Completed:

FPS Heckler performed (31) annual FP inspections, (2) Vegetation Management inspections, (10) Fire Sprinkler inspections, (9) PV/ESS System inspections, and (1) affected area inspection to verify if fire sprinklers are required after changes were made to a project.

FPS Musante performed (14) Annual inspections, (4) Defensible Space inspections, (1) Vegetation Management inspections, and (29) Knox box field verifications.

Plan Reviews Completed:

FM Lantier performed (6) reviews for automatic sprinkler systems, (23) development plan reviews, and (6) PV/ESS system installation reviews. FPS Heckler did (1) development plan review.

Community Risk Reduction:

FM Lantier is assisting in the Active Shooter drill meetings for the event in March.

- B. Station 10 update
Discussion.
- C. LCA Architects Agreement
Agreement not ready for review and approval at this regular meeting of the Board. No action taken.
- D. Declare Surplus Equipment
Discussion regarding surplus and sale of current Type 3 engine.
M/Jones, S/Miller to declare surplus equipment
Administrative Officer Chaput polled the Board:
Capell – Aye
Jones – Aye
O'Donnell – Absent
Miller – Aye
Woodford – Aye
- E. Richardson Bay Sanitary District Training Site
Discussion.
M/Miller, S/Woodford to approve concept for Richardson Bay Sanitary District Training Site and authorize Chief Pearce to pursue necessary agreement(s) and approval(s).
Administrative Officer Chaput polled the Board:
Capell – Aye
Jones – Aye
O'Donnell – Absent
Miller – Aye
Woodford – Aye

AGENDA ITEM 5 – TREASURER'S REPORT

A. Payroll and Warrants

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

Administrative Officer Chaput polled the Board:

Capell – Aye

Jones – Aye

O'Donnell – Absent

Miller – Aye

Woodford – Aye

B. Finance Report

Director Woodford presented the Finance Report

Discussion.

2/15/2024

Balance on Hand Operating (BofA), beginning	\$	181,266.25
Cash Revenue/Deposits	\$	197,694.09
Cash Expenditures	\$	146,892.55
Net LAIF/CAMP Transfers In/(Out)	\$	(410,000.00)
Balance on Hand Operating (BofA), ending	\$	115,852.89

Transfers to P/R Account	\$	1,000,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	
Transfers from CAMP	\$	590,000.00
Transfers to CAMP	\$	
Change in prior scheduled transfers	\$	

Reserve Balances

Committed Reserves		
Facilities	\$	3,650,000.00
Lease Payments	\$	270,000.00
Apparatus	\$	1,070,000.00
Total Committed Reserves	\$	4,990,000.00
Assigned Reserves		
Equipment	\$	607,500.00
IT	\$	
PTO	\$	
Total Assigned Reserves	\$	607,500.00
General Operations Reserve	\$	2,347,444.80
LAIF Ending Balance	\$	133,762.39
CAMP Ending Balance	\$	8,364,598.24
Total Investment Acct Balance	\$	7,944,944.80

Discussion.

AGENDA ITEM 6 – COMMITTEE REPORTS

A. MERA – Chief Pearce

Construction 90% complete on all MERA sites and Motorola is on schedule to complete their network equipment install on remaining sites. Nokia installing microwave equipment on all 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.

B. S MEMPS – Chief Pearce

Next meeting will be in May. New ambulance has arrived and is being prepared for in-service.

AGENDA ITEM 7 – CLOSED SESSION

A. Public Employee – Government Code §54957

1. Deputy Fire Chief

The Board adjourned to Closed Session at 1916 hours to discuss the following item:

A. Public Employee – Government Code §54957

1. Deputy Fire Chief

The Board reconvened to Open Session at 1957 hours and reported the following:
Nothing to report.

AGENDA ITEM 8 – BOARD OF DIRECTORS

No Board comments.

AGENDA ITEM 9 – ADJOURNMENT

M/Woodford, S/Miller to adjourn

Administrative Officer Chaput polled the Board:

Capell – Aye

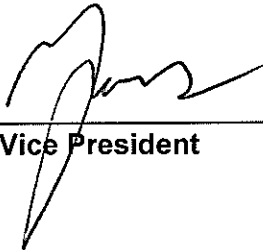
Jones – Aye

O'Donnell – Absent

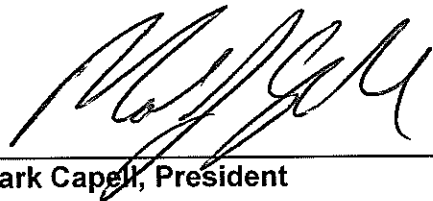
Miller – Aye

Woodford – Aye

Meeting adjourned at 1958 hrs.



Rick Jones, Vice President



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

