

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

February 12, 2025

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

PRESENT: Chief Richard Pearce, Battalion Chief Steve Ardigo, Battalion Chief Ehren Miller and Administrative Officer Nicole Chaput

ABSENT: Chief Tommy Hellyer

AGENDA ITEM 1 – CALL TO ORDER

President Jones called the meeting to order at 1600 hrs.

AGENDA ITEM 2 – CONSENT CALENDAR

- A. Approval of Minutes, January 8, 2025
- B. Approval of Minutes, January 30, 2025
- C. Communications
- D. Payroll and Warrants

M/Capell, S/Tucker to approve Consent Calendar Items

Administrative Officer Chaput polled the Board:

Jones – Aye

Ho – Aye

Tucker – Aye

Woodford – Aye

Capell – Aye

AGENDA ITEM 3 – PUBLIC OPEN TIME

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

AGENDA ITEM 4 – CHIEF’S REPORT

- A. Monthly Report – Chief Pearce

Administration

The Firefighter/Paramedic selection process was successful, and Chief Hellyer will have recommendations for the Board upon the completion of background checks.

The Board handbook has been completed and will be handed out in the March meeting.

Chief Pearce will be retiring on February 28, 2025 after 47 years of service. The District will be hosting a lunch in celebration of his storied career.

We welcomed back our folks who responded to the LA fires. E612 and crew were 21 days out of the county, BC Ardigo was assigned as a strike team leader 10 days out of county and Captain Fitzgerald was assigned to search and rescue for 5 days. TFD has most recently been busy with the storms that have come through our area and the state authorized funds to the county to pre-position resources to augment daily staffing for emergencies.

TFD has been attending informational meetings such as the disaster council to answer questions from the constituents and reassure them we have preventative and operational plans in place and are always evaluating risk on the peninsula.

Operations

The District responded to the following calls in January:

224 calls
Zone 10 – 34
Zone 11 – 58
Zone 12 – 34
Angel Island – 0
Bay Waters – 0
All Other Calls – 98

Significant Events:

There were no significant events during the month of January.

Out-of-County/Pre-Positioning:

There were two out-of-county/pre-positioning assignments during the month of January.

- Palisades Fire
- Eaton Fire

Training

Shift changes occurred at the beginning of the month. All shifts have jumped right into the full swing of training that has taken place to start the new year. January started off with an in-depth county-wide block training focused on commercial structure fires. The focus was mainly multi company vertical ventilation procedures on commercial roofs and hands on saw and tool order procedures. Multiple ventilations props were utilized to provide the most hands-on training. The shifts rotated through a variety of complex scenarios dealing with large steel doors, and unique types of security doors to gain access to the structures. All personnel have completed the lecture regarding our Appendix 15 RIC (Rapid Intervention Crew) policy. This update is paramount to ensure a unified understanding of procedures during a firefighter emergency on any incident.

The increase in storm activity and the seasonal time change 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. Congratulations to FF Gary Travis on completing his Level 2 boat operator taskbook. This is a huge accomplishment and requires significant hours of training and multiple proctors to assure operational readiness in all circumstances on the water.

Fireboat Level 1 training is continuing for CPT Bonfigli, FF/PM Bell, and FF/PM Armour, ensuring continued skill development within the department. Level 2 Training continues for LT Mark Newman, and FF/PM Chris May. Both Members are taking full advantage of the stormy and hazardous conditions to ensure optimum proficiency during all conditions in the water.

Probationary FF/PM Dalton Locke is continuing his probation by focusing on water supply systems in the surrounding areas of Tiburon and utilizing those systems for large complex incidents.

January there was no MBM EMS training, however we have multiple Paramedic Firefighters who have stepped up to build and present the county-wide training for all Marin departments. Strong work for the crew.

Personnel with 20 hours or greater of training: FF/PM Omar Bell (172), CPT Travis Terrell (92), FF/PM Chris May (51), CPT Mark Fitzgerald (36), Trainee Conner Branco (31), CPT Dean Bonfigli (24), LT Mark Newman (20), FF/PM Charles Armour (20).
567 total training hours were logged this month by TFD.

Logistics/Maintenance

Apparatus/Equipment

- Routine monthly maintenance completed
- The Type 3 for Angel Island had 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
- Battalion Tahoe had a new radio installed
- New Starlink devices have been purchased for apparatus to ensure continuous connectivity in all Statewide operational areas

Stations:

- Routine maintenance completed
- Annual hydrant maintenance is near completion amongst all shifts

Prevention Bureau

Permits:

\$12,640.00 paid in January.

Inspections Completed:

FPS Heckler performed (15) Fire Sprinkler inspections, (7) PV/ESS System inspections, (29) Plan Review Building & Planning, (1) Re-Inspection, (2) Affected Area inspections.

FPS Musante performed (17) Company inspections, (27) Vegetation Management inspections, (15) Annual Inspections, (1) Fire System inspections.

Plan Reviews Completed:

As of the end of January, plan check reviews are up to date. FPS Heckler has completed 29 plan reviews.

Community Risk Reduction:

Provided information/education for best practices on Home Hardening and Vegetation Management for fire safety defensible space.

Education/Training:

BC Elkington, FPS Heckler and FPS Musante completed 24 hours of in-classroom training for Plans Examiner 1B.

**B. Administrative Vehicle Agreements
Discussion.**

M/Capell, S/Ho to authorize Chiefs Hellyer and Elkington to enter into trial 3-year administrative vehicle lease agreements.

Administrative Officer Chaput polled the Board:

Jones – No

Ho – Aye

Tucker – Aye

Woodford – Aye

Capell – Aye

**C. Station 10 update
Discussion.**

**D. Station 11 update
Discussion.**

AGENDA ITEM 5 – TREASURER’S REPORT

A. Finance Report

Director Woodford presented the Finance Report
1/1/2025

Balance on Hand Operating (BofA), beginning	\$	208,357.97
Cash Revenue/Deposits	\$	765,228.29
Cash Expenditures	\$	(377,381.88)
Net LAIF/CAMP Transfers In/(Out)	\$	<u>(245,000.00)</u>
Balance on Hand Operating (BofA), ending	\$	351,204.38
Transfers to P/R Account	\$	245,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	
Transfers from CAMP	\$	
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	\$	519,250.00
General Operations Reserve	\$	5,294,351.93
LAIF Ending Balance	\$	139,947.20
CAMP Ending Balance	\$	10,541,918.73
Total Investment Acct Balance	\$	10,681,865.93

Discussion.

Director Woodford stated that Chief Pearce will be sorely missed by everyone, and the Board thanked Pearce for all his dedication and tireless service over the years. Woodford stated Chief Pearce's singular focus on what's best for the District and the people he mentored is much appreciated and the Board would like to acknowledge that all compensation earned during Chief Pearce's tenure with the District, including sick and vacation time, was approved by the Board in the FY 2024-25 final budget and will be paid in full upon retirement. The Board wishes Pearce the best on this next chapter.

B. Mid-Year Budget Revisions/Recommendations

Discussion.

M/Woodford, S/Tucker to approve the mid-year budget revisions/recommendations.

Administrative Officer Chaput polled the Board:

Jones – Aye

Ho – Aye

Tucker – Aye

Woodford – Aye

Capell – Aye

AGENDA ITEM 6 – COMMITTEE REPORTS

A. MERA – Chief Pearce

The MERA Next Gen system is up and running and the issues with the fire station alerting component are being addressed. Big investment with a lot of years, a lot of time and Chief Pearce is happy to see it all come to fruition.

B. SMEMPS – Chief Pearce

SMEMPS was able to get the annual audit completed prior to the next meeting to take place on February 25, 2025. The audit drives the member agency disbursements for SMEMPS. The chiefs had previously discussed ways to make the disbursements more equal for the ambulances running the calls. Tiburon Fire runs 28-32% of the calls so are entitled to about 30% of disbursements. SMEMPS is still under review of system dynamics, deployment and governance with Citygate due to the changes in member agencies. Chief will be leaving the SMEMPS Liaison Chief position after his retirement from TFPD.

AGENDA ITEM 7 – BOARD OF DIRECTORS

Director Capell thanked Chief Pearce and noted that it has been great working with him for the last few years. Capell stated that he thanks Pearce and the amazing team he has built and

Capell knows we will be in good hands moving forward. Jones stated it was great to close on that note.

AGENDA ITEM 8 – ADJOURNMENT

M/Woodford, S/Capell to adjourn

Administrative Officer Chaput polled the Board:

Jones – Aye


Ho – Aye

Tucker – Aye

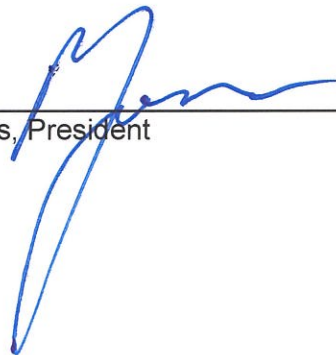
Woodford – Aye

Capell – Aye

Meeting adjourned at 1657 hrs.



Joy Ho, Vice Resident



Rick Jones, 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

MCFCFA – 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