

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

October 9, 2024

BOD PRESENT: Mark Capell, Rick Jones, Joy Ho and Brett Tucker

PRESENT: Chief Tommy Hellyer, Chief Richard Pearce and Administrative Officer Nicole Chaput

ABSENT: Cheryl Woodford

AGENDA ITEM 1 – CALL TO ORDER

President Capell called the meeting to order at 1602 hrs.

AGENDA ITEM 2 – CONSENT CALENDAR

- A. Minutes, September 11, 2024
- B. Communications
- C. Warrants and Payroll
- D. LAFCo Cost Sharing Agreement

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

Administrative Officer Chaput polled the Board:

Capell – Aye

Jones – Aye

Woodford – Absent

Ho – Aye

Tucker – Aye

AGENDA ITEM 3 – PUBLIC OPEN TIME

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

AGENDA ITEM 5 – CHIEF'S REPORT

- A. Monthly Report – Chief Hellyer

Administration

Pre-construction planning for station 10 continues. To start the process of hiring a contractor we have been counseled to separate the RFQ and RFP procedure. We will look to put out an RFQ out this month for the purposes of time. The RFP will follow when the bridging document is completed by LCA.

We have secured a temporary use permit from the town that allows us to utilize the Tiburon Baptist Church as a temporary fire station. A contract has been recently signed with Pacific Mobile for the modular structure lease. Logistics for the living quarters continue and we are grateful for the support from the church.

Captain and Lieutenant promotional exams were October 4 with final selection and Chief interviews conducted October 8. The District is fortunate to have the depth of experience and professionalism in all the potential candidates.

Chipper Day on September 14th was our biggest success to date.

Operations

The District responded to the following calls in September:

182 calls

Zone 10 – 31

Zone 11 – 51

Zone 12 – 26

Angel Island – 0

Bay Waters – 1

All Other Calls – 73

Significant Events:

There were no significant events during the month of September.

Out-of-County/Pre-Positioning:

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

- Line Fire - San Bernardino County

Training

Block Training for September was put on hold due to multiple fires throughout the state.

Even without the block training this month, shifts have been focused hard on training. The BC exam happened earlier this month and that entailed countless hours of training on and off duty for the candidates. The Captains/Lieutenants exam is taking place the first week of October and crews have been focusing on leadership and simulation training for their upcoming tests.

Training also emphasized on the AI type 3 to get the vehicle outfitted and staff trained on its operations.

Task books for OOC officer, Boat Operator and Acting Officer still remain open and involve multiple hours of situational training. While FF/PMs Chris May and Charles Armour were OOC they got first hand experience as being the engine boss. FF/PM May was able to get his OOC task book completed and is now able to operate in the positions of Engine/Crew/Single Resource OOC.

FF/PM Dalton Locke and his crew on A-Shift have been working on his probationary taskbook. Now that we have personnel that have taken up specialty training, such as FF/PM Matt Wilson and FF Grant Eules in Hazmat as well as Lt. Mark Newman and FF/PM Carlos Berlanga in Rescue Rope Technician, they are teaching District personnel these skills.

Our monthly EMS training with Dr. Bason-Mitchell focused on mandatory compliance of HIPAA and Infection Control. Maybe not the most exciting topics when compared to trauma but equally as important when it comes to today's world. The training focused on how to keep patients' information safe and what information can and cannot be distributed. Infection Control is also a vital topic in keeping ourselves and the public safe from possible exposures.

Fireboat level 1 training continues for Lt. Bonfigli, FF/PM Bell and FF/PM Armour.
Fireboat level 2 training continues for FF Travis, Lt. Newman and FF/PM May.

Our rescue swimmers taskbook qualifications and expectations are being composed by FF/PM Nate Buck. The rescue swimmer annual qualification test is scheduled for next month so extra time is being spent on swimming techniques and efficiency.

FF/PM Dominic Pomilia has been put in charge of all radio communications. He has distributed powerpoints and put on live classes for each shift.

Personnel with 20 hours or greater of training: BC Steve Ardigo (23), FF/PM Omar Bell (47), Lt. Dean Bonfigli (26), FF/TR Connor Branco (76), FF Grant Euleless (37), Capt/PM Mark Fitzgerald (92), FF/PM Dalton Locke (21), FF/PM Chris May (108), Lt. Mark Newman (27), Capt. Travis Terrell (57), FF Gary Travis (22), FF/PM Matt Wilson (109).

728 total training hours were logged this month by TFD.

Logistics/Maintenance

Apparatus/Equipment

- Routine monthly maintenance completed
- The Type 3 for Angel Island will be heading over to the island soon
- We are in the beginning stages of building the next Type 1 engine
- Utility 10 (Ford F250) purchased as a command vehicle, is in the South Bay at NORCAL EVI for installation of Code 3 lights and accessory equipment
- The new Type 3 (replacement for E611) is currently being built by BME
- E-12, while OOC, required a replacement emissions valve (EGR), Diego's Truck installed part locally. Additional diagnostics needed and E-12 is scheduled for additional service
- Additional Open Space District keys acquired for apparatus key rings
- New Knox Key Vaults - installed on all apparatus
- Old 2016 ford E-450 M-10 surplused and sold
- 2022 M-10 received first oil change at MV Corp yard

Stations:

- Routine maintenance completed
- Annual Hydrant Maintenance is near completion amongst all shifts
- St. 11 Emergency Generator annual service completed
- St. 10 Emergency Generator annual service completed
- St. 11 ADA lift repaired by third party and is now back in service
- St. 11 Fire Sprinkler system service completed. New riser parts installed and sprinkler heads replaced as recommended by Santa Rosa Fire Equipment

Prevention Bureau

Permits:

\$7,095.00 in September.

Inspections Completed:

FPS Heckler performed (62) annual Veg Management inspections, (12) Fire Sprinkler inspections, (9) PV/ESS System inspections, (1) Company Inspection, (2) Re-inspections, (2) Affected area inspections, (1) Knox box inspection.

FPS Musante performed (80) Vegetation Management inspections, and (2) Fire Sprinkler inspection, (3) PV/ESS System inspections, (15) Company Inspections.

Plan Reviews Completed:

4Leaf, Inc. has been working hard to get all back-logged plan reviews caught up while also reviewing new plans that are submitted each week. As of the end of September, plan reviews are up-to-date and we will continue to use 4Leaf's service for the time being.

Community Risk Reduction:

Chipper Day on September 14, 2024 yielded twelve 40-yard dumpsters or 48.92 tons of vegetation debris.

2024 Vegetation Removal:

TFD Chipper Day Events & CalTrans Roadway tally are as follows:
2,440 yards / 223.24 tons / 446,480.00 pounds

- B. Approve appointment of Lieutenant Dean Bonfigli to Captain, Range 404, Step #1, \$11,332/month, effective October 16, 2024
Discussion.

M/Tucker, S/Jones to approve appointment Lieutenant Dean Bonfigli to Captain, Range 404, Step #1, \$11,332/month, effective October 16, 2024

Administrative Officer Chaput polled the Board:

Capell – Aye

Jones – Aye

Woodford – Absent

Ho – Aye

Tucker – Aye

- C. Approve appointment of Firefighter/Paramedic Matthew Wilson to Lieutenant, Range 403, Step #1, \$10,586/month, effective October 16, 2024
Discussion.

M/Jones, S/Ho to approve appointment of Firefighter/Paramedic Matthew Wilson to Lieutenant, Range 403, Step #1, \$10,586/month, effective October 16, 2024

Administrative Officer Chaput polled the Board:

Capell – Aye

Jones – Aye

Woodford – Absent

Ho – Aye

Tucker – Aye

- D. Station 10 update
Discussion.

AGENDA ITEM 5 – TREASURER’S REPORT

A. Finance Report

Director Jones presented the Finance Report
9/12/2024

Balance on Hand Operating (BofA), beginning	\$	168,275.02
Cash Revenue/Deposits	\$	148,679.65
Cash Expenditures	\$	(138,536.27)
Net LAIF/CAMP Transfers In/(Out)	\$	<u>(70,000.00)</u>
Balance on Hand Operating (BofA), ending	\$	108,418.40
Transfers to P/R Account	\$	290,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	
Transfers from CAMP	\$	220,000.00
Transfers to CAMP	\$	
Change in prior scheduled transfers	\$	
Reserve Balances		
Committed Reserves		
Facilities	\$	3,650,000.00
Lease Payments	\$	270,000.00
Apparatus	\$	<u>948,264.00</u>
Total Committed Reserves	\$	4,868,264.00
Assigned Reserves		
Equipment	\$	519,250.00
IT	\$	
PTO	\$	
Total Assigned Reserves	\$	<u>519,250.00</u>
General Operations Reserve	\$	2,386,055.11
LAIF Ending Balance	\$	136,716.97
CAMP Ending Balance	\$	<u>7,636,852.14</u>
Total Investment Acct Balance	\$	7,773,569.11

Discussion.

AGENDA ITEM 6 – COMMITTEE REPORTS

A. MERA – Chief Pearce

Next Gen System launched. Multi-year endeavor and multimillion-dollar upgrade based on police and fire emergency response. New system to incorporate public works and more entities. MERA has been working very hard to achieve this milestone.

B. SMEMPS – Chief Pearce

Final Budget F/Y 2024-25 approved at the 9/18/24 meeting. Looking at an operational review in the near future.

AGENDA ITEM 7 – CLOSED SESSION

A. Conference with Personnel Committee pursuant to Government Code § 54957.6

The Board adjourned to Closed Session at 1646 hours to discuss the following item:

A. Conference with Personnel Committee pursuant to Government Code § 54957.6

The Board reconvened to Open Session at 1731 hours and reported the following:
The Board provided direction to the Personnel Committee.

AGENDA ITEM 8 – BOARD OF DIRECTORS

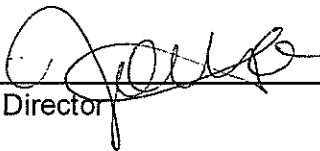
AGENDA ITEM 9 – ADJOURNMENT

M/Tucker, S/Ho to adjourn

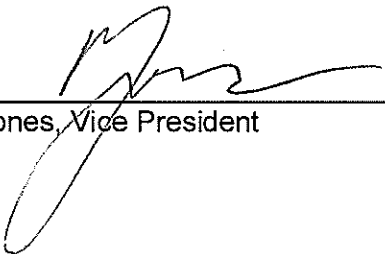
Administrative Officer Chaput polled the Board:

- Capell – Aye
- Jones – Aye
- Woodford – Absent
- Ho – Aye
- Tucker – Aye

Meeting adjourned at 1732 hrs.



 Joy Ho, Director



 Rick Jones, Vice 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
- ~~EASIS – 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
SMEPMS – Southern Marin Emergency Medical Paramedic System
TFPD – Tiburon Fire Protection District
TVFD – Tiburon Volunteer Fire Department
WUI – Wildland Urban Interface