

## TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

November 13, 2024

BOD PRESENT: Rick Jones, Cheryl Woodford and Joy Ho

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

ABSENT: Mark Capell and Brett Tucker

### AGENDA ITEM 1 – CALL TO ORDER

Vice President Jones called the meeting to order at 1600 hrs.

### AGENDA ITEM 2 – CLOSED SESSION

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

The Board adjourned to Closed Session at 1601 hours to discuss the following item:

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

The Board reconvened to Open Session at 1654 hours and reported the following:  
The Board discussed labor language and completed review.

### AGENDA ITEM 3 – CONSENT CALENDAR

- A. Minutes, October 9, 2024
- B. Communications
- C. Warrants and Payroll
- D. Resolution #2024-16 and #2024-17, rescind health vesting
- E. Resolution #2024-18, establish Cafeteria Plan effective January 1, 2025
- F. Approve MOUs with Association and Management groups

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

**Administrative Officer Chaput polled the Board:**

Capell – Absent

Jones – Aye

Woodford – Aye

Ho – Aye

Tucker – Absent

### AGENDA ITEM 4 – PUBLIC OPEN TIME

Vice President Jones opened the floor to the public. No public present.

### AGENDA ITEM 5 – CHIEF’S REPORT

A. Monthly Report – Chief Hellyer

**Administration**

With the official retirement of Fire Marshal Lantier, we have been discussing an Administrative BC position whose oversight would be on the prevention bureau. This position would also be the District representative for oversight and liaison for the construction management projects of Station 10 and Station 11.

Pre-construction planning for Station 10 continues. The RFQ is published and posted, and the RFP will follow when the bridging document is completed by LCA.

Station 11 update plans continue, and we are working on the scheduling and timing of the project.

Board policies and the Board handbook are being reviewed for updates.

### **Operations**

The District responded to the following calls in October:

200 calls

Zone 10 – 32

Zone 11 – 50

Zone 12 – 31

Angel Island – 1

Bay Waters – 1

All Other Calls – 85

### **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:

- Marin County Pre-positioning assignment for weather event

### **Training**

Earlier this month, the Captains/Lieutenants exam took place, requiring countless hours of training both on and off duty for the candidates.

The task books for Out of County (OOC) Officer, Boat Operator, and Acting Officer remain open, each requiring multiple hours of situational training. FF/PM Armour has successfully completed his OOC task book, which now qualifies him to operate in the roles of Engine, Crew, and Single Resource OOC.

In addition, Lt. Wilson, FF/PM Armour, FF/PM Locke, FF Eules, and FF/TR Osborne all participated in an S-219 burn class hosted by Novato Fire. They staffed our Type 3 engine (E612) and played a key role in ensuring the live fire remained contained. Using mobile and progressive hose lays, they were able to successfully prevent the fire from jumping its containment lines. Novato Fire was extremely appreciative of our support in making the class a success.

FF/PM Dalton Locke and his A-Shift crew have been diligently working through Locke's probationary task book and have now started the boat operator task book as well.

With daylight hours growing shorter, Level 2 boat training has commenced for all Level 1 operators. The goal is to certify three additional operators through Level 2 training by the end of the year. Additionally, shifts have been prioritizing swimmer training in preparation for the upcoming rescue swim test in November.

Our team also rose to the occasion during Fleet Week, providing invaluable support to the U.S. Coast Guard. Our boat crew was involved throughout the four-day event, patrolling the ditch box for the pilots above. While the event itself is exciting, it's also demanding, with boat crew members working 8–10-hour shifts to ensure safety on the water.

This month's EMS training, led by Dr. Bason-Mitchell, focused on a case review involving toxicology and trauma from a recent incident in West Marin. While the case ended tragically with the loss of a young life, it provided key lessons for our team. The EMT refresher training, conducted by our medics, included critical skills such as Narcan administration, bag valve and oxygen use, and trauma assessments.

Fireboat Level 1 training continues for Capt. Bonfigli, FF/PM Bell, and FF/PM Armour, while Fireboat Level 2 training is ongoing for FF Travis, Lt. Newman, and FF/PM May.

FF/PM Nate Buck is currently finalizing the task book qualifications and expectations for our rescue swimmers, with the annual qualification test scheduled for next month. In preparation, extra focus is being placed on refining swimming techniques and efficiency.

Finally, FF/PM Dominic Pomilia has taken the lead on radio communications, distributing PowerPoint presentations, and conducting live training sessions for each shift. All Marin stations have now completed the transition from the MERA Gen 1 system to the new MERA Gen 2 system. Our personnel have adapted quickly to the updated functions and terminology that come with this switch.

Personnel with 20 hours or greater of training: BC Steve Ardigo (46), FF/PM Charles Armour (56), FF/PM Omar Bell (104), FF/TR Connor Branco (76), Capt/PM Mark Fitzgerald (26), FPS Django Heckler (29), Lt. Digory McGuire (47), Lt. Mark Newman (33), Lt. Matt Wilson (43).

615 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
- 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

#### **Stations:**

- Routine maintenance completed
- Annual Hydrant Maintenance is near completion amongst all shifts

### **Prevention Bureau**

Permits:

\$10,270.60 paid in October.

Inspections Completed:

FPS Heckler performed (10) annual Veg Management inspections, (14) Fire Sprinkler inspections, (6) PV/ESS System inspections, (9) Company Inspection, (1) Re-inspections, (3) Affected area inspections, (2) Knox box inspections. (8) Plan Reviews completed.

FPS Musante performed (49) Vegetation Management inspections, (4) PV/ESS System inspections, (17) Company inspections.

Plan Reviews Completed:

As of the end of October, plan check reviews are up-to-date and although we will continue to use 4Leaf's service for the time being, FPS Heckler has taken on a larger role in conducting plan reviews.

Community Risk Reduction:

Fire Prevention Week from October 7-11: hosted 6 Kindergarten classes (Reed & St. Hilary's Schools) at Station 11 for educational purposes. Made site visits to 6 pre-schools the following week of October 14th-18th for the same purpose. FPS Heckler & FPS Musante attended the Get Ready 94920 Event in support of the Tiburon Police Department.

Training:

FPS Heckler attended the annual California Conference for Arson Investigators October 21-24.

MCFIT:

FPS Musante responded to a Marin County Fire Investigators Team (MCFIT) call out on October 30 for a structure fire in Novato.

**B. Staffing Review and Recommendations Discussion.**

**C. Station 10 update Discussion.**

AGENDA ITEM 6 – TREASURER'S REPORT

**A. Finance Report**

Director Jones presented the Finance Report  
10/10/2024

Balance on Hand Operating (BofA), beginning	\$	108,418.40
Cash Revenue/Deposits	\$	570,355.73
Cash Expenditures	\$	(95,835.21)
Net LAIF/CAMP Transfers In/(Out)	\$	<u>(455,000.00)</u>
Balance on Hand Operating (BofA), ending	\$	127,938.92
Transfers to P/R Account	\$	695,000.00

Transfers from LAIF	\$	
Transfers to LAIF	\$	
Transfers from CAMP	\$	240,000.00
Transfers to CAMP	\$	
Change in prior scheduled transfers	\$	

## Reserve Balances

Committed Reserves		
Facilities	\$	3,650,000.00
Lease Payments	\$	270,000.00
Apparatus	\$	948,264.00
Total Committed Reserves	\$	4,868,264.00
Assigned Reserves		
Equipment	\$	519,250.00
IT	\$	
PTO	\$	
Total Assigned Reserves	\$	519,250.00
General Operations Reserve	\$	2,179,503.58
LAIF Ending Balance	\$	138,338.29
CAMP Ending Balance	\$	7,428,679.29
Total Investment Acct Balance	\$	7,567,017.58

Discussion.

#### AGENDA ITEM 7 – COMMITTEE REPORTS

##### **A. MERA – Chief Pearce**

MERA is 100% on the new system. Today was the transfer to the MACH alert which is the station alerting piece of it. These are huge milestones after a very long project timeline.

##### **B. SMEMPS – Chief Pearce**

SMEMPS is entering into a study of system dynamics, deployment and governance due to recent changes in member agencies.

#### AGENDA ITEM 8 – BOARD OF DIRECTORS

#### AGENDA ITEM 9 – ADJOURNMENT

M/Ho, S/Woodford to adjourn

**Administrative Officer Chaput polled the Board:**

Capell – Absent

Jones – Aye

Woodford – Aye

Ho – Aye

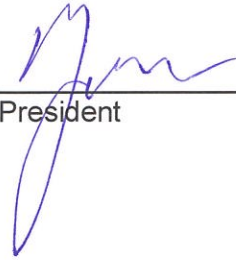
Tucker – Absent

Meeting adjourned at 1709 hrs.



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Cheryl Woodford, Secretary



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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  
~~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