

## TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

September 11, 2024

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

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

ABSENT: Mark Capell

### AGENDA ITEM 1 – CALL TO ORDER

Vice President Jones called the meeting to order at 1630 hrs.

### AGENDA ITEM 2 – BOARD OF DIRECTORS

- A. Oath of Office – Brett Tucker  
Chief Pearce administered the Oath of Office to Director Tucker.

### AGENDA ITEM 3 – CONSENT CALENDAR

- A. Minutes, July 8, 2024  
B. Communications  
C. Warrants and Payroll  
D. Ratify Step Raise – Fire Prevention Specialist Gary Musante, Range 407, Step #3, \$9,322/month, effective July 16, 2024  
E. Resolution #2024-12, CalOES Form 130 updates  
F. Resolution #2021-13, SB 1205 regarding the inspections of certain occupancies required to receive annual inspections  
G. Resolution #2024-15, implementing HRA plans

Agenda Item 3G discussed by the Board.

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

**Administrative Officer Chaput polled the Board:**

Capell – Absent

Jones – Aye

Woodford – Aye

Ho – Aye

Tucker – Aye

### 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 Pearce

#### **Administration**

Pre-construction planning for station 10 continues as The District prepares to put out RFP/RFQ to secure and employ a contractor.

We have secured a temporary use permit from the town that allows us to utilize the Tiburon Baptist Church as a temporary fire station. Logistics for that temporary station continue and we are thankful for the support from the church.

An examination process for Battalion Chief scheduled for 9/6 with final selection and Chief interviews on 9/9. Recommendations to the board for promotion to BC on 9/11. Captain and Lieutenant promotional exams are scheduled for October 4 with final selection and Chief interviews 10/7. The District is fortunate to have the depth of experience and professionalism in all the potential candidates.

The final Chipper Day this year will be on September 14, 2024.

### **Operations**

The District responded to the following calls in August:

204 calls

Zone 10 – 36

Zone 11 – 60

Zone 12 – 19

Angel Island – 5

Bay Waters – 2

All Other Calls – 82

### **Significant Events:**

There were no significant events during the month of August.

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

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

- Park Fire in Butte & Tehama counties (deployed 7/25 & returned 8/8)

### **Training**

Block Training for August was put on hold this month due to the Park Fire and multiple engines being out-of-county including E612 and Chief Ardigo as a Strike Team Leader.

Even without the block training this month, shifts focused hard on training our personnel. Rapid intervention, hose/pump operations and firefighter safety and survival are just a few topics the shifts covered. With the upcoming BC and Captains/Lieutenants exams, crews have been focusing on leadership and simulation training for their upcoming tests. Many task books for OOC officer, Boat Operator and Acting Officer still remain open and involve many hours of situational training.

Our monthly EMS training with Dr. Bason-Mitchell focused on medical training for fire line medic and injuries that might be encountered on wildland fires. This is a rare opportunity to learn about treating each other while on campaign fires out-of-county. The topics ranged from burns to heat strokes and the steps to prevent these injuries but also what to do in case we encounter these injuries. What is unique about fire line injuries is that it happens within an active incident creating an incident within an incident (IWI). Procedures and Communications are explained so that if an IWI occurs both incidents are not compromised due to the complexity nature of what is happening.

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 task book qualifications and expectations are being composed by FF/PM Nate Buck.

FF/PM Dominic Pomilia put together training and specs for all shifts on the new Type 3 engine for Angel Island.

Personnel with 20 hours or greater of training: BC Steve Ardigo (30), FF/PM Omar Bell (136), FF/TR Connor Branco (70), Capt. Mark Fitzgerald (88), FF/PM Chris May (64), Capt. Travis Terrell (25), FF/PM Matt Wilson (33)

554 total training hours were logged this month by TFD.

### **Logistics/Maintenance**

#### **Apparatus/Equipment:**

- Routine monthly maintenance completed.
- The Type 3 for Angel Island is almost complete and will be heading over to the island soon.
- Annuals are being done for all apparatus.
- We are in the beginning stages of building the next Type 1 engine.
- The new Type 3 is being built.
- The new command vehicle is being outfitted by NORCAL EVI.

#### **Stations:**

- Station 11/10 - routine maintenance completed.
- The standpipe system was repaired at Station 11.

### **Prevention Bureau**

#### **Permits:**

\$16,062 in July and \$8,006.00 in August.

#### **Inspections Completed:**

FPS Heckler performed (41) annual Veg Management inspections, (10) Fire Sprinkler inspections, (1) PV/ESS System inspections.

FPS Musante performed (89) Vegetation Management inspections, and (5) Fire Sprinkler inspection, (4) PV/ESS System inspections, (1) Knox box 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 August, 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 August 10, 2024, yielded nine 40-yard dumpsters or 32.67 tons of vegetation debris.

FPS Heckler and FPS Musante attended the National Night Out on Tuesday, August 6, 2024, in support of the Tiburon Police Department.

- B.** Approve appointment of Battalion Chief, Range 405, Step #1, \$13,114/month, effective September 16, 2024  
M/Woodford, S/Tucker to approve appoint of Daniel Elkington to Battalion Chief, Range 405, Step #1, \$13,114/month, effective September 16, 2024

**Administrative Officer Chaput polled the Board:**

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

- C.** Station 10 update  
Discussion.

AGENDA ITEM 6 – TREASURER’S REPORT

- A.** Finance Report  
Director Woodford presented the Finance Report  
7/9/2024

Balance on Hand Operating (BofA), beginning	\$	50,293.24
Cash Revenue/Deposits	\$	822,472.34
Cash Expenditures	\$	(674,490.56)
Net LAIF/CAMP Transfers In/(Out)	\$	<u>(30,000.00)</u>
Balance on Hand Operating (BofA), ending	\$	168,275.02

Transfers to P/R Account	\$	1,760,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	
Transfers from CAMP	\$	2,330,000.00
Transfers to CAMP	\$	600,000.00
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	\$	<u></u>

Total Assigned Reserves	\$	519,250.00
General Operations Reserve	\$	2,571,902.13
LAIF Ending Balance	\$	136,716.97
CAMP Ending Balance	\$	<u>7,822,699.16</u>
Total Investment Acct Balance	\$	7,959,416.13

Discussion.

#### AGENDA ITEM 7 – PUBLIC HEARING – FINAL BUDGET F/Y 2024-25

##### A. Resolution #2024-14, Annual Budget F/Y 2024-25

Discussion.

M/Woodford, S/Ho to approve Resolution #2024-14, Annual Budget F/Y 2024-25

**Administrative Officer Chaput polled the Board:**

Capell – Absent

Jones – Aye

Woodford – Aye

Ho – Aye

Tucker – Aye

#### AGENDA ITEM 8 – COMMITTEE REPORTS

##### B. **NERA** – Chief Pearce

Transition and roll out on track for October.

##### C. **SMEMPS** – Chief Pearce

Next meeting will be September 18, 2024 where the Final Budget F/Y 2024-25 will be reviewed and approved.

#### AGENDA ITEM 9 – CLOSED SESSION

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

The Board adjourned to Closed Session at 1906 hours to discuss the following item:

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

The Board reconvened to Open Session at 1937 hours and reported the following:  
Nothing to report.

#### AGENDA ITEM 10 – BOARD OF DIRECTORS

##### A. Updates – Meetings, Directors Handbook, Training

Discussion. The Board agreed to a new meeting time of 4pm on the second Wednesday of the month.

#### AGENDA ITEM 11 – ADJOURNMENT

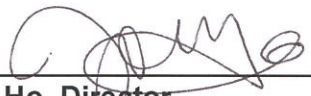
Vice President Jones stated the Board and staff would be adjourning tonight's meeting in memory and honor of the victims of 9/11. Never Forget.

M/Woodford, S/Tucker to adjourn

**Administrative Officer Chaput polled the Board:**

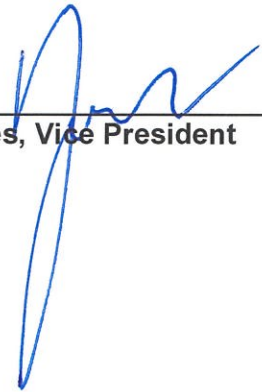
Capell – Absent  
Jones – Aye  
Woodford – Aye  
Ho – Aye  
Tucker – Aye

Meeting adjourned at 1947 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  
~~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