

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

December 11, 2024

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

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

ABSENT:

AGENDA ITEM 1 – CALL TO ORDER

President Capell called the meeting to order at 1601 hrs.

AGENDA ITEM 2 – OATH OF OFFICE

A. Oath of Office – Capell, Ho and Tucker

Chief Pearce administered the Oath In-Lieu of Election to Capell, Ho and Tucker

AGENDA ITEM 3 – RALPH M. BROWN ACT

District Counsel Kerry Gerchow gave a PowerPoint presentation on the Ralph M. Brown Act. The Ark newspaper reporter Naomi Friedland entered the meeting – 1612 hrs.

AGENDA ITEM 4 – CONSENT CALENDAR

- A. Approval of Minutes, November 13, 2024
- B. Communications
- C. Warrants and Payroll
- D. Approval of Organizational Conflict-of-Interest Policy for Design Build Projects
- E. Resolution #2024-19, to correct the Resolution #2023-13 calculation determining the 2023-24 appropriations of tax proceeds
- F. Ratify Step Raise – Battalion Chief Ehren Miller, Range 405, Step #3, \$14,464/month, effective December 1, 2024
- G. Ratify Step Raise – Captain Travis Terrell, Range 404, Step #3, \$12,494/month, effective December 1, 2024

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

Administrative Officer Chaput polled the Board:

Capell – Aye

Jones – Aye

Woodford – Aye

Ho – Aye

Tucker – Aye

AGENDA ITEM 5 – PUBLIC OPEN TIME

President Capell opened the floor to the public. Naomi Friedland from The Ark newspaper had no comments.

AGENDA ITEM 6 – 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 has been published, posted, and closed. The RFP process is in motion and the bridging documents are completed.

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 and are in the first draft phase. We look to have them completed by the January Board meeting.

Operations

The District responded to the following calls in November:

210 calls

Zone 10 – 35

Zone 11 – 62

Zone 12 – 23

Angel Island – 2

Bay Waters – 1

All Other Calls – 87

Significant Events:

There were no significant events during the month of November.

Out-of-County/Pre-Positioning:

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

- Marin County Pre-positioning assignment for weather event

Training

As we prepare for the upcoming shift changes in January, crews are working diligently to ensure all necessary training is completed for those currently on duty before transitioning to their new shifts.

The increase in storm activity and the seasonal time change both present excellent opportunities for personnel working towards completing their Level 2 Boat Operator Task Book. Level 2 operators are trained to handle vessels in inclement weather and low visibility, enhancing operational readiness and flexibility. Currently, FF Gary Travis, Lt. Mark Newman, and FF/PM Chris May are actively progressing toward Level 2 certification. Expanding the number of certified Level 2 operators provides greater staffing versatility across shifts.

Fireboat Level 1 training is also underway for Capt. Bonfigli, FF/PM Bell, and FF/PM Armour, ensuring continued skill development within the department.

FF/PM Nate Buck, who oversees the swimmer program, successfully conducted this year's annual swim test for all swimmers at Horseshoe Cove, near USCG Station Golden Gate. This critical evaluation reinforces the department's commitment to safety and operational excellence in the water.

On the EMS front, RN Bridget Peterson has connected with our Medics/EMS instructors to plan next year's training schedule. FF/PM Dalton Locke has joined the instructor team and is already assigned as lead instructor for January's countywide EMS training.

This month's EMS training, led by Dr. Bason-Mitchell, focused on CPR and Cardiac Arrest. This session provided members with an opportunity to refine techniques and practice the pit crew approach to incident management during cardiac emergencies. The training aligns seamlessly with this month's EMT hands-on skills training, which incorporated mannequin simulations alongside lecture-based instruction.

SRFD also hosted an EMS Documentation and Legal Principles class for the county, led by a former paramedic-turned-lawyer. This insightful course used real-life examples to help participants better protect themselves and patients during medical responses.

Additionally, DC Matt Barnes from SMFD hosted a Firefighter Emergency Class centered on the draft RIC/Mayday policy. The class featured expert instructors from LAFD, Fresno, Sacramento, SFFD, and other Bay Area departments. This comprehensive three-day training included two days of lecture and a final day of hands-on scenarios. BC Ardigo and BC Elkington attended the training, and plans are in progress for battalion drills to further integrate these skills.

Finally, congratulations to BC Daniel Elkington, who has successfully completed his Chief Officer Task Book and is awaiting certification from the state.

Personnel with 20 hours or greater of training: BC Steve Ardigo (49), FF/PM Omar Bell (113), FF/TR Connor Branco (53), BC Daniel Elkington (49).

450 total training hours were logged this month by TFD.

Logistics/Maintenance

Apparatus/Equipment

- Routine monthly maintenance completed
- The Type 3 for Angel Island is getting radios installed.
- 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
- E12 is back in service and had its annual completed.

Stations:

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

Prevention Bureau

Permits:

\$12,065.65 paid in November.

Inspections Completed:

FPS Heckler performed (17) Company inspections, (14) Fire Sprinkler inspections, (5) PV/ESS System inspections, (2) Knox box inspections.

FPS Musante performed (46) Company inspections, (1) PV/ESS System inspections, (4) Vegetation Management inspections, (3) Knox Box inspections.

Plan Reviews Completed:

As of the end of November, plan check reviews are up to date. FPS Heckler has completed 20 plan reviews. 4 Leaf continues to be used as needed on existing projects in which they are already involved.

Community Risk Reduction:

The Prevention Bureau has been providing information and education to local businesses to inspect holiday lighting for fire safety.

MCFIT:

FPS Musante and FPS Heckler attended the Marin County Fire Investigators Team (MCFIT) November meeting.

**B. Station 10 update
Discussion.**

C. Appointment of Battalion Chief Daniel Elkington to Administrative Battalion Chief, Range 405, Step #2, \$15,185/month, effective January 16, 2025

M/Woodford, S/Jones to approve appointment Battalion Chief Daniel Elkington to Administrative Battalion Chief, Range 405, Step #2, \$15,185/month, effective January 16, 2025

Administrative Officer Chaput polled the Board:

Capell – Aye

Jones – Aye

Woodford – Aye

Ho – Aye

Tucker – Aye

AGENDA ITEM 7 – TREASURER’S REPORT

A. Finance Report

Director Jones presented the Finance Report

11/1/2024

Balance on Hand Operating (BofA), beginning	\$	127,938.92
Cash Revenue/Deposits	\$	439,012.10
Cash Expenditures	\$	(246,384.81)
Net LAIF/CAMP Transfers In/(Out)	\$	<u>(100,000.00)</u>
Balance on Hand Operating (BofA), ending	\$	220,566.21

Transfers to P/R Account	\$	650,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	
Transfers from CAMP	\$	550,000.00
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	\$	1,658,337.08
LAIF Ending Balance	\$	138,338.29
CAMP Ending Balance	\$	6,907,512.79
Total Investment Acct Balance	\$	7,045,851.08

Discussion.

B. Acceptance of ACFR/Audit Submission

Discussion

M/Tucker, S/Woodford to accept ACFR/Audit Submission

Administrative Officer Chaput polled the Board:

Capell – Aye

Jones – Aye

Woodford – Aye

Ho – Aye

Tucker – Aye

AGENDA ITEM 8 – CLOSED SESSION

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

1. Title: Fire Chief

The Board adjourned to Closed Session at 1731 hours to discuss the following item:

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

1. Title: Fire Chief

The Board reconvened to Open Session at 1753 hours and reported the following:

The Board completed their evaluation of Chief Pearce and thanked him for his years of exemplary service. The Board provided direction to the Personnel Committee to finalize any items related to Chief Pearce's retirement in order to facilitate a smooth transition to Chief Hellyer.

AGENDA ITEM 9 – COMMITTEE REPORTS

Director Tucker exits the meeting – 1755 hrs.

A. MERA – Chief Pearce

MERA is 100% on the new system. Any reported issues are being addressed and repaired.

B. SMEMPS – Chief Pearce

SMEMPS is currently under review of system dynamics, deployment and governance due to recent changes in member agencies.

AGENDA ITEM 10 – BOARD OF DIRECTORS

A. Election of Officers 2025

Discussion.

M/Capell, S/Woodford to elect the following officers for 2025:

President – Jones

Vice President – Ho

Secretary – Tucker

Administrative Officer Chaput polled the Board:

Capell – Aye

Jones – Aye

Woodford – Aye

Ho – Aye

Tucker – Aye

B. Committee Member Appointment

Discussion. The Board agreed to establish the Facilities Committee as a new Ad Hoc committee.

M/Capell, S/Woodford to approve the following committee member appointments and to establish the Facilities Committee as a new Ad Hoc committee:

Finance – Woodford and Ho

Personnel – Capell and Jones

SMEMPS – Tucker

Facilities – Jones and Capell

Administrative Officer Chaput polled the Board:

Capell – Aye

Jones – Aye

Woodford – Aye

Ho – Aye

Tucker – Aye

C. Board Comments

No Board member comments.

AGENDA ITEM 11 – ADJOURNMENT

M/Woodford, S/Ho to adjourn

Administrative Officer Chaput polled the Board:

Capell – Aye

Jones – Aye

Woodford – Aye

Ho – Aye

Tucker – Aye

Meeting adjourned at 1600 hrs.



Cheryl Woodford, Secretary



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

~~FAIS – 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

