

TIBURON FIRE PROTECTION DISTRICT

Board of Directors Meeting

August 12, 2026

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

PRESENT: Chief Tommy Hellyer, Admin/Day Battalion Chief Danny Elkington,
Finance Officer Heidi Rosevear, Administrative Officer Nicole Chaput,
and The Ark newspaper reporter, Tyler Callister

ABSENT: Rick Jones

AGENDA ITEM 1 – CALL TO ORDER

President Ho called the meeting to order at 1600 hrs.

AGENDA ITEM 2 – CONSENT CALENDAR

- A. Approval of Minutes, June 10, 2026
- B. Communications
- C. Payroll and Warrants

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

Administrative Officer Chaput polled the Board:

Ho – Aye

Tucker – Aye

Woodford – Aye

Capell – Aye

Jones – Absent

AGENDA ITEM 3 – PUBLIC OPEN TIME

President Ho opened the floor to the public. No public comments.

AGENDA ITEM 4 – CHIEF'S REPORT

- A. Monthly Report – Chief Hellyer

Administration

Happy to announce that the Tiburon-Belvedere Firefighters Foundation has been established and we are working towards qualifying for 501(c)(3) status with the IRS. The Articles of Incorporation were submitted and approved, an EIN was established, official name was registered with the state, bylaws drafted by legal counsel, domain name secured for the website, and we are working toward appointing the board members for the foundation. The Tiburon Belvedere Firefighters Foundation may be able to accept funds once a bank account is opened, but tax-deductible status is contingent on IRS approval, which could take up to six months.

Station 11 Phase 2 project timeline has been updated. 450 Architects are working on the construction documents, with the goal of 90% completion in the late fall. The start construction goal is projected for late spring.

The official withdrawal letter for the annexation study was signed by the District and City of Belvedere and sent to LAFCo.

Station 10 training tower has been planned and priced; further discussion to follow.

Operations

The District responded to the following calls in July:

209 calls

Zone 10 – 31

Zone 11 – 55

Zone 12 – 22

Angel Island – 6

Bay Waters – 5

All Other Calls – 90

Out-of-County/Pre-Positioning:

One out-of-county/pre-positioning assignments in the month of July

- Little Fire in Alameda County

Training

Our Tiburon Fire team recently participated in the countywide Live Fire Wildland Rodeo, helping train some of our newest recruits alongside firefighters from agencies across the county. This hands-on training provided our probationary firefighters and trainees with the opportunity to sharpen their skills during live fire burns while working alongside experienced crews.

Our newest probationary firefighters are also diligently working toward becoming Driver Operators within the District. This is an extensive process that requires mastering the operation and knowledge of every apparatus in our fleet. Throughout their training, they gain valuable experience pulling a variety of handlines, practicing hose management evolutions, and building the confidence needed to perform under pressure.

With wildfire season now underway, our crews have been hard at work preparing our newest members in every aspect of wildland firefighting. From hoselay techniques and attack strategies to chainsaw safety, weather interpretation, and fire behavior, these firefighters are developing the skills needed to respond safely and effectively.

We are incredibly fortunate to have such a dedicated team that continues to invest in training the next generation of firefighters year after year. Their commitment to mentorship and excellence ensures we remain ready to serve our community when it matters most.

TFD personnel with 20 hrs or more of training: CPT Fitzgerald (71); FF/PM May (83); FFT Barnes (26); FF Washington (25); CPT Bonfigli (23); FI Ramiro (33); FPS Musante (22); FFT Anderson (21); FFT Sharninghausen (23); FF Travis (21); FF/PM Branco (30)
Total training hours for July = (571.25)

Logistics/Maintenance**Apparatus/Equipment**

- Routine monthly maintenance completed
- E610 - to Diego Truck Repair for diagnostics and repair of ongoing fuel priming issues. Fuel filter, check valve, lift pump and fuel line grommets replaced. The engine returned to Angel Island.
- M10 - brought in for diagnostics and repair of front-end noise while braking. Auto slack adjusters failed, brakes were out of adjustment along with pass. Side axle seal leak. New drums, shoes, slack adjusters and axle seal were installed (SMEMPS)
- E612 - deployed out-of-county for 3 days and minor repairs were made during demobilization. Fuel primer pump, fuel lines and fuel filter replaced by incident mechanics to pass the demobilization process. Mechanics provided a list of recommended repairs and those are being investigated.
- New 2.5" hose arrived and will be put into service soon. Retired hose (>20yrs old) will be surplused to a small Northern California fire agency who requested 500' for their apparatus. Santa Rosa Junior College was contacted and needs 2.5" hose for their academy training.
- 5500psi SCBAs have been put in service - service life is 15 years
- Old retired SCBAs, once inventoried, will be donated to local fire academies, retained for training and offered to local agencies who may have use for it.
- E10 - driver window unable to roll up/down; issue being investigated by personnel.
- E10 - found to have minor air leak near the compressor, bolts were tightened by personnel; issue resolved.
- A11 - transported off Angel Island for SMOG and diagnosis of check engine light. Check engine light was due to multiple cylinders misfiring. Repair is being completed by D & K Auto.

Stations:

- Routine maintenance completed
- New red, white and blue bunting decoration purchased - bunting is hung from the day room railing for events such as Opening Day, 4th of July, etc.
- St. 10 trailer experienced intrusion from ants around the shower pan in one of the bathrooms. Personnel replaced silicone caulking to mitigate the issue and contacted the trailer representative for notification and recommendations. A representative visited the site and improved caulking in both showers.
- A leaking copper hot water pipe was discovered at St. 11 in the furnace room. The plumber was contacted and repair completed. The leak is likely associated with corrosion at soldered joints due to age.

Prevention Bureau**Revenue:**

\$7,952.00 in fees generated between 07/01/2026-07/31/2026

Inspections Completed:

From 07/01/2026-07/31/2026 the following inspections were completed:

- 33 Construction Inspections, including construction, fire protection systems, and alternative energy systems
- 215 Defensible space inspections
- 8 Home Assessments
- 4 Citizen reported hazard inspections
- 2 Std 850 Fire and Life Safety licensing inspections

Plan Reviews Completed:

30 Plan reviews were completed from 07/01/2026-07/31/2026

Community Risk Reduction:

Tiburon Fire hosted their third Chipper Day on Saturday, July 11. While the total tonnage is still being calculated, the event produced a total of nine, 40-cubic yard containers of vegetation trimmings and green waste. A very big thank you to prevention staff, Administration Officer Nicole Chaput, and volunteers Gary Morgan, Gary Lucas and retired chief Richard Pearce for helping support this effort!

Education/Training:

The fire prevention team attended the monthly Marin County Fire Prevention Officers (MCFPO) Meeting and the bimonthly Marin County Fire Investigator Team (MCFIT) meeting.

FPS Heckler and Inspector Ramiro attended DOJ Training for Evidence Collection, hosted by MCFIT.

FPS Musante and Inspector Ramiro attended a two-day training course to become Damage Inspectors with CalFire, hosted by Marin County Training Officers. This will allow both staff members to launch their training taskbooks.

Additional Information

The prevention fee schedule is set to increase by the annual 3% inflation rate, which was previously approved under Resolution #2023-11, on August 1, 2026. The new fees have been uploaded to the website and can be accessed utilizing the link below:

[Fire Prevention Fee Schedule 2026/2027 FY](#)

- B. 2025-2026 Marin County Civil Grand Jury Report: Better Service at a Lower Cost: Optimizing Essential Services for the Future of Marin Discussion.

M/Tucker, S/Capell to approve District responses to the 2025-2026 Marin County Civil Grand Jury Report: Better Service at a Lower Cost: Optimizing Essential Services for the Future of Marin with specific Board member amendments to F2, F6, R1 and R2.

Administrative Officer Chaput polled the Board:

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

AGENDA ITEM 5 – TREASURER'S REPORT

A. Finance Report

Director Woodford presented the Finance Report
 7/31/2026

Balance on Hand Operating (BofA), beginning	\$	1,121,244.62
Cash Revenue/Deposits	\$	2,937,346.93
Cash Expenditures	\$	(1,677,812.33)
Net LAIF/CAMP Transfers In/(Out)	\$	(1,820,000.00)
Balance on Hand Operating (BofA), ending	\$	560,779.22
Transfers to P/R Account	\$	905,000.00
Transfers from LAIF	\$	
Transfers to LAIF	\$	
Transfers from CAMP	\$	850,000.00
Transfers to CAMP	\$	
Change in prior scheduled transfers	\$	
Reserve Balances		
Committed Reserves		
Facilities	\$	3,591,208.00
Lease Payments	\$	270,000.00
Type 1	\$	650,000.00
Fireboat	\$	650,000.00
Apparatus	\$	1,208,552.00
Total Committed Reserves	\$	6,369,760.00
Assigned Reserves		
Equipment	\$	500,000.00
IT	\$	75,000.00
PTO	\$	200,000.00
Total Assigned Reserves	\$	775,000.00
General Operations Reserve	\$	3,972,555.90
LAIF Ending Balance	\$	2,834,710.48
CAMP Ending Balance	\$	8,282,605.42
Total Investment Acct Balance	\$	11,117,315.90
Discussion.		

AGENDA ITEM 6 – PUBLIC HEARING – FINAL BUDGET FY 2026-27

- A. Approve Resolution #2026-08, FY 2026-27 final budget**
 Discussion.

M/Woodford, S/Capell to approve Resolution #2026-08, FY 2026-27 final budget

Administrative Officer Chaput polled the Board:

Ho – Aye

Tucker – Aye

Woodford – Aye

Capell – Aye

Jones – Absent

AGENDA ITEM 7 – RESOLUTIONS

- A.** Approve Resolution #2026-09, amendments to the Conflict of Interest Code
Discussion.

M/Capell, S/Woodford to approve Resolution #2026-09, amendments to the Conflict of Interest Code

Administrative Officer Chaput polled the Board:

Ho – Aye

Tucker – Aye

Woodford – Aye

Capell – Aye

Jones – Absent

- B.** Approve Resolution #2026-10, intention to approve amendment to contract between CalPERS and TFPD
Discussion.

M/Tucker, S/Woodford to approve Resolution #2026-10, intention to approve amendment to contract between CalPERS and TFPD

Administrative Officer Chaput polled the Board:

Ho – Aye

Tucker – Aye

Woodford – Aye

Capell – Aye

Jones – Absent

AGENDA ITEM 8 – COMMITTEE REPORTS

- A. SMEMPS** – Chief Hellyer/Director Tucker

Significant work over the past 18 months has been completed to redevelop the JPA, bylaws, and policies. The focus is now on uploading all materials to the website and transitioning to a maintenance mode. Monthly meetings have been established among the SMEMPS fire chiefs to maintain alignment. SMEMPS to hold a special meeting before 9/11/26 in order meet the legal requirements of responding to the 2025-2026 Marin County Civil Grand Jury Report: Better Service at a Lower Cost: Optimizing Essential Services for the Future of Marin

- B. Facilities/Construction** – Battalion Chief Elkington

BC Elkington provided facilities and construction update in lieu of a committee meeting. The project team (Arntz, PBK, TFPD) is collaborative and on track. The training tower design was scaled back, reducing costs from approximately \$450,000 to approximately

\$250,000 eliminating the large enclosure planned for future generator capacity and reducing retaining wall requirements on the hillside. A change order will be submitted once Plan Check approval is received. The training functionality of the tower is unaffected. After months of negotiation, PG&E agreed that an additional power pole is not required. The revised contract reduced costs by \$8,000 less than expected because the existing pole requires upgrades and the primary line run is longer. The net result is still favorable and supports the plan to electrify the station and upgrade to 800-amp service. Station 11 Phase 2 project timeline and budget are aligned between TFPD and the architect. Value engineering decisions were made to avoid structural changes, resulting in significant cost savings.

AGENDA ITEM 9 – BOARD OF DIRECTORS

No Board comments.

AGENDA ITEM 11 – ADJOURNMENT

M/Woodford, S/Capell to adjourn

Administrative Officer Chaput polled the Board:

Ho – Aye

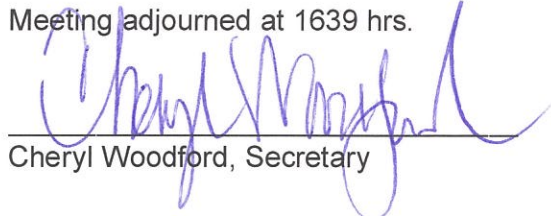
Tucker – Aye

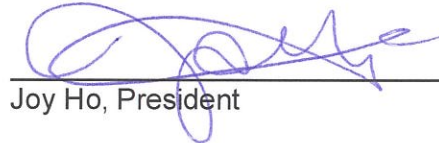
Woodford – Aye

Capell – Aye

Jones – Absent

Meeting adjourned at 1639 hrs.


Cheryl Woodford, Secretary


Joy Ho, 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
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

