

## **TIBURON FIRE PROTECTION DISTRICT**

Board of Directors Meeting

June 12, 2024

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

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

ABSENT:

### **AGENDA ITEM 1 – CALL TO ORDER**

President Capell called the meeting to order at 1631 hrs.

### **AGENDA ITEM 2 – BOARD OF DIRECTORS**

**A. Oath of Office – Joy Ho**

Chief Pearce administered the Oath of Office to Director Ho.

### **AGENDA ITEM 3 – CONSENT CALENDAR**

**A. Minutes, May 8, 2024**

**B. Communications**

**C. Warrants and Payroll**

**D. Approve Step Raise – Firefighter/Paramedic Carlos Berlanga and Firefighter Gary Travis, Range 401, Step #3, \$8,712/month, effective June 16, 2024**

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

**Administrative Officer Chaput polled the Board:**

Capell – Aye

Jones – Aye

Woodford – Aye

Ho – Aye

### **AGENDA ITEM 4 – BOARD OF DIRECTORS**

**A. Miller Resignation**

Discussion.

M/Woodford, S/Jones to approve Miller resignation

**Administrative Officer Chaput polled the Board:**

Capell – Aye

Jones – Aye

Woodford – Aye

Ho – Aye

**B. Board Member Selection Process**

President Capell stated that, due to unforeseen circumstances, there would be no candidate interviews this evening and the Board has decided to extend the Board vacancy public notice. Agenda Items 4C and 4D will be tabled until the next meeting.

- C. Candidate Interviews  
Tabled
- D. Member Appointment  
Tabled.
- E. Board Comments  
None.

#### AGENDA ITEM 5 – PUBLIC OPEN TIME

President Capell opened the floor to the public. John Hamilton, Tiburon resident and potential Board member candidate announced his presence.

#### AGENDA ITEM 6 – CHIEF'S REPORT

##### A. Monthly Report – Chief Pearce

##### Administration

TFPD continues to monitor development of the State Budget. The size of the deficit and progressive funding challenges have local governments on high alert. California counties, cities and special districts continue to work together to limit potential impacts in late hour changes as the June 15th deadline draws near. Immediate concerns revolve around the reallocation of our Excess ERAF and a proposed ballot measure by the Business RoundTable that would severely limit local governments' ability to secure funding is currently being challenged in the courts.

Negotiations for our next MOU, which expires as of July 1, 2024, commenced. The Personnel Committee and groups have met.

Due to anticipated movement in the organization, a selection process for both Battalion Chief and Captain/Lieutenant have been scheduled for the fall.

Preparations are being made for another wildland fire season with requisite training and certifications.

##### Operations - Chief Ardigo

The District responded to the following calls in May:

210 calls

Zone 10 – 28

Zone 11 – 56

Zone 12 – 22

Angel Island – 4

Bay Waters – 2

All Other Calls – 98

##### Significant Events:

There was one significant event during the month of May:

- Garage fire in Belvedere on 5/21/24

##### Out-of-County/Pre-Positioning:

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

### **Training - Steve Ardigo**

Marin County Block Training is turning towards wildland season. The County training officers are planning for a countywide drill to practice tactics and strategies in the wildland setting. Each shift has started individual training with a Tiburon specific drill coming soon.

Our monthly EMS training with Dr. Bason-Mitchell was about OB-preterm labor and delivery/ care of newborn children.

Tiburon FF/PM Chris May prepared the countywide EMT training that was on Pediatric Resuscitation & Childbirth.

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 are preparing for a requalification swim to take place in July overseen by our rescue swimmer coordinator FF/PM Nate Buck.

Southern Marin Fire hosted structure fire tactics on a house to be demolished on Ryan Ave. in Mill Valley. Crews were able to train on ventilation, hose movements, safety, and survival.

FF/PM Pomilia conducted an in-service training on the new Angel Island Type 3 engine with all 3 shifts.

Captain Fitzgerald, Lt. Mark Newman and Captain Elkington attended Firefighters of Character, a 3-day leadership conference.

All shifts participated in the Safety Stand Down Suicide Prevention.

Probationary FF/PM Locke obtained his paramedic license and successfully passed the Marin County Paramedic test to become accredited in the county. He then went on to successfully pass Tiburon Fire 5 call assessment and is now able to work as a District paramedic. A big accomplishment for him and all that trained him.

Personnel with 20 hours or greater of training: BC Steve Ardigo(47), FF/PM Omar Bell (125), FF/PM Carlos Berlanga (56), FF/TR Gavin Dow, Capt. Daniel Elkington (29), FF Grant Eules (21), Capt. Mark Fitzgerald (64), FF/TR Justin Frazier (20), FF/PM Dalton Locke (24), FF/PM Chris May (63), BC Ehren Miller (43), Lt. Mark Newman (36), FF/TR Najm Osborne (24), FF/TR Will Scharninghausen (23), Capt. Travis Terrell (24), FF Gary Travis (64), FF/PM Matt Wilson (24)

Large training month for TFD with a total of 838 hours in May.

### **Logistics/Maintenance - Chief Miller**

#### **Apparatus/Equipment**

- Routine monthly maintenance completed.
- The Type 3 for Angel Island is in the final stages of being put into service.
- Annuals commenced for all apparatus.
- Hose testing has been completed.
- The insurance company took the Chevy Traverse.
- We are in the process of building a new Command vehicle and it will be completed this month.

Stations:

- Station 11/10 - routine maintenance completed.

**Prevention - Chief Lantier**

Permits:

Fire Marshal (FM) Lantier reports \$3,510.00 billed in May.

Inspections Completed:

FPS Heckler performed (61) annual Veg Management inspections, (11) Fire Sprinkler inspections, (7) PV/ESS System inspections, and (1) Re-inspections.

FPS Musante performed (3) Annual inspections, (7) Defensible Space inspections, (77) Vegetation Management inspections, (1) Fire Sprinkler inspection and (12) Knox Box field verifications.

Plan Reviews Completed:

FM Lantier performed (1) reviews for automatic sprinkler systems, (1) affected area plan reviews, and (3) PV/ESS system installation reviews and (10) Planning and Building review.

Training:

FPS Heckler and Musante attended a UL Town Hall Presentation for Fire and Life Safety Compliance on May 23, 2024.

Community Risk Reduction:

Chipper Day on May 11, 2024. Five 40-yard dumpsters filled with vegetation debris. Reed Elementary School Safety Day with Tiburon Public Works and Police Department on May 22, 2024.

MCFIT:

Call out for detached garage and workshop fire on Beach Road on 5/21/24. Total loss for the garage/workshop and two vehicles. No injury or death. Still under investigation. MCFIT meeting on May 28, 2024. Deputy Fire Marshal Larry Pasero of Kentfield Fire District is the lead inspector with FPS Heckler and Lieutenant Newman assisting.

**B. Station 10 update**

Discussion.

M/Woodford, S/Jones to ratify Chief Pearce entering into an agreement for construction legal services with Orbach, Huff and Henderson.

**Administrative Officer Chaput polled the Board:**

Capell – Aye  
 Jones – Aye  
 Woodford – Aye  
 Ho – Aye

#### AGENDA ITEM 7 – TREASURER'S REPORT

##### A. Finance Report

Director Jones presented the Finance Report  
 5/9/2024

Balance on Hand Operating (BofA), beginning	\$	240,700.28
Cash Revenue/Deposits	\$	251,190.69
Cash Expenditures	\$	(196,986.03)
Net LAIF/CAMP Transfers In/(Out)	\$	<u>(35,000.00)</u>
Balance on Hand Operating (BofA), ending	\$	259,904.94

Transfers to P/R Account	\$	665,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	
Transfers from CAMP	\$	630,000.00
Transfers to CAMP	\$	
Change in prior scheduled transfers	\$	

##### Reserve Balances

###### Committed Reserves

Facilities	\$	3,650,000.00
Lease Payments	\$	270,000.00
Apparatus	\$	<u>1,070,000.00</u>
Total Committed Reserves	\$	4,990,000.00

###### Assigned Reserves

Equipment	\$	607,500.00
IT	\$	
PTO	\$	
Total Assigned Reserves	\$	<u>607,500.00</u>

General Operations Reserve	\$	3,966,933.69
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LAIF Ending Balance	\$	135,191.61
CAMP Ending Balance	\$	<u>9,429,242.08</u>
Total Investment Acct Balance	\$	9,564,433.69

Discussion. Some of the budgeted capital spending was unable to occur: the Board agreed that any available funds would be used to augment the CEPPT account to the greatest benefit of the District.

#### AGENDA ITEM 8 – COMMITTEE REPORTS

##### A. MERA – Chief Pearce

Construction complete on all sites. Transition and roll out still on track for September/October incorporating new communications/dispatch center needs, which opened June 11<sup>th</sup> and is planned to be fully operational by the end of June.

**B. S MEMPS** – Chief Pearce

Met June 3<sup>rd</sup>. Preliminary budget was approved. Final Budget, Plan of Operations, JPA and many other updates are slotted to take place at the September meeting.

AGENDA ITEM 9 – CLOSED SESSION

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

The Board adjourned to Closed Session at 1904 hours to discuss the following item:

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

The Board reconvened to Open Session at 1926 hours and reported the following:  
Nothing to report.

AGENDA ITEM 8 – BOARD OF DIRECTORS

No Board comments.

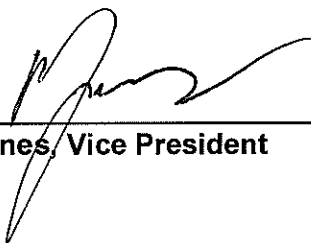
AGENDA ITEM 9 – ADJOURNMENT

M/Jones, S/Woodford to adjourn

**Administrative Officer Chaput polled the Board:**

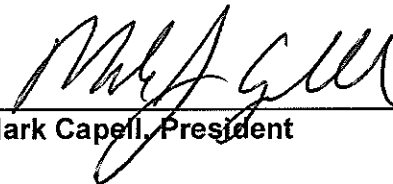
- Capell – Aye
- Jones – Aye
- Woodford – Aye
- Ho – Aye

Meeting adjourned at 1927 hrs.




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**Rick Jones, Vice President**




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**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
- ~~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  
SMEMPS – Southern Marin Emergency Medical Paramedic System  
TFPD – Tiburon Fire Protection District  
TVFD – Tiburon Volunteer Fire Department  
WUI – Wildland Urban Interface