

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

January 8, 2025

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 Ark newspaper reporter Naomi Friedland

ABSENT:

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, December 11, 2024
- B. Communications
- C. Payroll and Warrants
- D. Resolution #2025-01 through #2025-02, years of service acknowledgements
- E. Resolution #2025-03, Proclamation of Community Risk Reduction Week, January 20-26, 2025

M/Woodford, S/Capell 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. Naomi Friedland from The Ark newspaper had no comments.

AGENDA ITEM 4 – CHIEF'S REPORT

- A. Monthly Report – Chief Hellyer

Administration

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

Once again, the District paired with the San Rafael "Santa Cop and First Responder Elves" for the toy drive for underserved communities. Thanks to our generous constituents, it was another successful year of collecting donated toys.

Our Firefighter-Trainee selection process is open through January 2, 2025. This has been an excellent recruiting tool for the District and a tremendous opportunity for the participants. We

have ten full time employees of all ranks that have come from this program, which also continues our diversity and outreach efforts to the community.

The Firefighter/Paramedic selection process will remain open until filled.

District counsel is reviewing the Board handbook. We hope to have it completed by the February Board meeting.

Operations

The District responded to the following calls in December:

207 calls

Zone 10 – 32

Zone 11 – 70

Zone 12 – 20

Angel Island – 0

Bay Waters – 2

All Other Calls – 83

Significant Events:

There were no significant events during the month of December.

Out-of-County/Pre-Positioning:

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

Training

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

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 manage 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.

Probationary FF/PM Dalton Locke successfully passed his written Modular 5 test. He is currently focused on getting through the manipulative portion of the module.

This month's EMS training, led by Dr. Bason-Mitchell, focused on respiratory & reviewing lung sounds. With the cold and flu season in full swing this is a particularly important training to review. Being able to hear and identify distinct types of respiratory sounds is both a skill for EMTs and Paramedics.

FF/PM Omar Bell attended PALS this month.

The county Hazmat team sent out this month's block training that focused on reviewing the ERG. The online teachings were paired with scenarios for each shift to practice their skills on.

The Marin County Training officers had their bimonthly meeting and outlined the training for 2025.

1. Jan – Feb: Structure Block
2. March: FFSS
3. April: Behavioral Health
4. May – June: RT-130
5. July – August: Tech Rescue
6. September: Extrication/ Suicide Awareness
7. October – November: Haz-Mat
8. December: Officer Development

C-Shift conducted a block training with all Southern Marin resources that focused on the Mayday class that was put on in November. It was a simulated fire that took place at night at the Station 9 training tower that turned into firefighters calling a Mayday. Comm Center was brought in to participate in the drill to help work out communications between dispatchers and IC.

Captain/PM Mark Fitzgerald participated in a USAR Technical Search Specialist weeklong training in Los Angeles.

FPS Django Heckler, FPS Gary Musante and BC Danny Elkington participated in a 3-day Plans Examiner course held in the city of Crockett.

Personnel with 20 hours or greater of training: BC Steve Ardigo (23), FF/PM Omar Bell (116), FF/PM Carlos Berlanga (20), FF/TR Connor Branco (62), BC Daniel Elkington (37), Captain/PM Mark Fitzgerald (29), FPS Django Heckler (23), FF/PM Chris May (80), FPS Gary Musante (23), FF/TR Najm Osborne (20), FF Gary Travis (21), LT/PM Matthew Wilson (25).

546 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

Stations:

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

Prevention Bureau

Permits:

\$8,812.50 paid in December.

Inspections Completed:

FPS Heckler performed (9) Company inspections, (15) Fire Sprinkler inspections, (5) PV/ESS System inspections, (28) Plan Review Building & Planning, Fire System, and PV/ESS.

FPS Musante performed (42) Company inspections, (1) PV/ESS System inspections, (5) Vegetation Management inspections, (3) Knox Box inspections.

Plan Reviews Completed:

As of the end of December, plan check reviews are up to date. FPS Heckler has completed 28 plan reviews.

Community Risk Reduction:

FPS Heckler attended the Reed School District annual safety meeting. FPS Musante attended the St Hilary's school annual fire drill. The Prevention Bureau has been providing information and education to local businesses to inspect holiday lighting and extension cords for fire safety.

MCFIT:

FPS Musante and FPS Heckler are team facilitators for the Marin County Fire Investigators Team (MCFIT) in December.

- B. Administrative Vehicle Agreements Discussion.
- C. Station 10 update Discussion.
- D. Form 700, Statement of Economic Interests, SB1343 Anti-Harassment Training and AB 1234 Ethics Training for BOD Discussion.

AGENDA ITEM 5 – TREASURER’S REPORT

A. Finance Report

Director Woodford presented the Finance Report
12/1/2024

Balance on Hand Operating (BofA), beginning	\$ 220,566.21
Cash Revenue/Deposits	\$ 4,758,492.24
Cash Expenditures	\$ (560,700.48)
Net LAIF/CAMP Transfers In/(Out)	<u>\$ (4,210,000.00)</u>
Balance on Hand Operating (BofA), ending	\$ 208,357.97
Transfers to P/R Account	\$ 650,000.00
Transfers from LAIF	\$
Transfers to LAIF	\$
Transfers from CAMP	\$ 200,000.00
Transfers to CAMP	\$ 3,760,000.00
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	\$ 5,252,149.49
LAIF Ending Balance	\$ 138,338.29
CAMP Ending Balance	\$ 10,501,325.20
Total Investment Acct Balance	\$ 10,639,663.49

Discussion.

AGENDA ITEM 6 – COMMITTEE REPORTS

A. MERA – Chief Pearce

Chief Pearce is finishing up his time on the MERA Board. MERA is up and running and has moved into maintenance mode as issues are being addressed.

B. SMEMPS – Chief Pearce

SMEMPS is currently under review of system dynamics, deployment and governance due to recent changes in member agencies. SMEMPS will hold its next meeting on February 5, 2025. Chief will be leaving the SMEMPS Liaison Chief position.

AGENDA ITEM 7 – BOARD OF DIRECTORS

Chief Pearce announced his retirement date of February 28, 2025.

AGENDA ITEM 8 – ADJOURNMENT

M/Capell, S/Woodford to adjourn

Administrative Officer Chaput polled the Board:

Jones – Aye

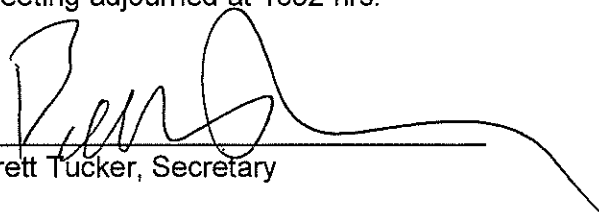
Ho – Aye

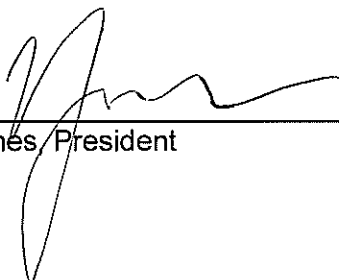
Tucker – Aye

Woodford – Aye

Capell – Aye

Meeting adjourned at 1652 hrs.


Brett Tucker, Secretary


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